

STANDING RULES  
OF THE  
VIRGINIA BEACH  
GENEALOGICAL SOCIETY

Updated: Mar 2023

# TABLE OF CONTENTS

I. Introduction to Standing Rules .....	5
II. Introduction to VBGS .....	5
III. Calendar .....	5
A. FISCAL YEAR.....	5
B. MEMBERSHIP YEAR.....	5
C. ADMINISTRATION YEAR.....	5
IV. Membership.....	6
A. INDIVIDUAL MEMBERSHIP.....	6
B. HOUSEHOLD MEMBERSHIP.....	6
C. YOUTH MEMBERSHIP.....	6
D. LIFE MEMBERSHIP.....	6
V. Meetings of the Society .....	6
A. MONTHLY MEETINGS.....	6
B. SPECIAL INTEREST GROUPS.....	6
C. ANNUAL MEETING.....	7
VI. Communications & Publicity.....	7
A. WEBSITE.....	7
B. NEWSLETTER.....	7
C. EMAILS AND SOCIETY EMAIL ADDRESSES .....	7
D. SOCIAL MEDIA.....	7
E. VIRTUAL MEETING PLATFORM.....	8
F. LOGO .....	8
G. MAIL .....	8
VII. G Suite .....	8
A. G SUITE ADMINISTRATOR.....	8
B. G MAIL .....	9
C. GOOGLE DRIVE .....	9
D. CONTACTS .....	9
E. CALENDAR.....	9
F. SHEETS, DOCS, and more.....	9
VIII. Officers & Board of Directors .....	10
A. OFFICERS.....	10
B. BOARD OF DIRECTORS .....	10
C. BOARD MEETINGS .....	10

D. DUTIES COMMON TO ALL MEMBERS OF THE BOARD .....	10
E. PRESIDENT .....	11
F. VICE PRESIDENT .....	12
G. SECRETARY .....	12
H. TREASURER.....	12
I. MEMBERS AT LARGE .....	13
J. PAST PRESIDENT.....	13
IX. Elections.....	13
A. NOMINATIONS .....	13
B. ELECTIONS.....	13
C. INSTALLATION OF OFFICERS.....	13
X. Assigned Positions.....	14
A. SOCIETY ADMINISTRATOR .....	14
B. DIGITAL ARCHIVIST.....	14
C. GREETER.....	14
D. G SUITE ADMINISTRATOR.....	14
E. LIBRARIAN.....	15
F. NEWSLETTER EDITOR.....	15
G. WEBMASTER .....	15
XI. Standing Committees.....	16
A. MEMBERSHIP COMMITTEE.....	16
B. PROGRAM COMMITTEE .....	17
C. PUBLICITY COMMITTEE .....	18
D. EDUCATION COMMITTEE.....	18
A. COMPUTER USER GROUP .....	18
B. HOW-TO GROUP.....	18
C. WRITERS GROUP.....	19
F. SOCIAL COMMITTEE .....	19
XII. Ad Hoc Committees.....	19
A. AUDIT COMMITTEE .....	20
B. AWARDS AND RECOGNITION COMMITTEE.....	20
Robert F. Brown Award .....	20
Distinguished Service Award.....	21
Excellence in Writing Award .....	21
Presidential Recognition Award.....	21
Presidential Letters of Appreciation .....	21
C. BYLAWS AND STANDING RULES COMMITTEE.....	22

D. CONFERENCE COMMITTEE.....	22
E. NOMINATING COMMITTEE.....	22
F. SCHOLARSHIP COMMITTEE.....	22
C. ARCHIVIST.....	23
XIII. Finances.....	23
A. BANK ACCOUNT.....	23
B. BUDGETING AND REIMBURSEMENT.....	24
C. EXPENSES.....	24
D. FUNDRAISING.....	24
XIV. Leadership Benefits.....	24
A. NGS SOCIETY BENEFITS.....	25
B. GOOGLE ACCOUNT.....	25
C. USE OF VIRTUAL MEETING PLATFORM.....	25
XV. Appendix.....	25
A. MEMBERSHIP APPLICATION.....	26
B. SPEAKER FORM.....	27
C. REIMBURSEMENT FORM.....	28
D. REQUEST FOR CHECK CARD PURCHASE.....	29
E. SCHOLARSHIP APPLICATION.....	30
F. NOMINATION FOR ROBERT F. BROWN AWARD.....	31
G. NOMINATION FOR DISTINGUISHED SERVICE AWARD.....	32
H. NOMINATION FOR EXCELLENCE IN PUBLISHING AWARD.....	33
I. REQUEST FOR VIRTUAL MEETING PLATFORM PERSONAL USE.....	34

## I. Introduction to Standing Rules

Robert's Rules of Order Newly Revised may be referred to as needed. In it, Standing Rules are described as rules that:

1. Are related to the details of the administration of the society, rather than to parliamentary procedure.
2. May be adopted, changed, or suspended without prior notice by a majority vote of those members present at any meeting at which business is conducted.

Standing rules are an auxiliary of the bylaws. They serve as:

1. A guide for an incumbent.
2. Information to the Nominating Committee for recruiting candidates for election.
3. A tool for the President to recruit a candidate for an appointed position.
4. Encouragement for a member to volunteer for a position.

### Voting Rules

1. VBGS does not follow strict Parliamentary Procedure for business.
2. Ideas are brought forward, followed by discussion and a vote.
3. A quorum is needed for Board authorized decisions.
4. At Monthly Meetings, a simple majority of current members present is needed.

## II. Introduction to VBGS

The Virginia Beach Genealogical Society was established in 1983.

It is a 501(c)(3) organization. The Society was granted tax-exempt status by the Internal Revenue Service by a letter dated July 1, 1993.

Although some members are primarily interested in local genealogy, most of the Society's membership, like the city of Virginia Beach itself, have roots outside of the local area. As a result, this is a group with far-flung areas of research interest.

The Virginia Beach Genealogical Society is hereinafter referred to as the Society.

## III. Calendar

### A. FISCAL YEAR

The fiscal year is September 1 through August 31.

### B. MEMBERSHIP YEAR

The membership Year is September through August.

### C. ADMINISTRATION YEAR

Elected members of the Board of Directors assume office during the annual business meeting in June and serve for 2 years.

## IV. Membership

As stated in section III, the membership year is September to August. If a person joins within the final two months of a membership year (July or August), they are considered a current member for the remainder of that membership year as well as the upcoming year.

