

Standing Rules

Southeastern Michigan Glass Beadmakers Guild

1. Membership
 - a. Is open to all persons.
 - b. Dues will be \$20.00 for an individual and \$30.00 for a family or business at one address.
 - c. Dues will not be prorated through the year.
 - d. Membership will be extended thru the following year to those joining after November 1st; in the event of an increase these members will be obligated to pay the difference.
 - e. The membership year shall run from March 1st through February 28th.
 - f. Honorary memberships:
 - May be conferred by a majority vote of the Board.
 - Will be reviewed yearly by the Board.

2. The Executive Board shall consist of:
 - a. President:
 - will develop an agenda for all board and membership meetings
 - will preside over all board and general meetings
 - will have full voting rights at all board meetings
 - will be responsible for co-approving with the treasurer all monetary disbursements of more than \$100.00 , unless the expense has been pre-approved .
 - will oversee board subcommittees as decided by the executive board.

 - b. Vice President:
 - will plan and coordinate all general membership programs
 - will develop an annual program plan for 5 or 6 general meetings: draft due January 15th.
 - Specific program details for general membership meetings information due to president and marketing and graphic administrator 2 weeks (14 days) prior to scheduled meetings.
 - will administer and preside over all elections.
 - Will enforce Robert's Rules of Order at General Membership meetings.
 - Will have full voting rights at all board meetings.

 - c. Treasurer:
 - will present a written report to each Board member at Board meeting.
 - Will prepare and submit all tax paperwork.
 - Will maintain current membership records; assigning each new member a number (i.e. 0001 for the first member).
 - Will maintain a detailed ledger of all income and expenditures.
 - Will send new members a letter of welcome and a copy of the by-laws within 30 days of dues payment.
 - Will have full voting rights at all board meetings.
 - Will hold all membership forms for 18 months.

 - d. Secretary:
 - Will have the initial minutes from Board and general membership meetings done and mailed within 2 weeks – will act as SMGBMG historian.

- Will have full voting rights at all Board meetings.
3. Appointed Board positions:
- a. General:
 - may be appointed by a majority vote of the Board.
 - b. Web Site Administrator:
 - Will administer the SMGBMG web site.
 - Will add the general membership agendas and minutes to the web site.
 - Will announce dates, times, locations and program of general membership meetings.
 - Will add articles, other bead related information and related links to the web site.
 - Will have full voting rights at all Board meetings.
 - c. Marketing & Graphics Administrator:
 - Will develop all promotional materials including meeting announcement fliers.
 - Will work to develop a positive image of the Guild.
 - Will distribute appropriated dates and guild information to related publications.
 - Will have full voting rights at all Board meetings.
4. All board members, elected and appointed, will submit an annual report to the president by January 31st for the previous year.
5. Committees:
- a. General:
 - Will be appointed to meet specific needs of the Guild.
 - b. Nominating:
 - Will recommend members for the SMGBMG Board positions.
 - Will send the names to the Board by September 1st.
 - c. Bead Bonanza:
 - Will act as a liaison with Great Lake Beadworkers Guild
 - Will follow Board approved procedures/guidelines.
 - Will coordinate the delivery of beads for the sale.
 - Will distribute the rules to the members.
 - Will enforce the rules set forth by the Board related to show participation.
 - Will recruit members to help as needed.
 - Will work with Web Site and Marketing/Graphics administrators to promote the show.
 - Will coordinate the Board approved jury panel.
 - Will design and coordinate display.
 - d. One day shows:
 - The chairperson shall not pay the guild the stated percentage for that Show.
 - Two or more day shows: The chairperson and co-chairperson, or assistant (maximum of two persons) shall not pay the guild the stated percentage for that show.
6. The Board will meet quarterly or more frequently if needed.
- Agenda items are due to the president 5 days prior to the scheduled board or general meeting.

7. Standing Rules will be reviewed, revised as needed and approved by the current Board.