

COLUMBINE GENEALOGICAL & HISTORICAL SOCIETY, INC.

BYLAWS

ARTICLE I – NAME

The name of this organization is Columbine Genealogical & Historical Society, Inc., herein known as the Society.

ARTICLE II – NOT-FOR-PROFIT STATUS

The Society was incorporated on 4 June 1976 and amended on 28 April 1982 and 12 November 1996 under the Colorado General Not-for-Profit Corporation Act.

ARTICLE III – OBJECTIVES

Section A. Objectives

1. The objectives of the Society shall be to:
 - a. Promote an interest in genealogy and history.
 - b. Encourage and instruct members in genealogical research through informative programs, careful documentation and maintenance of quality genealogical standards.
 - c. Locate, preserve and index public and private genealogical and historical records and make such available to members and the public.
 - d. Assist and support those genealogical libraries, archives, and historical museums in Colorado which are open to the public.
 - e. Publish genealogical and historical information in a regular newsletter and any other publications as directed by the membership.

ARTICLE IV – MEMBERSHIP AND DUES

Section A. Membership:

1. Any applicant interested in furthering the objectives of this Society shall be eligible for membership upon submission of a completed application form and payment of dues. Membership is on a calendar year from 1 January through 31 December.

Section B. Dues:

1. Annual dues are payable on or before 1 January.

Section C. Classes of Membership and Dues:

1. Individual and Couple dues shall be set by a Standing Rule of the Society and shall take effect the following year.
2. Honorary Annual Associate Membership, with no voting privileges, is for non-members performing a service such as a program speaker. This membership will be conferred and renewed by a vote of the Board.
 - a. Board of Directors approval is required of all recommendations prior to being presented to the membership for a vote at the Annual Meeting.
 - b. A three fourths (3/4) vote shall elect.
3. Honorary Lifetime Membership may be conferred upon any member of the Society who has completed ten (10) years of membership, has been an officer or committee member, and has given exceptional service. The member shall pay no dues, but retain full membership privileges.

Section D. Charter Members:

1. All persons who joined prior to 1 January 1974 shall be known as Charter Members.

ARTICLE V – MEETINGS

Section A. Regular Meetings:

1. Business and workshop meetings of the Society shall be held monthly except in June, July, August, and December. In case of an emergency, the President or the First Vice President may cancel a meeting. For the purposes of conducting business, twenty-five (25) members shall constitute a quorum.

Section B. Board of Directors Meetings:

1. The Board of Directors meetings of the Society shall be held monthly except in June, July, and December.

Section C. Special Meetings:

1. The President, the Board of Directors, or a written request of ten members may call a Special Meeting. The call for such a meeting shall be given at least seven (7) days prior to the meeting date and shall state the purpose of the meeting. No business other than that stated shall be conducted.

Section D. Annual Meeting:

1. The business meeting in November shall be known as the Annual Meeting.

ARTICLE VI – OFFICERS

Section A. Officers:

1. Officers of the Society shall be President, First Vice President/Programs, Second Vice President/Publicity, Third Vice President/Bookstore, Education Coordinator, Recording Secretary, Corresponding Secretary, Treasurer, Membership Coordinator, and Newsletter Editor.

Section B. Election:

1. Election of officers shall be held annually with the President, Second Vice President/Publicity, Recording Secretary, Treasurer, and Membership Coordinator being elected on EVEN years. The First Vice President/Programs, Third Vice President/Bookstore, Education Coordinator, Corresponding Secretary, and Newsletter Editor shall be elected on ODD numbered years.

Section C. Term of Office:

1. All officers shall serve an elected term of two (2) years and shall remain available as an aide to the successor for a period of three (3) months. No elected officer shall hold the same office more than two (2) consecutive terms. All elected officers shall take office 1 January. Vacancies occurring in elected offices for periods of less than two (2) years shall be filled by Presidential appointment as approved by the Board of Directors.

Section D. Officers shall:

1. Hold only one (1) elected position at a time.

ARTICLE VII – BOARD OF DIRECTORS

Section A. Members:

1. The Board of Directors shall consist of the elected officers and the Immediate Past President of the Society. Ex-Officio (non-voting) members of the Board shall include each Standing Committee Chairman. A failure of any elected officer to attend three (3)

consecutive meetings of the Board without sufficient excuse acceptable to the Board shall be considered as a resignation from that body.

Section B. Eligibility:

1. No person shall be elected or continue to serve as an officer unless that person is a member in good standing and has been a member of the Society for one (1) year.

Section C. Board Meetings:

1. There shall be at least nine (9) meetings of the Board of Directors each year to be held on the 2nd Tuesday of the month commencing at 9:30 am.
2. The meeting date, time or location can be changed by the President, when conflicts or emergencies exist, by notifying all Board members of the change.
3. Special meetings of the Board of Directors may be called by the President or shall be called by the written request of four (4) members of the Board.
4. All Board of Directors meetings shall be open to the membership.

