

Southeastern Michigan Glass Beadmakers Guild  
By-laws

**Mission Statement**

The mission of the Southeastern Michigan Glass Beadmakers Guild is to provide education related to contemporary glass beadmaking, to promote the continued renaissance of glass beadmaking and related glass working techniques and to preserve the historic tradition of glass beadmaking.

**Statement of Intent:**

The Southeastern Michigan Glass Beadmakers Guild is hereby established this 10<sup>th</sup> day of September 2000. The purpose of this guild is to inform members of techniques, materials and products involved in the manufacture of glass beads and related glass items, advertising and marketing techniques of glass beads, historical information relating to glass and glass beads, bead related travelogues, literature and other bead related information pertinent to the group as a whole by means of meetings or other methods of dissemination deemed acceptable to the group.

**By-laws:**

**Article I: Name**

The name of this organization shall be **The Southeastern Michigan Glass Beadmakers Guild**, hence GBS or The Guild.

**Article II: Objectives**

The objectives of the Guild are to promote education, facilitate networking, sponsor and organize meetings.

**Article III:**

Section 1. Membership shall be open to all persons who are interested in the objectives of this Guild.

Section 2.

- a. General membership shall be open to any person.
- b. A limited number of honorary memberships can be approved by a majority vote of the board.
  1. Upon election, honorary members have the full rights of membership for one year.

**Article IV: Dues**

Section 1. Annual dues will be proposed by the Board and approved at a general meeting by members present and voting.

Section 2. The dues cover membership from the date of the receipt of payment to March 1<sup>st</sup> of the following year.

**Article V: Officers**

Section 1. Elected Officers

- a. The elected officers of this Guild shall be, but are not limited to , President, Vice-President - Programs, Secretary and Treasurer.
- b. The elected officers have full voting rights.
- c. The officers of the Board shall hold office for two years.
- d. A majority vote of the Board and the approval of a majority vote of the appointed officers may vote an officer out of office.
- e. In the event of a vacancy of an existing office, the officers of the Board may appoint any member in good standing with the majority vote of the Board or the position may remain vacant for the remainder of the term.
- f. The Board shall meet quarterly or at such times as agreed by consensus or request.
- g. Board meetings must be attended by a majority of elected officers.
- h. New elected offices can be created by a majority vote of the Board. A general election of the members must be held to fill the position.
- i. The elected officers make up the Board of Directors.

Section 2. Appointed Offices

- a. The elected officers may appoint, by majority vote, any member in good standing to positions necessary for the efficient function of the Guild.
- c. Two appointed board members shall have voting rights.
- d. Other appointed positions to the board to the board are non-voting.
- e. An appointed Board member may be removed by a majority vote.

**Article VI: Duties of the Elected Officers**

Section 1. Officers of the Board shall perform such duties as are customary to their representative offices.

Section 2. The President:

- a. The primary responsibilities of the President shall be to provide positive public relations as a figurehead of the Guild.
- b. Preside over all Board meetings and Guild functions.
- c. Appoint special and standing committees.
- d. Prepare an agenda for each Board meeting.
- e. Advise and/or assist other Board member when possible or necessary.

Section 3. The Vice-President shall:

- a. Assume all duties of the President in the event of his or her absence.
- b. Plan the program of the general membership meetings.

Section 4. The Secretary shall:

- a. Record the proceeding of all Board and general membership meetings.
- b. Distribute the minutes of the meetings to the elected an appointed officers.
- c. Keep current and available a copy of the by-laws including amendments and Standing Rules.
- d. Conduct the general correspondence of the Guild.
- e. Distribute information about he Guild upon request of the membership and general Public.
- f. Refer requests to the appropriate Board members and/or appointed officers as needed.

Section 5. The Treasurer shall:

- a. Collect all dues and care for the funds of the Society in a fiduciary capacity.
- b. Keep accurate records of receipts and payments.
- c. Submit a written financial report at each Board and general meeting.
- d. Distribute a written annual report to the officers of the Board and the general membership.

### **Article VIII: Elections**

Section 1 The election of the officers will be held by ballot annually.

- a. A nominating committee shall be appointed by the President, and approved by the Board.
- b. The incumbents and nominated members who agree to run for office will be listed on the election ballots.
- c. The election ballots will be distributed to members in November.
- d. Election results will be tabulated by the nominating committee and announced in December of each year.
- e. Term of office shall be from March 1 through February 28 for 2 years.
- f. The President and secretary shall be elected in November of the odd years (i.e. 2001, 2003) and begin serving their two year term during the even years (i.e. 2002, 2004)
- g. The Vice-president and Treasurer shall be elected in November of the even years (i.e. 2000, 2002) and begin serving their two year term during the odd years (i.e. 2001, 2003)

### **Article VIII: Amendments**

Section 1. Proposed changes to the by-laws:

- a. May be submitted to the Board by petition of ten members.
- b. May be submitted by majority vote of the Board.

Section 2. Proposed by-law amendments will be presented to the membership on a general of special election ballot.

Section 3. Amendments to the by-laws must be approved by a majority of the membership.

### **Article IX: Standing Rules**

Section 1. Standing Rules will be used to facilitate the efficient functioning of the guild. The Rules can be approved or amended by a majority vote of the Board.

### **Article X: Procedures and Parliamentary Authority**

Section 1. Robert's Rules of Order shall govern the proceedings of the Guild.

Presented by:

Anne Sheppard, President  
Nancy Garber, Vice President  
Ilene Harris, Treasurer  
Sylvus Tarn, Email/Web Coordinator  
Candy Orow, Marketing/Graphics Coordinator