

**EXECUTIVE BRANCH, MARYLAND CHAPTER OF
AMERICAN NEEDLEPOINT GUILD, INC.
BYLAWS**

ARTICLE I -- Name

The name of this organization shall be Executive Branch, Maryland Chapter of American Needlepoint Guild, Inc. (ANG).

ARTICLE II -- Object

Section 1. The object and purpose of this non-profit Chapter is exclusively for education and cultural development through participation in and encouragement of interest in the art of needlepoint as defined by ANG. This Chapter is intended to be a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

Section 2. The object of this Chapter shall be promoted through personal contact, communications, meetings and exhibitions of needlepoint.

ARTICLE III -- Members

Section 1. Any person who subscribes to the objectives of this Chapter may become a member, subject to compliance with the provisions of these bylaws. This Chapter is non-discriminatory as to race, color, sex, religion or national origin.

Section 2. Members in good standing shall have all the obligations and privileges of membership including the rights to take part in debate, make motions, vote, and hold office.

Section 3. A member in good standing upholds the objectives of the organization and is current in payment of ANG dues, Chapter dues and any other fees which may be due to either ANG or the Chapter.

ARTICLE IV -- Finances

Section 1. The fiscal year of this Chapter shall be from May 1 of each calendar year through April 30 of the following year.

Section 2. Annual dues for Chapter membership shall be set by the Chapter Board of Directors with approval of the membership, and national dues for ANG membership shall be set by the ANG Board of Directors.

Section 3. Chapter dues shall be paid to the Chapter Treasurer, 60 days prior to the anniversary date of the member joining the Chapter and shall be delinquent on that anniversary date.

Section 4. National ANG dues shall be paid directly to the Guild membership office by the date listed on the dues notice. National dues must be paid before Chapter membership is valid.

ARTICLE V -- Officers and Elections

Section 1. Officers

- A. The elected officers of the Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
- B. Officers shall be elected biannually by ballot at the May meeting.
- C. No member shall hold more than one office at a time.
- D. No member shall be eligible to serve more than two consecutive terms in the same office.
- E. Write-in candidates are permitted.
- F. A majority vote of those in attendance and voting at the Annual meeting shall constitute election to office.
- G. Elected officers shall assume their official duties in June and shall serve for a term of two years or until the election of their successors.

H. The Vice President shall assume the responsibilities of the President in the absence of the President.

Section 2. Vacancies in office

A vacancy in any elected office, other than the President shall be filled for the unexpired term by a majority vote of the Board of Directors on a recommendation of the remaining elected officers.

Section 3. Method for submitting resignations

An officer, unable or unwilling to complete the term of office, shall submit a signed letter of resignation to the Board of Directors. The resignation will become effective on the date the Board accepts the resignation. The letter of resignation and date of its acceptance shall be recorded in the Board of Director's minutes.

Section 4. Nominations

- A. A Nominating Committee shall be composed of three (3) members who shall be elected by the membership at the January meeting, and shall serve through the close of the April meeting.
- B. The Nominating Committee shall nominate one (1) eligible person for each office to be filled and shall report the names of the nominees to the membership no later than the meeting immediately prior to the annual meeting.
- C. At the annual meeting, additional nominations from the floor shall be requested. Only those persons who have signified their consent to serve if elected may be nominated.
- D. A vacancy in the Nominating Committee shall be filled by the President with the approval of the Board of Directors of the Chapter.

ARTICLE VI -- Duties of Officers

Section 1. Elected Officers

- A. All elected officers shall be voting members of the Board of Directors.
- B. The President shall:
 - (1) Preside at all meetings of the Chapter.
 - (2) Coordinate the work of the officers and committees.
 - (3) Appoint an auditing committee, not to include the Treasurer, to review the Treasurer's books annually, or whenever there is a change of Treasurer. The committee shall submit its report at the next scheduled Chapter meeting for action by the membership.
 - (4) Appoint committee chairmen, as needed, with the approval of the Board of Directors.
 - (5) Be a cosigner on the Chapter's bank account(s)
 - (6) Be an ex officio member of all committees except the Nominating Committee.
 - (7) Call meetings of the Board of Directors.
 - (8) Serve as the Chapter's Internet Representative to the National ANG, or shall appoint a member to fill this position.
 - (9) Submit all required reports to the Area Representative, the Vice President of Chapters/Areas and ANG membership office when due.
 - (10) Sign all official statements of the Chapter, all written contracts, and financial obligations.
- C. The Vice President shall:
 - (1) Be Chairman of the Program Committee.
 - (2) Be an aide to the President.
 - (3) Assume the duties of the President in the absence of the President.
- D. The Recording Secretary shall:
 - (1) Prepare the minutes of all meetings of the Chapter Membership and Board of Directors. Minutes shall be kept in binders for that purpose with one binder for the Chapter meetings and one for the Board of Directors meetings.
 - (2) Shall hold all the binders of all the Chapter meetings from previous years and turn them over to the new Secretary at the beginning of the new Secretary's term of office.
 - (3) Read the minutes of the previous Chapter meeting at Chapter meetings and read minutes of the previous Board of Directors meeting at Board of Directors meetings.
 - (4) Send communications as directed by the President, the Board of Directors, or the Membership.
 - (5) Have custody of all written reports of officers and committee chairman, and the approved Chapter bylaws.

