

BEDFORD ARTS AND CRAFTS SOCIETY

BYLAWS

Final Approved Version – June 1, 2024



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Bylaws of the Bedford Arts and Crafts Society

Bedford, Massachusetts

Article I Name

Name: This association shall be called the Bedford Arts and Crafts Society, hereafter referred to as “the Society” in these bylaws.

Article II Purpose

Purpose: The Society’s purpose is to nurture an appreciation of the fine arts and crafts and to provide interested members of the community with the resources for hands-on creativity. The Society is a nonprofit organization chartered exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Article III Fiscal Year

Section 3: Fiscal Year: The Society’s fiscal year begins on June 1 and ends on May 31 of the following year, hereafter referred to as “the Society Year”.

Article IV Membership

Section 1: Membership: Any person over the age of 18 interested in the objectives of the Society may become a member by paying annual dues. Family memberships consist of two members of the same family. Honorary members are determined by the Executive Board and are exempt from paying dues. Members are responsible for notifying the Society of changes to their primary mailing address and updates to their other preferred contact information in order to receive Society communications. Member information shall be used only for Society communications and shall not, under any circumstances, be shared with other individuals or organizations.

Section 2: Nondiscrimination: The Society shall not permit any limitations or restrictions whatsoever based on race, color, creed, gender, national origin, employment status, disability, or any other characteristics protected under applicable federal or state law.

Section 3: Membership Term: Membership shall commence when the Society’s fiscal year begins on June 1, and ends on May 31 of the following year.

Article V Programs and Meetings

Section 1: Programs: The Society shall endeavor to hold not less than five scheduled programs each Society Year for its members. Programs shall include but not be limited to demonstrations and instructor-led workshops.

Section 2: Annual Meeting: There shall be one Annual Meeting to update members on Society progress and activities, to elect officers, and to conduct other Society business. The Annual Meeting shall be held each year in May. The Annual Meeting date, place, agenda, and activities shall be announced at least two weeks prior to the meeting.

Section 3: Special Meeting: Special meetings may be called by the president. The date, place, agenda, and activities shall be announced at least two weeks prior to the meeting.

Section 4: Executive Board Meetings: The Executive Board shall meet on the first Thursday of the month from August through November and from February through May. The purpose of Executive Board meetings is to review officer and committee reports and to discuss and vote on business matters. At the discretion of the president, special Executive Board meetings may be called for business items that require more detailed discussion. Executive Board meetings shall be called by the president.

Article VI Executive Board

Section 1: Powers: Management of the affairs of the Society shall be vested in and exercised by the Executive Board, who shall pursue such policies and principles as shall be in accordance with applicable law and these bylaws.

Section 2: Executive Board Members: The Executive Board shall consist of the elected officers and appointed committee chairs. The Executive Board shall be the administrative and policymaking body of the Society.

Section 4: Elected Officers: The elected officers of the Society shall be the president, vice president, secretary, and treasurer.

Section 5: Appointed Chairs: The president shall appoint chairs for the standing committees.

Article VII Duties

Section 1: Elected Officers:

- A. President: The president shall exercise supervisory direction over all phases of Society activities. The president shall preside at the Annual Meeting and Executive Board meetings. The president shall appoint chairs to all committees. The president shall file non-financial Massachusetts state documents, such as Annual Reports, and shall report any organizational changes as required by the Commonwealth of Massachusetts.
- B. Vice President: The vice president shall assume the duties of the president in the absence of the president.
- C. Secretary: The secretary shall record and maintain the minutes of all Executive Board meetings and present the minutes from the preceding meeting as well as the Annual Meeting. The secretary shall be responsible for all correspondence as directed by the president.
- D. Treasurer: The treasurer shall be responsible for preparing an annual budget, receiving all moneys, paying all bills, maintaining an accurate record of all revenues and expenditures, ensuring that state and federal tax documents are filed, and providing written reports of such cash flow at Executive Board meetings and at the Annual Meeting. The treasurer, with input from the Executive Board, shall prepare and submit an annual budget before the end of the fiscal year to the Executive Board for its approval at an Executive Board meeting.

Section 2: Term Limits: Officers will be elected for one year terms, but may not stand for election to the same office more than two consecutive years. In the event that an officer cannot serve out their term, the remaining officers, with the board's approval, may appoint someone to serve out the remainder of the term.

Section 3: Standing Committees:

