

San Antonio Bead Society Bylaws

Article 1 – Name, Purpose, Policy, and Fiscal Year

- 1.1 The name of this organization shall be the San Antonio Bead Society (SABS).
- 1.2 The purpose of this organization is: “To promote the education and enjoyment of beading, jewelry and items of adornment and decoration.”
- 1.3 This organization shall be a 501(C)(6) “Not for profit” organization.
- 1.4 The property of this organization is dedicated to non-profit purposes and its activities will be directed to the improvement of the beading community. No part of the net income or assets of this organization shall ever benefit any officer or any member or any private persons as stated in the IRS-IRC Inurnment “Benefits to members general rules”.
- 1.5 The business year shall be from January 1st through December 31st of each calendar year.

Article 2 – Membership and Dues

- 2.1 Any person who supports the purpose of this organization may become a member upon application and payment of dues.
 - A. No discrimination shall be made regarding race, disability, gender identity, creed, sex, national origin, orientation, or religion.
 - B. All reasonable means of protecting the privacy of a member’s personal information will be used. Membership lists will be handled by board members only.
- 2.2 The annual dues shall be set and may be revised by the board of directors while reviewing the budget for the next year. The annual dues shall be payable by January 31st of each year.
- 2.3 Guests will be welcome to attend two open meetings after which membership will be required.

Article 3 – Membership Meetings

- 3.1 The organization shall meet the second Wednesday of each calendar month unless otherwise changed by the Board of Directors.
- 3.2 The regular November meeting shall be known as the annual business meeting and in an election year shall be for the purpose of installing the Elected Officers.
- 3.3 A quorum shall consist of at least fifteen (15%) percent of the paid members, including three officers.

Article 4 – The Board of Directors

- 4.1** The Board of Directors shall be comprised of the Elected Officers and the voting Committee Chairs.
- 4.2** The Elected Officers of the organization shall consist of the President, Vice President, Secretary, and Treasurer. The Officers shall serve a term of two years.
- 4.3** No member shall hold more than one elected office or voting board position at a time.
- 4.4** In the event a proposed slate cannot be presented, the current board may be asked to extend up to six months, with a majority of membership approval, while the search for nominees continues.
- 4.5** The Board of Directors shall meet monthly during the calendar year. The Board of Directors shall set the agenda, conduct the business of the organization, and ensure compliance with regulatory authorities. Additional meetings shall be called as necessary.
- 4.6** Voting members of the board of directors shall attend ten monthly board meetings and the general meetings. Absences may be excused for reasons including but not limited to the death of a family member, medical reasons, and/or employment conflict. In the case of an absence the board member should contact the President or Secretary to give notice of their absence and prepare a written report of their respective responsibilities to be turned in before the monthly meeting. Board members will be replaced if unexcused absences exceed the stipulated minimum requirements.
- 4.7** Any non-budgeted expense between the amounts of \$1-\$499 will be approved by the Board of Directors. The board of directors will need a vote of approval of the general membership for any non-budgeted expense over \$500.00.
- 4.8** The Board of Directors shall annually prepare and approve a budget covering the needs of the organization and present it in the first quarter of each year to the Membership.
- 4.9** If the Board of Directors or the membership should choose to engage an independent auditor to review the records, the independent auditor shall be selected by the President and approved by the board of directors. The independent auditor shall not be a member of the organization.
- 4.10** A quorum will be a simple majority (1 more than 50%) of the filled voting board positions.
- 4.11** A written or digital signed proxy from a voting board member may be given to a non-voting board member for a specific meeting. The proxy shall include the name of both parties and the date of the meeting.

