

NEW ENGLAND LACE GROUP BYLAWS

Approved June 20, 2015

I. PURPOSE

The New England Lace Group (NELG) shall promote interest in the study, history, collection and making of all varieties of lace and shall provide education programs of interest to its members and the general public. As a charter chapter of the International Organization of Lace, Inc. (IOLI), NELG also promotes the aims of IOLI.

II. MEMBERSHIP

Section 1: The payment of annual NELG dues entitles members to all NELG membership privileges including but not limited to receipt of the newsletter and voting rights on all business matters.

Section 2: The fiscal year shall run from September 1 through August 31.

Section 3: The membership year shall be a rolling 12 months, effective from the date subscription dues are received by the Treasurer/Membership Chairman. Any members not paid by December 1 may not be included in the Annual Membership List.

Section 4: The amount of annual dues shall be determined by a vote of the general membership at the Annual Meeting. Annual dues shall be paid to the Treasurer/Membership Chairman.

Section 5: Dues shall be used to cover mailing costs and pay other general operating expenses of NELG as determined by the Executive Board.

III. MEETINGS

Section 1: General meetings of NELG shall be held at least twice a year, the time and place to be determined by the Executive Board.

Section 2: For purposes of major points of business including nominations, annual reports by the Executive Board and committees, elections on designated years, approval of the budget, determination of the annual dues, and for the conduction of other business of NELG as determined by the Executive Board, a general meeting held in the Spring shall be considered the Annual Meeting.

Section 3: In order to assure the broadest representation by the general membership, at least one general meeting will be held on a Saturday at a time and place to be determined by the Executive Board.

Section 4: Locally organized branches or groups within NELG may meet as they determine.

Section 5: Notice of all general meetings, as well as all local meetings shall be listed in the newsletter. This information will also be made available to the general public as the Executive Board determines.

Section 6: At all general meetings of the NELG, a quorum shall consist of all members present at the meeting.

Section 7: Members may bring guests to all meetings. At the discretion of the Board, a guest fee may be charged.

IV. EXECUTIVE BOARD AND OFFICERS

Section 1: The Executive Board of the NELG shall consist of the following officers: President, Vice President, Treasurer/Membership Chairman, Member at Large, Clerk, Newsletter Editor, Webmaster, and Librarian. All officers of the Executive Board shall have voting privileges at Board meetings.

Section 2: The offices of President and Member at Large shall be elected at the Annual Meeting in odd-numbered years. These officers shall be elected for a term of two years commencing with the beginning of the next fiscal year. The offices of Vice President and Treasurer/Membership Chairman shall be elected at the Annual Meeting in even-numbered years. These officers shall be elected at the Annual Meeting for a term of two years commencing with the beginning of the next fiscal year.

Section 3: No officer, with the exception of the Treasurer/Membership Chairman, shall be elected and serve for more than two consecutive full terms in the same office.

Section 4: The Clerk, Newsletter Editor, Webmaster and Librarian shall be appointed by the President to serve for a term of two years commencing with the start of the next fiscal year. These offices may be extended for additional terms as deemed appropriate by the Board.

Section 5: The officers will be elected by a vote, either by hand or by voice, by members at the Annual meeting. Voting may also be by absentee ballot through the U.S. Mail, other delivery service, or electronic communication for members not attending the Annual Meeting.

Section 6: If the Presidency falls vacant, the Vice President shall become the President for the remainder of that term. Other vacancies on the Executive Board shall be filled by appointment by the President for the remainder of the term of the vacant office. In these cases, tenure does not count as a term in office under Article IV, Section 3.

Section 7: The Nominating Committee shall: (a) consist of two or three members; (b) be appointed by the Executive Board; and (c) serve for a period of one year, commencing January 1. The Nominating Committee shall propose a slate of officers as indicated in the Bylaws Article IV, Section 2. Only NELG members in good standing shall be eligible for nomination to office.

Nominations shall be published in the NELG Newsletter prior to the Annual Meeting. Nominations may also be made from the floor at the Annual Meeting with the approval of the nominee.

V. DUTIES OF THE EXECUTIVE BOARD

Section 1: The duties of the President shall be to: (a) preside at the General Meetings; (b) work with the Vice President on planning meetings and programs; (c) assist in the planning, initiation, and coordination of publicity for upcoming NELG events and activities; (d) authorize and implement formal NELG correspondence; (e) appoint needed committees; (f) call and preside at Executive Board meetings; (g) report to the membership at intervals on the well being of the group; (h) to assist the Executive Board in determining the expenditure of funds; (i) make appointments to fill vacancies on all committees and the Executive Board in accordance with these Bylaws; (j) serve as a member ex-officio of all committees with the exception of the Nominating Committee.

Section 2: The duties of the Vice President shall be to: (a) act for the President in the absence of that officer; (b) plan and coordinate NELG meetings and activities; (c) implement ideas and suggestions from the members into these programs; and (d) provide assistance with publicity for meetings and programs.

Section 3: The duties of the Member at Large shall be to: (a) represent the general membership to the Executive Board; (b) assist the Executive Board with publicity and public outreach; (c) collect, maintain, and report the records of members participating in volunteer activities; (d) provide support to, and act as liaison between, NELG demonstration coordinators and the Executive Board; and (e) report opportunities for demonstrating in the NELG newsletter.

