

**BY-LAWS  
OF  
HANDBELL ASSOCIATION OF GREATER ST. LOUIS**

**Revisions for Approval November 5, 2018**

**ARTICLE I – NAME**

The name of this organization is HANDBELL ASSOCIATION OF GREATER ST. LOUIS.

**ARTICLE II – PURPOSES**

- A. To promote handbell and handchime ringing in the Greater St. Louis area.
- B. To uphold the purposes of The American Guild of English Handbells Ringers, Inc. dba Handbell Musicians of America, and Area 8, Handbell Musicians of America.
- C. To act as a resource in planning handbell and handchime ringing events throughout the year.
- D. To be a source of communication, coordination and networking for the St. Louis area handbell directors, ringers and enthusiasts.
- E. To sponsor educational ringing events that may include festivals, seminars, and workshops for children, youth and/or adults.

**ARTICLE III– MEMBERSHIP OF THE BOARD OF DIRECTORS**

- A. The Board of Directors shall manage the affairs of the organization. The Board of Directors is accountable to the membership of the organization.
- B. The membership of the Board of Directors shall be members of the organization. There shall be no more than twelve (12) members of the Board, divided into three classes with each director serving a three-year term.
- C. A Nominating Committee, appointed by the Chair, will present a slate of candidates to serve on the Board at the last meeting of the Board before September 1.
- D. The Board of Directors votes upon the slate of candidates at that same meeting so that new Board members may take their position on September 1.
- E. The term of office is concurrent with the fiscal year of the organization (September 1 to August 31).
- F. Members of the Board of Directors shall serve for a term of three years, and may succeed themselves.
- G. Board members are expected to attend all Board meetings.
- H. Board members who have not communicated to the chair about two or more unexcused absences from meetings may be asked to reconsider their membership on the Board.
- I. Any Board member may be removed for cause at any regular meeting of the Board by a two-thirds vote of those Board members present.

#### ARTICLE IV – DUTIES OF BOARD MEMBERS

- A. Individual Board members are responsible for representing the Handbell Association of Greater St. Louis at the events sponsored by the organization.
- B. The Board members are collectively known as the Board and are charged with the responsibility of establishing and implementing policies for the Handbell Association of Greater St. Louis. The Board shall be concerned with the following:
  - 1. Promoting the activities sponsored by the Board.
  - 2. Offering counsel in the planning and implementation of the events sponsored by the Handbell Association of Greater St. Louis.
  - 3. Oversight of fees.
  - 4. Setting up and overseeing general budget guidelines for the organization and for individual events.
  - 5. Dealing with any other matters as they arise in connection with the Handbell Association of Greater St. Louis.

#### ARTICLE V – BOARD MEETINGS

- A. Regular meetings of the Board shall be held at a time and place determined by the Chairperson, except that the Board shall meet no less than four times per year.
- B. Any member of the Executive Committee may call a special meeting of the Board of Directors, with the approval of the majority of the Executive Committee.
- C. All Board members shall be notified in advance of any special Board meeting.
- D. A quorum (defined as a simple majority of all Board members) is required to conduct business of the organization at any regular or special meeting.
- E. Board meetings and operations of the Board are governed by the most current revision of the Robert's Rules of Order.

#### ARTICLE VI – OFFICERS

- A. The officers shall be members of the Board of the organization and shall include a Chairperson, a Secretary and a Treasurer, who as a group comprise the Executive Committee.
- B. Officers shall be elected by the members of the Board for a term of one year or until their successors are elected and qualified at the first meeting of the Board in the new fiscal year.
- C. Term Limits--Officers of the Board may hold the office to which elected for no more than two consecutive terms. In the event that an officer fills out an unexpired term, then the officer could be elected to two or more terms.
- D. In the event of a permanent vacancy in the office of the Chairperson, the Secretary and then the Treasurer shall succeed in this order and serve until the next fiscal year.
- E. Any officer of the Board may be removed for cause at any regular meeting of the Board by a two-thirds vote of those Board members present.
- F. Specific duties of the officers are found in the Policy and Procedures Manual of the organization. Specific duties will be distributed to all board members.

#### ARTICLE VII – COMMITTEES

- A. The Chairperson shall appoint Chairpersons of committees. Members of the committees may come from the general membership.
- B. The Executive Committee shall include the Chairperson, Secretary and Treasurer.
- C. Standing Committees will be created as needed.
- D. Other committees shall be formed as the Chairperson and/or Board deem necessary.
- E. All Committee Chairpersons are responsible to the Board of Directors.

## ARTICLE VIII – PROCEDURES

- A. The fiscal year for the Handbell Association of Greater St. Louis shall be defined as September 1 through August 31.
- B. Authorized signatures for checking, other financial accounts and legal documents are Chairperson, Secretary and Treasurer.
- C. Checks drafted on the bank of account of the Handbell Association of Greater St. Louis greater than \$500 require two signatures.
- D. These by-laws may be amended by a two-thirds vote of the Handbell Association of Greater St. Louis Board membership.
- E. A manual of Policies and Procedures which encompasses how this organization accomplishes its purposes will be maintained.
- F. If this association dissolves, the financial assets of the association will inure to the endowment fund of the Handbell Musicians of America, American Guild of English Handbell Ringers, Inc.