

Bylaws of the Colorado Council of Genealogical Societies, INC.

Article I - Name

The name of this organization shall be the COLORADO COUNCIL OF GENEALOGICAL SOCIETIES, INC., a non-profit organization, registered with the Colorado Secretary of State, and hereinafter referred to as the Council.

Article II - Objectives

The purpose of this council shall be to advance cooperation among heritage - related organizations through:

1. Encouraging the formation of the organization interested in genealogy and history;
2. Promoting the collection, preservation and dissemination of genealogical knowledge and information;
3. Informing member organizations of projects and activities of mutual interest to avoid duplication of efforts;
4. Upholding genealogical standards by disseminating information about ethical practices to member organizations;
5. Keeping member organizations informed of current projects and legislation regarding access and preservations of records;
6. Assisting member societies in their operation.

Article III - Membership and Dues

SECTION A. MEMBERSHIP.

The membership of the Council consists of two classes:

1. Any non-profit organization in Colorado interested in genealogy and related subjects is eligible for a voting membership; annual dues for voting membership shall be according to this dues structure:

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|-------------------|------|
| Associate member: | \$10 |
| 1-10 members | \$10 |
| 11-25 members | \$15 |
| 26-50 members | \$20 |
| 51-75 members | \$25 |
| 76-100 members | \$30 |
| 101-150 members | \$45 |
| 151-200 members | \$60 |
| 201-250 members | \$70 |

| | |
|-----------------|-------|
| 251-300 members | \$80 |
| 301-350 members | \$90 |
| 351-400 members | \$110 |
| 401-450 members | \$125 |
| 451-500 members | \$135 |
| 501+ members | \$150 |

Annual dues shall be assessed according to a society's membership number as of the previous December.

2. Any individual, organization or institution is eligible for an associate membership and would receive the Council newsletter. This class is a non-voting membership; associate membership shall be \$10.00 per year.

SECTION B. DUES AND FISCAL YEAR.

Payment of the dues shall be made annually no later than January 31 of each year. The Treasurer shall notify members whose dues are not paid by January 31. If dues are not received by February 15, the society or associate member shall be removed from the membership rolls. The membership and fiscal year of the Council shall run from January 1 through December 31.

Article IV - The Council

SECTION A.

The Council shall consist of the elected officers, the standing committee chairmen and the designated voting delegate from each member society. Each shall have a vote.

SECTION B.

The Immediate Past President shall serve as an ex-officio member of the Council.

SECTION C.

The Council Shall:

1. Transact the business of the organization
2. Direct committees
3. Authorize disbursements

Article V - Officers

SECTION A.

1. The officers of the Council shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer.
2. Election of the President, Second Vice-President and Treasurer shall be at the Fall Meeting in even-numbered years.
3. Election of the First Vice-President and Secretary shall be at the Fall meeting at the odd-numbered years.

SECTION B.

TERM OF OFFICE. The officers shall serve for a two year term or until their successors are elected and no officer may serve more than two years consecutive terms in the same office. All officers shall assume their duties at the close of the Annual Meeting following their election.

SECTION C.

The president shall appoint a parliamentarian to serve the Council.

SECTION D.

All officers shall be members of voting organizations of the Council but need to be designated voting delegates.

Article VI - Duties of Officers

SECTION A.

1. President Shall:

- a. Preside at all meetings of the Council and Executive Board
- b. With the approval of the Council, appoint all Chairmen with exception of The Nominating Committee.
- c. Be an ex-officio member of all committees with the exception of the Nominating Committee.
- d. Sign, with the Secretary, all contracts and documents authorized by the Council.
- e. Present a report in summary form at any Council-sponsored seminar.

2. First Vice-President Shall:

- a. Assume the duties of the President in the absence of, or at the request of, the President.
- b. Assume the office and duties of the President for the remaining term in the event of a vacancy in the office of President.
- c. Prepare the annual budget with the help of the Treasurer and present it to the Council at the October Meeting.
- d. Present a yearly report to be placed on file covering the activities of the office.

3. Second Vice-President Shall:

- a. Assume the duties of the President in the absence of the President and First Vice-President, or at the request of the President.
- b. Work with the Treasurer in preparing and maintaining a directory of member societies in good standing.
- c. Work in conjunction with the President in assisting and advising newly formed societies and in soliciting new members.
- d. Present a yearly report to be placed on file covering the activities of the office.

4. Secretary Shall:

- a. Be the recording officer of the Council and the custodian of its records except such as are specifically assigned to others.
- b. Prepare and maintain a current inventory of all legal documents, records and equipment belonging to the council.
- c. Sign, with the President, all contracts and documents authorized by the Council.
- d. Send out proper notices of all meetings.
- e. Conduct and maintain a file of the Council's correspondence.
- f. Receive and distribute all mail directed to the Council.