Section 4: The duties of the Newsletter Editor shall be to: (a) publish at least four newsletters annually, including the Annual Membership List, according to the schedule approved by the Executive Board; (b) ensure that NELG activities are promoted in the newsletter; (c) publish the NELG Directory and Bylaws as directed by the Executive Board; and (d) to generally assist the Executive Board in publicity and notification of current group activities to the membership at large.

Section 5: The duties of the Treasurer/Membership Chairman shall be to: (a) collect dues and maintain a complete and accurate record of all members and their addresses;; (b) pay NELG bills and maintain the accounts of group funds; (c) submit an Annual Report for the current fiscal year, for publication in the NELG newsletter immediately prior to the Annual Meeting; (d) submit a proposed budget for the coming fiscal year to the Executive Board; (e) submit and publish additional financial reports as directed by the Executive Board; (f) maintain financial reports for all NELG-sponsored workshops and activities; (g) file legally required paperwork as mandated; and (h) provide the Annual Membership List to the NELG Newsletter Editor.

Section 6: The duties of the Librarian shall be to: (a) maintain the NELG library; (b) make the library contents available to members; (c) annually publish a list of library materials; (d) seek recommendations for acquisitions from the membership; (e) make purchases as approved by the Executive Board or the membership; and (f) report new acquisitions in the NELG newsletter.

Section 7: The duties of the Clerk shall be to: (a) record and keep minutes of all Executive Board and general membership meetings; (b) send summaries of all minutes, as approved by the President, to the NELG Newsletter Editor for publication; (c) answer general correspondence as directed by the President; and (d) submit approved amendments to the Bylaws to the Newsletter Editor for publication in the next newsletter.

Section 8: The duties of the Webmaster shall be: (a) maintenance of the NELG website, e-mail accounts and social media pages, (b) familiarizing new Board member with website, e-mail access, and responsibilities pertaining to these, (c) maintaining subscriptions/access for all affiliated service for the website such as domain registration, domain host, and tools necessary for maintenance. (d) updating the website content to keep it current such as to announce new events and event registrations, and (e) generating ad hoc reports as required.

Section 9: (a) The duties of the Executive Board shall be to: (a) review the budget for the coming fiscal year after it has been presented by the Treasurer/Membership Chairman; (b) recommend the amount of the dues to the Annual Meeting for approval; (c) appoint a nominating committee in accordance with Article IV, Section 7 of these bylaws; (d) make other appointments as needed to carry out their responsibilities; and (e) be responsible for publicity and public outreach.

VI. EXPENDITURES

Section 1: Expenditures of up to \$100.00 annually may be authorized by the President. In the case of an emergency, additional funds may be authorized by the President in cooperation with the Executive Board.

Section 2: Expenditures of up to \$500.00 annually may be authorized by majority vote of the Executive Board.

Section 3: Additional expenditures must be authorized by a majority vote of the members present at a general meeting.

Section 4: All fees for workshops and special interest activities and events shall be segregated from the Treasury until all bills for that activity have been paid. A written financial report shall be filed by the respective coordinator or chairperson at the conclusion of each activity or workshop.

Section 5: The disposition of monies collected in excess of the cost of a workshop or special activity shall be determined on a case by case basis by the workshop or activity organizer in cooperation with a majority vote of the Executive Board.

Section 6: The disposition of such excess funds may be (a) as a refund to the activity participants; or (b) as a contribution to a fund to be used to defray the cost of additional workshops, teachers or special activities for the general benefit of the membership at large.

VII. AMENDMENTS

These Bylaws may be amended by a majority vote of the members present at a general meeting. Voting may also be by absentee ballot through the U.S. Mail, other delivery service, or electronic communication. Notification of amendments shall be made in writing to all members at least 30 days before voting can take place. Amendments to these Bylaws shall take effect immediately. The date of the Amended Bylaws shall be recorded in the Bylaws. Bylaws may not be amended from the floor of the meeting if the meaning of the amendment will be changed. Approved amendments will be published in the next NELG newsletter.

VIII. DISSOLUTION

Section 1: The NELG may be dissolved by a majority vote of the members in good standing attending a general meeting following announcement by mail of the proposed vote of dissolution.

Section 2: All assets and funds shall be distributed to another non-profit lace group or organization as determined by the Executive Board.

Section 3: In the event of dissolution, the IOLI charter and President's pin must be returned to IOLI.

IX. VOTING

Section 1: Only members of NELG in good standing may vote.

Section 2: Voting may be by hand, voice or secret ballot or by absentee ballots through the U.S. Mail, other delivery service, or electronic communication as indicated in these Bylaws.

Section 3: Absentee ballots shall be received and verified by the Clerk no later than the day before the vote is to be taken. Absentee ballots shall be counted after the floor vote if there is a floor vote taken. If a member votes by absentee ballot and then attends the meeting they may withdraw their absentee ballot without prejudice. Nominations may be made by absentee ballot or as specified in Article IV, Section 7, of these bylaws.