

## *CAHS Standing Rules*

### **Standing Rule Number 1**

**Colorado Aviation Historical Society**

**December 2, 1995**

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#### **DUES**

**GENERAL:** Dues for membership in the Colorado Aviation Historical Society hereinafter referred to as the Society, have been set by the Society's Board of Directors and are promulgated by means of this Standing Rule Number 1.

1. **Voting Members:** Voting members of the Society shall pay annual dues to the treasurer in the following amounts.
  - A. Voting members shall pay \* \$30.00 annually. A five (5) year membership is available for \$120.00.
  - B. Notwithstanding 1 A above, two or more adult (at least 18 years of age voting members of a family, residing at the same address, may pay a total of \*\*\$40.00 and shall receive only one copy of each edition of the Society's Journal.
  - C. Notwithstanding 1 A above, a voting member rolled as a full time student, as defined by the institution of learning he or she attends, may pay \*\*\*\$20.00 annually.
2. **"Life" Voting Members.** Voting members who paid a sum to become a "life" member shall pay no additional annual dues. Life memberships are available to age 60 for \$1000.00.. After age 60 Life membership rate is \$500.00.
3. **Honorary Members.** Honorary members are non-voting individuals and organizations so designated by the Board of Directors and shall pay no dues.

**This Standing Rule Number 1 was approved by a unanimous vote of a quorum of the Board of Directors convened at *Wings Over The Rockies Air and Space Museum, Denver, Colorado, December 2, 1995.***

**August 20, 2005 General Membership Meeting, "HOF Laureates are to be given Honorary Life Memberships in the Society." This was approved by a vote of the General Membership. Recorded in Minutes of BOD Directors Meeting August 20, 2005.**

**December 4, 2010 Board of Directors Meeting, The statement "The Society ceased offering new 'life memberships of May 6, 1995' has been rescinded and Life Memberships have formally been reinstated at the rate of \$1000.00, over age 60 at rate of \$500.00. Recorded in minutes of BOD Directors Meeting December 4, 2010.**

**January 19, 2013 Board of Directors Meeting, BOD approved a change of dues structure to be effective May 31, 2013.**

**Members may extend their membership under the current dues structure. At that time the approved dues structure will become effective. Changes in the dues structure will be published in the Society Journal prior to implementation.**

*\*(~~\$20.00~~ 5 year membership ~~\$80.00~~)*

*\*\*(~~\$30.00~~ annually)*

*\*\*\*(~~\$15.00~~)*

**(renewal indicated in parentheses and italics until May 31, 2013)**

## Standing Rule Number 2

Colorado Aviation Historical Society  
February 4, 1996

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### COLORADO AVIATION HALL OF FAME

- I. **GENERAL:** The Colorado Aviation Hall of Fame is an ongoing activity of the Colorado Aviation Historical Society, hereinafter referred to as the Society, and shall be administered in accordance with his Standing Rule Number 2, approved by the Society's Board of Directors.
- II. **CANCELLATION:** The Society's document, Bylaws for Aviation Hall of Fame, dated 8/13/80, is canceled and superseded by this Standing Rule Number 2.
- III. **BACKGROUND:** The Colorado Aviation Hall of Fame was created in 1969 to honor individuals who have made significant contributions in the field of aviation in Colorado. Beginning in 1979 Special Recognition Award status has been accorded some years to individuals who have made contributions in the field of aviation in Colorado but have not met the higher criteria for induction into the Hall of Fame. Beginning in 1992 Hall of Fame Organization Award status has been accorded Colorado organizations that have made significant contributions in the field of aviation in Colorado. The Hall of Fame was initially located at Denver Stapleton airport. The Hall of Fame is now at the *Wings Over The Rockies Air and Space Museum* in Denver.
- IV. **PROCEDURE:** Selections for the Hall of Fame shall be on an annual basis. The deadline for submission of nomination each year shall be August. 1<sup>st</sup>. **(For years 2011 and 2012 the deadline shall be 1 July )**
  - A. **Criteria for Selection.** The criteria for selection are that an individual Colorado person, native-born or long-time resident, or a Colorado organization, has made significant contributions in the field of aviation in Colorado or has accomplishments in aviation that reflect great credit upon Colorado.
  - B. **Nomination:** A nomination shall be made by a Principal Sponsor who has knowledge of a nominee's background and aviation accomplishments. Other persons may join in making a nomination and shall be Co-Sponsor(s). A person may be a Principal Sponsor for only one nominee each year. By signing a nomination form as a Sponsor, that individual attests to the good character and suitability of the Society recognizing that Nominee for Hall of Fame honors. Sponsors shall do research and provide the information necessary so that the Society can adequately examine the Nominee's record.

