GREAT LAKES BEADWORKERS GUILD CONSTITUTION AND BY-LAWS

ARTICLE I. NAME

Section 1. The name of this organization shall be the “GREAT LAKES BEADWORKERS GUILD”.

Section 2. The mailing address of this organization shall be P.O. Box 1639, Royal Oak, MI 48068.

Section 3. The registered office of this organization is located at 33510 Garden City, MI 48135-1089.

Section 4. The resident agent at the registered office of this organization is Kate Dunn.

ARTICLE II. PURPOSE

Section 1. This organization is organized and operated exclusively for the purposes described in Section 501© (4) of the Internal Revenue Code.

Section 2. The Guild shall promote and encourage interest in beadworking and related fields through social and educational programs available to its members and to the general public.

Section 3. The objectives of the Guild shall include:

A. Offering educational and social programs for people interested in beadworking, and
B. Publication and distribution of a newsletter to provide networking for Guild members in good standing.

ARTICLE III. MEMBERSHIP

Section 1. Membership in the Guild shall be open to those who are interested in the purpose of the organization as stated in ARTICLE II.

Section 2. No officer, agent or member of the Great Lakes Beadworkers Guild shall have the power or authority to bind such Guild by any contract or engagement or to pledge its credit for any purpose or to any amount unless authorized by the Board of Directors.

Section 3. Members in good standing shall maintain paid-up dues.
Section 4  The board of directors shall, by unanimous vote of the officers, establish a procedure of notification and hearing to revoke or deny participation in the Guild and/or its activities to any member deemed disruptive or not adhering to established purpose or goals of the Guild.

ARTICLE IV.  DUES

Section 1.  Dues are payable by January 31st of each calendar year.

Section 2.  Dues shall be decided annually by the Board of Directors after review of the budget.

Section 3.  The fiscal year of the Guild shall begin on January 1st and end on December 31st of the following year.

ARTICLE V.  MANAGEMENT

Section 1.  Management of this organization shall be vested in a Board of Directors made up of Officers and Chairpersons of the Standing Committees.

Section 2.  The Officers of the organization shall consist of a PRESIDENT, VICE PRESIDENT, RECORDING SECRETARY, CORRESPONDING SECRETARY, and TREASURER.

Section 3.  Officers shall be elected annually by the membership and shall hold office for a minimum of one year.  Elections shall take place during the month of May and the term of office shall commence (June 1st) and expire on June 1st (May 31st).

Section 4.  The Chairpersons of the Standing Committees shall be appointed and/or approved by the Board of Directors annually during the month of June.

Section 5.  Vacancies occurring in the offices of this organization shall be filled by appointment of the Board of Directors, with the exception of the Office of President, when the Vice President takes charge.  In the event the Vice President is unable to fill the Presidential vacancy, the Board of Directors shall have the power to appoint a member of the existing Board of Directors to serve as President until the expiration of the current term of office.
ARTICLE V. MANAGEMENT cont’d

Section 6. Vacancies occurring in the Chairpersons of the Standing Committees shall be filled by appointment of the President with the concurrence of the other elected officers. The position must be filled by another member currently serving on that committee when one is available.

ARTICLE VI. MEETINGS AND QUORUM

Section 1. Meetings of the Guild are open to the general public. Times and locations of the meeting shall be established by the Board of Directors.

Section 2. Election of officers shall be held in May.

Section 3. Guild business shall be conducted in accordance with Robert’s Rules of Order.

Section 4. The members present at a regularly scheduled or properly called meeting shall constitute a quorum for the purposes of transacting business. A simple majority rules.

Section 5. The Officers shall meet at least quarterly.

Section 6. To expedite decision making in emergency situations, a simple majority of the Officers only is necessary to carry the decision.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. Officer and Standing Committee nominees must be Members in Good Standing and must have attended at least three of the general membership meetings during the year preceding their nomination.

Section 2. Officers shall hold only one office during a term unless the arrangement is approved by the Board of Directors.

