

**PROPOSED AMENDMENTS TO 2024**  
**B ♦ Y ♦ L ♦ A ♦ W ♦ S**  
of the  
**♦ WHEAT RIDGE HISTORICAL SOCIETY ♦**  
(Adopted November 2023)

- ADDITIONAL LANGUAGE IN ALL CAPS
- Deleted language in strike-thru

**ARTICLE I**  
**NAME AND PURPOSE**

**Section 1 Name**

The name of the organization shall be the Wheat Ridge Historical Society, herein referred to as “the Society” or “WRHS”, a Colorado nonprofit corporation qualified under Section 501 (c) (3) of the Internal Revenue Code and with its principal offices located in Wheat Ridge, Jefferson County, Colorado.

**Section 2 Purpose**

The purposes of the organization are set forth in the Articles of Incorporation and reflect the following:

- a. Bring together people who are interested in history of the area and in Wheat Ridge; *(Amended 2021)*
- b. Collect selected materials which illustrate the history of the area AND ITS PEOPLE, its conditions, events and activities of the past and present; and to provide for the preservation and accessibility of such materials.
- c. Undertake the preservation of selected historic buildings, monuments and markers;
- d. Publish and disseminate historical information and provide educational opportunities and outreach; and
- e. Assist the City of Wheat Ridge in managing historic buildings.

**Section 3 Non-Discrimination Policy**

Pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, the Society accepts members and volunteers without discrimination on the basis of age, gender, sexual orientation or identity, disability, ethnic identity, religion or creed.

**ARTICLE II**  
**MEMBERSHIP**

**Section 1 Classes of Membership**

Any person or group interested in the history of Wheat Ridge and surrounding areas who applies for membership and who tenders the necessary dues shall become members. The organization shall offer the following five classes of membership:

- a. Individual membership – one person
- b. Family membership – two or more people in the same household
- c. Business membership – any business, organization, individual or group *(Amended 2021)*
- d. Patron membership – member who wants to champion WRHS projects *(Amended 2021)*
- e. Honorary membership – may be conferred by the board ANNUALLY on any person whose activities have

consistently contributed to the objectives of the Society

**Section 2 Dues**

Dues amounts are set by the Board. Annual memberships shall extend from January through the following December, and dues are payable annually in January. *(Amended 2020)* Members in arrears for more than six months in any given year shall be designated as inactive on the membership list AND NOTIFIED OF THEIR STATUS BY EMAIL, PHONE, OR USPS AND ENCOURAGED TO PAY THE CURRENT YEAR'S DUES. IF NO DUES ARE RECEIVED BY JUNE OF THE FOLLOWING YEAR, THEY WILL BE DROPPED FROM THE MEMBERSHIP ROLL. *(Amended 2022)*



**Section 3 Terminations of Membership**

Any member may be suspended or expelled for cause by an affirmative vote of the Board after an impartial hearing is conducted. The hearing shall include the Board and any members present.

**Section 4 Voting Rights**

Each member in good standing shall be entitled to one vote on each matter submitted for a vote of the members.

**ARTICLE III  
MEMBER MEETINGS**

**Section 1 Annual Meeting**

An annual meeting of the members shall be held on the second Tuesday of ~~November~~ MARCH for the purpose of electing MEMBERS OF the Board of Directors, voting on any proposed amendments to the bylaws, the Collections Policy and/or other policies, and for the transaction of such other business that may come before the membership. *(Amended 2020, 2022)*

**Section 2 Special Meetings**

Special meetings of the membership may be called by the president, a majority of the Board or no less than one-tenth of the members who have voting rights.

**Section 3 Meeting Location**

The location for all meetings shall be 4610 Robb St. at the White Family Home and/or online, unless otherwise specified one week ahead of time. *(Amended 2021)*

**Section 4 Notice of Special Meetings**

In cases of special meetings, the purpose shall be stated in a notice that includes place, date and time. ~~and~~ MEMBERS SHALL BE NOTIFIED BY EMAIL, PHONE OR USPS, AND NOTICE SHALL BE posted on the website ~~and at the White Family Home~~ not less than one week before the meeting when possible. *(Amended 2023)*

**Section 5 Quorum**

A quorum shall consist of ~~ten percent of~~ the members present at any meeting for which proper notice is given. *(Amended 2021)*

**ARTICLE IV  
BOARD OF DIRECTORS**

**Section 1 General Powers**

The affairs of the organization shall be managed by the Board of Directors.

