

# **GLASS GATHERING OFFICIAL BYLAWS**

## **ARTICLE I. – NAME**

The name of this organization shall be Glass Gathering hereinafter referred to as the Gathering.

## **ARTICLE II. – OBJECTIVES**

### **Section 1. THE OBJECTIVES OF THE GATHERING SHALL BE:**

- A. To support and promote artisans in all mediums of glass art.
- B. To function as a recognized organization of distinction and to conduct its affairs in a manner that will reflect credit upon its image and craft.
- C. To maintain the highest possible standards for excellence in craftsmanship, integrity, and business practices.
- D. To provide facilities offering active membership participation, extensive craft training, organizational and craft related information, and trade consulting and documentary service.

## **ARTICLE III. – MEMBERSHIP**

### **Section 1. APPLICATION FOR MEMBERSHIP**

- A. Membership in the Gathering shall be open on a non-discriminatory basis to all professional artisans, hobbyists, and craft suppliers/manufacturers who are interested in supporting art glass mediums, who pay dues at rates established by the group, and who abide by the regulations and standing rules of the organization.
- B. All applicants shall be persons interested in or actively designing and/or manufacturing stained and/or decorative art glass products and whose general reputation for integrity, financial responsibility, business practices, and quality of craftsmanship have been appraised to be such as to reflect credit upon the organization.

### **Section 2. RIGHTS, PRIVILEGES, AND REGULATIONS OF MEMBERSHIP**

#### **A. Rights and Privileges**

1. The opportunity to share in all the benefits of all marketing and educational programs of the organization.
2. An invitation to attend all general membership meetings and specially called meetings.
3. A listing in the Membership Directory.
4. Copies of any informational data distributed to the membership.
5. Members in good standing are eligible to participate in the Annual Membership Exhibition.
6. Members in good standing and present at any of the general meetings shall be eligible to vote on any issue that is brought before the membership in the general meeting or brought before the membership by e-mail.
7. E-mail notification of general membership meetings.
8. Members, if qualified, shall be eligible for elective office.

9. Elected members of the Board may participate as a member of any committee except the Nominating Committee.

## **B. Resignation**

1. A member in good standing may resign by sending a letter of resignation to the Executive Secretary.
2. A resigning member will forfeit their remaining membership dues at the time of their resignation.

## **C. Ethics Violations**

1. The General Membership will elect an Ethics Director who is a non-voting member of the Executive Board to receive all complaints of violations of Glass Gathering's Bylaws, rules and regulations as adopted by the Gathering.
2. The Ethics Director will conduct confidential, independent, and impartial inquiries into alleged violations brought to his/her attention by a member of the Gathering.
3. The Ethics Director will submit the findings of all investigations and recommendations of actions to be taken by the Executive Board.
4. All ethics violations and disciplinary actions shall be conducted according to Robert's Rules of Order Newly Revised 11<sup>th</sup> Edition.
5. A suspension or revocation of membership will require a majority vote by the Executive Board.
6. A member who is suspended will have pro-rated dues returned to them effective on the date of notification of suspension.
7. Appeal Process – A member who is suspended or has had their membership revoked may appeal to the Ethics Director and Executive Board for review and resolution.

## **ARTICLE IV. – ATTENDANCE**

- A.** All members are encouraged to participate in the Gathering's general meetings to remain in good standing.
- B.** Guests are always welcome.
- C.** Non-members are allowed to attend two general meetings of the Gathering and thereafter must become members to attend any additional meetings.
- D.** Non-members attending demonstrations or field trips must pay a fee determined by the Executive Board to be fair to the attending person and the general membership. This fee will be between \$10.00 to \$20.00 per person per visit.
- E.** All Gathering field trips, demonstrations, and other special meetings shall be available to members in good standing before non-members will be admitted.

## **ARTICLE V. – DUES AND FINANCE**

### **Section 1. - ANNUAL DUES**

- A.** Individual Dues shall be \$35.00, Student \$20.00
- B.** Individual Member and one other family member shall be \$45.00

- C. Honorary membership will be given to the owner of Harmony Stained Glass for generously allowing the Gathering to meet there.