Section 3. The Board of Directors is comprised of all Guild Officers, Standing Committee Chairpersons, and the immediate past president.
ARTICLE VII. BOARD OF DIRECTORS cont’d

Section 4. A primary responsibility of all members of the Board of Directors is that their actions on behalf of the GLBG shall always reflect favorably on the Guild.

Section 5. The property and equipment of all business of the GLBG shall be held and managed by the Board of Directors.

Section 6. Meetings of the Board of Directors shall be scheduled by the Officers. The date, time, and place of the meetings shall be determined by the majority decision.

Section 7. Special meetings shall be held at such time as may be called by the President or any three members of the Board of Directors.

Section 8. The Board of Directors shall assist the President on all matters pertaining to the welfare of the Guild.

Section 9. The President shall act as moderator of the Board of Directors.

Section 10. The Board of Directors shall review the dues annually following the first general membership meeting of each calendar year.

Section 11. All Officers and Committee Chairpersons, upon leaving office, shall deliver to their successors all moneys, accounts, records, books, papers or other property belonging to the Guild, within 30 days.

Section 12. All Officers and Committee Chairpersons shall present a written report to be filed with the Recording Secretary and their successor at the end of their term of office.

Section 13. Any Board member and/or Officer, who misses more than two consecutive meetings, including both general meeting and board meetings, may be replaced at the discretion of the Board.
ARTICLE VIII.  OFFICERS

Section 1.  The Officers shall be the President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall be members in good standing.

Section 2.  Any Officer or Committee Chairperson may be removed by the Board of Directors whenever, in its judgment, it is in the best interest of the Guild.

Section 3.  Duties of the Office of President shall be:

A.  To preside at all meetings of the members and the Board of Directors and administer the affairs of the GLBG with the assistance of the Board of Directors.
B.  To be an ex-officio member of all Committees, without a right to vote except to break a tie-vote.
C.  To execute all contracts for GLBG as authorized by the Board of Directors.
D.  To be the official representative of the Guild.
E.  To be the chief executive of the Guild and to supervise and coordinate all activities.
F.  To submit an annual report of achievements of the past year and goals for the coming year.
G.  To, in the absence of the Board of Directors, have the authority to conduct the business of the GLBG and to advise the Vice President and other members of the Board of matters that have required immediate attention.
H.  To, with the Treasurer, be responsible for the preparation of a budget and its presentation to the membership after approval by the Board of Directors.
I.  To call such special meeting(s) or to initiate a phone tree/e-mail as may be required to perform the Guild’s function.
ARTICLE VIII. OFFICERS cont’d

Section 4. Duties of the Office of Vice President shall be:

A. To perform all duties of the President in the President’s absence.
B. To, in the event of the President vacating office in mid-term, become President for the remainder of the unexpired term.
C. To perform whatever duties which may be assigned by the President of the Board of Directors.
D. Chair By-Laws Committee.
E. Chair Nominating Committee and is responsible for holding elections of Officers, beginning two months before elections.
F. Corresponding Secretary is responsible for answering voice mail system.
G. Election notice sent to board and go upon the web page – password protected

Section 5. Duties of the Office of Recording Secretary shall be:

A. To take minutes of all Board meetings.
B. To provide one written copy of the minutes of all meetings for the Recording Secretary’s binder and to provide a copy to the webmaster for publishing on the web.
C. To tally the results of all roll call votes and other elections.
D. To keep record of Board meeting attendance.
E. To make all records available on-line to the members.
F. To include date, time and place of meeting and who presided at the meeting in minutes.
G. To sign and note date of approval by Board on official copy of minutes kept in the Recording Secretary’s binder.

