

BYLAWS OF CENTRAL OKLAHOMA RINGERS & DIRECTORS (CORD)

ARTICLE I Name and Objectives

- Section 1. This organization shall be known as Central Oklahoma Ringers & Directors, hereinafter referred to as CORD.
- Section 2. The primary objectives of CORD shall be to further the interest of handbell and handchime ringing in the entire state of Oklahoma, to share ideas among members of CORD and provide resources for both ringers and directors. CORD will host and organize educational opportunities in the fields of handbell and handchime ringing and directing; CORD will provide an environment which promotes camaraderie among handbell ringers, directors, and enthusiasts at any CORD sponsored or endorsed event.

ARTICLE II Membership

- Section 1. Membership in CORD is available to any persons living in the region around Oklahoma.
- 1.1 A member in good standing shall be any member who has paid said dues and has no other outstanding financial obligations to CORD.
- 1.2 A General Member and a Voting Member of CORD are members in good standing as defined in Article II, Section 1.1.

ARTICLE III Membership Meetings and Election of Officers

- Section 1. Annual Meeting of the membership
- 1.1 In each year, the Board of Directors shall hold an annual meeting of the members during the annual CORD festival at the festival site.
- 1.2 The nominated officers will be announced and elected into office during the annual meeting during an election year.
- 1.3 Reports of the financial status of CORD will be presented at the annual meeting at the discretion of the President.
- 1.4 Members shall transact any other business that may come before the meeting.
- Section 2. The elected Officers of CORD for each ballot shall be the President, Vice-President and Secretary/Treasurer.
- 2.1 The President will be elected for a one-year total term.

- 2.2 The Vice-President will be elected for a one-year total term .
- 2.3 The Secretary/Treasurer will be elected for a two-year term.
- 2.4 At least four months prior to year of an election, the President with the approval of the Executive Committee shall appoint a Nominating Committee of at least two Voting Members. One of these will be a current member of the Board of Directors, excluding the President and Vice-President. The Vice-President will serve as an *ex-officio* member of the Nominating Committee.
- 2.5 The nominating committee shall be responsible for choosing two nominees from the General Membership for each of the following offices: President, Vice-President and Secretary/Treasurer.
- 2.6 Nominee's biographical materials and office shall be mailed to all CORD Voting Members as part of the annual CORD festival's newsletter. Voting by ballot will not take place until the annual CORD festival.
- 2.5 Ballots will be tallied in front of the general membership attendees of the annual meeting during the voting year.
- 2.6 The nominee with a simple majority of votes cast shall be elected to such office. In the event of a tie, the election shall be determined by a majority vote of the CORD Board of Directors.

Section 3. Vacancies in the Offices

- 3.1 Vacancies in elected offices may be filled for the remainder of the term by the President with approval from the Board of Directors. Should the President be the vacancy, the Vice-President will accede until the end of his/her original term. The office Vice-President will remain vacant until the next voting session.

ARTICLE V
CORD Board of Directors

Section 1. The CORD Board of Directors consists of the elected and the appointed officers who shall focus on policy and governance matters, and implementation of programs and services for CORD.

- 1.1 The Elected Officers include the President, Vice-President, and the Secretary/Treasurer. Elected Officers of the Board of Directors have one vote each.

- 1.2 The Appointed Officers may include, but are not limited or required to, the following: Publications Chair, Web Technology Chair, Festival Chair, Festival Chair-Elect, Travel & Transportation Chair, Bylaws Chair, and Hospitality Chair. Appointed Officers are appointed by the President with approval of the Executive Committee and have one vote each.

Section 2. The Elected Officers serve a term of office concurrent with the year as below:

- 2.1 The President serves a one-year term and is eligible to succeed himself/herself for a second one-year term through the election process..
- 2.2 The Vice-President serves a one-year term and is eligible to succeed himself/herself for a second one-year term through the election process..

2.4 The Secretary/Treasurer shall be elected to a two-year term and is eligible to succeed himself/herself for a second two-year term through the election process.

Section 3. The Appointed Officers serve a two-year term concurrent with the year under the appointment of the President with approval from the Elected Officers, and may succeed themselves for another term of two years.

