

# **MID-ATLANTIC NEEDLEWORK RETAILERS ASSOCIATION BYLAWS**

## **Article I. Name**

**The name of this organization shall be the Mid-Atlantic Needlework Retailers Association (MANRA).**

## **Article II. Objective**

**To promote needle art in our communities through education; professionally sharing our talents and enthusiasm in the Mid Atlantic region.**

## **Article III. Membership**

### **Section I. Eligibility:**

- A. Owners of needlework retail establishments in the Mid Atlantic region. Defined as storefronts open to the public at least 30 hours a week, regularly scheduled hours and possession of a trader's license.**

### **Section II. Admission of a Regular Member**

- A. Owners of Needlework establishments and/or their representative shall be extended an invitation to become a member.**
- B. Each retail establishment shall be classified as one (1) member. Representatives shall be listed.**
- C. The new member establishment shall pay dues within thirty (30) days of accepting the invitation to membership.**
- D. In order to remain a member with voting privileges, members must attend 2 out of 6 meetings per year.**

**Section III. Associate Membership Representatives of the various needlework industries may be invited to participate.**

- 1. Defined as designers, distributors, manufacturers or needlework press.**
- 2. Representatives of the various needle work industries shall be a non voting member.**

**Section IV. Termination of Membership**

- A. By resignation. Resignation from the Association shall be made in writing to the President and shall be presented to the Association by the Vice-President.**
- B. By non-payment of dues. Any member who has not paid dues by the April meeting of the current fiscal year shall be first contacted by the Treasurer and then considered resigned and his/her name dropped from the roll after the next regular meeting, pending a majority vote of the following Board of Directors meeting.**

**Article IV. Finances**

**Section I. Dues**

- A. The annual dues of a regular member shall be fifty dollars (\$50.00) from January 1 thru December 31.**
- B. The annual dues of an associate member shall be twenty-five dollars (\$25.00), 1/2 a regular member's dues from January 1 thru December 31.**
- C. Annual dues shall be made payable to the Association and delivered to the Treasurer at the January meeting.**

**Section II. Fiscal Year**

**The fiscal year shall be January 1 to December 31. Financial books must be submitted for audit within one week of the close of the fiscal year and the audit must be presented to the membership at the next regular meeting.**

### **Article V. Meetings**

**Section I. There shall be a minimum of six (6) regular meetings per year to be held on the first Monday or Tuesday of the month.**

- A. The regular meeting may be changed when otherwise ordered by the President or the Board of Directors.**
- B. If the regular meeting falls on a holiday, the day may be change.**

**Section II. Special meetings may be held subject to the call of the President or upon the request of three (3) members. These meetings shall be called for either business or program, but must adhere strictly to the purpose of the call.**

**Section III.**

**One more than half the voting membership shall constitute a quorum for regular, special, and Board of Directors meetings.**

### **Article VI. Officers**

**Section I. Name the elected officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer.**

**Section II. Eligibility. All voting members of the Association are eligible for elected office.**

### **Section III. Nominations and Elections**

**A. The Nominating Committee for elected officers shall consist of three (3) Members elected at the October meeting.**

**? The Committee shall elect its own chairman.**

**? Nominees shall be presented to the Association at the December meeting.**

**? Nominations may be made from the floor following the report of the Nominating Committee.**

**B. A Tellers Committee consisting of two (2) members shall be appointed by the President at the October meeting.**

**? The officers shall be elected by ballot at the February meeting.**

**? The Tellers Committee shall tabulate the votes and present the names of the officers.**

**? A majority vote shall elect.**

**? A member may vote by special ballot prior to the meeting.**

**The ballot must be in a sealed envelope and given to one of the tellers before the election.**

### **Section IV. Term**

**The term of office shall be for two (2) years or until the successors are elected. The Officers shall be elected by ballot at the February meeting and assume office at the close of the meeting. Officers are eligible for re-election; however, no officer shall serve more than two (2) consecutive terms in the same office.**

