

**BYLAWS OF  
AREA IV, THE AMERICAN GUILD OF ENGLISH HANDBELL RINGERS, INC.**

**Effective March 1, 2006**

**PREAMBLE**

Area IV, The American Guild of English Handbell Ringers, Inc., a non-profit corporation recognized by the Internal Revenue Service as a 501 (c) 3 charitable organization, shall be governed in accordance with the laws of the State of Florida and with these Bylaws as amended periodically. The said organization is established exclusively for charitable, religious, educational and scientific purposes.

**ARTICLE I**

**Name and Objectives**

Section 1.	The name of the organization shall be Area IV, The American Guild of English Handbell Ringers, Inc., hereinafter referred to as Area IV.
Section 2.	The primary objectives of the organization shall be to educate, to promote the exchange of ideas relating to handbell and handchime ringing, and to sponsor educational activities that are not exclusively competitive.

**ARTICLE II**

**Membership and Organization**

Section 1.	Upon payment of annual dues, membership in Area IV shall be open to all individuals and organizations who are members of The American Guild of English Handbell Ringers, Inc., hereinafter referred to as AGEHR, Inc., and who reside in the geographical area designated by AGEHR, Inc., as Area IV.	
	1.1	A member in good standing is one who is current in the AGEHR, Inc., dues and has no other outstanding financial obligation to Area IV or AGEHR, Inc.
Section 2.	All categories of membership shall have all of the privileges established by the AGEHR, Inc., Bylaws or AGEHR, Inc., Board of Directors. The Area IV Board of Directors may grant additional privileges.	
Section 3.	Area IV shall be administered by a Chair elected from the voting membership.	
	3.1	Each state within the geographical boundaries of Area IV shall be administered by a Chair who shall be a member of the Area IV Board of Directors.
	3.2	Further sub-divisions of Area IV may be made at the discretion of the Area IV Chair, with the approval of the Area IV Board of Directors and the voting membership of the Sub-Area affected.
	3.3	Area IV, its states, and Sub-Areas shall operate under Bylaws consistent with AGEHR, Inc., Bylaws.

**ARTICLE III**

**Executive Committee and Board of Directors**

Section 1.	The Executive Committee shall consist of the following officers: Chair, Chair-Elect, Past Chair, Secretary, and Treasurer. The Executive Committee shall:	
	1.1	Perform duties as specified by these Bylaws, the Area IV Board of Directors, and the policies and procedures of Area IV.
	1.2	Act on behalf of the Area IV Board of Directors between annual or called meetings, subject to the Area IV Board of Directors approval.
Section 2.	The Area IV Board of Directors shall consist of the Executive Committee, the State Chairs, and other appointed officers or positions designated as members of the Area IV Board of Directors.	
Section 3.	Members of the Area IV Board of Directors shall attend, at Area IV expense, all meetings required by the Bylaws or called by the Chair.	
Section 4.	There shall be a minimum of one meeting of the Board of Directors per fiscal year. Special meetings may be called by the Chair with the approval of the Executive Committee.	
Section 5.	A majority of members of the Board of Directors shall constitute a quorum at a scheduled or called meeting.	
Section 6.	Each member of the Board of Directors must be a member in good standing of Area IV.	

