



BOSTON WEDDING GROUP BYLAWS

Updated February 2019

Article I: The Name

The organization shall be known as The Boston Wedding Group.

Article II: The Purpose

The Purpose of this group is for quality professionals in the wedding industry to:

- Network and refer business to each other
- Educate on the latest trends in the industry
- Provide the public with resources for planning events

Article III: Members

Section 1. Any person representing a business that has been in existence for at least three years with one-year experience in the wedding industry and offers wedding related primary product(s) or service(s) as a substantial component part of their business shall be eligible for membership in the group provided that three businesses from the same profession are not already represented. Potential members must have a strong Boston presence. Event sites are the only category that can be represented by more than three members.

Section 2. A membership application shall be given to the membership chair/committee for review. The membership chair/committee submits its recommendation to the Board for approval of the application. The Board may bring a one-time exception regarding membership eligibility requirements for a new applicant as listed in Article III section 1 to the general membership if the Board vote on that specific exception was not unanimous. The general membership can then allow that specific one-time membership exception to be made by a two-thirds vote of members present, provided that previous notice of the amendment was given to all members at least eight (8) days in advance. If all requirements are met, proceed to Section 3.

Section 3. A potential member must attend two meetings as a guest before submitting an application. If he/she submits an application before this time, they are required to attend two meetings before they will be considered for membership. Potential venue members only need to attend one meeting as a guest (fee waived) before submitting an application.

Section 4. New members are required to sign a letter of agreement with the BWG affirming adherence to the Bylaws and Code of Ethics.

Section 5. Members are required to sign a Yearly Membership Agreement with the submission of their payment of their annual dues.

Section 6. Members found in violation of the member agreements will forfeit their membership upon a Board vote. Membership dues and fees are non-refundable.

Section 7. Members are required to have a company website, email with company clearly stated within and a dedicated business phone line. Members prior to July 2009 can petition the Board for exemption to this bylaw.

Section 8. Members of the Boston Wedding Group may not belong to any other wedding networking group within Massachusetts.

Section 9. Members of the Boston Wedding Group may not belong to any other wedding networking group within other New England states with the exception of a business that has a brick and mortar location and a representative who is separate from the BWG representative. BWG representatives of companies who belong to wedding networks within New England may not serve simultaneously on any other networking board.

Section 10. In accordance with the bylaws, effective November 2009 and updated July 2011, the Board unanimously voted, on November 27, 2012, to increase the annual membership dues, from \$500.00 to \$595.00 commencing with the 2013 invoice. These annual dues are subject to change by a vote of the Board of Directors. The dues cover program, web update, and advertising fees. New members pay a one-time member-joining fee of \$150.00. Dues for new members accepted in March or later will be prorated by \$50.00 each month for the remainder of the calendar year. (March \$450, April \$400, May \$350... November \$50.00, December \$0.00) Sites are obligated to host one monthly Membership and Board meeting or the equivalent yearly.

Section 11. Dues are billed in December of the previous year and are non-refundable. Prompt payment is required. All dues must be received no later than January 15 of the new year. On January 16 of the new year, a late fee of fifty dollars will be added to all outstanding invoices. If dues and late fees are not paid in full by February 15, membership will be terminated.

Article IV: Officers and Their Job Descriptions

Section 1. The Officers of this Group shall consist of a president, and one each a vice president, secretary, treasurer, 5 members-at-large, immediate past president, and the founder.

Section 2. The Officers shall perform the following duties:

President - Presides over all meeting of this group. Oversees Board.
Performs such duties as generally pertains to the office of president.

Appoints committees as necessary for the Group.

Vice-President - Carry out duties as requested by the president. In his/her absence performs duties of president.

Secretary - Keeps a correct record of proceedings of all meetings and member attendance. Maintains current, accurate, copies of all organizational documents and carries out other duties as stated in Robert's Rules of Order.

Treasurer - Collects all monies due. Oversees all money matters. Issues yearly Member Agreements to all members in November with their invoices.

Members-At-Large -

Membership Chair– Manages invitations to potential members. Screens new member applications and oversees application review. Acts as the liaison between the Board and the General membership.

