

**VIRGINIA ASSOCIATION OF GOVERNMENT ARCHIVES  
AND RECORDS ADMINISTRATORS  
STANDING RULES – 2016**

1. The annual individual membership dues shall be \$20.00.
2. Vendor Corporate Bundle Memberships are available at \$150.00 USD for up to three members of a company. The subscription period is for one year beginning on January 1. The Bundle membership allows companies to have up to three members join for one fee.
3. Each Member of the Executive Board may be re-elected to that same office for one additional term. However, members shall serve no more than eight continuous years on the Board. Non-voting ex-officio members are exempt.
4. The Annual Conference will be held in the Fall of each year.
5. Each member of the Association shall be responsible for notifying the Membership Chairman of any change in name, address, telephone, or FAX number and E-mail address if appropriate.
6. The outgoing secretary shall provide the Executive Board and Committee chairmen with a copy of all job descriptions, Constitution and Bylaws, scholarship rules, and awards.
7. Request for reimbursement of long distance phone calls made by Executive Board members or chairmen acting in their official capacity shall be presented to the Executive Board for approval. If approved, the requesting member shall submit their Quarterly listing of calls with charges to the Treasurer.
8. Request for reimbursement of postage incurred by Executive Board members or chairmen acting in their official capacity shall be submitted on a quarterly basis, or sooner, if necessary, to the Treasurer.
9. In the absence of the seminar/conference chairman at an event, the President shall appoint a member to fill the vacancy.
10. Before each publication, the VAGARA Newsletter shall be approved by the President, as well as any changes to the web page site.
11. The outgoing President's plaque shall be purchased by the Immediate Past President and presented at the Annual Conference.

12. A membership roster shall be provided to each VAGARA member every July.
13. The President shall be provided a suite at the conference to be used as the VAGARA hospitality suite, and the Conference Chairman will be provided with a room. The cost of the room and suite will be paid out of the Annual Conference budget.
14. The annual awards shall be presented at the Association's Annual Conference. The current voting Board members are not eligible for an award.
15. The annual Connis O. Brown Continuing Education Scholarship(s) will be awarded by the Executive Board. The Scholarship Committee shall select and present proper candidates from members in good standing for nomination. The amount of the scholarship award(s), in addition to the number of scholarships, will be determined annually by the Executive Board.
16. All donations and interest earned from the money market account shall go into the General Fund.
17. The Executive Board shall make a memorial donation on behalf of the VAGARA membership to a deceased member's chosen charity or organization.
18. The Executive Board shall recognize all retirees at the annual conference.
19. The official address of the Association shall be that of the current president.
20. The Association shall not issue any public statement involving a policy of the Association or purporting to have the approval of the Association without first securing approval of the Executive Board except in the case of a direct quotation from an officially adopted and published Statement of Policy or another official document of the Association.
21. Final site selection for Annual Conference to be approved by Executive Board and will be based on economics.
22. Credit card guidelines will be established and approved by the Executive Board and will be reviewed on a bi-annual basis or as recommended by a majority of the Executive Board.