### **A. INDIVIDUAL MEMBERSHIP**

An Individual Membership is for one person.

Dues are \$25 for an individual.

### **B. HOUSEHOLD MEMBERSHIP**

A Household Membership is for two individuals in one household.

Dues are \$35 for a household.

### **C. YOUTH MEMBERSHIP**

A Youth Membership is for anyone under age 20. The purchase of an Individual or Household Membership is required at the start of the membership year following their 20<sup>th</sup> birthday. A Youth Membership holds all rights as an Individual Membership.

Dues are \$0 for a youth.

### **D. LIFE MEMBERSHIP**

Recipients of the Robert F. Brown award are given a Life Membership and are exempt from paying dues for life. A life member has the same privileges and responsibilities as a dues-paying member.

## V. Meetings of the Society

All meetings may be held electronically using a platform such as Zoom.

### **A. MONTHLY MEETINGS**

1. Are open to members and the general public.
2. Are for conducting business and listening to a speaker.
3. Are held on the 2nd Thursday of the month if possible, September through June.
4. Are preceded by an informal social time for members to converse, ask questions, and share news of their genealogical research.

### **B. SPECIAL INTEREST GROUPS**

1. Are overseen by the Education Committee.
2. Are open to current members.
3. Generally meet once per month September to June.
4. May be held in-person and/or online (i.e., Zoom).
5. Are formed around a specific topic of interest.

## C. ANNUAL MEETING

The annual meeting is the business meeting conducted each June. The agenda includes the presentation of the state of the society and the election and installation of members of the Board. There may also be a short educational presentation by a speaker.

# VI. Communications & Publicity

## A. WEBSITE

The Society maintains a website to post information, documents, records, and photographs of interest to members and the public. Certain pages are password protected as a member benefit.

The web address is [vbgsva.net](http://vbgsva.net).

## B. NEWSLETTER

A newsletter, *First Landing*, is published four times a year: February, May, August, and November

The ISSN for the VBGS newsletter is 1044-5897.

Members are encouraged to contribute articles for publication.

## C. EMAILS AND SOCIETY EMAIL ADDRESSES

When joining the society, names, email addresses, street addresses, and phone numbers are collected.

The primary means of communication with the membership is email and social media accounts; street addresses and phone numbers are only used if necessary. No personal information the Society collects is shared outside the organization.

The Society uses G Suite by Google (now Google Workspace) for maintaining member and non-member contact lists and sending emails. See part B. in section VII. G Suite for more.

Emails are primarily sent to:

1. announce meetings
2. announce social or research activities
3. to distribute the newsletter
4. to seek assistance for the Society
5. to distribute a Zoom meeting link

## D. SOCIAL MEDIA

VBGS has the following social media accounts:

1. A public Facebook page: [facebook.com/groups/VirginiaBeachGenealogicalSociety](https://facebook.com/groups/VirginiaBeachGenealogicalSociety)
2. A private Facebook page available to members only:  
[facebook.com/groups/2202586693178147](https://facebook.com/groups/2202586693178147)
3. A Twitter handle: @VBGenealogy
4. A YouTube channel: [youtube.com/channel/UCiyzKyGjDcmQaMTpARbHZKA/featured](https://youtube.com/channel/UCiyzKyGjDcmQaMTpARbHZKA/featured)

## E. VIRTUAL MEETING PLATFORM

VBGS currently maintains a subscription to hold meetings online as needed. Since March 2020, a Zoom subscription has been maintained but another platform may be used.

## F. LOGO

The logo of the Virginia Beach Society is stored in Google Drive.

The logo was redesigned in 2021. The purchase included:

1. Various file types of the logo
2. A business card layout
3. Website headers

The current logo:



## G. MAIL

The Society rents a post office box at the Witchduck Station post office on Columbus Street.

The President and Treasurer each hold a key to the P.O. Box.

The mailing address is:

Virginia Beach Genealogical Society  
P. O. Box 62901, Virginia Beach, VA 23466-2901

## VII. G Suite

VBGS uses G Suite, a suite of applications through Google, to conduct business as a team. This allows multiple people to access important documents and provides digital storage for Society records.

NOTE: G Suite has been renamed *Google Workplace* but remains referred to as *G Suite* within VBGS.

### A. G SUITE ADMINISTRATOR

A G Suite administrator is appointed; a second administrator should be trained as backup. Refer to part D in section X. *Assigned Positions* for a list of responsibilities.

The account is free, through *Google for non-profits*.

Main account: [vbgsociety@vbgsva.net](mailto:vbgsociety@vbgsva.net) (Only used for administrative purposes.)

An unlimited number of user accounts is permitted. Among other benefits, each account currently includes 30 G of digital storage on Google Drive and the assigning of up to 30 secondary emails.

Many applications are available, VBGS primarily uses:

Gmail, Drive, Contacts, Calendar, and Sheets and Docs (equivalents to MS Office)



## B. G MAIL

Gmail is used for email.

Those in leadership position (or other society role) may have a personal society email (i.e., [firstlast@vbgsva.net](mailto:firstlast@vbgsva.net)) and a position based email address as needed (i.e., [president@vbgsva.net](mailto:president@vbgsva.net)). These accounts must be checked at least once a week to address Society business.

User accounts currently include the assigning of up to 30 secondary emails.

The multi-user account [notifications@vbgsva.net](mailto:notifications@vbgsva.net) has been made for use by those that send out notifications to the membership. The Google Contacts list is maintained through this account.

## C. GOOGLE DRIVE

Google Drive is cloud storage. The main [vbgssociety@vbgsva.net](mailto:vbgssociety@vbgsva.net) account is the official owner of most folders in Drive and shared with those that need access. Any user account can create and share folders and files with other user accounts.

If a user account is deleted, ownership of the files stored in Drive under that account may be moved to another, preventing loss.

## D. CONTACTS

Email contacts, both member and non-member, are kept up-to-date in Google Contacts.

Current members are tagged “current members”, non-members are tagged “non-member list.” These designations are used when emailing from the multi-user account [notifications@vbgsva.net](mailto:notifications@vbgsva.net).

The contact list is shared with all user accounts.

Though user accounts have access to the information, the tagged designations do not transfer. (Hence, the need for the multi-user account.)

## E. CALENDAR

The Google Calendar is managed through the multi-user account [notifications@vbgsva.net](mailto:notifications@vbgsva.net).