## Section 2. - DUES

- A. Dues shall be due and payable to the Treasurer in January. Dues not received by the March meeting will be considered delinquent.
- B. If dues are not received by April, the member will no longer be in good standing and will be removed from the Member Directory and website.
- C. New members joining after July will pay 50% of dues for remainder of the fiscal year.
- D. The amount of dues and additional fees will be determined by the majority vote at any general membership meeting.

## Section 3. - AUDIT

The financial records may be audited at any time at the request of the Executive Board by a Certified Public Accountant approved by the Executive Board.

## Section 4. - INCIDENTAL EXPENDITURE

- A. Upon receiving verification of available funds from the Treasurer, the Executive Board shall be empowered to authorize any incidental expenditure deemed to be in the interest of the Gathering.
- B. All checks for expenses must be presented to the Board by the Treasurer and signed by one of the three officers with signatory authority. Signatory authority is bestowed upon those holding the offices of President, Vice President, and Treasurer.

## Section 5. – FISCAL YEAR

The Fiscal Year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

# **ARTICLE VI. – OFFICERS**

## Section 1. OFFICERS

The elected officers shall be a President, Vice President, Secretary, and Treasurer. In addition, an Ethics Officer will be elected to the board as a non-voting member.

## Section 2. QUALIFICATIONS

To be eligible for election as an Officer, an active member must be in good standing and shall have held membership for at least one year.

## Section 3. TERM OF OFFICE

- A. Officers shall be elected for a term of two years or until the next regularly scheduled election.
- B. No member shall hold more than one office at a time.

## Section 4. VACANCY OF OFFICE

- A. The Vice President shall fill a vacancy in the office of the President for the unexpired term.

- B. A vacancy in any other office shall be filled by an election at a general membership meeting. The membership shall be notified in advance that this election will take place. A vacancy will be announced at the next general membership meeting, with election to be held at the following meeting.
- C. A temporary absence of one of the Officers, other than the President, shall be filled by a volunteer at the general meeting.

## Section 5. DUTIES OF OFFICERS

### A. The President shall:

1. Be the chief executive officer and official representative of Glass Gathering.
2. Preside at all General Membership and Executive Board Meetings and have general supervision of the affairs of the Gathering.
3. Perform duties and execute functions that pertain to the office to the best of his/her ability.
4. Sign all contracts and instruments that have been properly authorized and accepted by the Executive Board.
5. Report on the general condition of the affairs of the Gathering to the Executive Board and membership at general membership meetings.
6. Have the power to sign checks for the Gathering's expenses and payments.

### B. The Vice President shall:

1. Assume and perform the duties of the President during his/her absence or disability.
2. Be responsible for arranging the meeting programs.
3. Inform membership of upcoming meetings.
4. Perform all duties and assignments as directed by the President.
5. Succeed to the office of President for the unexpired term in the event of a vacancy in that office.
6. The Vice President shall have check signing authority.

### C. The Treasurer shall:

1. The Treasurer shall oversee the custody of all Gathering funds, shall oversee the property belonging to the Gathering, and shall oversee the keeping of full and accurate accounts of all receipts, disbursements, and members in good standing.
2. Perform all duties and assignments as directed by the President.
3. The Treasurer shall have the power to sign checks for the Gathering's expenses and payments.

### D. The Secretary shall:

1. Record minutes of all Executive Board, Special, and General Membership Meetings.
2. Be responsible for the mailing or emailing of minutes and all other relevant information to the membership in a timely manner.
3. Maintain a roster of members.
4. Be responsible for giving notices in accordance with these bylaws or as required by law.
5. Perform all duties and assignments as directed by the President.

### E. The Ethics Officer shall:

1. Receive all complaints of violations of the Gathering bylaws, rules, and regulations adopted by the Gathering.

2. Conduct confidential, independent, and impartial inquiries into alleged violations of Bylaws or complaints of misconduct brought to his/her attention by a member of the organization.
3. Convene a committee and act as chairperson for any ethics violations deemed to require extensive Bylaw interpretation.
4. Submit findings of all investigations and recommendations of actions to the Executive Board.
5. Act as mediator in conflict resolution for the organization.
6. Perform all duties and assignments as directed by the President.