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**C. Nominee:** A person or organization may be nominated for the Hall of Fame because of significant contributions made in at least one of a variety of areas such as, but not limited to, the following:

1. Flying and flying techniques, including instruction, testing, or record-setting.
2. Aviation education and promotion of aviation Careers.
3. Fixed base operations.
4. Charter, air taxi, or aeromedical evacuation operations.
5. Services derived from aviation, including aerial photography, mapping, news gathering, or law enforcement.
6. Services supporting aviation, including supply, repair, modification, meteorology, or airport development.
7. Air Carrier operations.
8. Military aviation;
9. Promotion of aviation.
10. Regulatory changes benefiting aviation.
11. Aviation design and/or manufacture.

**D. Nomination Form.** Nominations for the Hall of Fame shall be made by completion of and compliance with a current Colorado Aviation Hall of Fame Nomination form, Appendix 1 or this Standing Rule, approved by the Society's board of Directors and made available to Sponsors by the Society's secretary.

**E. Nomination Process.** Sponsors shall prepare and provide one color original and one duplicate of a 3-ring notebook containing Nominee's personal profile and all relevant information necessary for CAHS evaluation and reference.

**F. Nomination Processing Fee.** Each Principal Sponsor submitting a completed Nomination form to the Society shall also include a \$40 check or money order,

made payable to the Colorado Aviation Historical Society, to reimburse the Society for its Hall of Fame administrative processing costs.

**G. Selection Committee.** A Hall of Fame Selection committee shall closely scrutinize all nominations and decide which one(s) shall be selected for final approval or disapproval by the Society membership at large. The Selection Committee shall consist of the Society's president, vice-president, secretary, and two voting members from the general membership who are not members of the Board of Directors. No Selection committee member is allowed to be a Sponsor, Co-Sponsor, or contributor of a letter of recommendation for any nomination. Sponsors shall ensure that their completed nominations are received by the Society's president, vice president, or secretary by August 1<sup>st</sup> for consideration for that year's Hall of Fame. The president shall serve as the Committee chairman and shall oversee the meeting(s) of the Selection Committee. The five Committee members shall meet in private and their discussions shall not be disclosed to any person not a member of the Selection Committee. Voting shall be by each Committee member casting secret ballots known only to himself or herself. Any member shall be allowed to abstain from any individual vote. It shall require at least four affirmative votes to approve a-particular nominee for selection. The chairman shall retain the nominations of any nominees who are approved for selection and shall ensure that they are presented for consideration and approval or disapproval at a meeting of the Society's general membership. The chairman shall ensure that each nomination not selected by the committee is immediately returned to the respective Principal Sponsor along with written notification that the nominee will not be honored in the current year.

**H. Society Approval.** Each Hall of Fame nomination selected by the Selection Committee shall then be approved by affirmative votes of at least two-thirds of voting members present at a Society general membership meeting. The Hall of Fame approval vote shall be by secret ballot and shall have been announced as an agenda item for that meeting by previous notice in the Society's Journal. The Society's president shall ensure that each nomination not approved by the general membership is immediately returned to the Principle Sponsor with written notification that the nominee will not be honored in the current year. The president shall retain the nominations that are approved and immediately write letters of congratulations and instructions regarding the hall of Fame ceremonies

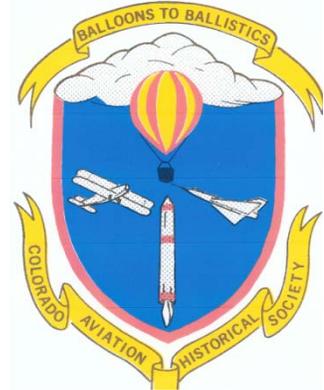
to the respective Nominees and with information copies to be sent to their sponsors. The president shall ensure that news releases are prepared to announce the name(s) of the person(s) and organization(s) to be inducted into the Hall of Fame of the year.

