

**BYLAWS OF THE COLORADO CHAPTER
OF THE
ASSOCIATION OF PROFESSIONAL GENEALOGISTS**

ARTICLE I. NAME

The name of this association, organized as a chapter of the Association of Professional Genealogists, a business association, shall be the Colorado Chapter of the Association of Professional Genealogists, hereinafter referred to as CAPG.

ARTICLE II. OBJECTIVES

The objectives of this association shall be:

- A. To promote and support the objectives of the Association of Professional Genealogists in the state of Colorado; and
- B. To provide a forum for exchange of information and ideas among professional genealogists who reside in the state of Colorado.

ARTICLE III. MEMBERS

Section 1. Membership

- A. Voting members shall be members of the Association of Professional Genealogists.

Section 2. Dues

- A. The dues shall be established by a two-thirds (2/3) vote of chapter members present at the meeting.

ARTICLE IV. Chapter Representative and OFFICERS

Section 1. Elected Officers. Only voting members may be elected officers. The elected officers shall be a president, a vice president, a secretary, and a treasurer.

Section 2. Duties. These officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the parliamentary authority adopted by the Association, and by the membership.

A. The President shall:

- 1. Preside at all meetings and be the chief executive officer;
- 2. Appoint all committees, except the nominating committee, with the approval of the membership;
- 3. Appoint a member to serve as Chapter Representative to the Association of Professional Genealogists. The Chapter Representative is responsible for:
 - a. Sending two or more Chapter reports each year to the Chapter Liaison of the APG.
 - b. Keeping an accurate roster of Chapter members in good standing.
 - c. Chapters shall communicate their activities, concerns and questions through their Chapter Representative to the Chapter Liaison of the APG who will channel such communications to the appropriate APG entities as prescribed by the Procedure Manual and the Policy Manual.

d. APG, through its Chapter Liaison and the designated Chapter Representative, shall keep Chapters informed of changes in policy and procedures that affect them

4. Be ex officio a member of all committees except the nominating committee.

B. The Vice-President shall:

1. Assume the duties of the president in the absence of, or at the request of, the president; and,
2. Assume the office and duties of the president for the remaining term in the event of a vacancy in the office of president.

C. The Secretary shall:

1. Be responsible for the minutes of all meetings;
2. Supervise custody of all reports;
3. Be responsible for the sending of notices of all meetings; and
4. Attest documents as necessary.

D. The Treasurer shall:

1. Pay all budgeted expenses;
2. Make an annual financial report to the membership and provide reports when requested;
3. File any required reports; and
4. Make financial records available for an annual audit.

Section 3. The officers shall establish an annual operation budget, with the approval of the membership.

Section 4. At the regular meeting held in the summer, a Nominating Committee of two members shall be approved by the Association, which shall nominate candidates for the offices to be filled at the annual meeting. At the regular meeting in the fall, the Nominating Committee shall make a report, and additional nominations from the floor shall be permitted. At the annual meeting in the winter of even-numbered years, the election of president and secretary shall be held, and in odd-numbered years the election of vice-president and treasurer shall be held. If there is only one candidate for an office, election may be by voice vote.

Section 5. The officers shall be elected to serve for two years or until their successors are elected, and their term of office shall begin at the close of the annual meeting following their election.

Section 6. Vacancies. In the event a vacancy occurs in any office other than the president, the president, with the approval of the majority of the membership, shall appoint a qualified chapter member to fill the unexpired term.

Section 7. An Audit Committee composed of two members shall be appointed by the president at the summer meeting: one committee member is not required to be an Association member. The Audit Committee will submit their report at the annual meeting.

ARTICLE V. MEETINGS

Section 1. Regular meeting will be held at least four times a year.

Section 2. The regular meeting held in the winter shall be known as the annual meeting.

Section 3. Special meetings may be called by the President or by written request of five members of the Association. Except in cases of emergency, at least 5 days notice shall be given. The purpose of the meeting shall be stated in the call of the meeting.

Section 4. Five (5) members, 2 of whom are officers shall constitute a quorum.

Section 5.

- A. Regular membership meetings are open to all individuals, organizations, and institutions who support the goals and objectives of CAPG.
- B. Subscription rates to CAPG shall be set by a 2/3 vote of the chapter members.

ARTICLE VI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE VII. AMENDMENT OF BYLAWS

Section 1. Proposed amendments shall be sent for approval to the Association of Professional Genealogists not less than ninety days prior to the annual Association of Professional Genealogists Board of Trustees' meeting.

Section 2. These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided previous notice of at least two weeks has been given.

ARTICLE VIII. DISSOLUTION

In the event of dissolution, all assets shall be assigned by the membership to the Association of Professional Genealogists in accordance with Section 501(c)(6) of the Internal Revenue Code. No assets shall inure to the benefit of individual members.

Adopted 7 November 2009

Updated 18 December 2009 by Chapter Review Committee

All recommended changes by national Chapter Review Committee approved by CAPG Board members
11 May 2020 via Zoom meeting.