## **ARTICLE VII. – NOMINATIONS AND ELECTIONS**

Section 1. **NOMINATIONS.** A nomination committee of two members who are not members of the Executive Board will serve for a term of one year.

- A. **DUTIES.** The Nominating Committee shall consider the qualifications of all candidates proposed by members or by the members of the Nominating Committee.
- B. **REPORT.** The Nominating Committee shall submit nominations for each office to be filled. The report of the committee shall be presented at the September general membership meeting where additional nominations may be made from the floor. All nominations must have the consent of the nominee.
- C. **ELECTION.** The Nominating Committee shall direct the election.

### **Section 2. ELECTIONS**

- A. Election of officers shall be by ballot at the September General Membership Meeting.
- B. A majority of all votes cast for a particular office shall elect.
- C. There shall be no proxy voting.
- D. Officers will be trained from October to December and assume their duties on January 1.
- E. If there are no nominations from the membership in addition to those presented for nomination by the Nominating Committee, a vote may be taken without a prepared printed ballot.

## **ARTICLE VIII. – MEETINGS**

### **Section 1. GENERAL MEMBERSHIP MEETINGS**

- A. General Membership Meetings will be held the second Saturday of every month at Harmony Stained Glass in Pasadena, Texas or at another location agreed upon by the membership.
- B. All general business will be conducted at this meeting.
- C. The membership will be advised via email of the time/date of the meeting.
- D. If a member desires to be on the agenda, the President will need to be contacted three days prior to the meeting, and if needed, the subject will be reviewed and approved at the discretion of the Executive Board.

### **Section 2. SPECIAL MEETINGS**

A Special Meeting of the Gathering shall be called upon a two-thirds (2/3) vote of the Executive Board taken at a meeting, by email or telephone conference. Then all members should be notified of the Special Meeting by email.

### Section 3. QUORUM

A quorum for the transaction of business at any general meeting shall be a minimum of 30% of the membership. A quorum having been established at the beginning of the meeting shall be considered a quorum throughout.

### Section 4. VOTING

No member shall vote in more than one capacity and there shall be no proxy voting.

### Section 5.

In case of emergency or meeting cancelation, members will be notified via email or telephone.

### Section 6. EXECUTIVE MEETINGS

- A. Executive Board Meetings will be held on an as needed basis.
- B. The extended planning sessions will be held in December (a joint meeting of outgoing and incoming officers) and in August.
- C. A majority of members shall constitute a quorum of the Executive Board.

## **ARTICLE IX. ACTION TEAMS**

### Section 1. CLASSIFICATION AND DUTIES

- A. Action Teams of the organization shall be established at a General Membership Meeting for the current year or until the project is complete.
- B. All Action Teams will be lead by a Chairperson who will present a project report at General Membership Meetings as necessary.
- C. Each Action Team will present a proposed budget at a General Membership Meeting. All proposed budgets must be voted on and approved by a majority at the meeting.

### Section 2. APPOINTMENT

The Chairperson of an Action Team may be an appointed position. A team member may also volunteer for the position.

Section 3. The President shall be an ex-officio member of all Action Teams except the Nominating Committee.

## **ARTICLE X. WEB SITE**

The organization will maintain an official web site. The Executive Board will determine the content and guidelines of the web site.

## **ARTICLE XI. DISSOLUTION**

Upon the dissolution of Glass Gathering, the Executive Board, with the approval of the general membership, shall, after making provision for the payment of all its liabilities, distribute all remaining funds back to the membership or as the membership so chooses.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised 11<sup>th</sup> Edition shall govern the proceedings of Glass Gathering in all cases not provided for in the bylaws.

## **ARTICLE XIII. AMENDMENT**

These bylaws may be amended at any general membership meeting by a two-thirds (2/3) vote, provided the amendment has been submitted in writing to all voting members at least two weeks prior to a general membership meeting at which voting on such proposal is to take place.

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