**Section 2 Number and Term**

Directors shall be members in good standing and willing to commit time and effort toward the goals and objectives of the Society. The number of directors shall range from EIGHT ~~ten~~ to twelve, depending on the availability of interested members and the needs of the group. *(Amended 2020)* Each director will serve a two-year term; half of the directors shall be elected by the members at the annual meeting to replace those whose terms have expired, the effect being that there will always be experienced board members.

**Section 3 Board Meetings**

MONTHLY BOARD ~~m~~meetings are open to all members AND VISITORS and shall be held on the second Tuesday of each month at the White Family Home and/or online. Special meetings of the Board may be called by the President or any four directors. The purpose shall be stated in a notice that includes place, date and time and SHALL BE SENT TO MEMBERS VIA EMAIL, PHONE OR USPS AND POSTED ON THE WEBSITE ~~and at the White Family Home~~ not less than one week before the meeting when possible. *(Amended 2023)*

**Section 4 Quorum**

A quorum shall consist of ~~six~~ A MAJORITY of the voting members on the Board.

**Section 5 Vacancies**

Any vacancy occurring on the Board of Directors may be filled to the end of the director's term by an interested member appointed by the President.

**Section 6 Compensation**

Directors shall not receive any compensation for their services.

**Section 7 Conflict of Interest**

If a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall fully disclose the nature of the interest and withdraw from discussing, lobbying and voting on the matter. The minutes shall record such disclosure and rationale for approval.

## ARTICLE V OFFICERS /EXECUTIVE TEAM

### Section 1 **Officers**

Officers of the board shall be a President, a Vice President, a Secretary, a Treasurer and a Member-at-Large, known as the executive team. The President shall hold no other office. Other offices may be combined if necessary.

### Section 2 **Election and Term of Office**

The Board shall elect new officers to one-year terms at the ~~December~~ APRIL meeting, following the annual ~~November~~ MARCH membership meeting at which the new Board members were elected. Each officer's term shall begin ~~in January~~ IN APRIL and extend through the FOLLOWING MARCH ~~end of that fiscal year in December.~~ (Amended 2022)

### Section 3 **Removal**

The Board may remove any elected or appointed officer for cause with a majority vote at a special meeting at which an impartial hearing is conducted as outlined in *Roberts Rules of Order, Revised*, Chapter xx Disciplinary Procedures, §61. Discipline of Members and Guests, p. 643. The hearing shall include the board and any members present. (Amended 2022) If action to remove officer is appealed, another hearing, which will also include the parks and recreation department liaison, shall be scheduled. (Amended 2023)

### Section 4 **Vacancies**

Vacancy of an officer shall be filled to the end of the officer's term by an appointment of the President.

### Section 5 **President**

The President shall be the principal executive officer of the board and shall preside at all meetings of the members and of the Board of Directors, according to guidelines set forth in Chapter XV, Section 47 of *Robert's Rules of Order, Revised*. The president casts a vote only in the case of a tie. The president may call executive team AND/OR BOARD work sessions when needed. (Amended 2022)

### Section 6 **Vice President**

The Vice President shall perform the duties of the President in the absence of the President or in the event of his or her inability or refusal to act. The Vice President shall, from time to time, perform such other duties as may be assigned by the President, the Treasurer or the Board.

### Section 7 **Secretary**

The Secretary shall function as record keeper, including recording and maintaining board meeting minutes, collecting committee notes and producing notices of meetings, as well as creating and publishing meeting agendas with input from the board. (Amended 2022, 2023) ALSO, THE SECRETARY SHALL MONITOR INCOMING COMMUNICATION (MAIL AND EMAIL) AND PROMPTLY DISSEMINATE TO THE APPROPRIATE PERSON, ACCORDING TO PRESET PROTOCOL. The Secretary shall, from time to time, perform other duties as may be assigned by the president or the board, including coordinating membership tracking.

### Section 8 **Treasurer**

The Treasurer shall deposit all receipts and pay all bills in a timely fashion, oversee the regulatory reporting required for 501(c)(3) AND TAX EXEMPT status, work with the accountant retained by the Society, present for the board's review in May a new budget drafted by a THE Finance eCommittee ~~appointed by the president at the February board meeting.~~ (Amended 2023) The treasurer shall, from time to time, perform other duties as may be assigned by the President or Board, in accordance with guidelines set forth in Chapter XV, Section 47 of *Robert's Rules of Order, Revised*.

