STANDARD BY-LAWS for AFFILIATED CHAPTERS

ARTICLE 1 - Name
The name of this organization shall be _______________________________Chapter of the Smocking Arts Guild of America.

ARTICLE II - Purpose
The purpose of the Smocking Arts Guild of America shall be:
To preserve and foster the art of smocking and related needlework for future generations through education, service, communication and quality workmanship.

ARTICLE III - Members
Section 1. There shall be eligible for membership in this Guild, as a "member" hereof, any person who is interested in the purpose of the organization by application and payment of dues.
Section 2. A member of a Chapter shall simultaneously be a member of the Guild.
Section 3. Members of a Chapter shall have all the rights of membership, which include receiving publications emanating from the National Executive Office, and voting on all matters at Chapter level, at Regional Seminars, at National Conventions and by mail or secure electronic ballots for the election of National Officers. Chapter members may hold office at Chapter, Regional and National levels.

ARTICLE IV - Officers
Section 1. The Chapter Board of Directors shall consist of the elected officers and as many elected Directors as the Chapter deems necessary.
Section 2. The officers of the Chapter shall be no less than a President, a Vice-President, Secretary/Treasurer.
Section 3. The term of office shall be one year. No officer shall hold the same office for more than two (2) consecutive terms.
Section 4. A vacancy in the office of President shall be filled by the Vice-President for the unexpired term. Any other vacancy on the Board of Directors shall be filled by the remaining members of the Board of Directors voting thereon by ballot.
Section 5. Any part of a term equaling or exceeding one-half (1/2) of the regular term will be considered a term in determining eligibility for re-election.

ARTICLE V - Elections
Section 1. A Nominating committee of _____ members shall be elected at the _________ meeting. The committee shall choose its own Chairman.
Section 2. At the______ meeting of the Chapter, the Nominating Committee shall submit the name of one (1) or more nominees for each officer to be elected. Nominations may also be made from the floor.
Section 3. All officers shall be elected by ballot no later than the September meeting and shall assume office in October. They shall serve for one (1) year.
Section 4. In the event there is only one (1) nominee for any office, the Secretary may be instructed to cast the ballot. Any member shall be eligible to serve as an officer.
ARTICLE VI – Meetings

Section 1. The Chapter shall meet regularly at such time and place as may be determined by the Chapter. Whenever necessary at the discretion of the Chapter Board of Directors, the date, time, and place of a regular meeting may be changed.

Section 2. Special Meetings may be called by the President or by a majority of the Chapter Board of Directors. The call for a Special Meeting shall state the business to be transacted and no business shall be transacted except that stated in the call.

Section 3. The Chapter Board of Directors shall meet as required.

Section 4. The annual Meeting of the Chapter shall be held in September, at which time Annual Reports of Officers and Committee Chairmen shall be presented. The Finance Committee report shall be given at the next meeting of the Chapter.

Section 5. The quorum for the transaction of business at any meeting of the Chapter shall be one third (1/3) of the members thereof. A quorum for the Chapter Board of Directors meeting shall be a majority of the Directors thereof.

ARTICLE VII – Dues

Section 1. Each Chapter member shall pay an annual Chapter Dues of $________ which shall be payable on the acceptance of membership and thereafter on _______.

ARTICLE VIII – Duties of Officers

Section 1. The President shall preside at all meetings and serve as Chairman of the Chapter Board of Directors. She shall call regular meetings of the Chapter Board of Directors and such Special Meetings of the Chapter Board of Directors as may become necessary. She shall appoint all Standing and Special Committees (with the exception of the Nominating Committee), and designate the chairmen thereof. She shall cause to be sent all IRS forms and membership lists, and such other information as requested by the National Board of Directors or the National Executive Office.

Section 2. The Vice-President shall perform the duties of the President in her absence and succeed to the office of President if that office becomes vacant.

Section 3. The Secretary shall be responsible for the permanent records of the Chapter including minutes of all regular and Special Meetings of the Chapter and the Chapter Board of Directors. She shall keep a current roster of the Chapter membership and perform such duties as may be requested by the President or by the Chapter Board of Directors.

Section 4. The Treasurer shall be custodian of all funds: pay bills authorized by the Chapter Board of Directors; keep an itemized account of receipts and disbursements; present a written report at regular meetings of the Chapter and the Chapter Board of Directors; deliver audited records to her successor within fifteen (15) days following the expiration of her term of office.
ARTICLE IX - Committees

Section 1. The President shall appoint the following Standing Committees; Finance (usually the treasurer) and Membership (the secretary). She shall act as ex officio member of every committee except the Nominating Committee.

Section 2. The President shall appoint such Special Committees, as she and the Chapter Board of Directors may deem necessary.

Section 3. The duties of the Committees shall be such as are implied by their respective titles, provided that such duties shall be in harmony with any similar Committee of the National Guild.

ARTICLE X - Amendments

Section 1. These Bylaws may be amended, where the blanks occur (with the exception of the blank provided for Chapter name), at any regular meeting by a two-thirds (2/3) vote of the members present and voting, providing that the proposed amendment has been submitted in writing to each voting member of the Chapter at least ten (10) days prior to the date of such meeting.

Section 2. Any amendment filling a blank shall be effective when adopted by the Chapter.

Section 3. Other amendments to these Bylaws may be proposed by the Chapter but shall not be in conflict with the national SAGA bylaws.

ARTICLE XI - Parliamentary Authority

The rules of parliamentary practice comprised in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of the Chapter and Board of Directors, except where inconsistent with these Bylaws.

ARTICLE XII - Fiscal Year

The fiscal year shall be in conformance with the dates specified by the SAGA National Organization. The fiscal year shall be the calendar year.