

NWIGS STANDING RULES

A. MEETINGS AND SPEAKERS

1. Board members will be paid for speaking at a monthly meeting, either their published fee or a stipend at the discretion of the Board, and will be reimbursed for appropriate expenses.
2. Maximum speaker fee (including all expenses) is set at \$150.00. Executive Board permission must be received prior to contracting with any speaker for a fee exceeding the maximum.
3. There will be monthly meetings held on the third Saturday of the month from January through November. There will be a business meeting followed by an educational program at each of these meetings.
4. Educational programs must be useful for genealogical research.

B. MEMBERSHIP

revised 10/05/2014

1. Membership year shall expire on the same day of the month twelve (12) months from which dues were paid.
2. Membership fees are established as follows:

Individual	1 year	\$20.00	1 year paper TWIGS	\$30.00
Family	1 year	\$20.00	1 year paper TWIGS	\$30.00
Library/Society	1 year	\$20.00	1 year paper TWIGS	\$30.00
Life	\$375.00 (electronic newsletter only)			
3. A family membership is defined as two or more individuals residing at the same address.
4. Annual membership fees are not pro-rated.

C. TWIGS

1. *TWIGS* bi-monthly society newsletter will be published in the months of July, September, November, January, March and May.
2. President's Letter and all articles or other material for the next publication of *TWIGS* must be submitted to the *TWIGS* editor by the 15th of the month prior to publication.
3. Whenever possible, all articles submitted for *TWIGS* should be in a Microsoft Word document and submitted in an electronic format (disk, flash drive, or e-mail).

4. Photographs or drawings relevant to a submitted article will be considered for publication in *TWIGS* if submitted in an electronic format.
5. The Editor of *TWIGS* will be appointed by the President and approved by the Executive Board.
6. It is the responsibility of the *TWIGS* editor to ensure that the copyright laws are followed.

D. VOLUNTEERS

1. Volunteer(s) of the Year to be named by the Executive Board from recommendation(s) from projects chairmen. Volunteer of the Year must be a current member of the Society. Volunteer(s) of the Year are awarded a \$75 directed donation in their name for a genealogical or family history research publication of their choice at either the Lake County Public Library (Merrillville) or the Valparaiso Public Library.
2. Volunteers and Volunteer(s) of the Year are to be honored at the General Meeting in June.
3. Non-member volunteers can be awarded a one-year membership at the discretion of the Executive Board.

E. FINANCES

1. Discretionary purchasing power of Treasurer will be set to a maximum of \$200.00 for purchases directly related to business matters.
2. Discretionary purchasing power for all other NWIGS officers will be set to a maximum of \$50.00 for purchases directly related to business matters.
3. NWIGS President to review and sign-off on the financial reconciliation statement monthly.
4. An annual financial report will be submitted by the Treasurer to the *TWIGS* Editor for publication in the September *TWIGS*.
5. All purchases must receive prior Board approval except for:
 - a. Copies of handouts for presentations.
 - b. Discretionary purchases by Treasurer.
 - c. Discretionary purchases by all other NWIGS Officers.
 - d. Recurring operating expenses (e.g. insurance, bulk mailing permit).
 - e. Publications expenses.

F. WEB SITE

1. The NWIGS web master will be appointed by the President and approved by the Executive Board.
2. All new databases must have Board review and approval prior to being posted on the NWIGS website.
3. All major changes to the appearance of the NWIGS website must be reviewed and approved by the Board.
4. It is the responsibility of the *TWIGS* editor to ensure that the copyright laws are followed.

G. MAILING LIST

1. A mailing (message) list will be maintained for the following purposes:
 - a. communication of upcoming events, including meetings.
 - b. posting queries.
 - c. sharing information of genealogical interest.
2. Individuals do not have to be members of NWIGS to join the mailing list.
3. The mailing list can be accessed from the NWIGS website.
4. Individuals who post messages to the message list not consistent with the purposes of the mailing list will be removed from the subscriber list.