### **Section V. Vacancies**

**In the case of a vacancy in the office of President, the Vice-President shall ascend to the office and serve until the close of the Association year. In**

**the case of a vacancy in the office of any other elected officer during the Association year, the President shall fill the vacancy by the appointment of a member to that office, Subject to a two-thirds (2/3) vote of the Board of Directors.**

## **Section VI. Duties**

**A. President- The President shall be the official representative of the Association and shall have the power to designate someone to act in his/her absence. He/she shall be the chief executive officer of the Association and shall be an ex-officio member of all committees, with the exception of the Nominating Committee.**

- 1. To preside at all meetings of the Association and its Board of Directors.**
- 2. To appoint the Chairman of all committees.**
- 3. To authorize the expenditures within the budget allocations and to approve all bills prior to payment.**
- 4. To maintain a President's file for the Association.**

## **B. Vice-President-**

- 1. In the absence of the President, he/she shall perform the duties of the President.**
- 2. Be chairman of the Project/Program Committee.**

## **C. Secretary-**

- 1. To keep accurate record of the proceedings of all meeting of the Association and its Board of Directors.**
- 2. To conduct the correspondence of the Association and send all notices.**

## **D. Treasurer-**

- 1. To handle all receipts and disbursements of the Association immediately upon approval by the President.**

2. To keep accurate record of all receipts and disbursements of the Association.
3. To contact the membership one week prior to the deadline for payment of dues.
4. To report at each meeting the receipts and disbursements.
5. To submit his/her accounts for an annual audit.

## **Article VII. Board of Directors**

### **Section I. Definition**

**The Board of Directors shall consist of the elected officers of the Association.**

### **Section II. Duties**

**The duties of the Board of Directors shall be to transact the business of the Association between meetings of the Association.**

### **Section III. Meetings**

- A. Board of Directors shall meet, as necessary, prior to the regular Association meeting.
- B. One more than half the Board membership shall constitute a quorum.

## **Article VIII. Standing Committees**

### **Section I. Definition**

**The recommended Standing Committees shall be: Project/Program, Membership/ Recruitment, Nominating and Audit.**

## **Section II. Duties**

### **A. Project/Program Committee-**

**The Vice President shall be the chairman of this committee. It shall be the duty of this committee to present the Association with such programs and projects of need and interest to the members.**

### **B. Membership/Recruitment Committee-**

**The Treasurer shall be the chairman of this committee. It shall be the duty of this committee to plan the meeting schedule of the membership and organize and present a recruitment plan for the membership to participate in.**

### **C. Nominating Committee-**

**It shall be the duty of this committee to nominate candidates for the elected officers of the Association.**

### **D. Audit Committee-**

**It shall be the duty of this committee to examine the financial records at the close of the Association fiscal year and present its findings to the membership.**

## **Article IX. Amendments**

### **Section I.**

**Bylaws may be amended at any regular or special meeting of the Association by a two-thirds (2/3) vote of those present and voting at the all of order, provided the proposed amendments were submitted in writing at the previous regular or special meeting.**

### **Section II.**

**Amendments shall be effective upon adjournment of the meeting at which they were Adopted, unless specified by a two-thirds (2/3) vote.**

### **Section III.**

**Standing rules may be adopted, amended, suspended, or repealed without previous notice at any meeting of the Association by a two-thirds (2/3) vote of those members present and voting at the call to order, or by a majority vote if previous notice is given in writing to the membership.**

### **Article X. Parliamentary Authority**

**The parliamentary authority for the Association shall be Roberts Rules of Order, Newly Revised.**

### **Article XI. Dissolution**

**In the event of the dissolution of the Association, no member, officer, or individual shall be entitled to share in the disposition of any of the assets and all such assets shall be distributed for its stated purpose or to scientific, religious, educational, or charitable groups, trusts, or United Funds.**