- I. Hall of Fame Ceremonies.** Induction of individuals and organizations into the Hall of Fame shall occur in ceremonies at a hall of Fame banquet held once each year.

**This Standing Rule Number 2 was approved by a unanimous vote of a quorum of the Board of Directors convened at the *Wings Over the Rockies Air and Space Museum*, Denver, Colorado, February 4, 1996.**

**Standing Rule 2, E. was added to the rule by a vote of a quorum of the Board of Directors convened at The Forum, conference room #1, June 9, 2010.**

# COLORADO AVIATION HALL OF FAME NOMINATION



## SECTION I. GENERAL INFORMATION

(To be completed by the Principal Sponsor of the Nominee, typed or plainly printed).

A. Name of Nominee, as it should appear in the Hall of Fame.

B. Nominee's residence mailing address. (For an organization, who is the point of contact (POC), what is his/her title and what is the organization's address)?

C. Nominee's Phone number(s) (for an organization, the POC work number only).

Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

D. Nominee's Date of Birth (For an organization, the date of establishment).

E. Nominee's Place of birth

F. What years did the Nominee live in Colorado? (For an organization, the years operating in Colorado).

From \_\_\_\_\_ To \_\_\_\_\_

Signature of Principal Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

(Co-sponsors for this nomination complete the following)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

- G. An administrative processing fee of \$40.00 is charged by the Society. A non-refundable check or money order made payable to the Colorado Aviation Historical Society must be submitted with this nomination.
- H. The Colorado Aviation Historical Society President, Vice-president, or Secretary must receive this nomination on or before July 1..
- I. Nomination Process: Sponsors shall prepare and provide one original and one color duplicate 3 ring notebook containing Nominee's personal profile and all relevant information necessary for CAHS evaluation and reference.

(To be completed by the receiving Officer)

Nomination notebooks and check or money order for \$40.00 received by:

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date Received \_\_\_\_\_

(See attachment for supporting information)

**Standing Rule Number 3**  
**Colorado Aviation Historical Society**  
**October 14, 1996**

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**COLORADO AVIATION HALL OF FAME BANQUET**

- I. **GENERAL:** The Colorado Aviation Hall of Fame Banquet is the event at which persons and organizations are inducted into that Hall of Fame by the Colorado Aviation Historical Society, hereinafter referred to as the Society. The banquet and the induction ceremonies shall be administered in accordance with this Standing Rule Number 3, approved by the Society's Board of Directors.
- II. **BACKGROUND:** Each year since 1969 the Society has inducted persons and, since 1992, organizations into the Colorado Aviation Hall of Fame at an annual banquet. The year 1975 was an exception because no inductees were considered that year. The Society's Bylaws for Aviation Hall of Fame, dated 8/13/80 and now superseded, stated that Hall of Fame inductees "...may be announced publicly at an ANNUAL RECOGNITION DINNER OR OTHER MEANS deemed appropriate by the Society." The current, Standing Rule Number 2, title Colorado Aviation Hall of Fame, states that induction ceremonies shall occur at an annual banquet. The Bylaws of the Society state that one of the four general membership meetings each year shall be a banquet meeting.
- III. **PROCEDURE:** The Colorado Aviation Hall of Fame Banquet shall be an elegant affair with ceremonies appropriate to the solemn induction of each person and organization to be honored. The Banquet requires the extensive involvement of the Society's Board of Directors and members of the Society selected to serve on the Banquet committee.
- A. **Board of Directors.** The Board of Directors shall set the standards for conducting the Banquet. The Board shall appoint a voting member of the Society as the Banquet Chairperson at the first Board meeting each year. No later than the Board's second quarterly meeting each year, the Board shall consider and take action regarding the Banquet Chairperson's recommendations for Banquet date, time, location, price, and budget.
- B. **The Banquet Chairperson.** The Banquet Chairperson, as quickly as possible after appointment, shall make recommendations to the Board regarding the Banquet date, time, location, price, and budget. After the Board approves the Banquet Chairperson's recommendations, he, or she shall be responsible for the overall preparation for and production of the Banquet. The Banquet Chairperson shall specifically take actions to:
1. Select Society members to be Banquet Committee members to manage publicity, to manage reservations and seating, to serve as master of ceremonies, and to staff the Honoree Album and membership sales booth.