Section 6. Duties of the Office of Corresponding Secretary shall be:

A. To conduct correspondence of the Guild including notification to the board members of meetings
B. Responsible for mail pick up, log, distribution
C. Proposal to be responsible for answering voice mail system
ARTICLE VIII. OFFICERS cont’d

Section 7. Duties of the Office of Treasurer shall be:

A. To have custody of and deposit all funds of the Guild in the bank approved for such purpose by the Board of Directors.
B. To disburse any other funds as recommended by the Board of Directors.
C. To keep an itemized accounting of all receipts and disbursements.
D. To acknowledge all receipts of money in the form of cash, checks, or money orders with a written receipt.
E. To make a financial report at all Board of Directors meetings and regular membership meetings and to provide a written report to the Recording Secretary.
F. To present to the board a year-end accounting of all receipts and disbursements, and to file any and all IRS forms.
G. To make available for inspection by the general membership all records on the web.
H. Help prepare budget for committees with the committee chairs and the President.
I. Provide cash for fundraisers, special projects/events.
J. Coordinate with committee chair for final report, reconciliation of cash, etc., of fundraisers, special projects/events with approved board forms.
ARTICLE IX. COMMITTEES

Section 1. Members in good standing may hold more than one committee chair position simultaneously.

Section 2. The following Standing Committees of the GLBG shall function as follows:

A. Newsletter Committee:
   a. The newsletter shall be approved by the newsletter committee and one other Board member before going to distribution
   b. Newsletters should be published and mailed/e-mailed in the months of January, March, May, July, September, and November.
   c. A President’s message should be in every newsletter.
   d. Sees to distribution of the newsletter.
   e. Solicits articles and edits such articles, for newsletter.
   f. Coordinates and solicits advertising to help defray expense of the newsletter and the webpage

B. Membership Committee
   a. The Membership Committee organizes and staffs the welcoming table at general meetings and special events.
   b. The Membership Committee assists the Treasurer in acknowledging each new membership with a welcoming packet that includes a welcoming letter, membership card, past newsletter.
   c. The Membership Committee organizes any membership drives in coordination with the Fundraising Committee and any activities or promotions to increase membership.
   d. Membership base maintained with Guild data base
   e. Membership committee will track and maintain all general membership attendance at guild meetings

C. Program Committee
   a. All firm commitments involving a signature and/or money must be made with the approval of the Board.
   b. The Program Committee organizes and oversees speakers, special presentations, and classes.
c. Annual programming should be presented in August for the following calendar year.

ARTICLE IX. COMMITTEES cont’d

D. Exhibits Committee
a. Exhibits Committee works with Program Committee to organize any public showings of Guild work.
b. Exhibits Committee develops and maintains a log system for keeping track of exhibit items, both temporary and permanent.
c. The Exhibits Committee receives and returns all (exhibit) items.
d. Arranges for set-up and take-down of (exhibits).
e. Reports (exhibits) information to Newsletter Committee for inclusion in newsletter.
f. Solicits locations/venues for (exhibits).
g. Copies of all contracts will be provided to Board of Directors.

E. Publicity Committee
a. The Publicity Committee circulates membership materials locally.
b. The Publicity Committee sends press releases and articles to publications from other organizations, newspapers, and periodicals to promote our Guild and its activities.

F. Library Committee
a. The Library Committee develops and monitors a check-out system for Guild property.
b. The Library Committee creates a proposed budget for Guild acquisitions.
c. All acquisitions must be approved by the Board.
d. Conducts book sales at fundraisers.
e. Generates final report for Treasurer on all book sales.

G. Hospitality Committee
a. The Hospitality Committee organizes, acquires, sets up, and cleans up at general meetings.
ARTICLE IX. COMMITTEES cont’d

b. The Hospitality Committee greets guests and new members to better acclimate them with the group.

H. Archives Committee
   a. The Archives Committee maintains a collection of documents, photos, original publications and forms, with the goal of recording the establishment and development of the organization.

I. Fundraising Committee
   a. The Fundraising Committee schedules and oversees programs whose primary function it is to generate funds for guild activities.
   b. The Fundraising Committee coordinates all plans with the Board and works in tandem with the Treasurer to prepare a budget and reports.

J. Webpage Committee:
   a. The webpage shall be maintained on an appropriate server which will provide continuous access to the WWW.
   b. All guild events to be placed on the webpage should be written and proofed by the appropriate committees.
   c. A President’s message should be updated at least annually.
   d. Solicits articles and edits such articles for the webpage. Coordinates and solicits advertising to help defray expense of the webpage in conjunction with the Fundraising committee.

