

**STANDING RULES
OF THE WHATCOM GENEALOGICAL SOCIETY
(2022)**

A. LIBRARY COMMITTEE

1. **Exchanges:** The Library Committee is authorized to make exchanges of materials of like value with other societies.
2. **Matching Funds procedure:**
 - a. A minimum of three people must request the purchase of a specific book or other media before matching funds will be considered.
 - b. The Society's Library budget will fund up to one-half (1/2) of the purchase price and the remainder of at least one-half (1/2) is to be funded by donations from members.
 - c. All monies are to be returned to contributors when an item ordered with matching funds is found to be no longer available.
3. **General Purchase Policies:**
 - a. Items to be purchased may be of a broad interest.
 - b. Purchases should/may be made to complete, or update sets already started.
 - c. Items purchased by Matching Funds procedures may deal with smaller areas of coverage, i.e. county, city, organizations.

B. NEWSLETTER

1. **Newsletter:** WGS may publish a separate newsletter to cover general business of the Society and any other pertinent information.
2. Old copies of the Bulletin are maintained in digital storage

C. EDUCATION

1. **Speaker's Fees:** When arranging for speakers for membership meetings, seminars or workshops, all fees or compensations must be agreed to before final booking is made.
 - a. Any non-budgeted amount over \$25.00 requires the approval of the Board.
 - b. The Treasurer is authorized to pay the speaker at the time of speaking.

D. MEMBERSHIP COMMITTEE

1. **Beginner's Kit:** A beginner's kit will be given to each new member. It will include:
 - a. A Welcome letter
 - b. A business card with referral to the web site for a copy of the Society's By-Laws and Standing Rules.
 - c. A copy of the Society's Membership list,
 - d. A surname interest form, Old Settlers and pioneer brochure.
2. **Charts and Queries:** New members are encouraged to submit their genealogical stories for publication in the Newsletter.
3. **Dues:** Dues may be paid for both the current fiscal year and for subsequent years.
 - a. Annual dues for regular membership will be \$20.00 for singles, \$30.00 for families.

- b. Family membership will be no more than one and one-half (1 ½) the amount for an individual member.
- c. Dues receipts will be issued at a general membership meeting, by SASE, or via email, if requested.
- d. Honored Life Members will receive all benefits of membership without payment of dues.
- e. Senior Corresponding members pay dues and can vote.
- f. Honorary Members pay no dues and do not vote.

4. Membership List:

- a. A Membership list will be issued to include members who paid last year and new members who join prior to the second meeting of the new membership year.
- b. The list will be annotated as members renew for the current year. Additions and changes will be provided to the President, Newsletter editor and Publicity Committee.

- 5. Acknowledgements:** Sympathy and get-well cards will be distributed as needed to adults living in the same household. Thank you notes for donations will be handled by the Secretary.

E. RECORDS COMMITTEE

- 1. **Society Records:** (i.e. pioneer, early settler, pedigree charts) will be collected and maintained as sources for publication.
 - a. A scrapbook of Society affairs shall be maintained.
 - b. Digital copies of the newsletter will be kept by the education committee
- 2. **Use of Logo:** The Society’s Logo shall be placed on all publications.
- 3. **Business Records:** WGS will adhere to a regular business practice of document retention and destruction according to the schedule adopted from time to time.

| Type of Document - 2022 | Minimum Requirement - 2022 |
|--|----------------------------|
| Accounts (monthly financial) | 7 years |
| Audit (external) | Permanent |
| Audit (internal) | 7 years |
| Bank Statements | 7 years |
| CD purchase/maturity | 7 years |
| Checks (for important purchase/payments) | Permanent |
| Checkbook ledger | 7 years |
| Contracts | Contract period +3 years |
| Financial Statements (Year End) | Permanent |
| Insurance policies/claims | Permanent |
| Inventory records for products, materials and supplies | 7 years |
| Meeting Minutes, Annual meeting minutes | Permanent |
| Application for Pioneer/Old Settler | Permanent |
| Articles of Incorporation | Permanent |

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| Bylaws | Permanent |
| WA Secretary of State Annual Report | On file with SOS |
| Tax Returns (paper) | Permanent |
| Tax Return 990N | On file with IRS |
| 501c 3 determination letter | Permanent |
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F. FUND-RAISING COMMITTEE

1. shall sell items not published by the Society and submit monies collected to the Treasurer.
2. shall maintain an inventory of all stock on hand.
3. shall recommend to the Board the stocking of appropriate items for resale at meetings.
4. The sales price charged shall be the total cost of the item plus a markup established by the Board of Directors
5. The cost of a promotional/fund-raising item over the annual budgeted amount must be approved by the Board before purchase.
6. All transactions/purchases/payments for promotional/fund-raising items must be recorded through the WGS treasury and all checks to be made out to the Society.
7. The Treasurer shall provide a cost-benefit report on all fund-raising projects at the annual general membership meeting.

G. PUBLICATIONS COMMITTEE

1. Shall sell items published by the Society and follow the same rules as fund-raising.

H. RESEARCH AIDE COMMITTEE

1. **Donation for Research Work:** A donation covering the cost of copies and \$10.00 per hour is requested for any research work.

I. THE AUDITING COMMITTEE

1. The intent of the auditing/review committee is to determine how clear the Society's financial records are from the point of view of someone who has not been involved in those finances for the period in question. The review process culminates in a letter from the reviewers to the Society's Board and membership attesting to the guidelines listed as follows:
 - a. Are the financial records complete, well organized, and easy to follow?
 - b. Are methods and procedures utilized ensuring that receipts and expenditures are correctly shown in the record?
 - c. How easy is it to follow transactions? Do receipts correspond with checks written? Are deposits documented with appropriate records?
 - d. Are transactions clearly identified with respect to dates, people, activities, check numbers, etc.?
 - e. Do bank statements correspond reasonably close with balances shown in the monthly financial report?

- f. Are grant monies received and spent/accounted for and used for the appropriate purposes?
- g. When indicated, is Board approval for a specified payment found in the minutes? Are Bylaws and Standing Rules followed regarding finances?
2. After the Treasurer's books are audited/reviewed, they shall be returned to the Treasurer no later than the first Board meeting of the new fiscal year with a dated and signed statement on the face of the books attesting to the audit/review.
3. The committee shall present their report at the first Board and General Membership meetings of the new fiscal year.

J. MISCELLANEOUS RULES

1. **Inventory:** An inventory shall be taken each January of all equipment & records belonging to the Society. The inventory shall be submitted to & filed by the Treasurer. A copy shall also be archived on the Society's laptop.
2. **Minutes:** Annually a copy of the previous year's Board and Membership minutes shall be digitally maintained on the Society's laptop.
3. **Meeting Date:** The general membership meeting shall be held on the second Monday ~~night~~ afternoon of each month, September through June, with the exception of January and any extenuating circumstances.
4. **Mail Distribution:** The Membership chair or other Board member appointed by President shall:
 - a. Pick up mail from the Bellingham Post Office at least once a week
 - b. Open all mail.
 - c. Coordinate with the Treasurer for expeditious delivery of cash and checks for deposit.
 - d. Coordinate with the appropriate committee chairs for expeditious delivery of requests for research publications, membership, and correspondence of an urgent nature
 - e. Contact the President to resolve questions of urgency.
 - f. Distribute remaining mail at the next Board or Membership meeting.
5. Board approval needed for any non-budgeted expenses over \$25.00.