

# Bylaws of the Pine River Valley Heritage Society

## Statement of Purpose or Mission

The mission of the Pine River Valley Heritage Society shall be to collect, preserve, protect and interpret the history and heritage of the Pine River Valley.

## Article I – Members

### Section 1 ó Membership

The membership of the Pine River Valley Heritage Society shall be comprised of persons who pay dues in accordance with categories that may be determined by the Board of Directors. The Board of Directors may, at its discretion, award honorary annual memberships.

### Section 2 ó Membership dues

Life	Single \$ 500.00	Family \$ 750.00	
Annual	Single \$ 30.00	Family \$ 40.00	Senior \$ 20.00
Corporate	\$ 250.00		

## Article II – Board of Directors

### Section 1 ó Definition of Board/Terms of Office

The Board of Directors shall be comprised of nine members. The five Directors shall be comprised of the positions of President, Vice President (President-elect), three members at-large, Secretary, Treasurer and the Museum Director. The position of Vice President and Directors shall be voted on by the Society membership at the annual meeting when the sitting Vice President's term of office expires. The Vice President will serve as President-elect, succeeding the President when his/her term of office expires.

The terms of office for the voting members of the board shall be as follows:

President	1 Year
Vice President (President-elect)	1 Year
Member at Large	3 Years
Member at Large	3 years
Member at Large	2 years
Treasurer	Appointed by the Board
Secretary	Appointed by the Board
Museum Director	Appointed by the Board

The immediate Past President shall serve as a non-voting advisory member of the Board in the year following his/her term of office.

No two members serving on the Board can be from the same household during their terms of office.

#### Section 2 ó Vacancies

Vacancies on the Board of Directors, shall be appointed by the remaining Board of Directors for the balance of that person's term.

#### Section 3 ó Quorum

For all board meetings a quorum shall be 51% of those members present and voting.

### **Article III – Officers**

#### Section 1 ó Number

The officers of the society shall be President, Vice President, Secretary, and Treasurer, all of whom shall be members.

#### Section 2 ó Election

All Officers shall be elected by the general membership present at the annual meeting.

#### Section 3- Duties of the Officers

### **President**

The President shall preside at all meetings of the members and the Board of Directors. He/she shall call regular and special meetings of the members and the Board of Directors in accordance with the bylaws. The President shall sign and make all contracts, agreements and instruments in the name of the society. He/she shall see that the books, reports, statements and certificates required by the laws of the United States and the State of Colorado are properly kept and filed, according to the law.

### **Vice President**

The vice president shall serve as president-elect of the society. During the absence or inability of the president to render and perform his/her duties or exercise his/her powers, as set forth in these bylaws or in the laws under which this is organized, the same shall be performed by the vice president, and when so acting, he/she shall have all the powers and be subject to all of the responsibilities hereby given to or imposed upon the president. Committee chairmen shall report to the vice president. The vice president shall serve as chairman of the membership Committee.

## **Secretary**

The secretary shall keep the minutes of the meetings of the society and of the members in an appropriate location. He/she shall be the custodian of the records and the seal and shall affix the latter if required.

The secretary shall present to the society at their meetings all communications addressed to him/her officially by the president or any officer or member of the society. He/she shall attend to all correspondence and perform all of the duties incidental to the office of secretary.

## **Treasurer**

The treasurer shall have the care, custody, and control of, and be responsible for, all funds and shall direct the deposit of such funds in the name of the Society in such bank(s), trust companies(s), or safe deposit vaults(s) as the president may designate.

The treasurer shall exhibit at all reasonable times the books and accounts to the members. He/she shall render a statement of the condition of the finances of the Society at each regular meeting and at such other times as shall be required of him/her.

He/she shall keep correct books of account of all the Society's business and transactions, and such other books and records as the members may require from time to time.

The treasurer shall be responsible for the performance of all duties pertaining to the office of Treasurer. The treasurer will be a co-chairman for any and all fundraising.

## **Museum Director**

The museum director shall supervise the day to day operation of the museum, co-ordinate the schedule of the volunteers who staff the museum. He/she shall monitor the premises and co-ordinate any needed maintenance or repair which may be needed.

He/she shall ensure that the artifact donations the museum are properly recorded in the records and that the appropriate gift deed/appraisal are performed as needed.

He/she shall report to the board on a monthly basis any issues.

## **Article IV - Committee**

### **Section 1- Special Committee**

The President shall appoint standing committees and such committees as he/she may deem necessary. One of these shall be an artifacts committee.

### **Section 2 ó Acquisition/Artifact Committee**

January 2013

The artifact committee shall consist of the standing board members plus one appointed current member to be appointed by the president. The President shall be responsible for singing all gift deeds. In Kind contributions will be handled strictly as cash transactions which will be approved by the artifact committee.

## **Article V – Meetings**

### Section 1- Annual meeting

The membership of the Society shall meet annually in January to elect directors and conduct such other business that may be brought before the membership.

### Section 2 ó Special meetings

Special meetings may be called by the president or by 10% if the membership petitioning the board of directors.

## **Article VI – Amendments**

Section1 ó These bylaws may be altered, amended, repealed, or added to only by an affirmative vote of the members at an annual or special meeting as described in Article V.

I, the undersigned, Secretary of the Pine River Valley Heritage Society, do hereby certify that the foregoing is a true and complete copy of the bylaws of said Society, including all amendments to date, and the same were adopted by the members on the 12 day of January, 2013.

IN WITNESS THEREOF, I have herby subscribed my name the 14 day of January 2013.

*Lynn D. Tollar* , Secretary  
Lynn Tollar