

COLUMBINE GENEALOGICAL & HISTORICAL SOCIETY, INC.

STANDING RULES

1. Membership dues are \$15 for individuals and \$20 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. New members are encouraged to submit two (2) copies of their pedigree charts. Pedigree chart information may be duplicated or extracted for publication at the discretion of the membership.
4. Books, manuscripts, and other genealogical materials obtained by the Society shall be given to public libraries, archives and museums. Material not accepted by depositories shall be returned to the donor. A copy of any Society publication shall be deposited in the Edwin A. Bemis Public Library.
5. The members of the new Board and the outgoing Board shall meet together at the January Board Meeting.
6. The selection and approval of a gift for the outgoing President shall be determined by the First Vice President and others at the October Board Meeting.
7. Officers, Standing Committee chairmen and Special Appointees have the authority to dispose of outdated correspondence that is over three (3) years old.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.
8. Disbursements over \$25.00 and not covered in specific budget allowances must have Board approval. Any disbursement over \$250.00 must have membership approval.
9. Society records are open for inspection by any member at a reasonable time.
10. Standing Rules shall be reviewed every two years or as needed.
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 members who have provided current email addresses to the Membership Coordinator. Other members will not be notified.
12. The following offices 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, Second Vice President, Treasurer, Recording and Corresponding Secretaries.
13. Ex-officio members may put forth resolutions before the Board and are invited to participate in any business conducted by the Board.

Standing Rules amendments adopted 14 November 2006.

_____(signed)____ George MacDonald, President

_____(signed)____ Valerie Eichler Lair, Recording Secretary