Section 4. The members of the Executive Committee of the CORD Board of Directors are the Elected Officers: President, Vice-President, and Secretary/Treasurer. All members of the Executive Committee have one vote each.

4.1 The Executive Committee shall perform duties specified by these Bylaws, Official Documents, Standing Rules, and the CORD Board of Directors.

4.2 The Executive Committee may act on behalf of the CORD Board of Directors subject to the approval of the Board of Directors.

Section 5. Meetings of the CORD Board of Directors are conducted periodically at a place and time determined by the President.

5.1 A quorum for such meetings will not be based on the number of members on the CORD Board of Directors. A Quorum will be met when a meeting has been called and at least three (3) members of the CORD Board of Directors are present. If only two members of the Board are present, the meeting will continue with all decisions being approved or tabled through meeting minutes.

Section 6. Elected and Appointed CORD Board of Directors members receive no compensation or salary for performing their duties as Board members.

Section 7. Upon evidence of any officer's (Elected or Appointed) incapacity to serve or unwillingness to follow the Bylaws and policies of CORD, the CORD Board of Directors by a two-thirds vote (2/3) may declare the office vacant. The entire CORD Board of Directors must be present.

Section 8. CORD Board of Directors members are to function without prejudice or favoritism in the execution of their duties.

ARTICLE VI

Committee Structure

Section 1. The CORD Board of Directors may adopt a resolution establishing or dismissing one or more committees and delegating specified authority to the committee, and may appoint or remove members of a committee. At the direction of the CORD Board of Directors, the President is authorized to designate committees and appoint Voting Members to the committees.

Section 2. Upon evidence of any committee member's incapacity to serve or unwillingness to follow the Bylaws and policies of CORD, the CORD Board of Directors by a simple vote (51%) of the CORD Board of Directors members present shall dismiss the committee member.

ARTICLE VII

Year, Official Records, and Governing Rules

- Section 1. The Year shall begin January 1 and extend through December 31.
- Section 2. The CORD Board of Directors shall keep correct and complete books and records of policy and financial matters.
- Section 3. The rules contained in Robert's Rules of Order, most recently revised, shall govern CORD in all cases where they are applicable and when they are not inconsistent with these Bylaws or any Official Documents adopted by CORD.

ARTICLE VIII

Bylaws Revisions

- Section 1. Bylaws revisions may be initiated by a Voting Member, a special committee appointed by the President or by the CORD Board of Directors. Revisions must be submitted in writing to the CORD Board of Directors for consideration.
- Section 2. Bylaws revisions are reviewed by the CORD Board of Directors. The two-thirds (2/3) majority vote of the Board members shall be required before the revisions are submitted to the Voting Membership for review.
- Section 3. The revised Bylaws of CORD shall be approved by a simple (51%) affirmative vote of those members voting. Ballots for voting will be used and tallied during the annual meeting of the annual CORD festival at the festival site.
- Section 5. Revisions shall be effective as of the date designated by the CORD Board of Directors.

ARTICLE IX

Dissolution

- Section 1. In the event of dissolution of CORD, all assets of that unit of CORD shall inure to the American Guild of English Handbell Ringers (AGEHR) Area IX after a period of five (5) years for the stated date of dissolution.
- 1.1 The sole purpose of the funds from CORD to the American Guild of English Handbell Ringers (AGEHR) would be to fund a scholarship program to be called the Central Oklahoma Ringers & Directors Scholarship for the purpose of continuing education for all ringers and directors in Oklahoma with no exclusions placed except that members of the Area living in Texas before or after an event will not qualify for the scholarship. The American Guild of English Handbell Ringers (AGEHR) Board of Directors may also use the funds, if so desired, to sponsor, promote, or endorse any handbell or handchime event in the state of Oklahoma and no other.
- 1.2 These funds as stated in Section 1.1 shall be kept in the financial responsibility of the American Guild of English Handbell Ringers (AGEHR) national office or Board of Directors. No area or sub-area of the American Guild of English Handbell Ringers (AGEHR) will have access or any financial responsibility of the funds.