The public accessible calendar is named, *VBGS*. All Monthly and Special Interest Group meetings are posted here, along with any special events.

The administrative calendar is named *VBGS admin meetings*. This one is used to track Board and Committee meetings as needed. (Not required but to prevent double booking use of the VBGS Zoom account.)

## F. SHEETS, DOCS, and more

Google has their own version of the MS Office Suite of products, including Sheets (excel) and Docs (word). These programs, among others, are available for use by all user accounts.

## VIII. Officers & Board of Directors

### A. OFFICERS

The Officers of the Society are President, Vice President, Secretary, and Treasurer.

### B. BOARD OF DIRECTORS

The Board of Directors, hereinafter called the Board, has control and management of the affairs of the Society as its primary responsibility.

The Board of Directors consists of: the officers (President, Vice President, Secretary, and Treasurer), four Members-at-large, and the Past President.

Individual duties of Board Members are delineated in sections E to J below.

### C. BOARD MEETINGS

Held monthly during the membership year, September to June; called in July and August if needed. They are announced to all board members, committee chairs, and others approved by the President.

Board meetings may be held electronically using a platform such as Zoom.

Only Board members vote; others attending may join in discussion only.

Items are passed by a simple majority of the Board (5) and may be denoted as “approved by the Board” and similar.

The President may call a special Board meeting as needed, including discussion and vote by email. The resulting decision will be recorded by the Secretary.

### D. DUTIES COMMON TO ALL MEMBERS OF THE BOARD

Members of the Board should review occasionally the duties of all listed herein.

Every Board Member:

1. Must be a member in good standing throughout the term of office.
2. Must study the Bylaws and Standing Rules in detail and be ready to assist the President in their interpretation.
3. Attends Board meetings, participates in the decision-making process, and votes on proposals.
4. Strives to attend all regular meetings of the Society in order to be aware of the concerns of the members and to express those concerns at the meetings of the Board.
5. In the event of a Board vacancy, votes on appointments made by the President.
6. Responds to the President’s call for a special meeting.
7. Receives reports on the financial condition of the Society; makes recommendations regarding membership dues, annual budgets, and expenditure of funds.
8. Promptly sends expense forms to the Treasurer for reimbursement.
9. Submits a report of activities of their position to present at the Annual Meeting.

10. Works with the Digital Archivist to ensure the digitizing and storage of any records to be retained on Google Drive.
11. Uses G Suite for Society business. (See section XIII)

## E. PRESIDENT

1. Presides at Board and Monthly Meetings.
2. Leads, in conjunction with the Board, the administration of the Society.
3. Consults with the Treasurer to access the financial state of the Society.
4. Along with the Treasurer, monitors the P.O. Box.
5. Calls special meetings of the membership or Board as needed.
6. Prepares an agenda for Monthly and Board meetings, ensuring the Secretary has a copy.
7. Forwards the minutes from the prior meeting for review within a week of the upcoming meeting where they will be approved. Monthly Meeting minutes are sent to all VBGS members, Board meeting minutes to Board members.
8. Selects the following, with Board Approval:  
NOTE: This is done on an as-needed basis. The President has not historically replaced those serving in a position without need. When taking office, the new President should verify Committee Chairs wish to continue in the position.
  - a. Program Committee Chair (within 30 days of taking office, if vacant)
  - b. Publicity Committee Chair (within 30 days of taking office, if vacant)
  - c. Membership Committee Chair (within 30 days of taking office, if vacant)
  - d. Society Administrator
  - e. Newsletter Editor
  - f. Webmaster
  - g. G-Suite Administrator
  - h. Greeter
  - i. Librarian
  - j. Digital Archivist
  - k. Audit Committee
  - l. The chair of any additional committees deemed necessary by the Board.
9. Is a member of, along with the Past President and Vice-President, the Nominations Committee.
10. Serves as an ex-officio member on all standing committees, encouraged but not obligated to attend meetings. They are not counted in a quorum but can vote.
11. Prepares a leadership statement(s) for the Newsletter and the website.
12. Sends an email to new members that includes:
  - a. a greeting from the President
  - b. information about our website and social media accounts
  - c. information about meetings and social events
  - d. Include others (as Bcc in the email) that need notified (VP, membership, etc.)
13. In the event of a vacancy on the Board other than the presidency, selects, with approval of the Board, a successor to complete the term of the office.
14. Submits a report of the past year's activities, presents it at the annual meeting, and sends a copy to the Newsletter Editor for inclusion in the Newsletter.
15. Presides over the election and the installation of the newly elected officers.
16. After the term of office, serves on the Board as Past President.

## F. VICE PRESIDENT

1. Assumes the President's duties and becomes the presiding officer of the Society in the event of the President's absence.
2. Is a member of, along with the Past President and President, the Nominations Committee.
3. Assists the President and assumes duties as assigned.
4. Serves as the Society Delegate to the National Genealogical Society.

## G. SECRETARY

1. At Monthly Meetings:
  - a. Records minutes, including attendance, and uploads them to Google Drive within ten days of the meeting.
  - b. If unable to be present, delegates another Board member to take the minutes and attendance, ensures they are uploaded to Google Drive within ten days.
2. At Board Meetings:
  - a. Records minutes and attendance, uploads them to Google Drive within seven days of the meeting.
  - b. If unable to be present, delegates another Board member to take the minutes and attendance, ensures they are uploaded to Google Drive within seven days.
  - c. Board members should contact the Secretary with any changes or corrections.
3. Conducts the correspondence of the Society, except as designated to other officers or committee chairs, and maintains a file of the correspondence.
4. Maintains a list of officers, committee chairs, and leaders of Special Interest Groups.

## H. TREASURER

1. Works with the Board to make an operating budget of the Society for the fiscal year.
2. Receives and is responsible for dues and other funds received by the Society and keeps accurate records.
3. Deposits funds in a bank or other financial institution approved by the Board.
4. Informs the chair of the Membership Committee, Newsletter Editor, and President, when current members and new members pay dues. (For online payments, this may be done by automatic forwarding of the payment email.)
5. Pays expenses incurred for items purchased in accordance with the approved budget. Bills presented for payment that are not included in the approved budget must be sent to the President for authorization of payment by the Board. Standing expenses include:
  - a. Post Office Box
  - b. Website hosting service
  - c. Domain name
  - d. Zoom account
  - e. Dues for the National Genealogical Society and Virginia Genealogical Society
6. Submits a Treasurer's Report at each Board meeting.
7. Manages the Society's Square account. (Currently used for website hosting and accepting electronic payments.)
8. Files the Society's tax return with the Internal Revenue Service and the Virginia State Department of Taxation.
9. Submits an itemized financial report to the Board before the annual meeting.
10. Submits to the Audit Committee, records necessary for the annual audit.

