

COLORADO GENEALOGICAL SOCIETY
COMPUTER INTEREST GROUP
BYLAWS

ARTICLE I - NAME

The name of this organization shall be COLORADO GENEALOGICAL SOCIETY-COMPUTER INTEREST GROUP. Its name shall be abbreviated CGS/CIG when appropriate.

ARTICLE II - NON-PROFIT CHARTER

SECTION 1. The CGS/CIG shall act under the nonprofit Corporation Charter issued to the COLORADO GENEALOGICAL SOCIETY by the State of Colorado.

SECTION 2. The CGS/CIG will follow all legal requirements for nonprofit corporations in Colorado.

ARTICLE III - OBJECTIVE

The objective of CGS/CIG shall be to inform its members and the general public about computers, their use and the software available as it relates to Genealogy and the research it involves.

ARTICLE IV - MEMBERSHIP

SECTION 1. Any individual interested in promoting the objectives of CGS/CIG is eligible for membership.

SECTION 2. The membership shall apply to one or all people living at a single address.

SECTION 3. Annual dues shall be set by the Steering Committee. A membership commences the month the membership application and monies are received by CGS/CIG and runs for twelve months.

SECTION 4. Renewal monies are payable on or before the member's anniversary month. Members with dues not paid by the end of their anniversary month will be dropped from the roll. Members dropped for nonpayment may be reinstated upon payment of dues. This payment will extend the membership for twelve months from the date of receipt.

ARTICLE V - ELECTED OFFICERS

SECTION 1. The President shall be the principal executive officer and official spokesperson, with responsibility for the general supervision of CGS/CIG. The President shall preside at all meetings of CGS/CIG membership and the Steering Committee and, except as otherwise provided, shall appoint committees with the approval of the Steering Committee. The President may sign checks, in the absence of the Treasurer, for Steering Committee approved disbursements.

SECTION 2. The Vice-President shall preside in the absence of the President or when requested by the President. The Vice-President shall be in charge of arranging for speakers and/or demonstrations for the CGS/CIG program meetings, overall coordination of workshop activities and securing a location for meetings.

SECTION 3. The Secretary shall keep a written record of all activity at CGS/CIG program meetings, workshops and Steering Committee meetings and shall inform the newsletter Editor, by the 20th of each even numbered month, about all items of interest to the general membership for inclusion in the newsletter. Steering Committee minutes will be distributed to each Steering Committee member within twenty days following the meeting. The Secretary shall also be responsible for updating and maintaining the Policy and Procedure(s) Manual.

SECTION 4. The Treasurer shall have custody of all CGS/CIG monies and shall deposit them in a bank of convenience and choice, and make Steering Committee approved disbursements. The Treasurer will prepare a yearly budget to be submitted for approval by the Steering Committee and the general membership. Monthly reports will be given at the regular and Steering Committee meetings. The annual report of the Treasurer shall be audited within 45 days after the end of each fiscal year, or at the discretion of the Steering Committee, and the results shall be reported to the membership at the next regular meeting held after completion of the audit. The Treasurer shall receive all membership monies and a listing of active members each regular Steering Committee meeting. The Treasurer shall be responsible for maintaining the inventory records of equipment, supplies and archival records.

SECTION 5. All elected officers shall be able to appoint assistants to help them perform the duties of their office, with the approval of the Steering Committee.

SECTION 6. Terms for all elected officers shall be one year beginning in July with a limit of four consecutive terms in

any one office.

SECTION 7. Elected officers' duties will include, but not be limited to, maintaining an inventory list of all equipment, supplies and archival records and provide a copy of that list to the Treasurer and the President anytime there is a change, but at a minimum yearly.

ARTICLE VI - NOMINATIONS AND ELECTIONS

SECTION 1. President, Vice-President, Treasurer, Secretary, and a Nominating Committee consisting of a chairperson and two other members shall be elected by a majority vote of the members present at the May meeting each year.

SECTION 2. Any member of CGS/CIG may serve on the Nominating Committee, with the exception of existing elected officers.

SECTION 3. It shall be the duty of the Nominating Committee to select one candidate for each position itemized in Section 1. CGS/CIG Members may submit names of eligible persons, available for nomination, to the existing committee for their consideration. The consent of each candidate for elected office is required prior to his or her nomination. The Nominating Committee report shall be presented at the May meeting prior to the voting procedure. Other nominations may be made from the floor, with prior consent of the nominee.