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2. Execute a contract with a banquet facility specifying date, beginning and ending times, price, menu, bars expected number of guests, reception space, and requirements as regards a dais, table centerpieces and numbering, public address system, and audiovisual support equipment.
  3. Arrange for at least six and up to eight aviation-related exhibits to be displayed, generally in the Banquet facility's reception area(s) and entrance area.

*After the names of inductees are known the Chairperson shall also:*

4. If there are three or fewer individuals and organizations to be inducted, select a Banquet program speaker that will by reputation enhance the marketability of banquet reservations
5. Request the Society's President Petition the Governor of Colorado to issue an Honorary Proclamation proclaiming the date of the banquet as Colorado Aviation Hall of Fame Day and listing the individual(s) and organization(s) to be inducted.
6. Provide each inductee with an unfolded, color photocopy of the Governor's Honorary Proclamation.
7. Make an archival photocopy duplicate of the entire nomination book of each person and organization being inducted.
8. Write a letter to each inductee person (Principal Sponsor in the case of a posthumous induction) and organization (Point of Contact), and provide an informational copy, as appropriate, to each Principal Sponsor, to provide the following:
  - a. Personal congratulations.
  - b. Banquet and ceremony location, date, and schedule of events.
  - c. Information on seating, reservations, and the two complimentary reservations made for each inductee.
  - d. Information on the availability of Banquet printed invitations.
  - e. The requirements and specifications for inductee publicity photographs.
  - f. The designation of the Banquet Chairperson as the Society's point of contact for all matters relating to the banquet.

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9. Order Banquet Programs with covers in the style of previous programs and contents listing the Banquet and ceremony sequence plus:
    - a. A paragraph on each inductee's background and accomplishments.
    - b. A list of all previous Hall of Fame honorees.
    - c. Information the Society.
    - d. A history of the Hall of Fame.
    - e. Information for purchasing the Colorado Aviation Hall of Fame honoree Album
    - f. A reproduction of the Governor's Honorary Proclamation.
    - g. Acknowledgements and thanks.
  10. Order Hall of Fame plaques, approved by the Board, for presentation to inductees.
  11. Arrange for and give instructions to an official Banquet photographer, stressing the importance of not delaying or prolonging induction ceremonies.
  12. Arrange for and, in agreement with the master of ceremonies, give detailed instructions to a bagpiper.

*After the Banquet is over, the Chairperson shall also:*

13. Write Society thank you letters to all persons providing a talent, service facility, exhibit, or product in support of the Banquet.
14. Provide file copies of all correspondence pertaining to the Banquet to the Society's Secretary.
15. Assemble an additional file of all letters, memos, and printed materials useful to the next year's Banquet Chairperson.
16. Create for the Society's archives a scrapbook containing photos, captions, descriptions, and printed memorabilia from the Banquet.
17. Solicit critiques of the Banquet from Board members and other knowledgeable persons.
18. Make recommendations to the Society's Board of Directors for revision of this Standing Rule Number 3.

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- C. Publicity Manager.** The Banquet Committee Publicity Manager shall be responsible for –publicizing the call for Hall of Fame nominations throughout Colorado, and then later, the names and accomplishments of those selected for induction and the details for making Banquet reservations. Specific actions to be accomplished by the Publicity Manager shall include:
1. Compile an address list of suitable Colorado and regional media and specifically the local media of all inductees.
  2. Create and disseminate a news release soliciting Hall of Fame nominations no later than June 1st.
  3. Provide a Hall of Fame article, with photos, to the editor of the Society’s journal.
  4. Provide each inductee with six copies (12 for organizations) of the journal containing the Hall of Fame article and offer to send more copies if requested.
  5. Create and disseminate a Banquet news release with information on inductees, photos, reservation process, and the Society.
- D. Reservations and Seating Manager.** The Banquet Committee Reservations and Seating Manager shall be responsible for the creation and proper use of invitations, reservation forms, name tags, and Banquet seating charts and place names. Specific actions to be accomplished by the Reservations and Seating Manager shall include:
1. Compile an address list of suitable persons to receive invitations.
  2. Design and have printed invitations, matching envelopes, and reservation forms.
  3. Provide a copy of the invitation and reservation form to the editor for inclusion in the Society’s Journal.
  4. Mail invitation and reservation forms to suitable persons who may consider attending the Banquet.
  5. Ensure, to the extent possible, that each previous Hall of Fame inductee receives an invitation, reservation form, and hand-written note

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encouraging their attendance and promising their recognition as part of the Banquet program.