## I. MEMBERS AT LARGE

1. Are voting members of the Board.
2. Act as a channel of communication to the Board from members to convey suggestions, needs, concerns, and criticisms.
3. Act in an advisory capacity to the President and the other officers.
4. Function as the Awards and Recognition Committee as needed.
5. Function as the Scholarship Committee as needed.
6. Perform other duties assigned by the President with Board approval.

## J. PAST PRESIDENT

1. Serves as a member ex-officio of the Board.
2. Advises other members of the Board and of Committees.
3. Is a member of, along with the President and Vice-President, the Nominations Committee.
4. Carries out duties assigned by the President.

## IX. Elections

Members of the board are elected for a two-year term; all other positions are filled by appointment. Board members may be nominated to succeed themselves but may not serve for more than two consecutive terms in a position.

The election and installation of Board members occurs during the Annual Meeting.

### A. NOMINATIONS

Nominations may occur by:

1. A member accepting an offer from the Nomination Committee
2. A nomination from the floor during the Annual Meeting

If no nominations are brought from the floor, they are formally closed and the election may proceed.

### B. ELECTIONS

A written ballot is provided for any position with more than one nominee. Ballots may be cast electronically, i.e. a poll. A simple majority of voting members present determines the election.

If there is only one candidate for an office, the President announces the nominee's name and says "The nominee is elected by acclamation."

### C. INSTALLATION OF OFFICERS

The President installs the elected Board members.

The President says, "Having been duly elected as an officer of the Virginia Beach Genealogical Society, do you promise to help further the goals and mission of the Society and faithfully carry out the duties of your position to the best of your ability as an officer of the Society?" (The answer is, "I do.") "You, as of this moment, assume the duties of your position. Congratulations and best wishes."

When a new president is elected, the outgoing President says “Madam/Mister President, you may take the chair.”

## X. Assigned Positions

Assigned positions are selected by the President with approval by the Board.

The appointees leave the position when the President goes out of office but may continue to serve until a successor is appointed. They may be reappointed an unlimited number of times.

### A. SOCIETY ADMINISTRATOR

1. Is responsible for monitoring the [admin@vbgsva.net](mailto:admin@vbgsva.net) account.
2. Forwards emails to the appropriate person, consulting with the President or Vice President if needed.
3. Serves as VBGS Administrator for the National Genealogical Society.

### B. DIGITAL ARCHIVIST

1. Organizes and files for posterity on Google Drive.
2. Selects an individual to assist as needed.
3. Maintains a catalogue of archived items (inventory list on Drive).
4. Prepares a summary report to the President for the annual meeting.
5. Records that are to be archived include, but are not limited to:
  - a. Bylaws and Standing Rules
  - b. Letter from IRS regarding tax-free status
  - c. Society logo and Letterhead stationery
  - d. Minutes of meetings
  - e. Reports from committees
  - f. Newsletters
  - g. List of awards, award recipients, and letters of nomination
  - h. Blank Forms (Awards, Reimbursement of Funds, etc.)
  - i. Photographs

### C. GREETER

At Monthly meetings:

1. Assists the chair of the Membership committee with the following as needed:
  - a. New member and membership renewal forms.
  - b. Passing any dues payments and forms to the Treasurer.
2. Welcomes guests in a timely and friendly manner.
3. Distributes permanent name tags for use during the meeting, making temporary ones as needed.
4. Collects and stores name tags following the meeting.
5. Asks members and guests to sign the appropriate sign-in sheet.
6. Offers printed information to guests and new members.

### D. G SUITE ADMINISTRATOR

G Suite is a suite of Google apps that can be accessed across users. There are many apps; VBGS primarily uses Gmail, Drive, Contacts, and Calendar.

NOTE: G Suite is now Google Workspace; VBGS still refers to it as *G Suite* for continuity.

1. Manages G Suite settings.
2. Creates user accounts.
3. Creates and assigns alternate emails.
4. Resets user passwords as needed.
5. Monitors the main society G Suite account, including delegating user access to shared files and contacts (vbgssociety@vbgsva.net).
6. Suspends or deletes user accounts; transfers ownership of any files prior to suspension or deletion of user accounts.
7. Transfers alternate emails between users when office holders change.
8. Trains a secondary administrator.
9. Trains users as needed. (Training materials are available on the website for reference.)

## E. LIBRARIAN

1. Brings a representative sample of journals and other material to the monthly meeting.
2. Tracks items borrowed by members and reminds the borrower to return them after a reasonable time (determined by the Librarian).
3. Provides information to the Newsletter Editor and Webmaster to inform members of the material available for review.

## F. NEWSLETTER EDITOR

1. Publishes and distributes a digital quarterly newsletter.
2. Enlists other members to assist as needed, at least two proofreaders are preferred.
3. Secures permission to publish any copyrighted material.
4. May include information from publications with permission and citation.
5. May include information from other genealogy organizations with permission and citation.
6. Upon request, publish advertisements from members who offer services for a fee.
7. Upon request, publish queries from members at no charge; non-members may pay a fee.
8. Decides the size of advertisements, number of inclusions per member, and subject matter.
9. Works with Publicity Committee to distribute the Newsletter to members, guests, and cooperating societies.
10. Mails a printed copy via USPS to members who have no email address or requests one due to special circumstances.
11. Forwards the file and a front page screenshot to the Webmaster for publication on the website.
12. Archives the issue on Drive, or forwards the file to the Digital Archivist, for permanent storage.
13. Submits a report to the President for the annual meeting.

## G. WEBMASTER

1. Is a member of the Publicity Committee.
2. Takes direction from the Publicity Committee, President, and Board.
3. Creates, edits, and updates the website for VBGS. This includes but is not limited to:
  - a. Meeting information
  - b. Member resources (handouts, recordings, surname list, etc.)

- c. Public resources (links, information, etc.)
  - d. Membership information, forms, and payments
  - e. Society photos
4. Acts as a liaison with the website host (currently Weebly/Square) and ensures all Society contract agreements and requirements are met.
  5. Updates the web page promptly with information of meetings and programs promoting the goals of the Society.
  6. Posts and maintains the Surname List on the web page and links it to the name and address of the submitter.
  7. Trains a secondary Webmaster.

