

Mendham Brush Association

Brothers of the Brush

Mendon , MA 01756

Est.: 1967



By-Laws

Revision 07/28/2015

Accepted by Membership 10/27/2015

Table of Contents:

Article I – Membership

Section 1 – Eligibility for Membership.....	3
Section 2 – Annual Dues.....	3
Section 3 – Membership Categories.....	4

Article II – Meetings of Members

Section 1 – Regular Meetings.....	5
Section 2 – Annual Meetings.....	5
Section 3 – Membership Special Meetings.....	5
Section 4 – Notice of Meetings.....	5
Section 5 – Quorums.....	5
Section 6 – Voting.....	5
Section 7 – Badges.....	5

Article III – Government

Section 1 – Executive Board Role, size & guidelines.....	6
Section 2 – Terms.....	6
Section 3 – Election Procedures.....	7
Section 4 – Quorum.....	7
Section 5 – Officer’s & Duties.....	8
Section 6 – Vacancies.....	9
Section 7 – Executive Board Special meetings.....	9
Section 8 – Standing Committee Members.....	9
Section 9 – Rules of Meetings.....	9

Article IV – General Provisions

Section 1 – Death Benefit.....	10
Section 2 – Donations.....	10
Section 3 – Special Projects.....	10
Section 4 – By-Law Revisions.....	10

Article VI – Contact Information

Section 1 – Organization Contact Info.....	11
Section 2 – Active Member Contact Info.....	11

Article I

Membership

Section 1 — Eligibility for membership:

Membership shall be open to all present or prior residents, or to any employee in the Town of Mendon that supports the purpose statement in the organizations charter. All memberships shall be granted upon a majority vote of the members.

Membership is subject to the following guidelines;

- a) Any new member joining this organization must be male and be a minimum of 21 years of age.
- b) All active members must attend at least 5 membership meetings and or events in a calendar year to be eligible for full membership.

Section 2 — Annual dues:

The amount required for annual dues shall be \$10.00 each year for all members, unless changed by a majority vote of the members at an annual meeting of the membership.

Dues are subject to the following guidelines;

- a) Dues are due and payable at the January meeting but are able to be paid no later than the March meeting of that year.
- b) Delinquent members will be allowed to speak and have a voice at the meetings however will not be allowed to vote in any association business.
- c) Delinquent members may be reinstated by paying one year's back dues in addition to the current year's dues.

Article I

Membership (Continued)

Section 3 — Membership Categories:

Active Member: A member entitled to all rights and privileges and subject to all obligations which membership in the Brothers of the Brush confers or implies. Such rights shall include eligibility to seek any office in this organization, and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in organization meetings and events, as described in Section #1 and 2 above, and reflect a positive image of the Brothers of the Brush and the community.

Member at Large: A member of this organization, who has moved from the community, or because of health or other legitimate reason, is unable to regularly attend organization meetings or events and desires to retain membership in the Brothers of the Brush, and upon whom the executive board of this organization grants this status. A member at large shall not be eligible to hold office or to vote on matters requiring a vote of the membership but shall pay dues in accordance to Section #2 as stated above.

Article II

Meetings of Members

Section 1 — Regular meetings:

Regular meetings of the members shall be held monthly, on the fourth Tuesday of the month at 7:00PM. Location of meetings to be held at the American Legion Roger L Wood Post#355, Rt. 16, Mendon, MA, unless otherwise specified.

Section 2 — Annual meetings:

An annual meeting of the members shall take place as determined by the board. The specific date, time and location of which will be designated by the Executive Board.

Section 3 — Membership special meetings:

Special meetings may be requested by any member in good standing with a request to the president or the Executive Board.

A determination of the request shall be made by the Executive Board whether the topic constitutes the need for a special meeting or if the topic will be discussed at the next scheduled membership meeting as part of new business.

Section 4 — Notice of meetings:

Meetings are regularly scheduled on a monthly basis. As a courtesy, a reminder email, or other form of communication, will be sent the Friday prior to the next scheduled meeting by the secretary.

Section 5 — Quorum:

A minimum of (5) non-executive board members in good standing must be in attendance to constitute a legal meeting.

Section 6 — Voting:

All issues to be voted on shall be decided by a majority vote of those present at the meeting in which the vote takes place.

Section 7 — Badges:

Brothers of the brush badges (pins) are mandated to be worn at all meetings and organization functions, subject to a \$1.00 fine if not worn.

Article III

Government

Section 1 — Executive Board role, size, and general guidelines:

The executive board is responsible for overall policy and direction of the organization, and delegate's responsibility to the sub-committees. General guidelines as follows;

- a) The executive board shall be comprised of five (5) members.
- b) In the event the membership shall exceed (75) members, (3) additional members shall be elected from the membership to assist the executive board.
- c) The executive board shall have the authority to act on all matters between meetings within the financial guidelines specified in Article III, Section e.
- d) Candidates must be members in good standing.
- e) In the event an expenditure, of any denomination, between meetings arises, and requires approval prior to the next regularly scheduled meeting, the board shall communicate to the members by email, or other form of communication, in order for a membership vote on said expenditure. Approval of said expenditure shall be decided by a majority vote of active members.

Section 2 — Terms:

All executive board members shall serve one-year terms, but are eligible for re-election as many times as nominations are received.

