

Standing Rules of the Colorado Council of Genealogical Societies

1. Council meetings will normally be held the second Saturday of January, April, July, and October of each year. Three of the meetings will be held in the metro Denver area and one meeting outside the Denver metro area. Meetings will start promptly at 10:00am.
2. An Attendance Sheet shall be distributed by the Council Membership VP at all quarterly meetings upon which all delegates, officers, and committee chairpersons shall record their attendance.
3. Each new Council member society shall receive a New Member Kit, containing a copy of the current Council Bylaws, Standing Rules, Procedure Manual, instructions for access to the Members Only portion of the website, as well as any other item which may be deemed appropriate. Items within the Membership Kit may be sent electronically.
4. Council board meetings are normally held 2-4 weeks prior to the quarterly Council Meetings. The date and time to be determined by the Board. All Executive Board meetings shall be open to Council members. Meeting dates and location are announced at the quarterly Council meetings and in the quarterly Council meeting minutes.
5. The Executive Board and all chairpersons shall be provided a copy of Board meeting minutes within 30 days of the board meeting.
6. Officers may not hold more than one elected office concurrently.
7. All member societies shall submit to the Council a listing of their officers and pertinent committee chairpersons, in a manner prescribed by the Vice-President, Membership within 30 days following the election or appointment of any such officers or pertinent committee chairmen.
8. The President shall, with the advice and consent of the Board appoint all chairpersons of Standing Committees. Said Committee Chairmen shall appoint any sub-committee chairpersons and/or committee members as may be required to accomplish the stated mission. Committee Chairpersons 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, and may be re-appointed.
9. The President shall with the advice and consent of the Board, appoint all chairpersons of Special Committees. Said Committee Chairpersons shall appoint any sub-committee chairpersons and/or committee members as may be required to accomplish the stated mission. Special Committee Chairpersons and committee members serve for the duration of stated mission and, as such, may overlap society administrations.

10. Membership Dues

The annual dues for voting membership shall be according to this dues structure:

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

Prorated Dues – [moved from 2008 Bylaws]

New organizations that wish to join the Council after the start of the fiscal year shall receive reduced dues rates as follows:

Join January through March	100% of full rate
Join April through June	75% of full rate
Join July through September	50% of full rate
Join October through December	25% of full rate

11. At the July 2013 Council Meeting the delegates approved a proposal to charge individuals listed in the Speakers' Bureau a \$10.00 annual fee payable in January of each year. If the fee is not paid by 31 January of each year the individual will be dropped from the Speakers' Bureau listing.

12. After elections at the Fall (October) Council meeting, but no later than the Winter (January) Council meeting, all outgoing Officers will turn over all material relating to their office to the incoming Officer. This material should include, but is not limited to, paper records, boxes of material, keys, financial records, and Council purchased and owned software.

13. All elected officers, standing and special committee chairpersons will review and update, as needed, their sections within the most current Procedure Manual by the October meeting for the new incoming Board and committee chairs.

These Standing Rules adopted: April 2005

These Standing Rules revised: 11 January 2014