6. Handle all inquires regarding reservations for the Banquet.
7. Receive reservations and accompanying monies.
8. Forward all monies to the Society's Treasurer within two weeks of receipt.
9. Create a seating diagram in accordance with inductees' and attendees' preferences, if any, as indicated on reservation forms.
10. Create and position a printed place name at the Banquet place setting for each person attending the Banquet.
11. Create and distribute at the Banquet entrance printed name tags that show each guest's name (familiar name, if known) and, as appropriate, indicating whether the guest is a Hall of Fame inductee (current or previous year) r a current officer or board member of the Society.

**E. Master of Ceremonies.** The Master of Ceremonies shall be in charge of planning and executing the Banquet ceremonies. They shall be in the style of the 1995 Banquet and shall include a Call to Dinner (with bagpipe accompaniment), Welcome, Recognition of Previous Hall of Fame Inductees, Dinner, Banquet Speaker (if any), Break, Induction of the Hall of Fame Honorees, Toast to Those Who Have Flown West (with Bagpipe accompaniment), and Concluding Remarks. Specific actions to be accomplished by the Master of Ceremonies shall include:

1. Plan the Banquet and ceremonies, excluding the reception, so as to not exceed two hours.
2. Select Society members, as appropriate, to participate in the presentation of the ceremonies.
3. Script remarks and produce audiovisual materials (presumably 35mm slides) for each honoree's induction ceremony.
4. Arrange for and, on banquet day, position and test all audiovisual equipment that may be required.
5. Arrange for and position a U.S. flag and a Colorado flag in the immediate area where induction ceremonies will be conducted.

**Standing Rule Number 4**  
**Colorado Aviation Historical Society**  
**CAHS Standing Committees**

***CAHS Standing Committees***

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- **Hall of Fame Selection Committee (Ref. SR 2).....Chairman President**
- **Hall of Fame Banquet Committee (Ref. SR 3)..... Chairman**
- **Communications & Marketing Committee (Ref. SR 4)..... Chairman**
- **Finance Committee (Ref. SR 4)..... Chairman  
Treasurer**
- **Membership & Community Committee (Ref. SR 4).....Chairman**
- **Special Events & Projects Committee (Ref. SR 4).....Chairman  
Chairman**
- **Aviation Archeology- AvAr (Ref. SR 5)..... Chairman**
- **Executive Committee..... Chairman President**
- **Nominating  
Committee.....Chairman**

***CAHS Special Committees***

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- **By-laws Standing Rules .....Chairman**
- **RMMA Air Show..... Chairman**
- **Archives (Ref. SR 6).....Archivist/Curator**

# Standing Rule Number 5

## Aviation Archeology

(Pending)

### Draft ... Standing Rule Number 5... draft

October 11, 2009

The Colorado Aviation Historical Society (CAHS) provides and maintains the Colorado Aviation Archaeology Program (**AvAr**). Developed in 2005 and implemented in 2006 with the inaugural training class. This program was developed because Colorado does not have a formal program in this field with any other society, museum, or organization. With over 900 military crash sites, plus unknown hundreds of commercial and general aviation accident sites, plus aviation air fields, missile silos and navigational beacons and antennas; CAHS has an inherent historical interest in the inventory of these sites and facilities.

**AvAr** is a membership program with the express purpose of collecting data for the CAHS archives, conserving the states' aeronautical heritage and educating the general public about the field of aviation archaeology. This Program will host an annual training course produced and managed by the North American Institute of Aviation Archaeology (NAIAA) with the purpose of expanding the CAHS membership base.

During the inaugural year, the investigative team of known aviation professionals, CAHS volunteers, and renowned aviation crash site historians and wreck chasing persons, developed the **AvAr** Program including training, documentation, research, data collection, and reporting procedures. The CAHS Board approved the **AvAr** Program, Manager, and training dates.

