

## Bylaws of the Pittsburgh Lace Group

### **Article 1. NAME.**

Section 1. The name of the group shall be the Pittsburgh Lace Group, hereafter referred to as “the Group.”

### **Article 2. PURPOSE.**

Section 1. The Group shall be a not-for-profit educational organization whose purpose is to foster and promote interest in lace and lace-making by providing a means for members to meet and exchange ideas and information, by offering demonstrations of lace-making and exhibits of lace to the general public, and by providing programs and workshops on all aspects of lace, lace-making and related topics of interest to the members, furthering the aims of the International Organization of Lace, Inc.

### **Article 3. MEMBERSHIP.**

Section 1. Membership shall be open to all individuals interested in lace, lace-making, collecting any type of lace, or the history of lace.

Section 2. Dues will be collected annually for the calendar year. Dues paid at any time from January 1 through October 31 shall be applied to membership for that calendar year and will not be prorated. Dues paid after October 31 shall be applied to membership in the following calendar year. Renewals not paid by March 15 will cause a member to be dropped from the roster for that year. The amount of dues shall be established for each year by the Board of Directors.

Section 3. A roster of all paid members shall be distributed to members who have paid the current year’s dues.

### **Article 4. DIRECTORS.**

Section 1. The business and affairs of the Group shall be managed by a Board of Directors, hereafter referred to as “the Board,” comprised of the officers and standing committee chairpersons.

Section 2. A majority number of the directors present, having constituted a quorum, shall be regarded as an act of the Board.

Section 3. Vacancies of the Board may be filled by a majority voting of the remaining directors. Each director so elected shall hold office for the remaining term of the vacancy being then filled.

### **Article 5. OFFICERS.**

Section 1. The elected officers of the Group shall be President, Secretary, Treasurer and Vice President.

Section 2. President. Subject to supervisory powers of the Board, the President shall be the chief executive officer of the Group and shall preside at all meetings, both of the Board and of the members of the Group, and shall perform such duties and exercise such powers as shall be determined from time to time by the Board.

Section 3. Secretary. The Secretary shall keep a book of Minutes of all meetings of directors and members, shall compose and distribute notices of meetings of the members, and handle other correspondence as directed by the Board.

Section 4. Treasurer. The Treasurer shall keep and maintain adequate and correct accounts of all assets and business transactions of the Group, and present a written annual report to the members at the Annual Business Meeting. The President, Secretary, Treasurer and Vice President shall be authorized to transact the Group’s financial business. Two of the four officers’ signatures shall be required for such transactions.

Section 5. Vice President. The Vice President shall chair meetings of the Board and of the members in the absence of the President. The Vice President shall also be responsible for scheduling and arranging meetings for the year. This shall include making arrangements for speakers, locations and refreshments, and providing the Secretary with the information necessary for announcements of these meetings to be mailed to the membership. The Vice President shall select members as desired, to form a committee to perform the functions above.

### **Article 6. ELECTIONS.**

Section 1. The election of officers and directors shall be held each year at the Annual Business Meeting. The Membership Committee shall present a slate of candidates chosen from the membership. Additional nominations may be received from the floor. No name shall be placed in nomination without the consent of the member.

Section 2. Officers shall be elected for a term of 2 years. Two (2) offices will be eligible for election per year, the President and Treasurer in even numbered years, and the Secretary and Vice President in odd numbered years. The Chairpersons of the committees shall be appointed by the Board.

Section 3. A separate vote shall be conducted for each office being filled. Voting will be by ballot, tallied immediately. The office shall be filled by the member obtaining plurality of attending members in good standing.

#### **Article 7. MEETINGS.**

Section 1. There will be at least eight (8) meetings a year and one (1) workshop. with other programs, all as deemed appropriate by the membership.

Section 2. The Annual Business Meeting shall be conducted on a date to be determined at the first meeting of every year, to elect officers and review the business of the Group. In addition, there shall be reports from the Treasurer and the Workshop Committee Chairperson.

Section 3. Notices of meetings shall be given to each member, either personally or by mail or other means of communication addressed to such member at the address appearing on the roster of the Group. All such notices shall be conveyed to each member not less than three (3) business days before a meeting.

Section 4. A quorum necessary for the transaction of business shall consist of a majority of the members attending a meeting of the Group after notice is given as provided in accordance herein.

#### **Article 8. COMMITTEES.**

Section 1. Committees shall be established by the Board to help conduct the business of the Group. These shall consist of the standing committees: the Membership Committee, the Workshop Committee, and any committee or committees deemed by the Board to be necessary to perform the functions of the Group.

Section 2. The Chairpersons of the standing committees shall be appointed from the general membership by the Board.

#### **Article 9. MEMBERSHIP COMMITTEE.**

Section 1. The Membership Committee shall be responsible for maintaining the membership rosters and selecting a slate of candidates for the annual election of officers.

Section 2. The Chairperson of the Membership Committee may select one or more persons from the general membership to assist in the performance of the duties of the Committee as outlined in Article 9, Section 1.

Section 3. In addition to the responsibilities set forth in Article 9, Section 1, the Membership Committee shall be responsible for soliciting and receiving applications for new membership and renewals of memberships. Dues collected in the course of performing this function shall be forwarded in a timely manner to the Treasurer.

Section 4. The Membership Committee Chairperson shall be responsible for maintaining the membership roster, which shall be distributed annually each spring to the members. The Chairperson shall also notify the Secretary monthly of any additional members in order that these new members will receive all forthcoming notices of meetings.

Section 5. The Membership Committee shall propose candidates for the offices to be elected at the Annual Business Meeting. The committee shall contact the candidates to secure their willingness to serve. All nominations or suggestions for candidacy by members shall be presented to the membership by the Membership Committee.

#### **Article 10. WORKSHOP COMMITTEE.**

Section 1. The Workshop Committee is responsible for making arrangements for workshops. This shall include making arrangements for the speaker, location and refreshments, and providing the Secretary and Treasurer with information necessary for announcement of workshops to be mailed to the membership, and monies collected

Section 2. The Workshop Committee Chairperson shall select members, as desired, to form a committee to perform the functions as set forth in Article 10, Section 1.

**Article 11. DISSOLUTION.**

Section 1. In the event of dissolution of the Group while a charter chapter of International Organization of Lace Inc. (hereafter, IOLI), the IOLI charter and president's pin shall be returned to the IOLI President accompanied by a letter of fact, and with records showing that all funds and property have been distributed to a non-profit organization under the IRS Code 501(c)3. Books, supplies and other assets of the group will be donated to another lace making group or sold and the proceeds donated to a lace making group, or non-profit organization, to be chosen by the membership.

**Article 12. EFFECTIVE DATES AND AMENDMENTS.**

Section 1. These Bylaws will become effective, subject to approval of the membership, retroactive to January 1, 1991.

Section 2. These Bylaws may be altered, amended or repealed at any time by a two-thirds affirmative vote of the Board or by the majority vote of the members at any regular meeting.