Article 5 - Officers Duties and Responsibilities

- 5.1** Detailed Job descriptions for elected officers shall be attachments to the bylaws.
- 5.2** The President shall preside at all meetings of the organization and shall have the authority to call meetings of the board of directors at a time and date convenient to the majority of the board members. The President shall appoint the Committee Chairs.
- 5.3** The Vice President shall assume the duties of the President in the absence of the President and permanently fill the Presidents position if vacated before the expiration of the Presidents term. The Vice President shall assist the President in all capacities and be familiar with all committee functions and projects related to the organization.
- 5.4** The Secretary shall take the minutes of the meetings. The Secretary shall maintain on file the minutes of all meetings. In the event of both the President and Vice Presidents absence, the Secretary shall preside at the regular meeting. The Secretary shall forward the minutes of the Board and General membership meetings to the board of directors for review within two weeks of the general membership meeting. If the secretary is absent from a meeting the President may appoint a member to substitute as Secretary for that meeting.
- 5.5** The Treasurer shall receive all funds and pay all bills on behalf of the organization. The Treasurer shall keep accurate and current records, establish and maintain appropriate bank accounts for all funds of the organization, and prepare monthly reports for the board of directors' meetings. The Treasurer shall prepare an annual written report for the general membership. The Treasurer shall serve on the budget committee which prepares the annual operating budget. The Treasurer shall arrange for an annual audit of the financial records and submit the report of the audit to the membership. The Treasurer shall prepare an annual report at the end of the fiscal year.
- 5.6** In the event of a vacancy in an elected office other than the President, a special election will be held to fill the office(s) for the remainder of the unexpired term. Vacancies in Committee chairs will be filled by appointment by the President.

Article 6 – Committees (detailed job descriptions shall be attached to the bylaws)

- 6.1** The President shall appoint the following voting and non-voting committees. The President may form any special committees necessary to carry out the needs of the membership on an as needed basis.

Voting Committees:

Parliamentarian

Membership Committee Chair shall be responsible for functions related to recruitment and retention of members.

Communications Chair shall be responsible for coordinating the various aspects of the digital and printed media of the organization.

Member at Large

Blingfest Chair and committee shall be responsible for facility arrangements, advertising, recruitment of vendors, and all other functions related to the success of Blingfest.

- 6.2** Detailed job descriptions for Committee Chairs shall be attached to the bylaws.

Article 7 – Nominations and Elections

- 7.1** At the regular Board of Directors meeting in July of an election year, a nominating committee of three members shall be appointed.
- 7.2** At the regular General Membership meeting in August of an election year, a slate of officers shall be presented.
- 7.3** At the regular General Membership meeting in September of an election year, officers shall be elected.
- 7.4** Introduction and installation of the officers will take place at the General Membership meeting in November, and they shall assume their duties on January 1st

Article 8 – Governing Rules and Code of Conduct

- 8.1** Robert’s Rules of Order Newly Revised shall be the authority and govern the organization in the business procedures on all points not covered by the bylaws.
- 8.2** Members shall adhere to all standing rules and the following Code of Conduct:
- A.** All members shall treat each other with dignity and respect. Abuse such as derogatory remarks, threats, discrimination, or intimidation is unacceptable.
 - B.** If, at any SABS sponsored venue, a member is determined to be in violation of this Code of Conduct, the SABS President or highest-ranking elected officer present, may ask the member to leave the venue.
 - C.** The board will review the Code of Conduct violations and determine the consequences up to and including loss of membership.
 - D.** The accused member may appeal, the President shall appoint an ad hoc Appeal Committee from the general membership to review the appeal. The decision of the Appeal Committee shall be final.

Article 9 - Amendments

9.1 The bylaws may be revised, amended or new bylaws adopted at any regular meeting of the members of the organization in accordance with the following procedures:

9.1.1 The bylaws committee must recommend the proposed amendment(s).

9.1.2 The bylaws committee must present bylaws to the board members for approval.

9.1.3 The bylaws committee must circulate proposed amendments to the membership at least four weeks prior to the meeting in which the action is to be taken.

9.1.4 The amendment(s) shall be considered passed if it receives affirmative votes of two-thirds of the members present. A quorum shall be necessary for all ratification of amendments.

Article 10 – Dissolution

10.1 The organization may be dissolved by a vote of 50%+1 of the members present at the Dissolution meeting. The dissolution meeting will be scheduled by the Board of Directors and notice will be given to active paid members of SABS at least 14 days in advance. In the event of dissolution of this entity, the Board of Directors will distribute funds and property in their entirety to a successor organization with the same purpose. If there is no successor organization, funds and property will be distributed to one or more organizations exempt under Section 501(C)(6) of the Internal Revenue Code or to a governmental entity.

Adoption and Revision History:

First Adoption January 9, 2013

September 10, 2014 bylaws amended by vote to include Code of Conduct

November 11, 2015, bylaws amended to include privacy issue.

March 13, 2019, bylaws amended and accepted by membership.

June 12, 2024, bylaws amended by vote and accepted by membership.