

BYLAWS OF THE FREMONT HERITAGE COMMISSION

ARTICLE I. NAME OF THE ORGANIZATION

The name of this organization is the Fremont Heritage Commission, appointed by the Fremont County, Colorado County Commissioners. Hereafter, referred to as FHC.

ARTICLE II: STATEMENT OF PURPOSE:

The Fremont Heritage Commission has been charged with the Identification, Designation, Education, and Promotion of historic features of Fremont County.

MISSION: “To identify, designate, educate, and promote an appreciation for Fremont County's rich historical heritage.”

ARTICLE III. MEMBERSHIP:

1. Classification

The membership of the FHC consists of representatives of the County in the following categories:

| NAME/AREA OF INTEREST | 2008 | 2009 | 2010 | 2011* | 2012* | 2013* |
|--|------|------|------|-------|-------|-------|
| Florence | X | X | X | X | X | X |
| Western Fremont County | X | X | X | X | X | X |
| Museums | X | X | X | X | X | X |
| Education | X | X | X | X | X | |
| Tourism | X | X | X | X | X | |
| Penrose | X | X | X | X | | |
| Canon City | X | X | X | X | | |
| *Reappointment at end of first term, all 3 year terms thereafter | | | | | | |

2. Meetings of commission:

- A. Meetings of the FHC will be held at least quarterly in the Administration Building in Canon City for all general business purposes.
- B. Meetings will be called to inspect historically interesting places and structures as the FHC fulfills its mission to designate those parts of the County that are in need of protection or enhancement.
- C. Committees will meet as needed, and will be called by the chairman of the committee.
- D. A quorum and vote required for legal action during meetings:
 1. A quorum of the FHC will consist of a simple majority of the members present excluding vacant seats.

OFFICERS: NUMBER AND TERMS OF OFFICE

The FHC shall consist of seven (7) voting members, appointed by the Fremont County Commissioners on September 1st of each year, depending on their length of tenure. The FHC will elect the officers when the new members are seated in September of each year.. The Chair and the Vice-Chair shall serve terms of two (2) years each. The Secretary shall be elected for a term of two (2) years. The Treasurer shall be elected for a two (2) year term. The outgoing Chair shall serve as the immediate Past Chair for a term of two (2) years.

There may be ex officio members who represent diverse interests throughout the county who will be invited to sit with the FHC. Those members will be representatives of various historical interests.

The duties of the Board members will be outlined at each meeting according to the research and expectations of the Fremont County Commissioners.

An Executive Director may be retained by the Fremont County Commissioners in consultation with the FHC to facilitate the duties of the FHC.

ARTICLE V. DUTIES OF OFFICERS AND MEMBERS OF THE BOARD

- 1. CHAIR
 - A. Shall work cooperatively with the County Commissioners and if an Executive Director is retained, with the Director, as well. The Chair will call meetings, arrange speakers and prepare the meeting room for any displays, etc. deemed necessary.
 - B. Shall provide an annual report to the Fremont County Commissioners as to projects accomplished, and goals for the following year.
 - C. Shall serve as the chair of a peer review panel to consider any breach of confidentiality or unethical conduct on the part of any Board member.

- 2. Vice-Chair
 - A. Shall assume the executive duties of the chair whenever he or she is unable to perform these duties for whatever reason.
 - B. Shall be responsible for by-laws and Robert’s Rules of Order during meetings.
 - C. Shall handle other duties as assigned by the Chair.

- 3. SECRETARY:
 - A. Shall see to the maintenance of all official records of the FHC located at the principal offices and furnish records to the Fremont County Commissioners..
 - B. Shall record the votes and keep the minutes of all FHC meetings; and shall send the minutes via email to the members in a timely fashion.
 - C. Shall provide reports as may be requested by the Chair of FHC.
 - D. Shall handle other duties as assigned by the Chair.

- 4. TREASURER:
 - A. Shall report to the Members at each meeting on the balance of our account with Fremont County and any expenditures or income that has occurred.
 - B. Shall acknowledge all grants, donations or other income received by the FHC and keep accurate records of the uses of that money.

- 5. PAST CHAIR
 - A. Shall chair the Nominating Committee.
 - B. Shall seek and apply for all grants, funding and other financial means of supporting the goals and objectives of the FHC.
 - C. Shall handle other duties as assigned by the Chair.
- 7. MEMBERS AT LARGE:
 - A. Shall assist the chair in developing programs, projects and workshops.
 - B. Shall handle other duties as assigned by the Chair.
- 8. EXECUTIVE DIRECTOR *(Proposed)
 - A. Provide guidance and resources for the Fremont Heritage Commission to further the goals and objectives already outlined in this document. Respond to the Fremont County Commissioners when they request any reports on finances, projects or other activities of the Commission.

ARTICLE VI. FINANCIAL ACCOUNTABILITY

Fremont County shall indemnify to the full extent of the law, any person who is or has been a FHC member or officer of the organization against any claim, liability, or expense arising against or incurred by any such person as a result of actions taken by him or her at the direction of the organization.

ARTICLE VII. ANTI-DISCRIMINATION STATEMENT

FHC shall not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

ARTICLE VIII. PROCEDURES FOR AMENDMENT

Amendments to these bylaws must be proposed in writing and distributed to members of the Fremont Heritage Commission at least ten (10) days prior to voting on the proposals.

The bylaws may be amended by a majority vote of the FHC. An approved amendment shall take effect immediately unless otherwise specified in the resolution approving the amendments.

These by-laws were accepted by the Fremont Heritage Commission and the Fremont County Commissioners on _____ 2008.

| | |
|----------------------------|---------------------|
| Signed: | Signed |
| Chairman | County Commissioner |
| Signed: | Signed |
| Vice Chairman | County Commissioner |
| Signed: | Signed |
| Secretary | County Commissioner |
| _____ Signed: Treasurer | |