- A. Adviser to the Board: The adviser is a past president, or an individual who has been a society member for ten (10) or more years and has been appointed by the president to attend Executive Board meetings and give advice when needed.
- B. Bedford Day Art Show: The Bedford Day art show chair shall be responsible for managing all matters related to the regional art show including art intake, art hanging, and hosting the show on Bedford Day.
- C. Bedford Day Crafts: The Bedford Day crafts chair shall be responsible for all matters related to the craft table on Bedford Day including the procurement of any permits needed as well as the management and storage of supplies, and staffing, setup, take down, and storage of unsold art.
- D. Classes: The classes chair shall research art/craft classes in coordination with or independent of the Bedford Recreation Department.
- E. Communications: The communications chair shall inform members of announcements and news of interest, program/workshop cancellations, and occasional impromptu Society events.
- F. Crafts: The crafts chair shall take the lead in planning and scheduling crafting sessions.
- G. Exhibits: The exhibits chair shall coordinate the setup and take-down of the exhibits in the Town Center and other local venues.
- H. Good Cheer: The good cheer chair shall send cards and/or flowers to members who are ill at home or in the hospital, as well as sympathy cards.
- I. Historian: The historian shall ensure that a digital record of the activities of the society are maintained.
- J. Membership: The membership chair shall send and receive all membership applications and compile a complete membership list after July 1 and before August 15. The chair shall receive all registrations with checks, log the registration into a designated file, and transfer all checks and moneys to the treasurer. The chair shall be responsible for notifying the board of any new members after the official membership list is compiled. The membership chair shall maintain the membership roll, including the number of single, family, and honorary members.
- K. Membership Database: The membership database chair shall maintain a database of information related to members to be used in the yearbook and volunteer and artistic interests that are posted on the website.
- L. Newsletter: The newsletter chair shall cover official society news, such as the deadlines for membership renewal, slates of elected officers, Bedford Day plans and needs, and details of upcoming programs, classes, and social events.
- M. Nominating Committee: The nominating committee is approved by the Executive Board and consists of three members. It is an ad hoc committee formed in February or March to identify the officers to be elected and to contact current committee chairs to confirm if they want to continue in their current positions. The nominating committee chair shall present the slate of nominees for president, vice president, secretary, and treasurer to be elected by the membership at the Annual Meeting.
- N. Programs: The programs chair shall plan and schedule programs and identify artists/crafters to lead them and shall present proposals for board review.

- O. Publicity: The publicity chair, in coordination with the president and with the chairs for crafts, classes, programs, and exhibits, shall publicize all BACS events that are open to the public and shall publicize all completed service projects.
- P. Scholarship: The scholarship chair shall contact the Art Department at Bedford High School in March and then in May contact them again for the name of a suggested student to receive the art award and will make arrangements to attend the annual scholarship award celebration to make the presentation.
- Q. Social: The social chair shall work with a team of members to plan and coordinate two annual luncheons, Winter and Spring.
- R. Social Media: The social media chair shall post announcements, member activities, Society activities, and news of interest to various social media.
- S. Website: The website chair (webmaster) shall maintain the society's website, keeping it up-to-date with respect to the society's calendar and other activities, local art and craft offerings, the members' gallery, and members' news. The website chair shall post the monthly newsletter, as well as other members-only documents. The website committee shall maintain the BACS website whose primary objective is to share information about what BACS does.
- T. Yearbook: The yearbook chair shall compile a book containing a roster of the elected and appointed officers, a membership list, and a calendar of Society events. The yearbook shall be distributed to all members annually.

Article VIII Dues and Commissions

Section 1: Dues: The annual dues shall be for the fiscal year, payable on June 1. Dues paid after April 1 shall be applied to the following Society Year. Dues to the Society shall be set by the Executive Board. Annual dues may be changed by a majority vote of the Executive Board members present at an Executive Board meeting.

Section 2: Commissions: A commission shall be paid to the Society by members and nonmembers for any painting or craft sold while being exhibited by the Society. Commission percentages are determined and may be changed by a majority vote of the Executive Board members present at an Executive Board meeting.

Article IX Quorum and Voting

Section 1: Annual and Special Meetings: A quorum of at least twelve members in good standing must be present at any meeting where a vote is required by the membership. A majority of those voting must vote in favor of any item for that item to pass. Voting may be done by ballot if there is no clear majority. The vote tally shall be done by the secretary or a designate. Voting by proxy by any means is not permitted.

Section 2: Executive Board Meetings: A quorum of at least five (5) members of the Executive Board present at a meeting of the Executive Board shall constitute a quorum for the transaction of business. Only appointed committee chairs and officers can vote. A majority of those voting must vote in favor of any item for that item to pass.

Article X Liability

Officers and members of the Society shall not be personally responsible for any bills not authorized by the Society, nor liable for any bodily injury to members or guests, nor for any damage due to loss of property of members or guests at Society meetings, exhibits, or other functions. Nor shall they be liable for any loss or damage that might occur to any painting and/or craft submitted while on exhibit or en route to or from the place of exhibit.

Article XI Revision or Amendment of Bylaws

These bylaws may be revised or amended at any Executive Board meeting by a two-thirds (2/3) vote of Executive Board members present and voting, provided that the proposed revision or amendment has been sent to Executive Board members at least fifteen (15) days prior to the Executive Board meeting and has been announced at the previous Executive Board meeting. If a revision or an amendment is approved, it shall take effect immediately.

Article XII Dissolution

A. In the event of the dissolution of the Society, all of the remaining assets and property of the organization shall, after payment of necessary expenses, be distributed to such (comparable arts) organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws, or shall be distributed to the federal, state, or local government, as appropriate, for a public purpose, subject to the approval of a court of competent jurisdiction within the Commonwealth of Massachusetts.

B. A two-thirds (2/3) vote in the affirmative of the entire membership shall be required to authorize a petition for dissolution.

C. The Society may (a) establish a scholarship fund for Bedford students, using all assets remaining after payment of necessary expenses, and (b) identify a 501(c)(3) entity organized and operated for similar purposes as the Society to administer the scholarship fund and to award an annual scholarship (or scholarships) of similar value as given by the Society, if possible.