

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 that 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.

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 program meetings of the Society shall be held monthly except in June, July, August, and December. In case of an emergency, the President or the 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, Vice President/Programs, Publicity Coordinator, Education Coordinator, Secretary, Treasurer and Membership Coordinator.

Section B. Election:

1. Election of officers shall be held annually with the President, Publicity Coordinator, Secretary, and Membership Coordinator being elected on EVEN years. The Vice President/Programs, Education Coordinator, and Treasurer 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 officers shall begin their duties on the first of the year following their election. 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 Chairperson. 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. Standing Committee Chairpersons shall attend at least one (1) Board meeting per quarter.

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.
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 five (5) 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.

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 chairpersons 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 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.
 - g. Be responsible for the annual maintenance of the Procedure Manual.
2. **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 general membership meetings.
 - c. Provide thank you notes to speakers.
3. **Publicity Coordinator shall:**
 - a. Assume the duties of the President in the absence of the President and Vice President, or at their request.
 - b. Be chairperson of the Society's publicity.

- c. Shall coordinate with the Social Media Editor and Web Editor.

4. 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.
- c. Provide thank you notes to speakers.

5. 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.
- e. Provide sympathy acknowledgement to members.

6. 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 the second meeting of January.
- d. Obtain and maintain all appropriate business, charitable, and sales tax licenses.
- e. Prepare a proposed next-year annual budget for approval at the August Board Meeting and the Annual Membership Meeting with publication in the Fourth (4th) Quarter Newsletter.
- f. Present a statement of finances at each meeting of the Board of Directors and at the Society meetings.

7. Membership Coordinator shall:

- a. Collect the dues and maintain a record of all paid and honorary members.
- b. Provide the Board with an update of new members at quarterly intervals.
- c. Maintain and distribute new member packets.
- d. Maintain member nametag boxes and visitors' log.
- e. Provide address labels for the Newsletter mailing.
- f. Compile and distribute the Annual Membership Directory.
- g. Provide membership benefits, including a copy of an electronic newsletter, to entities and/or individuals who promote the interests of the club.

8. Immediate Past President/Parliamentarian shall:

- a. Assist the President in the transition to the office.
- b. Advise the President and the Board about the bylaws/standing rules.
- c. Consult Roberts Rules of Order as needed.
- d. Provide knowledge/history for foundation and tradition structure.
- e. Chair bylaws/standing rules committee, which proposes changes and amendments.
- f. Act as a non-voting Senior Advisor to the Board.

Section B. All officers shall:

- 1. Prepare a proposed budget for their area of responsibility to be given to the Treasurer before the August Board Meeting for the Annual Budget.

2. Present a yearly written report at the January Meeting. This should be done in two (2) signed copies with one **each** for the President, and Secretary. An electronic copy should be sent to the Web Editor to be posted on the members only section of the website.

ARTICLE IX – STANDING COMMITTEES AND SPECIAL APPOINTMENTS

Section A. Standing Committees:

1. **Standing Committees shall be:**

Auditing Committee, Equipment, Hospitality Committee, Mailing Committee, Newsletter Editor, Nominating Committee, Projects Committee, Public Acquisitions, Social Media Editor and Web Editor

2. **Term of Office: Standing Committee Chairpersons shall serve a term of one (1) year from the date of appointment.**

3. **Duties:**

- a. **Auditing Committee shall:**

1. Consist of two (2) members approved by the Board.
 2. Audit each fiscal year's books of the Society.
 3. Submit a report at the meeting on the 2nd Tuesday in February to both the Board of Directors and the general membership.

- b. **Equipment Manager shall:**

1. Be responsible for selecting, purchasing, and maintaining all equipment as authorized by the Board.
 2. Maintain an inventory of the equipment owned by the Society.
 3. Approve any special use of the Society equipment by members and outside parties.

- c. **Hospitality Committee shall:**

1. Be responsible for the refreshments at the general membership meetings and special occasion meetings.
 2. Act as official host in creating a welcome atmosphere at meetings.

- d. **Mailing Committee shall:**

1. Be responsible for processing printed newsletters for mailing and delivering them to the Post Office.

- e. **Newsletter Editor shall**

1. Publish the official Quarterly Newsletter of the Society.
 2. Collect materials for publication.
 3. Publish any items specifically requested by the Board of Directors.

- f. **Nominating Committee shall:**

1. Consist of three (3) members approved by the Board. The committee members shall determine who shall be the chairperson.
 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, as well as the Auditors, and subsequent Nominating Committee.
 4. Publish the list of nominees in the Fourth (4th) Quarter issue of the Newsletter.
 5. Submit a written list of candidates to the Board of Directors at the August meeting.

g. Projects Committee shall:

1. Be responsible for the evaluation, publication, and marketing of all projects sponsored by the Society.
2. Research queries as needed.

h. Public Acquisitions shall:

1. Coordinate with the genealogical libraries, archives, and historical museums for material to be purchased or donated and report purchases to the Board of Directors.
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.

i. Social Media Editor shall:

1. Maintain the Society's Facebook page.
2. Coordinate with the Publicity Chair and Web Editor.

j. Web Editor shall:

1. Maintain the content on the Internet website for the Society.
2. Coordinate with Publicity Chair and Social Media Editor.

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 before the August Board Meeting.
- b. Present a yearly written report at the January Board Meeting. This should be done in two (2) signed copies, with one copy each for the President and Secretary. An electronic copy should be sent to the Web Editor to be posted on the Members only section.

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 one 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 amount not expended by the end of the calendar year, with the exception of restricted funds, 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. All unsold assets shall be donated to a public library or museum.
3. The moneys of the Society shall be used to purchase genealogical and/or historical materials for a public library or historical museum.
4. All legal documents, records, files, and reference materials belonging to the Society shall be deposited with a public library or museum.
5. 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 Fourth (4th) Quarter Newsletter.
 - c. The amendment will become effective immediately after the voting.

Bylaws amendments adopted 14 November 2023

Sean McGuire, President

Cheryl Floberg, Recording Secretary