

**GREAT FALLS GENEALOGY SOCIETY
STANDING RULES**

Society Management:

1. All current policies, procedures, standing rules, constitution, by-laws, etc. are included in the How To Book that is in cabinet 085, shelf 1. Histories of the policies, procedures, standing rules, constitution, by-laws, etc. should be kept with the copies of the minutes, per date enacted. (Nov 2022)
2. Effective January 1, 2022, the GFGS Tech Committee will replace at least one computer for GFGS per year. Either the oldest or the one in worst condition will be chosen. This will remain in effect as long as technology advances warrant the replacement(s). Patron computers are very important. (2 Sep 2021; Nov 2022)
3. There will be a one-hour time limit on the computer when others are waiting. (Amended June 1997; February 2015)

Treasurer:

1. If the Society ends the year with a net profit of over \$500, then the amount over \$500 shall be transferred to the Special Projects Fund. Special Projects consist of whatever the Executive Board and/or General Membership deem. (Jan 2012; Nov 2022)
2. \$25 working Cash Fund established to be used for cash box change and needed petty cash purchases. (March 1988; amended March 2017; Nov 2022)
3. Proceeds of sale of books removed from shelves to go to the United States Acquisitions Fund. (Amended May 2011; Nov 2022)
4. \$75 per quarter shall be set aside for a Capital/Equipment Fund. This is intended for replacement or additions to equipment only. (1997)
5. The Society shall set aside \$125 quarterly in a designated fund. The purpose of this fund will be to buy new Information Technology (IT) equipment and programs. (October 2007; amended April 2017; Nov 2022)
6. The Society will donate \$25 to the Foreign Acquisition Fund as a memorial when an active member passes away. The Board may recommend a \$25 memorial for any inactive member who, during his or her time of membership, made significant contributions to the betterment of the Society. Money received as a Memorial, unless otherwise designated, will also go into the Foreign Acquisition Fund. (Amended Feb 2009; amended March 2017; Nov 2022)
7. Bills for amounts over \$100.00 will be presented to the membership for approval with the exception of routine business expenses (i.e. insurance, monthly phone/internet bill, Public

Library parking passes, publication costs, supplies, etc.). Amended Apr 2012, amended March 2017)

8. The Copy Machine Fund and the Donations Fund shall be combined to form one fund called "Donations". The amount of \$8 will be maintained in the fund for the purpose of making change. (May 2014)
9. The GFSG Board established a \$2,000 debt limit on the Society credit card. The President and the Treasurer are empowered to apply for said credit card, in the stated limit. The credit card is to be used only for purchases approved by the Executive Board or the membership or routine expenses as listed above. The credit card is to be taken out of town only with written permission of a majority of the Executive Board. (7 March 2015; Nov 2022)
10. Current genealogy subscriptions and memberships already in place may be renewed without further approval until the Board and Membership decide otherwise. This includes magazines, web sites and membership to the State Genealogy Society. (Feb 2013; amended April 2017)
11. Twenty percent (20%) of research proceeds go to United States Acquisitions. The remainder is used for operations of the Society. (Nov 2001; Nov 2022)

Acquisitions:

1. Only books designated by the Acquisition Committee can be checked out. (Amended Feb 2009; December 2016)
2. Any quarterlies received from 1998 and forward shall be kept in accordance with Acquisition Committee Processes and Procedures. (1998; Nov 2022)
3. The Four Acquisition Funds (United States, Montana, Foreign, Indigenous) shall be used to purchase all types of research materials in accordance with Acquisition Committee Processes and Procedures. (Amended June 1997; February 2015; Nov 2022).
4. All items donated to the library shall be reviewed by the Acquisition Committee. If an item cannot be used, the disposition of the item should be made in accordance with Acquisition Committee Processes and Procedures. (Amended May 2000; Nov 2022)
5. The Acquisition Committee is authorized to purchase any Montana city or county directory or local history not in the Society's library in accordance with Acquisition Committee Processes and Procedures. (Amended May 2000; Nov 2022)
6. Donations to the Acquisition Funds are limited to Memorials, Brags and Birthdays, Research as designated by the budget committee and specific donations. (Oct 2000)

7. The United States Acquisition fund shall maintain a reserve of \$500. The Foreign, Montana, and Indigenous Acquisition Funds shall maintain a reserve of \$75 each. (13 February 2020; Nov 2022)

Fees:

1. GFGS volunteers on duty will make copies and collect fees. (Amended June 1997; April 2017; Nov 2022)
2. The membership drive for the next year will begin in September of the current year.
 - Dues are \$35 for a single, and \$60 for a couple.
 - Lifetime memberships are offered for \$500 for a single, and \$600 for a couple. (Amended Feb 2009; Sep 2016; Nov 2022)
3. Copy fees for photocopies/computer printouts will be the same for members and for non-members and will be based on the size of paper used to make the copy. The copy fees for photocopies/computer printouts minimums are based on the fees charged by Great Falls Public Library. The following schedule will apply:
 - Letter size 8 ½ x 11 = \$0.15 per copy
 - Legal size 8 ½ x 14 = \$0.25 per copy
 - Ledger size 11 x 17 = \$1.00 per copy (Nov 2022)
4. Internet use is free to members and \$2.00 per hour for non-members. Some restrictions for use apply (i.e., inappropriate sites). (Sep 1998; Nov 2022)

Publications:

1. The Executive Board is allowed to raise the price of publications as costs rise. (April 1997)
2. A fee of \$5.00 will be charged to members who wish to receive the Treasure State Lines by paper rather than electronically. (Nov 2022)

Research:

1. Requested research may be completed by the Research Department. (Amended Feb 2009; Nov 2022)
2. Research requests will not be completed (materials sent) until payment is received. (Feb 2000; Nov 2022)

Library Operations:

1. The Executive Board is responsible for the running of the library which includes but is not limited to the following:

- a. The arrangement of the library and the Collection.
 - b. All records concerning the operation of the library, and how these records are to be kept.
 - c. Parking passes to volunteers for the Montana Room and the GFGS library.
 - d. Creating an agenda and scheduling librarian staff meetings as needed.
 - e. Providing a written manual covering all aspects of the operation of the library.
 - f. Scheduling regular library cleanup days.
 - g. Managing Society projects.
(Nov 2022)
2. If there is no Montana Room attendant, the Genealogy library closes and the librarian is in the Montana Room. (Nov 2022)
 3. New librarians will be assigned mentors for training. (Nov 1997; amended April 2017)
 4. The Board will be responsible for discussing and scheduling, an annual inventory of the library. The inventory may be conducted as a continuous process throughout the year. (April 2005; Nov 2022)

Nominating Committee:

1. No member of the board may direct the actions of the nominating committee. If member(s) of the board wish to present nominations to the nominating committee, they may do so as a written nomination the same as any other member of the Society. (Nov 2022)
2. The nominating committee will contact every member of the Executive Board whose position is up to see if they are willing to stay in their position. Those names are added to the Nominating Committee Report, and presented to the membership. (Nov 2022)