1. CAHS Board will annually appoint an **AvAr** Program Manager from its existing trained members, by January 30<sup>th</sup>.
2. The **AvAr** Program Manager will identify the primary trainers and set the training location and dates for the current year by February 28<sup>th</sup>.
3. The Manager will have these class dates immediately published on CAHS and **AvAr** websites, CAHS Heritage Hall, and in the next CAHS Journal.
4. The Manager will produce an annual flyer for the course and develop a publicity strategy for its distribution.
5. The staff of NAIAA offers annual training courses. NAIAA develops and maintains all the processes for the complete training of **AvAr** field and research personnel.
6. All class attendees must have a current membership in CAHS or will have a membership included in the class fee. The Manager will submit a roster of

attendees including new membership applications, and new membership monies to the CAHS Secretary within 30 days following the published classroom training.

7. The Manager will coordinate an **AvAr** Traveling Exhibit with a trained **AvAr** Field Agent or Researcher for the following CAHS participating or sponsored events:
  - a) air show(s),
  - b) air fair(s),
  - c) annual Hall of Fame Banquet
  - d) invitational aviation symposiums
  - e) invitational aviation-related organization meetings.
8. The **AvAr** Traveling Exhibit will consist of artifacts and materials relevant to the **AvAr** program, along with CAHS membership and course applications.
9. The Manager or liaison will report all activities and dates at all Board and General Membership meetings
10. The Manager will produce and submit an annual report to the Board prior to the end of each calendar year.
11. The Manager will annually collect and submit a copy of the class course documents to CAHS Archives.
12. The Manager will annually collect and submit all field data and site reports to CAHS Archives.
13. The Manager will annually review, organize, and update CAHS **AvAr** Archives.

# Standing Rule Number 6

Colorado Aviation Historical Society

May 19, 2012

## ARCHIVES AND ASSETS

- I. **GENERAL:** The Archives and Assets of the Society are deemed to be essential to the existence and purposes as described by the Articles of Incorporation. Therefore it is necessary to maintain continuity for the control of both the Archives and Assets. An Archivist shall be appointed by the reigning President of the Society at the date of approval of this Standing Rule. Approval of the BOD is required. This appointment is not subject to renewal annually. The Archivist may be replaced for cause by the President with confirmation of the BOD.
  
- II **BACKGROUND:** The Colorado Aviation Historical Society was formed in 1969 to honor individuals who have made significant contributions in the field of aviation in Colorado. Since the founding of the Society many records and items related to numerous individuals and events relating to aviation, have been accumulated. In order to properly maintain, make available for display and research it is necessary to keep these materials in an orderly manner. As a supporting entity it is necessary for the Archivist to be able to operate independently while regularly reporting to the BOD, under the direction of the Executive Committee.
  
- II. **ARCHIVES:** The Archives are to be maintained in an orderly manner providing for the preservation of the materials electronically, or in the most modern means available. The originals shall be maintained indefinitely.
  - A. Nomination binders shall be maintained for all inducted HOF Laureates. Any supplemental materials shall be maintained in hard copy form in their appropriate files. Upon recording the material electronically the disk/or other means shall be maintained within the file or binder.
  - B. Files on other Colorado aviation individuals, organizations, airport facilities and all aviation items related shall be maintained in hard copy form. Upon transcribing the materials electronically the disk shall be filed in the related file.
  - C. **ASSETS:** All Society Assets shall be properly assessed and documents shall be maintained. Attempts to document material already in the Society possession will continue. All assets will be identified photographically where possible.

### **Standing Rule Number 6, (cont)**

- a. Books (hard cover and soft cover) shall be cataloged, shelved, and made available for research. Duplicates may be made available for purchase or auction at the discretion of the Archivist. Auction/sale proceeds will be added to the discretionary funds of the Society. Source of the books shall be recorded and a label placed inside of each book. An exception will be if the book is to be placed for sale or auction.
- b. Clothing items shall be maintained and made available for displays. All clothing items shall be cleaned or dry cleaned prior to being placed in storage. Proper identification such as source, descriptions, accession number, shall be placed with the item(s). Photographs where possible.
- c. Aircraft shall be registered with FAA and documentation secured within the Archives.
- d. Models shall be documented by photographs and accession number placed discretely on the model.
- e. Any additional item deemed as an asset of the Society shall be treated and maintained in a like manner.

**This standing Rule Number 6 was approved by a unanimous vote of a quorum of the Board of Directors convened at *Rocky Mountain Metro Airport, Colorado, May 19, 2012***