### Section 9 **Member-at-Large**

The Member-at-Large shall participate in the Board meetings and shall have a vote in Board decisions that is equivalent to other officers. The Member-at-Large shall, from time to time, perform other duties as may be assigned by the president or the Board.

## ARTICLE VI COMMITTEES

**Section 1 Committee Formation**

Directors shall ~~serve on CHAIR~~ ~~at least~~ one standing committee when they are elected to director positions AND MAY ALSO JOIN AND / OR CHAIR OTHER COMMITTEES. (Amended 2021)  
Additional standing committees shall be created or dropped (Amended 2023) on an as-needed basis with the approval of a majority vote of the Board. The President shall appoint special committees as needed, except for the Nominating Committee, which shall be appointed by the Board.

**Section 2 Standing Committees** (see Appendix A FOR DESCRIPTIONS)

The following committees shall be a standing part of the Society’s organization:

- a. Events (*Bylaw Committee note: As further divisions and organization of the Events committee are explored and adopted during 2025, a revision to this committee description shall be noted, recorded and formalized during the next Bylaw revision process in 2025.*)
- b. Maintenance
- c. Displays AND EXHIBITS (*Bylaw Committee note: Current chair serves 2024-2025. Further review and research needed before deleting this position.*)
- d. Publications
- e. Communication
- f. Archives Collections Management
- g. Artifacts Collections Management  
(Amended 2022, 2023)
- H. MEMBERSHIP / VOLUNTEER COORDINATOR
- I. OUTREACH
- J. FINANCE

**Section 3 Committee Chair Selections**

Chairs ~~for~~ OF the standing committees, as well as any other committees deemed needed and appropriate by the Board, shall be appointed following self-selection from the pool of directors on the current board and shall extend through each director’s two-year term. In the event no one volunteers for a committee chair position, the officers may choose to leave the position unfilled until the next board is voted in or a MEMBER volunteer is found to fill said position. ~~Chair appointments shall be reviewed annually, following election of officers.~~

**Section 4 Committee Definitions / Descriptions**

Definitions and descriptions for committee functions shall be found in Appendix A of this document and in the Policies and Procedures document.

**Section 5 Special Committees**

Special committees shall be formed as necessary and appointed by the PRESIDENT (OR Board IN THE CASE OF A NOMINATING COMMITTEE) and serve one time only for the time they are needed.

- A. The three-person Nominating Committee, appointed by the Board, shall consist of a combination of directors and members IN GOOD STANDING.
  - I. It shall find qualified nominees for the Board utilizing the COMPLETED nomination forms that have been submitted, publish that slate to the board at least two weeks before the annual membership meeting in ~~November~~ MARCH, and then conduct the election of board members at that meeting.
  - II. Following that election, the Nominating Committee shall present its recommendations for officer positions utilizing the nomination forms that have been submitted and conduct that election at the ~~December~~ APRIL board meeting. (Amended 2022, 2023)
- B ~~a~~. The Bylaw Committee shall be appointed annually to study AND SUGGEST amendments and revisions to the bylaws.
- C ~~b~~. Other special committees may be formed by the Board on an as-needed basis.

**ARTICLE VII  
FINANCIAL AFFAIRS**

**Section 1 Contracts**

The Board of Directors may authorize any officer or agent of the organization to enter into any contract or execute and deliver any instrument on behalf of the organization.

**Section 2 Checks, Drafts, etc.**

All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the organization shall be signed by the Treasurer. If the Treasurer is unavailable, the President or Secretary may execute the instrument. Any committee expenditure over \$50. must be approved by the board, except monthly expenditures for events, which shall be capped at \$200. the debit card(s) will be in the name of the Treasurer. (Amended 2023)

**Section 3 Deposits**

All funds accepted by the organization shall be deposited as promptly as possible by the Treasurer. If the Treasurer is unavailable, the President or Secretary may make the deposit. Reimbursements from the City of Wheat Ridge shall be directly deposited to the checking account.

**Section 4 Gifts**

The Board of Directors may accept on behalf of the organization any contribution, gift, bequest or devise for general purposes or for any special purpose of the organization.

**ARTICLE VIII  
BOOKS AND RECORDS**

The organization shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Board of Directors, and committees.

**Section 1 Availability of Records**

All books and records of the organization are available and may be inspected via request to the appropriate officer by any member PERSON, his agent or attorney, for any proper purpose at any reasonable time.

