

2011-2012

BY-LAWS

ARTICLE I: NAME

The name of the organization shall be: Handweavers Guild of Boulder.

ARTICLE II: OBJECTIVES

The objectives of the Guild shall be to explore the lore and techniques of hand-weaving and related textile arts and crafts and to stimulate interest in these media.

ARTICLE III: POWERS

Section 1. The Guild shall have the power to receive, administer, and disburse dues, assessments, and other grants to further its ends; to acquire, hold absolutely or in trust for the purposes of the Guild and to convey property real and personal; to publish papers, leaflets, booklets, drafts, or books; to hold exhibits and other group events when feasible; to affiliate with other organizations in the pursuit of common aims, and to appoint delegates or representatives to such organizations; to establish branches, sections, or divisions on a regional basis; and to engage in such other activities as deemed necessary.

Section 2. All contractual agreements shall be put in writing and shall be signed by the President and either the Secretary or Treasurer. The 1st Vice-President has authority to sign contracts for programs and workshops.

ARTICLE IV: MEMBERSHIP

Section 1. Membership of the Guild shall be open to persons in sympathy with, interested in, or actively engaged in the art of handweaving and related arts/crafts. There shall be no discrimination based on sex, race, color, creed, or age.

Section 2. Each membership shall have one vote in the transaction of the business of the guild and shall be eligible for any elective or appointive office in the Guild.

Section 3. A family membership gives access to study groups, presentations, workshops, the library, and annual sale. Family memberships will receive one PIN, one copy of each newsletter, one copy of the yearbook, and one vote.

Section 4. Robert's Rules of Order shall govern all proceedings to which they are applicable. In addition, there shall be Operating Procedures that may be revised by the Executive Board with the approval of the membership.

Section 5. In case of emergency notice of a special meeting may be given by telephone AND/OR E-MAIL.

Section 6. Arrangements can be made for those who need financial help with the dues, luncheons, etc.

Contact the current Member-at-Large, who will follow through with the Membership chair and the Treasurer.

ARTICLE V: OFFICERS

Section 1. The officers of the Guild shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer. Tenure of office shall not exceed three consecutive years.

Section 2. The President shall preside at all meetings; with the approval of the Executive Board shall appoint chairpersons of all committees; shall be a member ex-officio of all committees except the Nomination Committee; and shall perform such other acts as the title implies.

Section 3. The 1st Vice-President shall be in charge of program planning and shall assume the duties of the President in the event of absence, death, resignation, or incapacity of the President.

Section 4. The 2nd Vice-President shall do program planning for two years. The first year, the second Vice-President shall assist the 1st Vice-President in program planning. The second year the 2nd Vice-President shall become the 1st Vice-President.

Section 5. The Secretary shall be responsible for the Guild's correspondence; shall keep the minutes of all membership and Executive Board meetings; and shall make the minutes available to the membership at the following meeting and in the newsletter. The Secretary shall keep a copy of the current By-Laws and Standing Rules with incorporated changes and shall notify the yearbook editor of such changes at the end of the Secretary's term. The Secretary shall keep a file of newsletters for the year, which shall be given to the librarian at the end of the year for the Guild archives.

Section 6. The Treasurer shall keep, or cause, to be kept, accurate records of the Guild's financial transactions; shall submit monthly reports and an annual report of income and expense to the Executive Board and the membership; and shall make sure that all state and federal reporting requirements are met.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, the 1st Vice-President, the 2nd Vice-President, the Secretary, the Treasurer, Evening Chair, either the Immediate Past-President or the President-elect, a Member-at-Large, Newsletter Editor, Annual Sale Chair, Webmaster, and a former President appointed by the current President.

Section 2. The Executive Board shall hold monthly meetings, September through May, with additional meetings called as necessary. These meetings shall be open for non-voting participation by other members.

Section 3. It is the responsibility of the Executive Board to make recommendations to the membership regarding Guild business.

