

THE ROCKY MOUNTAIN DEPRESSION GLASS SOCIETY

BYLAWS

ARTICLE I: GENERAL LAWS AND REGULATIONS

Section 1. No officer, committee, or member shall conduct any business or incur any expense in the name of the RMDGS unless the same has been authorized by the officers or a majority vote of the membership at a regular meeting.

Section 2. RMDGS financial records shall be reviewed at the end of the Treasurer's term of office, but not less than each 2 years by the incoming Treasurer and an individual approved by the President.

ARTICLE II: MEMBERS' DUTIES

- A. Help to promote the preservation of and education about Depression Era glass and china.
- B. Provide programs and hosts for all meetings in keeping with the Vice President's program schedule.
- C. Pay dues in a timely manner.

ARTICLE III: OFFICERS' DUTIES

- D. The President will:
 - Preside at meetings;
 - Insure that the RMDGS business is conducted in an orderly and timely manner;
 - Appoint such committees as deemed necessary for the proper conduct of the RMDGS's business; and
 - Serve as an *ex officio* member of all committees.
- A. The Vice President will:
 - 1. Preside at meetings in the absence of the President; and
 - 2. Prepare an annual program schedule to include the major presentations, plus such other programs and activities as the membership may request, and a list of hosts/hostesses to provide refreshments.
- B. The Treasurer will:
 - 1. Preside at meetings in the absence of the President and Vice President;
 - 2. Maintain the financial records of the RMDGS;
 - 3. Insure that all expenditures have been properly approved;
 - 4. Provide a written receipt for all moneys received.
 - 5. Insure that proper written documentation is provided for all disbursements;
 - 6. Insure that the checkbook is available at all meetings;
 - 7. Provide a monthly report of the RMDGS financial status;
 - 8. Insure that all bills are paid within 30 days of receipt;
 - 9. Reimburse each meeting's host/hostess for refreshments according to an amount agreed upon by the members.
- C. The Secretary will:
 - 1. Preside at meetings in the absence of the President, Vice President, and Treasurer;
 - 2. Record the minutes of each meeting;
 - 3. Answer correspondence, as necessary;
 - 4. Provide highlights of the minutes of each meeting to the President, editor of the newsletter, and selected organizations and publications within ten (10) days of the meeting.

ARTICLE IV: ELECTION OF OFFICERS

Section 1. Officers will be elected each year at the regular July meeting. In the event the regular meeting is cancelled, the election of officers will take place at the next regular meeting.

Section 2. The period of office for all officers of RMDGS shall begin in September and end in August.

Section 3. Absentee ballots will be included for e-mail and USPS newsletter recipients and should be returned to the Secretary prior to the election meeting.

ARTICLE V: NEWSLETTER

Section 1. A newsletter will be sent to all RMDGS members each month containing the activities and news items of the RMDGS.

Section 2. An adult member of the RMDGS will be appointed by the President to serve as editor of the newsletter.

Section 3. Articles and news items must be received by the editor not later than the seventh calendar day of the month.

ARTICLE VI: LIBRARY

Section 1. An adult member of the RMDGS will be appointed by the President to serve as Librarian.

Section 2. The Librarian will:

- Have custody of the publications (the term "publication" includes books, pamphlets, catalogs, films, videotapes, etc.) belonging to the RMDGS and will bring them to all regular monthly meetings;
 - Keep members informed of new publications of interest to the RMDGS;
 - Request funds for the purchase of appropriate publications; and
 - Report on overdue publications.
- Update club library inventory regularly as new publications are acquired.

Section 3. Members will be allowed the use of up to three publications per household at one time for a period of one month, i.e., meeting-to-meeting. Such loans may not be renewed until the publication has been back in the library for at least one month.

Section 4. The librarian will provide a list at the officer's table of books currently checked out. Lost publications must be replaced or reimbursed by the member responsible.

Section 5. All publications will be turned in at the September meeting and an audit of the library will be conducted by an adult member appointed by the President. No publications may be checked out at the July meeting.

Section 6. Purchases of additional publications will be made at the discretion of the librarian or as approved by the membership at a regular monthly meeting.

ARTICLE VII: FISCAL YEAR

The fiscal year of the RMDGS will be from September 1 of each year through August 31 of the following year.

ARTICLE VIII: MEETINGS

Regular meetings will be held at 7:30 p.m. on the third Tuesday of each month, except December.

ARTICLE IX: DUES

Section 1. The annual dues for the RMDGS shall be determined by simple majority vote of the membership.

Section 2. Dues are to be paid no later than the September meeting of each year.

Section 3. New members joining after April 1 will be credited for the remainder of the current year and the following fiscal year.