



STANDING RULES OF THE ROGUE VALLEY GENEALOGICAL SOCIETY

Board Procedures

1. The Past President shall maintain and record approved changes in these rules citing the date of change.
Approved 3 Sep 2002, Revised Jan 2021
2. All changes to the Standing Rules must be approved by a majority of the Board of Directors (Board). A copy of the approved Standing Rules shall be filed on the network server and in the RVGS Organizational Manual, as well as posted on the website on the Board resources page.
Approved 11 Apr 2005, Revised 13 May 2019, Revised Jan 2021
3. Projects with a technology-related component require review by the Director of Technology prior to Board approval.
Approved 14 Apr 2008, Revised Jan 2021
4. The Board shall routinely review all sanctioned projects for continuation or termination.
Approved 7 Jun 1999, Revised Jan 2021
5. The Board shall review the insurance policies annually and make necessary adjustments and/or changes to ensure adequate coverage.
Approved 11 Apr 2005, Revised Jan 2021
6. Committee chairs and coordinators shall report to the Board as needed.
Approved 11 Apr 2005, Revised 13 May 2019, Revised Jan 2021
7. Meetings of the Board shall be held monthly, subject to announced changes per Article VIII of the Bylaws.
Approved 6 Jun 2005, Revised Jan 2021
8. The installation of newly elected officers shall be held at a Member Meeting prior to the first of the next year, when possible.
Approved 5 Dec 2016, Revised 13 May 2019, Revised Jan 2021, Revised Apr 2024

Fees/Finance Procedures

9. Each year, the Treasurer shall ensure at least (4) board members are authorized to sign checks.
Approved 14 Nov 2016, Revised 13 May 2019, Revised Jan 2021

10. One authorized signature is required for checking account checks under \$1,000, while two authorized signatures are required for checks over \$1,000. All other accounts will also require two signatures.
Approved 5 Aug 2002, Revised Jan 2021
11. The Board shall set the RVGS Fee Schedule and review it periodically.
Approved 5 Dec 2016, Revised 13 May 2019, Revised Jan 2021
12. Changes in membership dues and Life Memberships are recommended by the Board but require approval by the membership in accordance with Article VI-7 of the Bylaws.
Approved Jan 2021
13. Credit cards for Society expense use shall be issued to the following positions: Treasurer, Technology & Data Management Director, Office Manager, and Book Committee Chair. Changes or additions to the distribution and credit limits for each card require approval of the Board.
Approved 13 Feb 2023

Library Procedures

14. The library materials will be classified according to the Dewey Decimal System.
Approved 11 Apr 2005
15. The annual inventory shall be conducted by the Book Committee and a written report submitted to the Board.
Approved 11 Apr 2005, Revised Jan 2021
16. Regular library operating hours, including holiday closures, shall be approved by the Board. Emergency closures will be determined on a case-by-case basis by the Library Director and President.
Approved 5 Dec 2016, Revised Jan 2021
17. With prior approval of the Board, the library may be used for RVGS volunteer tasks outside normal library hours.
Approved 5 Dec 2016.