## XI. Standing Committees

A Committee may be one or more members; it has the power granted to it by the Board and operates under instructions from the Board.

Committee meetings may occur in person or online (i.e., Zoom).

Proposals for activities of the Society may be developed in a committee and submitted to the Board for approval.

Proposals for activities of the Society may be initiated by the Board or a vote of the membership and sent to a committee to develop.

The President is a member ex-officio of all standing committees and is encouraged to attend committee meetings. The President can make motions and vote.

The President may call for reports from committee chairs at board meetings.

A committee chair reconfirms their willingness to serve in the position each June. The chair may be reappointed an unlimited number of times. When a new committee chair is needed, the President and Nominations Committee seek a replacement.

### A. MEMBERSHIP COMMITTEE

1. Maintains the master membership list on Google Drive. (This list is available for viewing by authorized vbgsva.net account holders as needed.)
2. Maintains the member and non-member contacts on Google Contacts. (For use when emailing, especially from the [notifications@vbgsva.net](mailto:notifications@vbgsva.net) multi-user account.)
  - a. Current members are labeled as “current members”
  - b. Others who wish to receive the newsletter and notifications of meetings and events open to the public are labeled as “non-member list”. (The request to be added to the list can be made on the website, at meetings, and at events.)
  - c. Members who do not renew are moved to the “non-member list”
  - d. Contacts are deleted as requested. No information is saved.
3. Coordinates with the Treasurer to keep the list of members current. (Receives notification of electronic payments; is notified of any in-person or mailed payments.)
4. Prints name tags for new members and forwards them to the Greeter.
5. Notifies the President of delinquent members, removing them as current members after November 30 (the 3rd month of the membership year).



6. At Monthly Meetings of the Society, is assisted by the greeter and provides:
  - a. sign-in forms for members
  - b. sign-in forms for guests
  - c. membership forms
7. Uploads the member sign in list from the Monthly Meeting to Google Drive. This is retained for one year and referenced as needed.
8. Prepares a report to the President for the annual meeting.

## B. PROGRAM COMMITTEE

The Program Committee is tasked with planning and executing the Monthly Meetings as follows:

1. Plans programs of interest within the approved budget, ideally at least six months in advance.
2. Reserves a venue (typically the auditorium at the VB Central Library).
3. Provides program information to the President, Newsletter Editor, and Publicity chair.
4. Submits speaker forms with a fee to the Treasurer for payment. (see below)
5. Within two weeks of a meeting:
  - a. Confirms the speaker will appear as planned and access any needs.
  - b. Emails current members and non-members with notification of the upcoming meeting, requesting signups for the Zoom link.
  - c. Maintain a list of those requesting the Zoom link.
  - d. Creates the Zoom meeting link under the Society account.
6. Day of the meeting:
  - a. Forwards the Zoom link to those who signed up.
  - b. Opens the Zoom meeting (usually ~30 minutes prior to meeting time).
  - c. Admits and monitors attendees to the Zoom portion of the meeting.
  - d. Records the meeting, if allowed.
  - e. Introduces the speaker.
  - f. For in-person speakers:
    - i. Ensures necessary equipment is available.
    - ii. Ensures lighting is adequate.
7. Gathers feedback and suggestions for future programs.
8. Maintains committee meeting minutes on G Suite or forwards a copy to the Digital Archivist.
9. Submits a report to the President for the annual meeting.

### **Procedure for paying speakers**

Some speakers at VBGS Membership Meetings may not require payment. The Board may determine if a gift of a free membership is appropriate.

Some professional speakers command a fee. The Program Committee is responsible for planning programs and adhering to the annual budget for the Committee.

A Speaker Form is prepared by the Program Committee for each speaker and is noted if the speaker is approved for a fee. (See Appendix for Forms.)

The Program Committee chair ensures that speakers are paid promptly:

- If the speaker does not have an invoice, the chair submits a Request for Reimbursement, along with the Speaker Form, to the Treasurer for payment. The address of the speaker, for mailing the payment, is on the Speaker Form.
- If the speaker is presenting in person at a general meeting, the Program Committee chair and Treasurer should arrange to have a check prepared beforehand.

### C. PUBLICITY COMMITTEE

1. Works in conjunction with Society committees and Newsletter Editor to produce flyers and any other promotional material for meetings and events. These should include the date, time, place, contact person, details, and the program topic for meetings and events
2. Materials are distributed to VBGS membership for all events and for events open to the public, to the non-member mailing list, the Virginia Beach Public Library, and other local organizations to encourage visitors to programs and events
3. A committee member designated as the Social Media Ambassador is responsible for the Society's social media sites. This currently includes the public and private Facebook pages and the Twitter account
4. A committee member designated as the Webmaster is responsible for the maintenance of the website.
5. Makes printed materials such as rack cards and business cards
6. Distributes promotional material to the Virginia Beach Public Library
7. Maintains a list of names, addresses, contacts, and email addresses of historical and genealogical groups, libraries, Facebook groups, and local Family History Centers where notifications for public meetings and events are distributed to.
8. Provides, at Monthly Meetings of the Society, available printed promotional material for members, new members, and guests (i.e., rack cards and business cards)
9. Maintains meeting minutes on G Suite or forwards a copy to the Digital Archivist.
10. Submits a report to the President for the annual meeting.

### D. EDUCATION COMMITTEE

1. Oversees the Special Interest Groups, seeking to further educational opportunities for current members through small, topic focused meetings.
2. Announces meetings to members of the Society.
3. Provides the Newsletter Editor and Webmaster with information for possible inclusion in the Newsletter and website.
4. Maintains meeting minutes on G Suite or forwards a copy to the Digital Archivist.
5. Prepares a report to the President for the annual meeting.

The following Special Interest Groups are currently active:

#### A. COMPUTER USER GROUP

- a. Offers a program around the use of computers in genealogical research.
- b. Encourages participants to share their experiences with electronic research to aid others, successes and failures.

#### B. HOW-TO GROUP

- a. Offers a program around a wide variety of topics.

- b. Encourages participants to share what topics may be of interest to the group.
- c. Encourages participants to share their knowledge with the group.

### C. WRITERS GROUP

- a. Offers a program around how to write family histories, genealogies, and articles.
- b. Encourages participants to share their experiences with writing to aid others, both successes and failures.