Section D. Quorum:

1. The quorum for the board of Directors shall be a majority of seven (7) or more officers.

Section E. Authority:

1. The Board of Directors shall:
 - a. Transact the business of the Society between general membership meetings.
 - b. Direct committees.
 - c. Approve programs for membership meetings.
 - d. Authorize disbursements.
 - e. Approve Society projects.
 - f. Review the Honorary Annual Associate Membership list.

ARTICLE VIII – DUTIES OF THE OFFICERS

Section A. Duties:

1. **President** shall:
 - a. Preside at all meetings of the general membership and the Board of Directors
 - b. Appoint all chairmen of Standing Committees and Special Appointments with the exception of the Nominating Committee and two (2) Auditors. Appoint special Fundraising Committee as needed. All appointments require the Board of Directors' approval.
 - c. Sign, with the Recording Secretary, all contracts and documents authorized on behalf of the Society.
 - d. Sign checks in the absence of the Treasurer for authorized disbursements on behalf of the Society.
 - e. Be an Ex-Officio member of all committees and appointments except the Nominating Committee and Auditing Committee.
 - f. Upon the election of a new president, becomes Immediate Past President and assumes those duties.
2. **First Vice President/Programs** shall:
 - a. Assume the duties of the President in absence of, or at the request of, the President.
 - b. Be director of the Program Committee, and may appoint assistants in charge of the following subcommittees 1) Seminar and 2) Program/Speakers for business and workshop meetings.

3. **Second Vice President/Publicity** shall:
 - a. In absence of the President and First Vice President or at their request assume the duties of the President.
 - b. Be Chairman of the Society's publicity.
4. **Third Vice President/Ways and Means** shall:
 - a. In absence of the President, First Vice President and Second Vice President, or at their request, assume the duties of the President.
 - b. May appoint assistants to help with fund raising projects.
 - c. Maintain an inventory of all materials sold through the book cart and make an annual financial report to the Board.
 - d. Submit plans for any fundraising projects for authorization and work with officers and committee chairmen as needed to complete approved projects.
4. **Third Vice President/Bookstore** shall:
 - a. In absence of the President, First Vice President and Second Vice President, or at their request, assume the duties of the President.
 - b. Supervise the May Book Sale and any other book sales.
 - c. Order materials as requested to support programs.
 - d. Facilitate the distribution of incoming collections donated to the society.
 - e. Maintain an inventory of all materials sold and make an annual financial report.
5. **Education Coordinator** shall:
 - a. Arrange for genealogy classes and keep current all relevant material.
 - b. Present a summary report to the Board at the conclusion of each class presentation.
6. **Recording Secretary** shall:
 - a. Be the recording secretary of the Society and the custodian of its records except as are specifically assigned to others
 - b. Keep a record of the proceedings of the Society.
 - c. Keep and have available for reference at all meetings a current copy of the Society's Charter, Bylaws and Standing Rules.
 - d. Sign, with the President, all contracts and documents authorized by the Society.
7. **Corresponding Secretary** shall:
 - a. Conduct the correspondence of the Society.
 - b. Maintain a file of the Society correspondence.
 - c. Assist in any Society mailings as requested by the officers and committee chairmen.
 - d. Create all certificates handed out by the Society.
 - e. Maintain and distribute updates of the duties of the officers and chairpersons in the Procedure Manual.
8. **Treasurer** shall:
 - a. Be custodian of all funds of the Society.
 - b. Sign checks for authorized disbursement on behalf of the Society.
 - c. Make all financial records available to the Audit Committee on or before 1 January.
 - d. Assist the Membership Coordinator, when requested, in collecting dues.
 - e. Prepare a proposed next-year annual budget for approval at the August Board and the Annual Membership meetings with publication in the 4th quarter Newsletter.
 - f. Present a statement of finances at each meeting of the Board of Directors and at the Society meetings.

9. **Membership Coordinator** shall:
 - a. Collect the dues and maintain a record of all paid members.
 - b. Provide the Board with a quarterly update of new members.
 - c. Maintain and distribute new member packets.
 - d. Maintain the nametag box and guest book.
 - e. Provide address labels for the Newsletter mailing.
 - f. Compile and distribute the Annual Membership Roster.
10. **Newsletter Editor** shall:
 - a. Publish the official Newsletter of the Society.
 - b. Collect materials for publication.
 - c. Publish any items specifically requested by the Board of Directors.
11. **Immediate Past President/Parliamentarian** shall:
 - a. Assist the President and the board about the bylaws/standing rules.
 - b. Consult Roberts Rules as needed.
 - c. Provide knowledge/history for foundation and tradition structure.
 - d. Chair bylaws/standing rules committee each year which proposes changes and amendments to said bylaws and standing rules.
 - e. Continue as a voting member of the board.

Section B. All officers shall:

1. Prepare a proposed budget to be given to the Treasurer for the Annual Budget by the August Board Meeting.
2. Present a yearly written report at the January Meeting. This should be done in three copies with one for the President, Recording Secretary and Historian.

Section C. Procedures Manual:

1. President shall have a master copy of the Procedure Manual in digital format.
2. By 1st of January President shall give each new officer and chairperson a copy of their respective duties.

