

# Loose Bead Society of Greater Milwaukee

## Bylaws

Approved October 15, 2001  
Amended November 19, 2007  
Amended September 21, 2009

### **ARTICLE I. Name**

#### Section 1

The name of this organization shall be the “Loose Bead Society of Greater Milwaukee,” referred hereafter in these bylaws as the “LBS.”

#### Section 2

A mailing address shall be maintained for the LBS.

### **ARTICLE II. Purpose**

#### Section 1

The LBS 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 2

The objectives of the LBS shall include

- A. offering educational and social programs,
- B. publishing and distributing a newsletter, and
- C. publishing and maintaining a Website to provide networking for people interested in beadwork.

### **ARTICLE III. Membership**

#### Section 1

Membership in the LBS shall be open to those who are interested in the purpose as stated in Article II.

#### Section 2

Membership in good standing is maintained by paying annual dues and representing the LBS in a positive manner.

### **ARTICLE IV. Dues and Fees**

#### Section 1

Dues are payable by the third Monday of each January.

#### Section 2

Dues shall be decided annually by the Board of Directors after review of the budget. Dues will be prorated for *new* members as determined by the Board of Directors. Reinstated members will pay the full dues for the year.

### Section 3

The fiscal year of the LBS shall begin on January 1 and end on December 31.

### Section 4

Members may be charged for special programming based on cost.

### Section 5

Fees may be charged to nonmembers based on cost.

## **ARTICLE V. Meetings and Quorum**

### Section 1

Membership meetings of the LBS shall be held on the third Monday of each month. Special programming may be scheduled at a specified time and place by the Vice President of Programs with board approval.

### Section 2

LBS business shall be conducted in accordance with *Robert's Rules of Order*.

### Section 3

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.

## **ARTICLE VI. Board of Officers**

### Section 1

The Board of Officers shall consist of a President, President-Elect, Vice President of Programs, Vice President of Special Events, Secretary, Treasurer, and Past President.

### Section 2

The President, President-Elect, and Past President shall serve one-year terms. The Vice President of Programs, Vice President of Special Events, Secretary and Treasurer shall serve two-year terms.

### Section 3

The Board of Officers shall be elected by the membership. Elections shall take place during the October meeting.

### Section 4

The coordinators of the standing committees shall be appointed and/or approved by the Board of Officers during the annual transition process.

### Section 5

Vacancies occurring in the offices of the LBS shall be filled by appointment of the Board of Directors, with the exception of the office of President, in which case the President-Elect assumes the office. In the event the President-Elect is unable to fill the presidential vacancy, the Vice President of Programs shall assume the office.

In the event the Vice President of Programs is unable to assume the office, the Vice President of Special Events shall assume the office.

In the event that the president-elect and neither vice president is able to assume the office of president, the Secretary shall organize a special election.

## Section 6

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

## **ARTICLE VII. Board of Officer Duties**

### Section 1

The President shall

- A. preside over all board and general membership meetings,
- B. serve as chief executive of the LBS and coordinate all activities,
- C. serve as official representative of the LBS, and
- D. serve as an ex-officio member of all committees, without a right to vote except to break a tie-vote.

### Section 2

The President-Elect shall

- A. assume the duties of president in the absence of the President,
- B. perform duties as assigned by the President and Board of Directors,
- C. coordinate public relations for the LBS, and
- D. automatically become President for the following year.

### Section 3

The Vice President of Programs shall

- A. assume the duties of president in the absence of the President and President-Elect, and
- B. establish a program committee to develop the monthly programs.

### Section 4

The Vice President of Special Events shall

- A. assume the duties of president in the absence of the President, President-Elect, and Vice President of Programs,
- B. establish a special events committee to organize LBS involvement in external bead-related functions, and
- C. coordinate volunteer participation at special events.

### Section 5

The Secretary shall

- A. record proceedings of board and general membership meetings, and
- B. maintain records of the LBS.

### Section 6

The Treasurer shall

- A. have charge, custody and be responsible for all funds and securities of the LBS,
- B. receive and give receipts for monies due and payable to the LBS and deposit all such monies in the name of the LBS in such banks, trusts or other financial depository(s) as selected by the LBS, and
- C. if required by the Board of Directors, give a bond for the faithful discharge for her/his duties in such sum and with such surety or sureties as the Board of Directors shall determine.

## **ARTICLE VIII. Board of Directors**

Section 1

The Board of Directors shall be comprised of all LBS officers, standing committee coordinators, and the immediate past president. Directors must be members in good standing.

