

VIRGINIA ASSOCIATION OF GOVERNMENT ARCHIVES  
AND RECORDS ADMINISTRATORS  
**STANDING RULES – 2018**

1. The annual individual membership dues shall be \$20.00. The subscription period is January 1<sup>st</sup> through December 31<sup>st</sup> of each year. The rolls will be purged as of April 1 of the newyear.
2. Individual vendor membership is available at \$100.00. Vendor Corporate Bundle Memberships are available at \$150.00 for up to three members of a company. The subscription period is for one year beginning on January 1.
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. A maximum of two members may be excluded from the eight year term limit. Non-voting ex-officio members are exempt from the eight year rule.
4. The Annual Conference will be held in the Fall of each year.
5. The Executive Board shall ensure that a current copy of all guiding documents is available on the VAGARA website.
6. Request for reimbursement of expenses incurred by Executive Board members or chairpersons acting in their official capacity shall be submitted to the Treasurer.
7. In the absence of the seminar/conference chairperson at an event, the President shall appoint a member to fill the vacancy.
8. Content of all publications shall be approved by the President.
9. A membership roster shall be made available to members.
10. The President shall be provided a suite at the conference and the Conference Chair will be provided with a room. The cost of the room and suite will be paid out of the Annual Conference budget.
11. The annual awards shall be presented at the Association's Annual Conference. The current voting Board members are not eligible for an award.
12. The annual Connis O. Brown Scholarship(s) will be awarded by the Executive Board. The amount of the scholarship award(s), in addition to the number of scholarships, will be determined annually by the Executive Board.

13. All interest earned from the money market account shall go into the General Fund.
14. In the event of the death of a member, the Executive Board shall make a charitable donation in the deceased member's on behalf of the VAGARA membership.
15. The official address of the Association shall be that of the current president.
16. 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.
17. Final site selection for Annual Conference to be approved by Executive Board and will be based on economics.
18. Credit card, Operational Guidelines, and policies will be reviewed biennially and approved by the Executive Board.