

## **Section II Vice-President**

- A. The Vice-President shall act as aide to the President, and in his/her absence, shall assume the duties of the President.

## **Section III Secretary**

- A. The Secretary shall keep the minutes of all meetings.
- B. The Secretary shall keep one book in which the By-Laws, Rules of Order, and Standing Rules shall be written, leaving every other page blank. Whenever an amendment is made to any of the above, in addition to being recorded in the minutes, it promptly shall be entered on the page opposite to the Article amended, with a reference in red ink to the page of the minutes where the change was recorded and the date the change was made.
- C. The Secretary shall send out the proper notices of all meetings called, and of any other meetings when necessary.
- D. The Secretary shall conduct the correspondence of the Guild, except as otherwise provided. This includes - State License, Tax License, and Raffle Licenses.
- E. The Secretary shall keep an up-to-date register of the membership.
- F. The Secretary shall keep all the records current, and shall surrender them to elected successors within thirty (30) days of leaving office.
- G. The Secretary shall notify members of committees and delegates of their appointments, and shall furnish committees with all papers, which were referred to them, and shall furnish all delegates with credentials when needed.

## **Section IV Treasurer**

- A. The Treasurer shall deposit in the bank account of the Columbine Leather Guild, Inc. all funds which are collected for the Guild.
- B. The Treasurer shall prepare checks for all properly documented indebtedness. In the absence of the Treasurer, the President or Vice-President may prepare the checks. Authorized check signers are any combination of two (2) CLG officer.
- C. The Treasurer shall keep a current record of members and paid dues, etc., and will include these records in periodic reports.
- D. The Treasurer shall make financial reports to the Board of Directors at each regular board meeting or at Guild meetings as needed.
- E. The Treasurer shall make an annual report to an audit committee, which will verify the collections and expenditures before the February meeting of the Guild.
- F. The Treasurer shall have all records and accounts current, and shall surrender them to the elected successor within thirty (30) days of leaving office.