#### Section 2

The actions of the Board of Directors shall always reflect positively on the LBS.

#### Section 3

The property and equipment of the LBS shall be held and managed by the Board of Directors.

#### Section 4

The Board of Directors shall meet regularly. The date, time, and place of all Board of Directors meetings shall be determined by majority decision.

#### Section 5

The Board of Directors shall hold a transition meeting to orient new board members and transfer necessary records.

#### Section 6

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

#### Section 7

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

#### Section 8

The Board of Directors shall review the dues annually during the budget process.

#### Section 9

A manual, or operating guidelines, shall be kept to document and guide the day-to-day workings of the LBS.

#### Section 10

All officers and committee coordinators shall maintain records in accordance with the operating guidelines of the LBS.

#### Section 11

All officers and committee coordinators, upon leaving office, shall deliver to their successors all monies, accounts, records, books, papers or other property belonging to LBS within one month of leaving office.

#### Section 12

Any board member who misses more than 25 percent of meetings in a twelve month period—including both general meetings and board meetings—may be replaced at the discretion of the Board of Directors.

### **ARTICLE IX. Committees**

#### Section 1

Committee members must be members in good standing.

#### Section 2

Ad hoc committees shall be developed as needed.

### Section 3

The standing committees shall be Membership, Newsletter, Website, and Community Service.

### Section 4

The standing committee coordinators shall serve two-year terms. Two consecutive terms may be served. The outgoing coordinator shall serve as a mentor for the first three months of the transition.

### Section 5

Committee coordinators may establish committees when deemed necessary.

## **ARTICLE X. Standing Committee Coordinator Duties**

### Section 1

The Membership Coordinator shall

- A. serve as a member of the Board of Directors,
- B. keep and maintain membership records, and
- C. recruit, promote and facilitate membership.

### Section 2

The Newsletter Coordinator shall

- A. serve as a member of the Board of Directors, and
- B. prepare, publish and distribute the LBS newsletter, at the frequency determined by the Board.

### Section 3

Website Coordinator

- A. serve as a member of the Board of Directors, and
- B. develop, maintain, and update the Website.

### Section 4

The Community Service Coordinator shall

- A. serve as a member of the Board of Directors,
- B. facilitate events and programs that provide service to the community, and
- C. ensure compliance with 501(c)3 tax status.

## **ARTICLE XI. Elections**

### Section 1

An annual election shall be held for the office of President-Elect.

The Vice President of Programs and Secretary shall be elected in even years and the Vice President of Special Events and Treasurer shall be elected in odd years.

### Section 2

The board shall form an ad hoc nominating committee in June composed of a past officer in good standing, membership coordinator, two members in good standing, and the President (ex officio). The nominating committee shall present a slate of officers at the September membership meeting.

### Section 3

The list of officer candidates shall be presented at the September general membership meeting; the slate of officers shall be read at the October annual business meeting, at which time nominations may also be taken from the floor with prior approval of the nominee.

#### Section 4

The election shall be conducted by secret ballot of members in good standing present at the October annual business meeting. No proxies shall be allowed. Ballots shall be counted by the Membership Coordinator.

#### Section 5

The terms of all officers shall begin on January 1.

### **ARTICLE XII. Amendments**

#### Section 1

An amendment to the bylaws may be proposed by any member in good standing at any time.

#### Section 2

A proposed amendment must be submitted in writing to the Secretary and read to the general membership at any regular membership meeting. After review by the board or a board-appointed committee, the proposed amendment shall be voted on at the next regular membership meeting. The vote shall occur as defined in Article V Section 3.

#### Section 3

As much publicity as possible by current communication methods should be given to any proposed amendments to the bylaws to ensure that all members are given an opportunity to vote.

### **ARTICLE XIII. Finances**

#### Section 1

The revenue and expenditures of the LBS shall be recorded in accordance with good business practices.

- A. All revenues shall be identified by type, i.e.: membership dues, newsletter advertising.
- B. All expenditures must be documented by an invoice or voucher identifying the purpose of the expenditure.

#### Section 2

No proceeds of any type shall benefit any one member.

#### Section 3

The budget for the upcoming year shall be presented at the transition meeting.

### **ARTICLE XIV. Dissolution**

In the event of dissolution, all assets shall be liquidated and distributed intact to such organizations approved by the Board of Directors and per Internal Revenue Code.