When requested by members, the Board may approve the formation of a Special Interest Group (SIG) and appoint its chair. Requests should state the purpose and objectives of the group. Any SIG formed must conform to the purposes of the Society as stated in the Bylaws.

If participation in a Special Interest Group becomes so reduced that the goals and objectives of the SIG cannot be met, the group may suspend or disband.

Groups generally meet monthly, September through June.

Meetings may be held online, in-person, or as a hybrid meeting. (If meeting in person, hybrid meetings are encouraged but may not always be possible.)

The chair of each group has the following responsibilities:

- 1. Reserves a room for in-person meetings as needed.
- 2. Gives the Newsletter Editor and Webmaster information about the activities of the group for possible inclusion in the Newsletter and website.
- 3. Prepares a report for the annual meeting.

### F. SOCIAL COMMITTEE

- 1. Organizes social activities and outings for members, i.e. historic tours and research trips.
- 2. Announces events to the membership through email and the members only Facebook page (or seeks the assistance of the Publicity Committee).
- 3. Keeps a record of those who attend any event.
- 4. Reports on social activities through the newsletter.
- 5. Maintains meeting minutes on G Suite or forwards a copy to the Digital Archivist.
- 6. Prepares a report to the President for the annual meeting.

## XII. Ad Hoc Committees

Ad hoc committees are formed as a need arises and exist until the defined task is completed and a final report is presented to the Board or Society.

The President is invited but not obligated to attend all committee meetings.

A committee has the power granted to it by the Board and operates under instructions from the Board. The President may call for reports from committee chairs at the regular meetings.

## A. AUDIT COMMITTEE

1. Conducts an audit of the Treasurer's records within 30 days after close of the fiscal year or whenever a Treasurer is voted in.
2. Is at least two members appointed by the President (the President, Treasurer, and Treasurer-elect cannot serve on the Committee).
3. Reviews the financial records from the date of the last audit and verifies all funds are accounted for and distributed for legitimate Society needs.
4. Reviews any expenditures exceeding the approved budget to determine whether they were authorized.
5. Provides recommendations for improvement if needed.
6. Determines whether the financial reports submitted to the Society are appropriate for the financial condition of the Society.
7. Delivers a report of findings and to the Board, the Digital Archivist ensures a copy is saved on Drive.

## B. AWARDS AND RECOGNITION COMMITTEE

The Awards and Recognition Committee is composed of the current Members at Large and functions as nominations are received. The Committee chooses its chair.

Any member of the Society may nominate a candidate for the Robert F. Brown Award, the Excellence in Writing Award, or the Distinguished Service Award. Nominations must include documentation of the nominee's achievements or service and submitted to the Awards and Recognition Committee. Nominations are evaluated by the Committee; those deemed worthy by unanimous vote of are submitted to the Board for approval.

Forms (located in the Appendix) and supporting papers are submitted to [awards@vbgsva.net](mailto:awards@vbgsva.net).

Except for the Presidential Recognition Gift and Presidential Letters of Appreciation, awards are subject to approval by the Board.

Photographs of the award and honoree are given to the editor of the Newsletter and the Webmaster.

Records of the nominations with supporting letters, the date the award was presented, and photographs of the award and of the honoree are kept on Google Drive.

### Robert F. Brown Award

The Robert F. Brown Award is the Society's highest honor; established in memory of the Founder and first President of the Society. His vision was a group of people assisting each other in researching their genealogy and educating others in the techniques of genealogy.

Past recipients include individuals instrumental in the establishment of VBGS or, through their work and dedication to the organization, helped to continue the development of the Society for many years.

Any member may nominate a candidate for the Robert F. Brown Award.

Presented for: The embodiment of the vision of Robert F. Brown

Award: A Certificate and Life Membership in VBGS

Nomination requirements:

- The nominee must have been a member of the Society for at least five years.
- A statement describing how the nominee fulfills Robert Brown's vision of the Society's purpose by the nominating member.
- Two additional statements from members attesting to the accomplishments of the nominee.

### Distinguished Service Award

Presented for: A high level of service to the Society.

Award: A Certificate and one year membership in the Society.

Nomination requirements:

- The nominee must have been a member of the Society for at least five years.
- One additional member supporting the nomination.

### Excellence in Writing Award

Presented for:

- An exceptional publication (book, treatise, monograph, article, etc.) within the past 18 months relevant to: genealogy techniques; social history; a specific person, family line, timeframe, or location; or another topic of interest to members of the community of genealogists; or
- A history of outstanding contributions to the First Landing Newsletter.

Award: A Certificate and a gift determined by Awards Committee.

Nomination requirement: The nominee must have been a member of the Society for at least one year.

### Presidential Recognition Award

An outgoing President is awarded a plaque or other gift by the newly elected President at the annual meeting.

A president who resigns or is removed before completing their term is not normally presented a gift.

No nomination form is necessary.

### Presidential Letters of Appreciation

At their discretion, the President may present Letters of Appreciation to members or others for service to the Society.

### C. BYLAWS AND STANDING RULES COMMITTEE

1. Is appointed by the President to update the Bylaws and Standing Rules when necessary.
2. Consults with the Board about recommended changes to the Bylaws and Standing Rules.
3. Gets approval from the Board for the revised Bylaws and Standing Rules.
4. Distributes the approved Bylaws and Standing Rules to the members of the Society.

### D. CONFERENCE COMMITTEE

1. Starts planning for a conference (virtual or in-person) well in advance (18 months is suggested), if the Society decides to have a Conference.
2. Prepares a budget of expected expenses and sends it to the Treasurer for Board approval.
3. If needed, consults with the Programs Committee in the selection of speakers and topics.
4. Maintains a record of committee activities and correspondence with speakers, vendors, exhibitors, participants, etc. to provide guidance for future committees.
5. Maintains records of expenses, attendance, exhibitors and other participants for future reference.
6. Provides the Publicity Committee with information to create promotional materials.
7. Ensures distribution of promotional materials.
8. Provides updates at each board meeting.
9. After the conference:
  - a. Documents successes and problems to aid future conference committees.
  - b. Ensures planning actions have been documented for future reference.
  - c. Ensures financial accounting is complete.
  - d. Presents final report to the Board and Digital Archivist.

### E. NOMINATING COMMITTEE

1. The Nomination Committee consists of the President, Vice-President, and Past President.
2. Nominates members for both elected and appointed positions as needed.
3. Becomes the Elections Committee to assist in the election at the annual meeting.
4. For elected positions:
  - a. If possible, present nominations to the membership at least one month prior to an election.
  - b. Prepare a written ballot if there is more than one nominee for a position.
5. Appointed positions are presented to the board for approval.

