

COLUMBINE GENEALOGICAL & HISTORICAL SOCIETY, INC.

STANDING RULES

1. Membership dues are \$35 for individuals and \$45 for couples. Each new member shall receive a packet consisting of the Society's Bylaws, Standing Rules, and a copy of the Membership Directory.
2. The Membership Coordinator shall notify members whose dues are not paid by the first meeting in January. Members shall be removed from the published membership directory if dues are not received by the first meeting in February.
3. The members of the new Board and the outgoing Board shall meet together at the January Board Meeting.
4. The selection of a gift for the outgoing President shall be determined by the Vice President and not to exceed fifty dollars (\$50.00).
5. Officers, Standing Committee Chairs, and Special Appointees have the authority to dispose of outdated correspondence and materials that are over three (3) years old. The records of the Secretary, Treasurer and Membership Coordinator are considered to be permanent records. The President and officers of the Board will jointly review any permanent record files before disposal.
6. Disbursements over \$25.00 and not covered in specific budget allowances must have Board approval.
7. Society records are open for inspection by any member at a reasonable time.
8. Bylaws and Standing Rules shall be reviewed at least every two years.
9. 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 Society members.
10. The offices of Vice President/Programs, Publicity Coordinator, Education Coordinator and Membership Coordinator 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, and Secretary.
11. Members may put forth resolutions before the Board and are invited to participate in any business conducted by the Board.
12. All membership donations to the National Archives and Records Administration (NARA) shall be contributed by the Treasurer annually.
13. Columbine shall maintain a Public Acquisition Fund designated for purchasing books and other materials of historical and genealogical value to be donated to public libraries. This fund shall be augmented each year by the:

- a. amount budgeted by the Society for this purpose
- b. amount donated by members for this purpose
- c. proceeds of any special book sale

14. The Audit Committee should avoid any conflict of interest. Specifically, no Committee member should be a current elected officer of the Board.

Standing Rules amendments adopted 14 November 2023

Sean McGuire, President

Cheryl Floberg, Secretary