

## **COLUMBINE GENEALOGICAL & HISTORICAL SOCIETY, INC. STANDING RULES**

1. Columbine Genealogical & Historical Society, Inc. shall also be known as Columbine Genealogy. The society shall pay the required annual fee to the Colorado Secretary of State for that trade name.
2. Membership dues are \$35 for individuals and \$45 for couples.  
  
Lifetime memberships are no longer offered but all lifetime members previously recognized are exempt from paying dues.
3. Business Meeting, Program Meetings and Education Meetings (Skills Sessions) are open to the public. Special Interest Groups, Writers Group and access to website videos and Quarterly Newsletter are restricted to members only.
4. The Membership Coordinator shall notify members whose dues are not paid by the first meeting in January.
5. The members of the new Board and the outgoing Board shall meet together at the January Board Meeting.
6. The selection of a gift for the outgoing President shall be determined by the Vice President and not to exceed fifty dollars (\$50.00).
7. Officers and Standing Committee Chairs have the authority to dispose of outdated correspondence and materials that are over three (3) years old.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 annual reports of officers and standing committees shall be considered permanent, and that all permanent records shall be archived on the Society website. The President and officers of the Board will jointly review any permanent record files before disposal.
8. Disbursements over \$25.00 and not covered in specific budget allowances must have Board approval.
9. Society records are open for inspection by any member at a reasonable time.
10. Bylaws and Standing Rules shall be reviewed at least every two years.
11. 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.
12. 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.

13. Members may put forth resolutions before the Board and are invited to participate in any business conducted by the Board.
14. All membership donations to the National Archives and Records Administration (NARA) shall be contributed by the Treasurer annually.
15. 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
16. The Audit Committee should avoid any conflict of interest. Specifically, no Committee member should be a current elected officer of the Board.

The following items shall be audited:

- a. Financial records to include
    1. All bank account balances shall be verified
    2. Reimbursed amounts shall be verified with expense reports
  - b. Verify location of
    1. Safety deposit box key
    2. Post Office box key
    3. Good Shepherd Episcopal Church key
  - c. An equipment list of items with a purchase price of \$50.00 or more shall be maintained by the equipment chairperson and verified annually. Keys shall be included with the equipment list.
17. Copies of member checks shall not be scanned or kept electronically. Photocopies of checks may be kept by the Treasurer.

Standing Rules amendments as accepted by the Board at the 8/12/2025 meeting

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Sean McGuire, President

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Stephen Asay, Secretary