**Section 2 Membership Records**

THE TREASURER SHALL MAINTAIN A record IN PASTPERFECT giving the names and contact information of the members entitled to vote AND shall KEEP THE LIST ~~be kept~~ up to date in the ~~Pastperfect~~ software. SAID LIST IS TO BE REGULARLY SHARED WITH THE MEMBERSHIP COMMITTEE WHOSE JOB IT IS TO WELCOME NEW MEMBERS AND SEEK ADDITIONAL NEW MEMBERS. (Amended 2021)

**Section 3 Regulatory Reports**

The organization shall maintain its 501(c)(3) status and shall file all annual reports and returns with the IRS, and Secretary of State and any other entities as legally required. THE TREASURER SHALL MAINTAIN TAX EXEMPT STATUS BY FILING APPROPRIATE FORMS IN A TIMELY FASHION.

**ARTICLE IX  
WAIVER OF NOTICE**

Notice of meetings can be waived by verbal or written agreement of members entitled to such notice.

**ARTICLE X  
AMENDMENTS TO BYLAWS**

These bylaws may be amended by a majority vote of the members present at the annual membership meeting in ~~November~~ MARCH. Proposed amendments to be brought before the board, including both those recommended by the bylaw committee and proposed amendments from the membership forwarded to that committee by the end of ~~September~~ JANUARY, shall be published for the membership ~~in~~ WITH the fall newsletter OR BY EMAIL/USPS and at the White Family Home with a referral to ~~those locations~~ THE NOTIFICATION posted on the website by the ~~October~~ FEBRUARY board meeting. The bylaw committee shall submit all proposed amendments to the Board for consideration in ~~October~~ FEBRUARY for study before a vote in ~~November~~ MARCH. (Amended 2022, 2023)

**ARTICLE XI  
AMENDMENTS TO ARTIFACTS AND ARCHIVES COLLECTIONS  
MANAGEMENT POLICY**

The Collections Management Policy may be amended by a majority vote of the BOARD members present at the annual membership meeting in ~~November~~ MARCH. Proposed amendments, including

those recommended by the Artifacts and Archives Collections Management committees, shall be published for the membership in the fall newsletter appear in writing at the White Family Home with a referral to that location posted on the website by the October board meeting. The Artifacts and Archives Collections Management committees shall submit proposed amendments to the Board for consideration at October's FEBRUARY'S board meeting for study before a BOARD vote in November MARCH. (Amended 2022, 2023)

## ARTICLE XII PARLIAMENTARY AUTHORITY

The rules contained in *Roberts Rules of Order Newly Revised 11<sup>th</sup> Edition* shall govern the proceedings of the Society except in cases as are set forth in these bylaws.

## ARTICLE XIII DISSOLUTION

Upon dissolution of the Society, any remaining assets shall be distributed according to the guidelines set forth in the Colorado Revised Nonprofit Corporation Act.

### *Bylaws adopted: May 12, 2020*

(Bylaw Committee: Deb Bollig, Marta Hedde, Bonnie Botham)

### *Bylaws amended November 10, 2020*

(Bylaw committee: Deb Bollig, Marta Hedde, Bonnie Botham)

### *Bylaws amended November 9, 2021*

(Bylaw committee: Deb Bollig, Marta Hedde, Bonnie Botham)

### *Bylaws amended November 8, 2022*

(Bylaw committee: Deb Bollig, Marta Hedde, Bonnie Botham)

### *Bylaws amended November 14, 2023*

(Bylaw committee: Barbara Bankovich, Janet Bradford, Marta Hedde)

### *Bylaws amendments proposed October 10, 2024*

(Bylaw committee: Linda Grantham, Carol Visalpatara, Marta Hedde)

## Appendix A

## Wheat Ridge Historical Society Committee Definitions / Descriptions 2024<sup>5</sup>

(to be included in the Policies and Procedures manual)

1. **Events Committee** – (*Bylaw Committee note: As further division and organization of the Events committee are explored and adopted during 2025, a revision to this committee description shall be noted, recorded and formalized during the next Bylaw revision process in 2025.*) shall oversee the four seasonal Second Saturday Socials, including May Festival, Heritage Day, Cider Day and Holiday Celebration, as well as the other Second Saturday Socials in January, February, March, April, June, August, September, November. (2024-25) (Amended 2023)
2. **Maintenance Committee** – shall oversee maintenance of the building interiors at the Historical Park and the Baugh House PARK, including but not limited to cleaning, organizing, and other tasks. ~~Director~~ CHAIR shall report structural and other perceived problems with building interiors (FLOORS, DOORS,