### F. SCHOLARSHIP COMMITTEE

1. Is composed of the current members-at-large.
2. Is given approval by the Board to provide funds for assistance with annual dues. Scholarships are a one-year VBGS membership, for an individual or a household.
3. Has the email [scholarship@vbgsva.net](mailto:scholarship@vbgsva.net), associated with the main G Suite account ([vbgssociety@vbgsva.net](mailto:vbgssociety@vbgsva.net)). To ensure privacy to the applicants, a filter is in place to automatically forwarded these emails to current members-at-large without being saved within the main account.
4. Has a Scholarship folder on Google Drive associated with the main G Suite account. This folder is shared with the current members-at-large only.

5. Maintains a record of past scholarship recipients within the Scholarship folder on Google Drive.
6. Functions as follows:
  - a. Reviews applications sent to [scholarship@vbgsva.net](mailto:scholarship@vbgsva.net) within two weeks of receipt if possible.
  - b. Consults the record of past scholarship recipients to confirm eligibility; scholarships may only be awarded to an individual or a household twice in a five-year period.
  - c. Votes on the approval of the application. Approval requires a simple majority of committee members.
  - d. If the application is denied, notify the applicant and the Board. If the application is approved, continue to steps e to h.
  - e. Receives final approval from the Board. Neither names nor any other application information is to be shared with the Board. Committee members only ask that the scholarship be awarded and request authorization to send a New Member welcome letter to the applicant.
  - f. Forward the approved recipient's name (or names if a Household Membership) to the Treasurer and Membership Committee chair for inclusion in records.
  - g. Sends the recipient(s) the welcome letter and current website password.
  - h. Records the name(s) in the record of past scholarship for future reference. The application is not saved.

### C. ARCHIVIST

Because the VBGS does not currently have its own library, the position of Archivist will be comprised of the Board as a whole.

1. Accepts donated materials.
2. Reviews materials and consults with other members to determine any historical value.
3. Following inspection, donated materials may be:
  - a. Digitized and listed as a resource on the website to be provided to researchers upon request.
  - b. Digitized and added as a resource on the website with open access.
  - c. Donated to a local library.
  - d. Donated to another interested institution such as a County Historical Society or a genealogical society with a library.
  - e. Offered to the VBGS membership.

## XIII. Finances

VBGS is a 501(c)(3) organization. The Society was granted tax-exempt status by the Internal Revenue Service by a letter dated July 1, 1993.

There are no paid employees of the Society.

### A. BANK ACCOUNT

A checking account in the name of the Society is maintained in a bank or financial institution approved by the Board. The Treasurer and the President are signatories on the account.

All monies collected go to the Treasurer for deposit.

Current bank: Bank of America, primary branch being:  
920 First Colonial Rd, Virginia Beach, VA 23454

## **B. BUDGETING AND REIMBURSEMENT**

Board Members and committee chairs prepare budgets for the administrative year and submit them to the Treasurer by August 1. These budgets are reviewed by the Treasurer to determine whether there is sufficient projected income to cover the projected expenses.

The Treasurer and Board develop the budget.

The Society does not expect members to bear expenses without reimbursement. Members who purchase items for the society should submit a reimbursement form in a timely manner. A reimbursement form is in the Appendix.

## **C. EXPENSES**

As a 501(c)(3) organization, VBGS is exempt from sales tax.

The Treasurer pays expenses for items purchased in accordance with the approved budget.

Board and committee members should not exceed authorized expenditures without prior approval. Requests to exceed budget limits must be approved by the Board.

An expense form is in the Appendix.

## **D. FUNDRAISING**

The Society is supported primarily by membership dues.

The Society may find it necessary to raise additional funds to support its activities. The following policy governs the fund-raising activities of the Society:

1. The Society will support only those fund-raising activities that are legal, are supportive of the purpose of the Society, and reflect favorably on the Society.
2. Any activity to raise funds for the Society must receive approval of the Board.
3. All funds raised by the Society are to be forwarded to the Treasurer within ten days of receipt.

## **XIV. Leadership Benefits**

The following are benefits extended to those in leadership positions in VBGS, including Board members and committee chairs. These benefits are current as of this publication and may change.



## A. NGS SOCIETY BENEFITS

Certain benefits are available as a Society member of the National Genealogical Society, such as access to the quarterly journal, event registration discounts, and more. These benefits are open to member society leadership and are accessed through the Society's NGS administrator.

## B. GOOGLE ACCOUNT

Those in a leadership position are able to have a personal G Suite account assigned to them. The account includes 30 g digital storage in Google Drive and access to many apps.

## C. USE OF VIRTUAL MEETING PLATFORM

The Society's virtual meeting platform, currently Zoom, may be used by leadership for personal use as follows:

- a. The use must be genealogy/family history related.
- b. No VBGS-sponsored meetings are scheduled for the desired time.

To schedule personal use of the virtual meeting platform:

1. Use the form located in the appendix to submit a request no earlier than two weeks before the desired date. (To limit interference in scheduling VBGS events.)
2. Requests are reviewed by two board members. Submit the request to the President and Vice-President if possible. If they are unavailable or are submitting the request themselves, any two Board members may be contacted.
3. Qualified requests will be approved as long as no VBGS meeting is scheduled.
4. The reviewing Board members notify the submitter of the request status. Approved requests are added to the admin calendar. (The multi-user account calendar, not the public calendar).

NOTE: VBGS events take precedence. Though unlikely within the two-week request window, if an emergency change to the VBGS calendar is necessary, the Society reserves the right to revoke or alter any personal use permission previously approved. VBGS will make every effort to avoid this but if a personal meeting is scheduled for many hours, it may be unavoidable.

## XV. Appendix

The following can be found as fillable pdfs in Drive → admin → forms.

