

COLUMBINE GENEALOGICAL & HISTORICAL SOCIETY, INC.
STANDING RULES

1. Membership dues are \$25 for individuals and \$35 for couples. Each new member shall receive a packet consisting of the Society's Bylaws, Standing Rules, a membership card (if requested), a copy of the membership roster, three (3) pedigree and family group sheets and additional items as available.
2. The Membership Coordinator shall notify members whose dues are not paid by 20 January. Members shall be removed from the membership if dues are not received by 1 February.
3. Books, manuscripts, and other genealogical materials obtained by the Society shall be given to public libraries, archives and museums. A copy of any Society publication shall be deposited in the Edwin A. Bemis Public Library.
4. The members of the new Board and the outgoing Board shall meet together at the January Board Meeting.
5. The selection of a gift for the outgoing President shall be determined by the First Vice President.
6. Officers, Standing Committee chairmen and Special Appointees have the authority to dispose of outdated correspondence that is over three (3) years old. The records of the Recording Secretary, Treasurer, Membership Coordinator and Historian are considered to be permanent records. All procedure manuals shall be considered permanent records. The President and officers of the Board will jointly review any permanent record files before disposal.
7. Disbursements over \$25.00 and not covered in specific budget allowances must have Board approval. Any disbursement over \$250.00 must have membership approval.
8. Society records are open for inspection by any member at a reasonable time.
9. Bylaws and Standing Rules shall be reviewed every year.
10. Notification to all members of the Board of Directors is required to be made for any change in date, time or location of a Board Meeting. Email notification is to be forwarded to all other members who have provided current email addresses to the Membership Coordinator. Other members will not be notified.
11. The offices of First Vice President/Programs, Second Vice President/Publicity, Third Vice President/Ways and Means, Education Coordinator, Membership Coordinator and Newsletter Editor may have co-holders nominated and presented to the membership for approval. There are to be no more than two such co-holders for any office. If co-holders are elected, there will be only one vote for that office pertaining to Board issues. No co-office holders will be permitted for the offices of President, Treasurer, Recording and Corresponding Secretaries.
12. Ex-officio members may put forth resolutions before the Board and are invited to participate in any business conducted by the Board.
13. **MEMBER AUTHOR BOOK SALES.** The sale of genealogy, family history, or other related books authored by members of Columbine Genealogical & Historical Society conducted via the Ways & Means bookstore or at Society events will be handled by the author selling the publications to Columbine at a price discounted 20% from retail (tax exempt) and Columbine shall then price the item at its usual mark-up. At the time of resale, Columbine shall collect and report sales tax. Upon signing an "Agreement to Sell

Publications," Columbine will publicize the item by such means as meeting announcements, newsletter and web site inclusions.

14. All member donations to NARA shall be contributed by the Treasurer annually. The budgeted annual amount designated for the CGHS contribution shall be donated to NARA annually unless overridden by a vote of the members during the budget year.
15. All member donations to Public Acquisitions shall be used to acquire books or other materials for contributions to libraries. The budgeted annual amount designated for CGHS contribution for Public Acquisitions shall be used annually and donated unless overridden by a vote of the members during the budget year.

Standing Rules amendments adopted 11 November 2014