ELECTRICAL, ETC.) AND PROPERTY to hostess who will pass message along to appropriate city official. (2023-24) (Amended 2023)

3. **Displays AND EXHIBITS Committee** – shall schedule, plan and maintain the displays AND EXHIBITS in all the buildings. (2024-25)
4. **Publications Committee** – shall oversee the publication of materials that support the purpose of the Society, including but not limited to newsletters, fliers, pamphlets, forms, ads, signs, and, on occasion, produce appropriate copy for external publications, and shall maintain the policies and procedures manual. (2024-25) (Amended 2023)
5. **Communications Committee** shall communicate with members when the Society receives news of significant events in members' lives (*such as birthdays, illnesses and deaths*) and assist the Board with other correspondence as needed. (2023-24) (Amended 2023)
6. **Archives Collections Management Committee** – shall ~~oversee management of~~ MANAGE THE archival collections (including but not confined to documents, photographs and newspapers) and related policy pertaining to archival materials. ~~Oversight a~~ Activities shall include evaluating, accessioning ~~and~~ , deaccessioning , ~~activities~~ and curation (**PRESERVATION, STORAGE AND REPAIR**) AND **RESPONDING TO REQUESTS FOR INFORMATION**. This committee shall ~~oversee~~ BE RESPONSIBLE FOR data entry of archival materials into Pastperfect and shall work cooperatively in tandem with the Artifacts Collections Committee to administer Pastperfect software and coordinate updates to all collections policies and associated forms. (2023-24) (Amended 2023)
7. **Artifacts Collections Management Committee** – shall ~~oversee management of~~ MANAGE the collections ~~policy pertaining to~~ the various artifact collections, including their evaluation, exhibitions, staging, ~~and~~ accessioning , ~~and~~ deaccessioning ~~activities~~ , AND CURATION (**PRESERVATION, STORAGE AND REPAIR**). This committee shall ~~oversee~~ BE RESPONSIBLE FOR data entry of artifacts into Pastperfect and shall work cooperatively in tandem with the Archives Collections Committee to administer Pastperfect software and coordinate updates to all collections policies and associated forms. (2023-24) (Amended 2023)
8. **MEMBERSHIP / VOLUNTEER COORDINATOR** – SHALL COORDINATE EFFORTS TO INCREASE MEMBERSHIP IN THE SOCIETY BY COMMUNICATING WITH POTENTIAL MEMBERS DIRECTLY AND INDIRECTLY THROUGH PERSONAL CONTACT AND EMAILS AND CONTRIBUTING TO SOCIETY PUBLICATIONS. THE DIRECTOR SHALL KEEP A MASTER DATA BASE OF MEMBERS AS POTENTIAL VOLUNTEERS AND SHALL COORDINATE WITH THE TREASURER AND MUSEUM HOSTESSES TO KEEP DUES UP TO DATE AND PERFORM OTHER RECRUITMENT DUTIES AS SUGGESTED BY THE BOARD.
9. **OUTREACH COORDINATOR** – SHALL SEEK OUT RELATIONSHIPS WITH ENTITIES INCLUDING BUT NOT LIMITED TO SCHOOLS, LOCALWORKS, CITY COUNCIL, PARKS AND REC DEPARTMENT, CULTURAL COMMISSION, HISTORICALLY JEFFCO AND HISTORY COLORADO WITH THE GOAL OF DEVELOPING A MUTUALLY SATISFACTORY AND SUPPORTIVE RELATIONSHIP. ALSO, COORDINATOR WILL CREATE A DATABASE OF COLLECTED PROGRAM TOPICS FOR PRESENTATION AT SCHOOLS AND OTHER INTERESTED ORGANIZATIONS.
10. **FINANCE** – SHALL BE CHAIRED BY THE TREASURER AND COMPRISED OF THE TREASURER, AND AT LEAST ONE OTHER MEMBER WITH THE ACCOUNTANT SERVING AS A CONSULTANT. THIS COMMITTEE SHALL PREPARE THE SOCIETY'S YEARLY BUDGET AND THE FUNDING REQUEST TO BE SUBMITTED TO THE WHEAT RIDGE PARKS AND RECREATION DEPARTMENT, AND PERFORM OTHER DUTIES AS REQUESTED BY THE BOARD.