A. MEMBERSHIP APPLICATION

Date: \_\_\_\_\_



Membership Application

Membership type:  Individual \$25  Household of two \$35  
(membership year is Sept – Aug)

Under age 20, free

birthdate: \_\_\_\_\_

New Member  Renewing Member

Individual or 1<sup>st</sup> member contact information:

Name: \_\_\_\_\_

information has not changed  I would like to share my skills and talents with the society

email: \_\_\_\_\_ phone: (\_\_\_\_\_) \_\_\_\_\_

address: \_\_\_\_\_  
street

\_\_\_\_\_  
city, state, zip

For household members, 2<sup>nd</sup> member contact information:

Name: \_\_\_\_\_

information has not changed  I would like to share my skills and talents with the society

email: \_\_\_\_\_ phone: (\_\_\_\_\_) \_\_\_\_\_

Submit your application by:  
email: [membership@vbgsva.net](mailto:membership@vbgsva.net)  
mail: Virginia Beach Genealogical Society  
P.O. Box 62901, Virginia Beach VA 23466-2901

checks are made out to Virginia Beach Genealogical Society

For Treasurer use:

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_

Cash: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

**B. SPEAKER FORM**



**Speaker Form**

**Speaker:** Name/Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell / home / office)    if cell, can text? Yes / No

Address: \_\_\_\_\_

Credentials/Background: \_\_\_\_\_

\_\_\_\_\_

**Presentation:** Date: \_\_\_\_\_    Format: in person / on Zoom    Handout: Yes / No

Title: \_\_\_\_\_

Needs: (A/V equip., table, lectern, etc.): \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Expenses:**

Speaker fee?    Yes / No    amount: \$ \_\_\_\_\_ (normally ~\$100)

Travel expenses?    Yes / No

Mileage: \_\_\_\_\_ (# miles) = \$ \_\_\_\_\_ (federal allowance = \$0.63/mile as of 9/2022)

Receipt(s) required for Hotel: \$ \_\_\_\_\_    Flight: \$ \_\_\_\_\_

**Total expenses \$ \_\_\_\_\_**

**Publicity/Resource information:**

Do we have a photo?    Yes / No

Can the presentation be recorded and posted for member viewing?    Yes / No

Any time limit for posting of recording?    Yes / No

If there is a handout, can it be posted to the website for member use?    Yes / No

**Submitted by:** \_\_\_\_\_

### C. REIMBURSEMENT FORM



#### Reimbursement Form

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Was this within allotted budget? Yes / No      If not, Approved by board? Yes / No

Budget line purchased for (committee, event, etc.): \_\_\_\_\_

Date of Purchase	Item Description	Amount (inc. tax)

Attach any receipts or Speaker Forms and send to [treasurer@vbgsva.net](mailto:treasurer@vbgsva.net)

Name to issue check to: \_\_\_\_\_

Address to mail check: \_\_\_\_\_

For treasurer use only

Check	
Date	
Amount	

Comments

D. REQUEST FOR CHECK CARD PURCHASE



Request for Check Card Purchase

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

email: \_\_\_\_\_

Requested by (Committee/Board): \_\_\_\_\_

Was this within allotted budget? Yes / No      If not, Approved by board? Yes / No

Item: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

Link to purchase item:

Name and addresses of where to send item:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Treasurer use  
Date ordered: \_\_\_\_\_

## E. SCHOLARSHIP APPLICATION



### Scholarship Application

The Virginia Beach Genealogical Society has a limited number of scholarships available to assist members. The scholarships are for one year's membership in the Society, either individual or household. Scholarship requests will be confidentially reviewed by one Board Member appointed by the President and the Treasurer. If you would like to apply for a scholarship please complete this form, send to VBGS Attention Scholarship Fund.

\_\_\_\_\_ Individual membership      \_\_\_\_\_ Household (2 individuals in house)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

If applying for a household membership, 2<sup>nd</sup> member:

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

A short explanation of the reason for your request:

Note: The number of scholarships is limited and is determined annually by the Board.

Return this application:

by mail to: VBGS Attn: Scholarship Fund, PO Box 62901, Virginia Beach, Va. 23466-2901

or by email to: [scholarship@vbgsva.net](mailto:scholarship@vbgsva.net)

## F. NOMINATION FOR ROBERT F. BROWN AWARD



### Robert F. Brown Award Nomination Form

The Robert F. Brown Award was established in memory of the founder and first President of the Society. His vision was for a group of people who would assist each other in researching their genealogy and would educate others in the techniques of genealogy. Recipients of this award should exemplify these characteristics.

Nominee requirements:

- The nominee must have been a member of the Society for at least five years.
- A statement describing how the nominee fulfills Robert Brown's vision.
- Supporting statements from two additional members.

### Nomination

Member nominated: \_\_\_\_\_

Nominated by:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Nomination supported by (1):

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Nomination supported by (2):

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email this form, along with the following, to [awards@vbgsva.net](mailto:awards@vbgsva.net)

- Summary of contributions to VBGS from each of the three nominating members.
- Additional facts and considerations pertinent to the nomination

## G. NOMINATION FOR DISTINGUISHED SERVICE AWARD



### Distinguished Service Award Nomination Form

The Distinguished Service Award is given for a high level of service to the Society. If awarded, the nominee receives a one-year VBGS membership.

Nominee requirements:

- The nominee must have been a member of the Society for at least five years.

### Nomination

Member nominated: \_\_\_\_\_

Nominated by:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Nomination supported by:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email this form, along with the following, to [awards@vbgsva.net](mailto:awards@vbgsva.net)

- Summary of contributions to VBGS.
- Additional facts and considerations pertinent to the nomination



## H. NOMINATION FOR EXCELLENCE IN PUBLISHING AWARD



### Excellence in Publication Award Nomination Form

The Excellence in Publication Award is given for:

- An exceptional publication (book, treatise, monograph, article, etc.) within the past 18 months relevant to: genealogical techniques; social history; a specific person, family line, timeframe, or location; or another topic of interest to members of the community of genealogists; or
- A history of outstanding contributions to the First Landing Newsletter.

Nominee requirements:

- The nominee must have been a member of the Society for at least one year.

### Nomination

Member nominated: \_\_\_\_\_

Writing nominated for: \_\_\_\_\_

Date of writing: \_\_\_\_\_

Date of nomination: \_\_\_\_\_

Nominated by:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email this form, along with the following, to [awards@vbgsva.net](mailto:awards@vbgsva.net)

- Summary of publication
- Additional facts and considerations pertinent to the nomination

I. REQUEST FOR VIRTUAL MEETING PLATFORM PERSONAL USE



Request for Check Card Purchase

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

email: \_\_\_\_\_

Requested by (Committee/Board): \_\_\_\_\_

Was this within allotted budget? Yes / No      If not, Approved by board? Yes / No

Item: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

Link to purchase item:

Name and addresses of where to send item:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Treasurer use Date ordered: _____
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