ARTICLE IX – STANDING COMMITTEES AND SPECIAL APPOINTMENTS

Section A. Standing Committees:

1. **Standing Committees** shall be, Auditing Committee, Equipment, Historian, Mailing Committee, Nominating Committee, Projects Committee, Public Acquisitions, Query Committee, Refreshment Committee, and Web Master.
2. **Term of Office:** Standing Committee Chairmen shall serve a term of one (1) year from the date of appointment.
3. **Duties:**
 - a. **Auditing Committee** shall:
 1. Audit each fiscal year's books of the Society
 2. Submit a report at the February 2nd Tuesday meetings to both the Board of Directors and the general membership.
 - b. **Equipment Manager** shall:
 - i. Be responsible for selecting, purchasing, and maintaining all equipment as authorized by the Board.
 - ii. Maintain an inventory of the equipment owned by the Society.

- iii. Approve any special use of the Society equipment by members and outside parties.
- c. **Historian** shall:
 - (1) Collect and preserve all items of historical interest to the Society.
 - (2) Display permanent and current information of interest to the society on the bulletin board.
- d. **Mailing Committee** shall:
 - (1) Be responsible for processing the printed Newsletter for mailing and, if needed, the notices of membership dues including folding, stapling, labeling, sorting, and delivering to the Post Office.
- e. **Nominating Committee** shall:
 - (1) Consist of three (3) members. The first person nominated shall be Chairman.
 - (2) Have been active members of the Society for one (1) year.
 - (3) Nominate candidates for the offices to be filled at the Annual Meeting and the Auditors and subsequent Nominating Committee.
 - (4) Publish the list of nominees in the October, November, December issue of the Newsletter.
 - (5) Submit a written list of candidates to the Board of Directors at the August meeting.
- f. **Projects Committee** shall:
 - (1) Be responsible for the evaluation, publication, and marketing of all projects sponsored by the Society.
- g. **Public Acquisitions** shall:
 - (1) Coordinate with the genealogical libraries, archives, and historical museums for material to be purchased or donated and submit suggestions to the Board of Directors for final approval.
 - (2) Maintain a record of expenditures and titles of materials donated.
 - (3) Process all purchased and donated materials.
 - (4) Publish a quarterly list of purchased and donated items in the Newsletter.
- h. **Queries Committee** shall:
 - (1) Respond to requests for assistance in locating ancestral information in the Columbine area.
- i. **Refreshment Committee** shall:
 - (1) Be responsible for the refreshments at the general membership meetings and December Social.
- j. **Web Master** shall: (1) Maintain the Internet website for the Society.

Section B. Other Committees:

1. Special Appointments

- a) Photographer
- b) Representative and Alternate to the Colorado Council of Genealogical Societies

Section C. Budgets and Reports:

1. All Standing Committees shall:

- a. Prepare a proposed budget to be given to the Treasurer for the annual budget by the August Board Meeting.

- b. Present a yearly written report at the January Board Meeting. This should be done in (three) copies, with one for the President, Recording Secretary, Historian.

ARTICLE X – NOMINATIONS AND ELECTIONS

Section A. Elections:

1. Elections shall be held at the November Annual Meeting.

Section B. Nominations:

1. The Nominating Committee shall present a written list of at least one nominee to the Board of Directors at the August Board Meeting and to the membership at the September Business Meeting for each office being vacated. [See Article VI, Section B.]
2. Nominations may also be made by the membership from the floor at the Annual Meeting, provided each nominee is present or has given written consent to serve, if elected.
3. Voting:
 - a. Those eligible to vote in the Society elections must be members in good standing whose dues are currently paid.
 - b. Voting shall be by voice, provided there is only one candidate for office.
 - c. If more than one candidate is running for any office, the voting shall be by written ballot.
 - d. Majority vote elects.
 - e. Proxy voting is prohibited in the Columbine Genealogical & Historical Society, Inc.

ARTICLE XI – SUNDOWN CLAUSE

Section A. 1. Any budget not expended by the end of the calendar year does not continue to subsequent years.

ARTICLE XII – DISSOLUTION OF SOCIETY

Section A. In the event of the dissolution of the Society:

1. All salable assets shall be converted to cash.
2. The moneys of the Society shall be used to purchase genealogical and/or historical materials for a public library or historical museum.
3. All legal documents, records, files, and reference materials belonging to the Society shall be deposited with a public library or museum.
4. Dissolution shall be in accordance with IRS 501(c) (3).

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, latest revision, shall govern the Society in all cases in which they are applicable and which are not inconsistent with these Bylaws and any Standing Rules.

ARTICLE XIV - AMENDMENTS

Section A.

1. These Bylaws may be amended only at the Annual Meeting by a two-thirds (2/3) vote of members present, using the following procedures:
 - a. Any member may submit written proposals to the Board of Directors by the August Board Meeting.

- b. All such proposed amendments, together with the recommendations of the Board of Directors shall be presented to the membership by publication in the October, November, December Newsletter.
- c. The amendment will become effective immediately after the voting.

Bylaws amendments adopted 10 November 2015.