

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

1. The annual individual membership dues shall be \$20.00.
2. Vendor membership dues shall be \$100.00 which entitles vendors to the following: copy of the newsletter four times a year; free advertisement up to half page in every newsletter, and priority over a nonmember exhibitor for exhibit space at the Annual Conference.
3. Each member of the Executive Board may be re-elected to that same office for one additional term. Members shall serve no more than eight continuous years on the Board; however, 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 should be held in the Fall of each year.
5. Each member of the Association shall be responsible for notifying the Membership Coordinator of any change in name, address, telephone, or fax number and email address if appropriate.
6. Regions of the State shall be divided as follows:

Name of Region: (includes the following cities/counties) **Piedmont**

Abingdon-Town of, Albemarle, Allegheny, Amherst, Appomattox, Augusta, Bath, Bedford, Bedford-City of, Bland, Botetourt, Bristol-City of, Buchanan, Buena Vista-City of, Campbell, Carroll, Charlottesville- City of, Clarke, Clifton Forge-City of, Covington-City of, Craig, Dickenson, Floyd, Franklin, Frederick, Galax-City of, Giles, Grayson, Greene, Harrisonburg-City of, Henry, Highland, Lee, Lexington- City of, Lynchburg-City of, Martinsville-City of, Montgomery, Nelson, Page, Patrick, Pulaski, Radford-City of, Roanoke, Roanoke-City of, Rockbridge, Rockingham, Russell, Salem-City of, Scott, Shenandoah, Smyth, Staunton-City of, Tazewell, Warren, Washington, Waynesboro-City of, Winchester-City of, Wise, Norton-City of, Wythe.

Name of Region: (includes the following cities/counties) **Central**

Amelia, Brunswick, Buckingham, Charlotte, Chesterfield, Colonial Heights-City of, Cumberland, Danville-City of; Dinwiddie, Emporia-City of, Fluvanna, Goochland, Greensville, Halifax, Henrico, Hopewell-City of; Louisa, Lunenburg, Mecklenburg, Nottoway, Petersburg-City of, Pittsylvania, Powhatan, Prince Edward, Prince George, Richmond-City of, South Boston-City of, Surry, and Sussex.

Name of Region: (includes the following cities/counties) **Northern**

Alexandria-City of, Arlington-City of, Caroline, Culpeper, Fairfax, Fairfax-City of, Falls Church-City of, Fauquier, Fredericksburg-City of, Hanover, King George, Loudoun, Madison, Manassas-City of, Manassas Park-City of, Orange, Prince William, Rappahannock, Spotsylvania, Stafford

Name of Region: (includes the following cities/counties) **Tidewater**

Accomack, Charles City, Chesapeake-City of, Essex, Franklin-City of, Gloucester, Hampton-City of, Isle of Wight, James City, King and Queen, King William, Lancaster, Mathews, Middlesex, New Kent, Nansemond, Newport News-City of, Northampton, Northumberland, Poquoson-City of, Richmond, Southampton, Suffolk-

City of, Virginia Beach-City of, Westmoreland, Williamsburg-City of, York

7. The outgoing secretary shall provide the incoming Executive Board and Committee Chair with a copy of all job descriptions, Constitution and Bylaws, scholarship rules, awards and regional map with breakdown of counties in each region prior to their first Board meeting.
8. Request for reimbursement of expenses made by members of the Executive Board or Chair acting in their official capacity shall be submitted to the Treasurer for payment. If the request for reimbursement is for a non-budgeted item, the request will be forwarded to the Executive Board for approval.
9. Members of the Executive Board will follow the established Records Retention Schedules as adopted by the Board.
10. Before each publication, the VAGARA Newsletter shall be reviewed by the President, as well as any changes to the web site content.
11. The outgoing President's gift shall be purchased by the Immediate Past President and presented at the Annual Conference.
12. The following appointed positions are the Membership Coordinator, the Newsletter Editor, and the Webmaster. The duties of these positions are stated in the VAGARA Job Descriptions as adopted by the Executive Board.
13. The President and the Conference Chair will each be provided with a room. The cost of the rooms will be paid out of the Annual Conference budget, unless it is a room/suite compensated by the hotel. Any additional room/suite costs, as well as the use of any compensated room(s)/suite(s), must be approved in advance of their use the Executive Board.
14. The annual awards shall be presented at the 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 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 investment account shall go into the operating account.
17. The Executive Board shall recognize all retirees at the annual conference.
18. The official address of the Association shall be that of the current president.
19. No member of the Association shall 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.
20. Final site selection for Annual Conference to be approved by the Executive Board based upon the evaluation of all received proposals.
21. A credit card in the name of VAGARA will be maintained and used in accordance with the guidelines established and approved by the Executive Board. The guidelines will be reviewed during an annual audit or as recommended by the Executive Board. A copy of the guidelines is attached as part of these standing rules.

## VAGARA CREDIT CARD GUIDELINES

- A) Application for credit card will be made for and signed by the President and Treasurer.  
Outgoing President and/or Treasurer will ensure that credit card privileges are passed onto successors.
- B) Card use is exclusively for VAGARA business and for authorized expenditures.
- C) Authorized expenditures and use include:  
Conference Chair for expenditures associated with the Annual Conference.  
Expenditures authorized by a majority vote of the Executive Board during an official board meeting, or a conference call involving a majority of the Executive Board during which unanimous consent is given, or a majority approval of the Executive Board during an Internet conference.
- D) An original and proper receipt must be obtained to validate the charges to the account. The receipt must include the parties involved, the amount of the expense and the nature of the meeting or expenditure.
- E) Cash advances charged to the credit card are prohibited.
- F) Personal charges to the credit card are prohibited.
- G) Processing credit card statements for payment:  
An original and proper receipt must be provided to the Treasurer as soon as possible after the card is used, and for each charge reflected on the statement.  
Interest charges to VAGARA resulting from lost receipts or failure to provide proper receipts become the responsibility of the member using the card when the expense was incurred.  
Questionable or unauthorized expenditures and associated interest become the responsibility of the member using the card when the expense was incurred.  
The Treasurer will be responsible for reviewing monthly statement and ensuring prompt payment of bill.  
Treasurer will attach copies of monthly statements to the financial reports presented at Executive Board meetings.
- H) Any misuse of the credit card will result in an investigation by a committee of board members that will include the highest-ranking board member who is not a credit card holder. The committee investigation may include: a) recommendation to Executive Board of appropriate action; b) expulsion from Executive Board and/or Association; or c) a report to appropriate law enforcement for criminal prosecution.