**ARTICLE IV**  
**Election of Officers**

Section 1.	The elected officers shall be Chair-Elect, Secretary, and Treasurer.	
Section 2.	The election shall be held biennially in odd-numbered years.	
	2.1	The Nominating Committee shall be appointed by the Area Chair with the approval of the Executive Committee. The Chair of the Nominating Committee will be appointed by the Area Chair with the approval of the Executive Committee. The Nominating Committee shall consist of the Past Chair and one representative from each Sub-Area. Current Board members, with the exception of the Past Chair, may not be appointed to the Nominating Committee.
	2.2	The nominating committee shall prepare a slate of two candidates for each of the following offices: Chair-Elect, Secretary, and Treasurer.
	2.3	A ballot containing the names of all nominees and biographical material shall be mailed to all voting members of Area IV. The ballots shall be returned to a person or firm, independent of the Board, who has been designated by the Board to receive and count the ballots. A simple majority of all members voting shall elect. In case of a tie, the election shall be determined by a majority vote of the Board of Directors.
	2.4	The Chair-Elect shall serve for six years in the following manner: a two-year term as Chair-Elect, a two-year term as Chair, and a two-year term as Past Chair. After completion of the two-year term as Past Chair, this person shall not be eligible to serve as a member of the Area IV Board of Directors until two years have elapsed.
	2.5	The Secretary and the Treasurer shall each serve two years and be eligible for re-election, but may serve not more than two terms consecutively in the same office.
	2.6	The term of each elected officer shall commence at the beginning of the fiscal year following election. (Article VIII, Section 1)
	2.7	If a nominee for an elected office becomes unable or unwilling to serve before the ballots are mailed, then that portion of the election shall be null and void. The Nominating Committee shall immediately submit an alternate name and another election for that office shall be held in accordance with Article IV, Section 2.3 of these Bylaws.
	2.8	If a person newly elected becomes unable or unwilling to assume office, a nominating committee shall be appointed by the Chair and an election for that office held in accordance with Article IV, Section 2.3 of these Bylaws.
	2.9	Any officer who moves from Area IV shall relinquish his/her office immediately.
	2.10	Should a vacancy occur in the office of Chair, the Chair-Elect shall accede to the office for the unexpired term. Under these circumstances, the Chair's term shall not exceed three years or be shorter than one year. The new Chair shall immediately appoint a nominating committee to nominate two persons for the office of Chair-Elect. Within a period of one month after the nominees have been selected and confirmed, a ballot containing these two names and biographical material shall be mailed to the voting membership in accordance with Article IV, 2.3 of these Bylaws.
	2.11	Should a vacancy occur in the office of Chair-Elect, the Chair shall immediately appoint a nominating committee to nominate two persons for this office. Within a period of one month after the nominees have been selected and confirmed, a ballot containing these two names and their biographical material shall be mailed to the voting membership in accordance with Article IV, Section 2.3 of these Bylaws.
	2.12	Should a vacancy occur in any office other than Chair or Chair-Elect, it shall be filled by Chair appointment with the approval of the Executive Committee.
	2.13	The term of each officer elected or appointed to fill a vacancy shall commence immediately upon notification of his/her election or appointment.
	2.14	Upon evidence of any officer's incapacity to serve or unwillingness to follow the Bylaws and Area IV Official Documents, the Area IV Board of Directors, by a two-thirds (2/3) vote, may declare that office to be vacant.

**ARTICLE V**  
**Appointed Positions and Committees**

Section 1.	Appointed officers	
	1.1	The appointed officers shall be Sub-Area Chairs and any others deemed necessary.
	1.2	Appointed officers shall be designated by the Chair with the approval of the Executive Committee for a term of two years. Appointed officers may be reappointed at the discretion of the Chair with the approval of the Board of Directors.
	1.3	The appointed officers shall be voting members of the Area IV Board of Directors.
Section 2.	Committees may be appointed to serve for specified times as the needs and welfare of Area IV demand and shall be appointed by the Chair with the approval of the Area IV Executive Committee.	
	2.1	Committee Chairs shall perform duties as prescribed by the Rules of Procedures, or as directed by the Chair.

**ARTICLE VI**  
**Official Documents**

Section 1.	The Area IV Board of Directors shall establish documents necessary for implementing the provisions of these Bylaws and for governing the Corporation. These shall include the Rules of Procedure, Book of Motions, and any other Area IV Official Documents approved by the Area IV Board of Directors.
Section 2.	The rules contained in <u>Robert's Rules of Order</u> , most recently revised, shall govern Area IV in all cases where they are applicable and when they are not inconsistent with these Bylaws or the Rules of Procedure adopted by Area IV.

**ARTICLE VII**  
**Bylaws Revisions**

Section 1.	Bylaws revisions may be initiated by a voting member, a special committee appointed by the Chair, or the Board of Directors.	
Section 2.	Bylaws revisions shall be reviewed by the Area IV Board of Directors. A two-thirds (2/3) vote of the Board of Directors shall be required for approval.	
	2.1	After the Area IV Board of Directors approves the revisions, the revisions shall be submitted to the AGEHR, Inc., Board of Directors for approval.
	2.2	Bylaws revisions must be approved by the AGEHR, Inc., Board of Directors prior to being submitted to the Area IV membership for ratification.
Section 3.	If the Area IV Board of Directors rejects the proposed revisions, a petition to the Chair bearing the signatures of ten percent of the voting membership shall cause this set of revisions to be submitted to the AGEHR, Inc., Board of Directors to begin the revision process.	
Section 4.	Proposed Bylaws revisions and a return ballot shall be mailed to the voting membership. The ballots shall be returned to a person or firm independent of the Board of Directors, who has been designated by the Board of Directors to receive and count the ballots. Only ballots postmarked by the date designated will be counted.	
Section 5.	A two-thirds (2/3) majority of the votes cast shall be required for adoption.	

**ARTICLE VIII**  
**Fiscal Policy**

Section 1.	The fiscal year shall begin October 1 and extend through September 30.	
Section 2.	Area IV shall submit appropriate financial documents to the next higher level of AGEHR, Inc. on an annual basis.	
	2.1	The states within Area IV shall submit appropriate financial documents to Area IV on an annual basis.
	2.2	Sub-Areas within the states shall submit appropriate financial documents to the next higher level of AGEHR, Inc. on an annual basis.

**ARTICLE IX**  
**Dissolution**

Section 1.	In the event of the dissolution of Area IV or a state or Sub-Area of Area IV, all assets shall be transferred to the next higher level of AGEHR, Inc.
------------	---