Scheduling Chair–Manages hosting venue schedule and coordinates Greeters and Presenters.

Education Chair– Coordinates monthly Educational Speakers and Programs.

Website Chair – Coordinates all changes, updates, and design for the website and blog. Acts as liaison between the Board and the Web Hosting Company.

Marketing Chair - Manages designers, printers, and advertisers and acts as liaison for all marketing – print, web, social media and events.

Immediate Past President - Serves as Honorary Board Member for the same period of time as his/her successor serves as President.

Founder - Arlene Cronk, as Founder of the BWG shall be a permanent, honorary member of the Board.

Section 3. The Board meets monthly in the hours prior to the General Meeting. In addition, the Board meets for up to three full day retreats including the Change Over meeting in December.

Section 4. The Board acts as or appoints a nominating committee who presents a slate of officers for the membership's approval at the October meeting.

Section 5. Members elected to board positions commit to serving on the board for two terms. Officers take office in January for a one-year term. After their first term they may switch positions for the second year long term.

Section 6. No member shall hold more than one office at a time. No officer shall serve in the same position for more than two (2) consecutive terms.

Exception to ByLaws, Article IV, Section 6

A unanimous vote by membership on November 27, 2012 allowed an exception to the ByLaws, Article IV, Section 6 for the year 2013. Two members of the board will be allowed to stay on in the positions they have held for the past two years. (Linda DeFranco at Treasurer position and Meg Maher as the Website Chair)

A unanimous vote by membership on November 26, 2013 allowed an exception to the ByLaws, Article IV, Section 6 for the year 2014. One member of the board will be allowed to stay on in the position they have held for the past two years, Jennifer Iovino as Vice President.

A unanimous vote by membership on November 25, 2014 allowed an exception to the ByLaws, Article IV, Section 6 for the year 2015. One member of the board will be allowed to stay on in the position they have held for the past two years, Jan Boyd as Secretary.

Article V: Meetings

Section 1. A regular meeting of the Group shall be held the last Tuesday of every month, with the exception of December unless the Board orders otherwise in advance. Exceptions to this shall be announced to the members with a minimum of one month's notice.

Section 2. The regular meeting in November shall be known as the Annual Meeting. It shall be closed to guests and shall be for receiving annual reports, and for conducting any other business that may arise.

Section 3. There are eleven meetings per year. Each member is required to attend eight (8) meetings per year (sites have a requirement of 6 meetings per year). Any member who misses two consecutive meetings without notifying a board member as to the reason for absence prior to the meeting will forfeit their membership.

Section 4. A special meeting may be held upon the call of the president or on the written request of 50% of the membership. The purpose of the meeting shall be set forth in the notice.

Section 5. No notice shall be required for a regular meeting except the annual meeting which shall be set forth in the notice.

Section 6. One fourth of the membership shall constitute a quorum.

Article VI: Parliamentary Authority

The rules contained in the Modern Edition of Robert's Rules of order shall govern the Group in all cases where they are not inconsistent with these bylaws and any special rules of order the Group may adopt.

Article VII: Amendments

These bylaws may be amended by a two-thirds vote of members present, provided that previous notice of the amendment was given to all members at least eight (8) days in advance.

Article VIII: Suspension of Rules

Any article of these bylaws may be suspended by unanimous consent for not more than one meeting with the exception of this article, which shall not be suspended.

Memorandum of Understanding, Article III, Section 10

In accordance with bylaws, effective November 2009 and updated July 2011, the board unanimously voted, on November 27, 2012 to add a Memorandum of Understanding to the membership requirements for venues without in-house catering services.

It is hereby noted that venues without in-house catering are encouraged to utilize a Boston Wedding Group member caterer. It is understood that the member caterer may offer a discount to the venue.

It is further understood that Boston Wedding Group receives neither financial incentive nor payment from any catering vendor offering services to the venue. All costs and fees associated with catering for the venue is the venues sole responsibility. A separate "Venue Agreement-B" shall be used for such venues. (See attached)