K. Bead Bonanza Committee
   a. Act as Liaison for GLBG with site management
   b. Negotiate contract/future dates with site bldg. manager
   c. Develop new vendors for BB
   d. Act as Liaison between GLBG and vendors
   e. Keep records of contracts
   f. Generate a vendor table layout of show floor
   g. Contact Security person and secure date with them for next Bead Bonanza

L. Workshop Chair
   a. Arranges for workshops presented outside the purview of Programs Committee.
b. Contact potential teachers with Board of Directors consent, schedule dates, select classes, send contract
c. Forward information to newsletter editor for calendar/registration information
d. Contact/payment for workshop room(s) at WSU or other venue
e. Arrange/payment for airport pickup
f. Reserve/payment for food
g. Assemble images(display board notebook, or samples) of class projects
h. Handle registration process (send confirmations, materials/supply lists. Process payments/checks)
i. Schedule classroom volunteer to assist teachers with sales/security
j. Provide local ground transportation
k. Provide meals etc. for teachers
l. Room Signs
m. Type class lists and make nametags
n. Arrange for payment and reimbursements for teacher(s)
o. Thank you letter to teachers

ARTICLE X. NOMINATIONS

Section 1. The Board of Directors shall form a nominating committee to seek candidates for election to the offices.

Section 2. The proposed officers shall be presented by the Nominating Committee to the general membership during the March membership meeting and nominations should be called for at that time for the May elections (see addendum).

Section 3. Nominations shall be accepted from the floor with the consent of the nominee(s) during the months of March and April

Section 4. The nominations process concludes after the April general meeting. (See addendum)

ARTICLE XI. ELECTIONS

Section 1. The election of Officers shall be conducted every May (see addendum).
Section 2. The election shall be conducted by secret ballot if there is more than one nominee for any office and the current Guild Recording Secretary shall count the tally.

Section 3. If there is only one nominee per office, a motion must be made and seconded from the floor that the Slate of Officers be approved intact by a majority show of hands. The current Guild Recording Secretary shall count the tally.

Section 4. The terms of all officers shall begin on June 1 (each year).

ARTICLE XII. AMENDMENTS

Section 1. An amendment to the by-laws may be proposed by any Member in Good Standing at any time.

Section 2. A proposed amendment must be submitted in writing to the Recording Secretary and be read to the general membership at any regular or special membership meeting at which time an official vote will be taken. A proposed amendment may also be submitted in written form to the general membership with provisions for mail-in votes and the Recording Secretary would be responsible for handling ballots.

Section 3. The by-laws may be amended by a simple majority vote of members present. As much publicity as possible should be given to any planned amendments to the by-laws to insure that all members are given an opportunity to vote.

ARTICLE XIII. DISSOLUTION

Section 1. In the event of dissolution, all assets shall be liquidated and distributed or distributed intact to such organizations approved by the Board of Directors and exempt under section 501C (3) of the Internal Revenue Code.
ADDENDUM:

ARTICLE X: NOMINATIONS

Section 2a. In 1994, the current officers shall be presented to the general membership during the July membership meeting and nominations should be called for at the time for the September elections. The term of office will be from October 1994 through May, 1996.

Section 4a. The nomination process concludes after the August General Meeting in the year 1994, and after the April General Meeting in the year 1996 and thereafter.

ARTICLE XI. ELECTIONS

Section 1a. The election of officers shall be conducted in September of 1994, in May of 1996 and in the month of May thereafter.

Section 4a. The terms of all officers shall begin on October 1 in 1994 and on June 1 in 1996 and subsequent years.

ARTICLE I

Section 3. The registered office of the organization shall be the address of the current president

Section 4. The resident agent at the registered office of this organization is the current president

By-Laws revised and approved by membership on.

President             Kate Dunn
Vice-President        Joanne Goldberg
Recording Secretary   Gail Frederickson
Treasurer             Sharon Majka
Corresponding Secretary Linda Darmes