5. Treasurer Shall:

- a. Be custodian of all funds of the Council.
- b. Sign checks for authorized disbursements on behalf of the Council.
- c. Maintain a current list of member societies in good standing.
- d. Present a statement of finances at each meeting of the Council.
- e. Make all financial records available for audit at the close of the fiscal year and prior to the April meeting.
- f. Present a Financial Report of any seminar or any other special project following the seminar or completion of the project.
- g. Present at the January meeting an Annual Financial Report covering the entire previous year.

Article VII - Meetings

SECTION A. Council Meetings.

The Council shall hold at least four meetings per year. These meetings will be held in the Winter, Spring, Summer and Fall, Normally in January, April, July and October.

SECTION B. Annual Meeting.

The winter meeting shall be designated the Annual Meeting and shall be for the purpose of receiving annual reports of officers and committees.

SECTION C. Special Meetings.

Special meetings of the Council may be called by the President or at the written request of five members or the Council. The call for such a meeting shall be given by written notice at least ten days prior to the meeting. Such notice shall be conducted.

SECTION D. Quorum.

One third of the eligible voters shall constitute a quorum.

SECTION E. Delegates.

Each member society shall have one designated voting delegate to the Council selected in accordance with the member society's Bylaws and Standing Rules. Their duties shall include:

1. Attending Council meetings and reporting their society's activities with written copies to the Council President and Newsletter Editor;
2. Providing updated society officer lists to the Second Vice-President;

3. Reporting to their members societies the proceedings of the council.

Article VIII - Executive Board

SECTION A.

The officers of the council shall constitute the Executive Board.

SECTION B.

The Executive Board shall fix the hour and place of meetings of the Council, and make recommendations to the Council. The Board shall be subjected to the orders of the Council, and none of its acts shall conflict with action taken by the Council.

SECTION C.

The Executive Board shall meet at the call of the President or upon the written request of three of its members.

SECTION D.

Three members of the Executive Board shall constitute a quorum.

Article IX - Committees

SECTION A.

The President shall, with the approval of the Council, appoint all committee chairmen with the exception of the Nominating Committee Chairman. The Chairman shall serve for a term of one year from the date of appointment or for the remainder of the then President's term of office, whichever comes first. Chairmen may be re-appointed for successive terms of office.

SECTION B.

The Standing Committees of the Council, and their duties.

1. Family Recognition Committee Shall:
 - a. Be responsible for recognition of long-established Colorado families.
2. Libraries/Institutional Committee Shall:
 - a. Coordinate information exchange among member societies regarding genealogical material in Colorado libraries.
3. Newsletter Editor Shall:
 - a. Prepare, duplicate and distribute the Council Newsletters to the members as directed by the Council.
4. State Agency Coordinator Shall:
 - a. Coordinate information exchange among member societies regarding governmental action concerning genealogical materials.
5. Records Committee Shall:
 - a. Disseminate information about the abstraction or indexing of public or private genealogical records to prevent duplication of efforts by individuals or societies.
6. Seminar Committee Shall:

- a. Be responsible for planning and implementing the Council Seminar.
7. Education Instructors Committee Shall:
 - a. Be responsible for supporting societies in the development of instructors and educational programs.
8. Speakers Bureau Committee Shall:
 - a. Be responsible for assembling a list of available speakers and their topics for distribution.
9. Awards Committee Shall:
 - a. Be responsible for the recognition of outstanding contributions to the Council or to the genealogical community.
10. Auditing Committee Shall:
 - a. Audit the books of the Council prior to the April Meeting and submit a report of the results of this audit following the annual Treasurer's report.
11. Nominating Committee Shall:
 - a. Consist of three members to be elected at the Fall meeting.
 - b. Request suggestions for the nominees for both officers and Nominating Committee at the April Council Meeting.
 - c. Nominate candidates for officers to be elected at the Fall Meeting.
 - d. Nominate candidates for the Nominating Committee to be elected at the Fall Meeting.
 - e. Report the list of candidates to the Council at the regular Summer meeting. Additional nominations from the floor shall be accepted provided prior consent to serve has been received.
 - f. Not serve for more than a one year term.

SECTION C. Special committees

Special committees shall be appointed with the approval of the Council.

Article X - Elections

Elections shall be held at the Fall meeting. Voting shall be by voice vote provided there is only one candidate for office. If more than one candidate is running for any office, the voting shall be by written ballot. Majority vote elects.

Article XI - Dissolution of the Council

In the event of the dissolution of this organization all saleable assets shall be converted to cash. The monies of the Council shall be divided among the current participating societies on a percentage based on their total membership as of December, 31 of the previous year. All genealogical reference materials, legal documents, records, files and equipment belonging to the Council shall be deposited with the Genealogy Division of a Colorado public library. Dissolution shall be in accordance with state and federal regulations which pertain to this organization.

Article XII - Parliamentary Authorities

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these

bylaws.

Article XIII - Amendments

These bylaws may be amended at any meeting by a two-thirds vote. All such proposed amendments shall be presented to the Council at least one month prior to a regular meeting.

Bylaws adopted April, 11 1992

Bylaws amendments adopted September, 27 1996