- (6) Provide a copy of the Chapter Bylaws and Standing Rules to each new member and to all members when changes to the Bylaws or Standing Rules have been approved by the Chapter.
- E. The Corresponding Secretary shall:
- (1) Send out all notices and conduct all correspondence of the Chapter as directed by the President or the Board of Directors.
 - (2) Help with press and radio releases.
 - (3) Prepare and distribute the Chapter newsletter
- F. The Treasurer shall:
- (1) Be the custodian of all chapter funds.
 - (2) Keep a full and accurate account of receipts and expenditures.
 - (3) Pay all bills and sign all checks.
 - (4) Present a financial report at every Chapter meeting and Board of Directors meeting.
 - (5) Prepare an annual budget, with the help of the other elected officers, and present the budget to the Membership for approval, no later than the June meeting .
 - (6) Send members dues reminders at least 30 days before their Chapter dues are due.
 - (7) Maintain the chapter membership roster.
 - (8) Confirm with the ANG Membership Office that chapter members are current in their national dues.
 - (9) Require written evidence of all indebtedness incurred by committees and members, initialed in each instance by the person approving the transaction.
 - (10) Submit all financial records to the auditing committee annually.

Section 2. All officers shall perform the duties prescribed by these bylaws, special or standing rules of order which have been adopted, or by the parliamentary authority adopted by the Chapter and any additional duties assigned from time to time by the President or the Board of Directors.

ARTICLE VII -- Meetings

Section 1. Regular meetings of the Chapter shall be held on the first Saturday of each month unless otherwise ordered by the Chapter.

Section 2. The regular meeting in May shall be known as the Annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

Section 3. The August meeting shall be an open meeting of the Board of Directors during which plans for the following year shall be made.

Section 4. A special meeting of the Chapter may be called at the request of the Board of Directors or at the request of five members or 30% of the members, whichever is fewer. Except in the case of emergency a minimum of one week notice will be given to all members along with the business to be transacted at the special meeting.

Section 5. 20% of members in good standing shall constitute a quorum.

ARTICLE VIII -- Board of Directors

Section 1. The Board of Directors shall consist of the Elected Officers, the Immediate Past President, and Standing Committee Chairmen.

Section 2. The duties of the Board of Directors shall be to:

- A. Conduct the business of the Chapter between meetings of the membership
- B. Propose changes in the membership dues to the membership, as needed
- C. Promote adopted projects.

Section 3. The Board of Directors shall meet as needed. Special meetings of the Board of Directors shall be held at the request of the President or at the request of three (3) of its members.

Section 4. A majority of the voting members of the Board of Directors shall constitute a quorum.

ARTICLE IX -- Standing and Special Committees

Section 1. A. The Standing Committees of the Chapter shall be Historian, Parliamentarian, and Publicity.
B. The duties of the standing committees shall be established in the Standing Rules of the Chapter.

Section 2. Special committees as may be needed to promote the objectives of the Chapter may be established by the President, the Board of Directors or by the Membership.

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

ARTICLE X -- Dissolution

Upon dissolution of the Chapter, after paying or adequately providing for the debts and obligations of the Chapter, the remaining assets shall be distributed to ANG, an organization exempt under Section 501(c)(3) of the Internal Revenue Code or as amended hereafter. None of the funds shall revert to any individual member.

ARTICLE XI -- Parliamentary Authority

The current edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases in which they are not inconsistent with these bylaws or any special Rules of Order which have been or may be adopted.

ARTICLE XII -- Amendments

Section 1. These bylaws may be amended at any regular membership meeting of the Chapter by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment(s) have been submitted to the membership at least thirty (30) days in advance.

Section 2. No bylaws amendment affecting the object or purpose of ANG shall be permitted.

Section 3. Any bylaws amendment(s) adopted by ANG that necessitates amendment(s) to the Chapter bylaws shall automatically be incorporated in the Chapter bylaws and the membership informed of such change(s) at the next regular meeting.

Adopted by Executive Branch, Maryland Chapter on this date: _____
Silver Spring, Maryland

President's Signature _____ ANG Membership # _____

President's Address _____

President's Phone _____

President's Email _____

Approved by _____
(National ANG Bylaws Chair)

Date: _____

**EXECUTIVE BRANCH, MARYLAND CHAPTER OF
AMERICAN NEEDLEPOINT GUILD, INC.
STANDING RULES**

Meetings

1. Regular meetings shall begin at 10 a.m.
2. A member shall be assessed a fine of 25¢ for not wearing a nametag at a regular meeting.

Membership

1. The yearly dues shall be \$15.00 for chapter membership.
2. For a plural member, the Executive Branch chapter dues are due on the anniversary of their national membership.

Standing Committees

1. The Publicity Committee shall be responsible for providing information regarding Chapter activities to the general public and to interested organizations through press releases, bulletins, posters and other media.
2. The Historian shall maintain a current record of all significant events in the history of the Chapter, keeping file of photographs, published articles, exhibits, memoranda and other material which serve to document that history.
3. The Parliamentarian shall advise the presiding officer at meetings of the Chapter and on other occasions when advice is needed regarding questions of parliamentary law arising in the course of business.