Article III

Government (Continued)

Section 3 — Election procedures:

Part #1

A nomination committee composed of (3) committee members selected by the board shall seek out candidates for the elected positions of the organization. Prospective candidates can be sought thru media, advertising and word of mouth. Nomination committee members cannot be nominated for positions for the term in which they are looking to fill. The nomination committee shall be appointed at the monthly September meeting.

Part #2:

Nominations for candidates for President, Vice President, Secretary, Treasurer, Sergeant-at-Arms and Membership / By-Law Coordinator will be submitted to the secretary by the nomination committee, or by any regular member of the organization at least 30 days prior to the October meeting. Additional nominations will be accepted from the floor of the October meeting. All candidates' names must be seconded by another regular member of the organization.

Part #3:

At the annual meeting to be scheduled in November of each year there shall be elected a President, Vice President, Secretary, Treasurer and Sergeant-at-Arms, in order, all of whom shall constitute the Executive Board of the organization. The Membership / By-Law Coordinator shall also be elected at this meeting however shall not be included as a board member of the organization. All candidates names submitted for election will be placed on a ballot sheet (inclusive of nominations from the floor), and voted on by all active members at the November meeting of the organization. The nomination committee shall have an updated list of eligible members at the November meeting, and he will be responsible to ensure that all votes cast are valid. The membership will be notified of the organization's November meeting by the secretary at least 30 days prior to the November meeting. In the event of a tie for any elected position, re-voting for the position in question will be immediately taken until a resolution is achieved.

Part #4:

Electors will consist of all members at the November meeting and each shall have one vote.

Section 4 — Quorum:

A minimum of (5) non-executive board members in good standing must be in attendance to constitute a legal meeting.

Article III

Government (Continued)

Section 5 — Officers and Duties:

There shall be five (5) members of the board, consisting of a president, vice-president, recording secretary, treasurer and sergeant-at-arms. Their duties are as follows:

President:

The president shall convene regularly scheduled meetings, shall preside or arrange for other members of the Executive Board to preside at each meeting in the following order: vice-president, recording secretary, treasurer, sergeant-at-arms. The president shall also act as the assistant to the Treasurer in all aspects / duties of the Treasurer in the event the Treasurer is unable to actively participate in his duties of his office. Along with assisting in his duties, the President shall become the second signer on all Association legal documents including bank accounts, license's, etc.

Vice President:

The vice-president shall chair committees on special subjects as designated by the committee. The vice president shall also act as the assistant to the Sergeant-at-Arms in all aspects / duties of the Sergeant-at-Arms in the event the Sergeant-at-Arms is unable to actively participate in his duties.

Secretary:

The secretary shall be responsible for keeping records of actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, posting to the organizations website and distributing copies of minutes and the agenda via email to all members, and assuring that records are maintained.

Treasurer:

The treasurer shall make a report at each meeting. The treasurer shall help develop fundraising plans, and make financial information available to board members and the public. The treasurer is also responsible for depositing all proceeds from functions or events into the organizations account within five (5) business days. Additionally, a monthly deposit shall be made for all fines, checks, donations, etc. received. The treasurer shall also be responsible for posting to the organizations website and distributing copies of the treasures report via email to all members.

Sergeant-At-Arms:

The Sergeant-At-Arms shall be responsible for the purpose of collecting fines and maintaining order at all meetings. Additionally, the Sergeant-At-Arms is responsible for enforcing the organizations by-laws as described herein.

Article III

Government (Continued)

Section 6 — Vacancies:

When a vacancy on the board exists mid-term, the secretary must receive nominations for new board members from present members two weeks in advance of a meeting. These nominations shall be sent out to members, to be voted upon at the next meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 7 — Executive board special meetings:

Special meetings of the board shall be called upon the request of the president, or at least two (2) members of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

Section 8 — Standing Committee Members:

In addition to the executive board the following standing committee members shall be appointed to assist in the functions of the organization;

Membership / By-Law Coordinator:

The membership / by-law coordinator shall be responsible for maintaining the member contact information (directory) & by-laws, assist in preparation of any revisions or new changes and distribution of related documents to members.

Standing Committee members shall serve one-year terms, but are eligible for re-election as many times as nominations are received.

Election procedures for Standing Committee Members shall be the same as those for the Executive Board as described in Article III, Section 3.

Section 9 — Rules of Meetings:

During all meetings the “Roberts Rules of Order” shall be used to resolve all controversies over proper parliamentary procedure.

Article IV

General Provisions

Section 1 — Death Benefit:

In the event of an active member or member-at-large's death, a \$150.00 (plus tax) floral piece or donation will be made by the Association.

Section 2 — Donations:

Charitable donations will be as determined by and voted on by the members. A majority vote of members present at the meeting is required.

Section 3 — Special projects:

Ideas for Special Projects or Good Works will be accepted from any member in good standing. Ideas will be accepted at one meeting and then voted on at the next.

Section 4 — By-Law Revisions:

Any member in good standing can propose changes to an existing by-law. Proposed changes shall herein be handed out in writing to attending membership at the monthly meeting one month prior to the vote on a proposed change. If a meeting is not scheduled for the next month, the vote shall take place at the next scheduled membership meeting.

Article V

Contact Information

Section 1 — Organization Contact Info:

Mailing Address:

Mendham Brush Association
P.O. Box 551
Mendon, Massachusetts 01756

Facebook:

Email:

mendonbrush@gmail.com

Section 2 — Member Directory:

Refer to the member directory for all Member Contact information.