SECTION 4. The election of Officers and the Nominating Committee will be held in May and candidates shall be elected by a majority voice vote of the membership present. A vote by ballot will be taken in the event of two or more candidates for one office. New Officers will take office July 1.

ARTICLE VII - FILLING OF VACANCIES

A permanent vacancy in any elective position shall be filled by the Steering Committee, with recommendations from the Nominating Committee. This appointment will continue until the next election.

ARTICLE VIII - APPOINTED OFFICERS

SECTION 1. The President, with the approval of the elected officers, shall appoint the following positions: Membership, Newsletter Editor, Equipment Manager and any positions needed to properly run the organization.

SECTION 2. Appointed officers shall be able to appoint assistants to help them perform the duties of their office, with the approval of the Steering Committee.

SECTION 3. Appointed officers' duties will include, but not be limited to, maintaining an inventory list of all equipment, supplies and archival records and provide a copy of that list to the Treasurer and the President anytime there is a change, but at a minimum yearly.

ARTICLE IX - STEERING COMMITTEE

SECTION 1. The Steering Committee shall consist of the elected and appointed officers of CGS/CIG and the immediate Past President. Each member shall have one vote. Succession to the position of Past President on the Steering Committee occurs only on fulfillment of the elected term. Any elected Steering Committee member missing two consecutive meetings, without sufficient excuse acceptable to the Steering Committee majority, will be treated as having resigned and a new member will be appointed to take his/her place.

SECTION 2. The Steering Committee shall have control and manage the affairs and funds of CGS/CIG. The Steering Committee is encouraged to come to a consensus on any and all issues, seeking out the best for the organization. Should the Steering Committee become split and a consensus not be possible, then a majority vote, of those present, will determine the issue.

SECTION 3. The Steering Committee shall meet at least five times each year. The various dates, times and places of meetings shall be established by the Steering Committee and may be modified from time to time at the discretion of the Steering Committee. Emergency Steering Committee meetings may be called or held as needed.

SECTION 4. The first Steering Committee meeting following the May election will be a combined meeting of the current and future Steering Committee members. This will provide improved continuity of pending projects and a means for the new officers to become familiar with their new responsibilities.

SECTION 5. The elected and appointed officers shall turn over all records and correspondence, pertaining to their respective offices, to the Secretary or to another party designated by the Steering Committee within 30 days after their terms of office expire.

ARTICLE X - MEETINGS

SECTION 1. The CGS/CIG shall meet at least nine times during the calendar year. Meetings will consist of workshops or programs with a speaker and/or special demonstration. The types of meetings to be held will be determined by the Steering Committee. Additional special meetings may be called by the Steering Committee. Meeting locations, dates, and times will be determined by the Steering Committee and will be published in the Newsletter.

SECTION 2. The business arising at the meetings of CGS/CIG shall be transacted by the members who are present and voting. A quorum of twenty or more members and two elected officers shall be present to conduct CGS/CIG business.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern CGS/CIG in all cases in which they are not inconsistent with the Bylaws of CGS/CIG.

ARTICLE XII - DISSOLUTION

In the event of the dissolution of CGS/CIG, all material on loan shall be returned to the owners; and assets remaining after existing debts are paid shall be given to our sponsor, Colorado Genealogical Society, to be used in a manner consistent with the CGS/CIG objectives.

ARTICLE XIII - AMENDMENTS

A proposed amendment to these Bylaws may originate within the Steering Committee or may be submitted in writing to the Steering Committee at a regular meeting and must be signed by one or more members. Any proposed amendment shall be presented to the membership at least 20 days prior to the next CGS/CIG meeting for discussion and a vote. The amendment must pass by a two-thirds vote of those members voting.

ARTICLE XIV - APPROVAL

Revision of the COLORADO GENEALOGICAL SOCIETY - COMPUTER INTEREST GROUP BYLAWS was approved by the membership at the November 9, 2003 meeting, and was ratified by the CGS Board at their March 1, 2004 Board meeting.

Revision of the COLORADO GENEALOGICAL SOCIETY – COMPUTER INTEREST GROUP Bylaws was approved by the membership at the November 14, 2005 membership meeting, and was ratified by the CGS board at their February 6, 2006 board meeting.

Revision of the COLORADO GENEALOGICAL SOCIETY – COMPUTER INTEREST GROUP Bylaws was approved by the membership at the November 12, 2007 membership meeting, and was ratified by the CGS Board at their March 3, 2008 Board meeting.