

THE CONNECTICUT BEAD SOCIETY BY LAWS 2012

Article I: Name

The name of the organization shall be "Connecticut Bead Society": hereafter referred to as "Society."

Article II: Mission Statement

The Connecticut Bead Society is a volunteer driven non-profit organization dedicated to sharing the joy of beading through inspiration and education. We provide the opportunity to meet kindred spirits with similar goals and take pleasure in our art and in each other's company.

Article III: Membership

Section 1: Membership shall be open to all persons who are interested in the mission and objectives of the Society.

- A. Immediate membership will be granted to anyone age 16 or older, regardless of ethnicity, gender, religious orientation, or any other group protected by state or federal law, upon payment of the required non-refundable membership dues per beading year (October 1-September 30). Full amount is due no matter when the person joins the Society. Dues are \$10 per person and guests may attend a meeting after paying a \$5 fee.
- B. Dues shall be decided annually by the Board of Directors after review of the budget.
- C. Members and non-members may be charged for special programs based on cost.
- D. All members are encouraged to recruit new members.
- E. Membership in good standing is maintained by paying annual dues and representing the Society in a positive manner.
- F. A member may resign from the Society at anytime, but will receive no refund of dues.

Section 2: Revocation of Membership

Membership privileges may be rescinded by a vote of the board for cause, for example, but not limited to, disruptive actions to the Society's business or actions unresponsive to the group, and must have a unanimous vote of the Board in order to revoke membership.

Section 3: Shows

Shows are a separate entity. All decisions regarding a show are decided by the show chair, the board and the show committee (consisting of members from the general membership).

Article IV: Meetings

Section 1: Meetings

- A. Generally held on the 2nd Sunday of the month during October, November, January, February, March, April, and May, weather permitting, and it is not a holiday. Special events (such as a Bead Retreat, Bazaar, or shows) may be held in addition to regular meetings.
- B. Meetings will consist of an agenda to address new and old business.
- C. Meetings can also include workshops, programs, and approved vendors.

- D. A notice stating the place, date, and hour of any meeting shall be sent to the Society members by email.
- E. At any general meeting a motion shall carry by a majority vote of the members present.
- F. Cancellation of a scheduled meeting will be sent in an email to the membership.
- G. The normal meeting date and/or time may be permanently changed by receiving an affirmative vote of a majority of members in attendance at a meeting.
- H. 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 2: Workshops

- A. Special meetings can be called and these can include teaching workshops.
- B. Workshops that require expenditures must be presented to the board for approval.

Article V: Officers

Section 1: Nomination and Election

- A. Nomination for officers will take place at the general meeting in January.
- B. Nominations can be made from the floor.
- C. Persons nominated must have accepted nomination.
- D. Slate of officers will be presented and voted bi-annually at the February meeting.
- E. Acceptance based on a simple majority vote of members present at the general meeting.

Section 2: General – Officers will serve two year terms. Incoming and outgoing will meet at the February Board meeting to exchange information.

Section 3: Elected officers

- A. The Executive Board shall include President or Co-Presidents, Vice President, Recording Secretary, Treasurer, and Past Presidents.
- B. To be eligible to run for office, a person must be an active member (dues paid in full) and 18 years of age or older.
- C. The Executive Board may, at its discretion, organize committees and appoint members thereof, as needed.
- D. Only an elected officer shall sign contracts for approved activities.
- E. All officers may only serve two consecutive terms. Additional terms may be served after taking at least two years off.
- F. President/Co-President - voting
 - 1. Preside at all general meetings and board meetings.
 - 2. Serve as chief executive of the Society and coordinate activities.
 - 3. Appoint members to chair the Society's committees.
 - 4. Prepare an agenda of business to be brought up at the monthly meetings.
 - 5. Be an ex-officio member of all committees except nominating.
 - 6. Serve as official representative of the Society.
- G. Vice President - voting
 - 1. Attend all general meetings and board meetings.
 - 2. Assume the duties of president in the absence of the President.

3. Coordinate planning of programs and workshops with the assistance of the board, any special workshop coordinator, monthly program coordinator, and a committee of members wishing to participate.
4. Coordinate volunteer participation of special events.

H. Recording Secretary - voting

1. Attend all general meetings and board meetings.
2. Record proceedings of meetings, both general and board.
3. Prepare minutes.
4. Maintain a current copy of By-Laws, actions on matters of potential relevance to By-Laws, and a listing of membership.
5. Stand in for the president and vice-president should both be absent.
6. When called upon, can delegate duties.
7. Maintain records of the Society.

I. Treasurer - voting

1. Attend general meetings and board meetings.
2. Collect dues and fees and make deposits.
3. Have charge, custody and be responsible for all funds and securities of the Society.
4. Keep accurate records of receipts and payments.
5. Be sure Executive Board approves expenditures.
6. Keep funds in FDIC-insured bank.
7. Pay bills promptly.
8. Provide monthly report to Board and at least a quarterly report to the general membership on current status, to include expenditures, receipts, and funds available.

J. Standing Committees

1. The coordinators of the committees shall be appointed and/or approved by the Board and members, and serve two year terms. Additional terms may be served after taking 2 years off.
2. Special Event Chairs
 - a. Serve as a member of the board of directors.
 - b. Coordinate with volunteers to conduct the event.
3. On-Line Coordinator
 - a. Is a member of the board of directors.
 - b. Update website regularly.
 - c. Train incoming On-Line Coordinator.
4. Membership Chair
 - a. Serve as a member of the board of directors.
 - b. Update membership list/email contact list on the internet.
 - c. Maintain an up to date membership list.
5. Scholarship
 - a. Serve as a member of the board of directors.

- b. Solicits donations.
- c. Manages scholarship application process including distribution.

K. Such permanent or temporary committees as deemed necessary by the membership or the board.

Section 4: Vacancies occurring in the offices of the Society shall be filled by appointment of the Board of Directors, with exception of the office of President, in which case the Vice President assumes the office. In the event the vice president is unable to assume the office of president, the Secretary shall organize a special election.

Section 5: Vacancies occurring in the coordinators of the standing committees shall be appointed by the Executive Board. Consideration should be given to a member currently serving on that committee.

Article VI: Executive Board

- A. The Executive Board consists of officers.
- B. Board meetings are held before or after the general meeting.
- C. Voting is limited to the officers and standing board members.
- D. Meetings are held to address business old and new and to review information and formulate monthly agenda.

Article VII: Finances

- A. Receipts and expenditures of the Society shall be recorded in accordance with good business practices.
- B. A bill or voucher identifying the purpose of payment shall identify all expenditures.
- C. All receipts shall be identified as to source.
- D. Board shall approve expenditures.
- E. Annual financial reports on the health of the Society shall be given.
- F. Annual financial summary provided by external CPA.
- G. No proceeds of any type shall benefit any one member.

Article VIII: Parliamentary Authority

Robert's Rules of Order should govern proceedings not otherwise covered in these By-Laws.

Article IX: Amendments

- A. By-Laws may be amended at meetings of the Society provided that the proposed amendment has been submitted in writing to the executive board.
- B. A second reading to be at the following meeting.
- C. By-Laws can then be approved by a 2/3rds majority of the members present at a general meeting.

Article X: Dissolution:

In the event of dissolution, all assets shall be liquidated and distributed intact to a non-profit organization approved by the Board of Directors and per Internal Revenue Code.