

By-Laws of the Mat-Su Valley Bead Society

Approved by the general membership November 2, 2000

Amended September 6, 2001 (Article IV, Section 5)

Amended May 4, 2006 (Article IVX)

Amended March & April, 2008

ARTICLE I: NAME The name of this organization shall be MAT-SU VALLEY BEAD SOCIETY.

ARTICLE II: OBJECT The objectives of the MSVBS shall be dedicated to the enjoyment and study of beads and beadwork, sharing that information with others in the community, and donating to selected needy, charitable organizations.

ARTICLE III: MEMBERSHIP

Section 1.

- a. Membership shall be open to all persons who are at least 14 years old and interested in the objectives of the MSVBS.
- b. Membership shall be on an individual basis.
- c. Any person shall become a member upon presentation of an application and dues to the treasurer on an annual basis.
- d. Dues shall be \$25.00 per membership year.
- d. The one-time prorated membership for new members who join after December 31 will be one-half the annual membership.

ARTICLE IV: MEETINGS

Section 1. General meetings shall be held at a time and place designated by the President or representative.

Section 2. Fifteen percent (15%) of the membership shall constitute a quorum at a general meeting. Decisions are to be made by a majority vote unless otherwise specified.

Section 3. The secretary will verify that a quorum is present prior to voting.

Section 4. Meetings will be held September through May.

Section 5. The executive board shall meet in August prior to the first meeting of the year to determine tentative meeting programs and a proposed budget; this will help to facilitate the transition and understanding of duties for the new officers. Otherwise it will meet as needed.

ARTICLE V: OFFICERS

Section 1. The elected officers shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Job descriptions for appointed officers shall be provided by the President.

Section 3. Any temporary/permanent officers deemed necessary by the elected officers shall be appointed by the President.

Section 4. Offices vacated during an elected term will be filled by election from the general membership. Officers who resign their positions may not be re-elected to the same or another position during that membership year.

Section 5. Candidates for office should be active members who have attended meetings regularly (at least 3 of the past 5 meetings) and participated in a variety of society activities.

ARTICLE VI: ELECTIONS

Section 1.

- a. Officers shall be elected at a general meeting to serve for one membership year. The membership year is June 1 to May 31 with meetings running from September to May.
- b. A majority vote of the quorum present shall constitute an election, to be held at the last general meeting of the membership year.

- c. There may be a Nominating Committee appointed by the President, who shall prepare a list of candidates for the elected offices, and present the slate to the membership in the newsletter prior to the election.
- d. Nominations may be made from the floor.
 1. A pro-tem Elections Committee shall prepare ballots for voting when needed.
 2. Officers shall assume their duties one month following the election.

ARTICLE VII: DUTIES OF ELECTED OFFICERS

Section 1. Elected officers shall serve a term of one membership year.

Section 2. The **President** shall:

- a. Preside at all the general and executive board meetings.
- b. Appoint the permanent/temporary appointed officers with the approval of the elected officers and provide said officers with appropriate job descriptions.
- c. Appoint special committees as needed.
- d. Co-sign warrants for payment of money from the treasury, if necessary.
- e. Be ex-officio member of all committees except the Nominating Committee.

Section 3. The **Vice-President** shall:

- a. Assume the duties of the President in his/her absence.
- b. Carry out other duties as assigned.

Section 4. The **Secretary** shall:

- a. Record the proceedings of all MSVBS general and executive board Meetings.
- b. Have minutes of the executive board meetings available at all general meetings.
- c. Send a copy of each meeting's minutes to the President.
- d. Keep copies of the By-Laws including amendments.
- e. Keep copies of available job descriptions as described in this document.
- f. Conduct the general correspondence of MSVBS, including mailing membership materials to new members.
- g. Replace the President and Vice President in the event that both should be absent from a meeting.
- h. Work with the Treasurer to maintain current membership records.

Section 5. The **Treasurer** shall:

- a. Record and maintain all financial transactions of MSVBS in accordance with good business practice.
- b. Work with the Secretary to maintain current membership records.
- c. Pay bills promptly and reimburse authorized expenditures incurred on behalf of MSVBS.
- d. Submit a financial report of all monthly transactions at each executive board meeting and at each general meeting.
- e. Submit an annual report at the May meeting consisting of summary of budget, and an itemized list of all expenditures.

Section 6. The elected and appointed officers shall assist the President in accomplishing the objective of the MSVBS and shall deliver to their successors all materials pertaining to their offices and any other society property in their possession.

ARTICLE VIII: EXECUTIVE BOARD

Section 1. The Executive board shall consist of the elected officers and the immediate Past-President (who shall continue on the Executive board for one year following her term in office). Because of the prior experience and knowledge, the past president should be included in **any** scheduled meeting of the elected officers unless the past president declines to participate.

Section 2. A quorum is 50% of the Executive Board.

Section 3. Offices vacated during an elected term will be filled by election from the general membership. Officers who resign their positions may not be re-elected to the same or

another position during that membership year.

ARTICLE IX: COMMITTEES

Section 1. Standing committees shall be any such as necessary for the smooth operation of the MSVBS business.

Section 2. Special committees shall be appointed by the President.

ARTICLE X: PUBLICATIONS

Section 1. A newsletter shall be published for the purpose of announcing future programs, informing members of business from executive, general and committee meetings, and providing articles of pertinent general information, education and interest.

ARTICLE XI: FINANCES

Section 1. The receipts and expenditures of the MSVBS shall be recorded in accordance with good business practices.

a. All receipts shall be identified by source.

b. All expenditures shall be documented by a bill or a voucher.

c. All expenditures require signature by President and Treasurer, or appointed designees in their absence.

Section 2. Officers and committee chairpersons may make expenditures up to their budgetary limits without prior approval by the President.

Section 3. An annual financial report shall be prepared for the general meeting in May by the outgoing Treasurer, detailing the receipts and expenditures for the previous year. This report shall be presented at the Executive Board meeting and published in the next newsletter. The Secretary shall maintain a file of all MSVBS financial reports.

Section 4. The annual budget shall be prepared by the incoming Executive Board prior to the first General meeting, published in the newsletter, and submitted for approval by the membership at the first General meeting. The budget should indicate as far as possible, projected expenditures. If this budget needs to be altered, a majority vote of the general membership may do so.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert 's Rules of Order shall govern the proceedings not herein provided for.

ARTICLE XIII: AMENDMENTS

Section 1. These By-Laws may be amended by a two-thirds (2/3) vote of a quorum at any regular general meeting, provided the amendment was submitted in writing at the previous regular general meeting.

ARTICLE XIV: DISSOLUTION OF THE MAT-SU VALLEY BEAD SOCIETY

Section 1. Whereas the Mat-Su Valley Bead Society was founded by two people, dissolution may occur after a written ballot of the entire membership, as documented by the secretary's membership list at the previous general meeting, reveals that there are no longer two members who are willing to continue active membership in the society.

Section 2. Should there be gaming assets, they will be distributed per AAC 160.020 (a)(5), namely to a scholarship fund at Mat-Su College in Palmer, Alaska.

Section 3. All other monetary assets will be donated to a charitable organization of the membership's choosing at the time of dissolution. Any supplies will be donated to the Mat-Su College art department or library, as appropriate.