Section 4. The Executive Board shall have the power to make interim appointments to fill a vacancy in an office until elections are held.

Section 5. Questions will be decided by a simple majority of the members thereon, which shall also constitute a quorum. In the case of a tie vote the decision of the President shall be final.

Section 6. The Immediate Past-President shall continue as a voting member of the Executive Board through December following the expiration of the term of President, and shall attempt to give continuity of the policies and procedures of the Guild.

Section 7. The President-elect shall replace the Immediate Past-President when elected in January and shall serve as a voting member of the Executive Board, assuming the duties of the President at the end of the May meeting.

Section 8. If a President is re-elected to a consecutive term, the Executive Board shall consist of one less member than listed in **Article VII Section I**, until a new President-elect is chosen the following year.

ARTICLE VIII: ELECTIONS

Section 1. A Nomination Committee shall be appointed to present a nominee for President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Evening Chair, and Member-at-Large in December.

Section 2. The President shall be elected in January to take office in May for a one-year term. The 1st Vice President, 2nd Vice-President, Secretary, Treasurer, Evening Chair, and Member-at-large shall be elected in January to take office for one year following the May meeting.

Section 3. The elections shall be open to further nominations from the floor. No one may be nominated without prior consent.

ARTICLE IX: COMMITTEES

Section 1. The President shall appoint such committee chairpersons as are needed for the proper functioning of the Guild. These committees shall include but not be limited to: Outreach, Equipment, Nomination, Scholarship, Hospitality, Historian, Membership, Audit, and Carol Strickler Scholarship.

ARTICLE X: FINANCES

Section 1. The fiscal year (corporation closing), the operating year (budget year), and the office year (Officers' term) of the Guild shall be June 1 through May 31.

Section 2. Dues are due in full June 1. Members in arrears after the regular September meetings lose their privileges, subscription to the newsletter, and eligibility to participate in the annual sale. Reinstatement is accomplished by payment in full of the current year's dues; this does not include eligibility to participate in the annual sale. After January 1, the current year's dues are one-half of the current rates.

Section 3. Dues shall remain the same unless Executive Board action to change dues is approved by a vote of the members at a general meeting with said change in dues not to go into effect until the Guild year following the vote.

Section 4. The income from annual dues and from investments and other sources shall be available for services, publications, and other current expenses consistent with the purposes of the Guild.

Section 5. An operative budget for the June through May operating period shall be drawn up by the Executive Board at the beginning of the Office-year and shall be presented for discussion and vote at the September or October membership meeting.

Section 6. Funds handled in conjunction with special events of the Guild shall be channeled through the Guild treasury, whether or not the Guild retains any of the funds.

Section 7. Payment of bills incurred from transaction of Guild business shall be authorized by agreement of a majority of the Executive Board at the request of the Treasurer.

Section 8. Each committee shall have jurisdiction over the use of funds allocated to it in the budget, with all income and expenses channeled through the Guild treasury.

Section 9. Final decisions on expenditures for new equipment for general Guild purposes not covered in the current budget requires a vote by the membership.

Section 10: An annual audit shall be conducted by an Audit Committee appointed by the President. The committee will include the present Treasurer, the Treasurer-elect, the Audit Committee Chair, and two committee members. The audit will be conducted after the close of the fiscal year.

ARTICLE XI: AMENDMENTS

Section 1. These By-Laws may be amended by a simple majority vote at any regular meeting of the Guild, provided a quorum is present and that notification of such business shall have been given at the preceding meeting. A quorum shall be defined as those members present at any regularly scheduled HGB day meeting.

Section 2. Copies of proposed amendments shall be mailed to members not present at the first reading.

Section 3. The provisions of these By-Laws as approved shall be effective immediately upon their adoption and shall supersede and nullify all previous enactments in conflict with them.

Section 4. Standing Rules may be amended by two-thirds majority vote at any regular meeting of the Guild.