

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 handweaving 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, luncheon 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, 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 only 10 members 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 use of funds allocated to it in the budget, with all income and expenses channeled through the Guild treasury. Final decisions on purchases of books shall rest with the Library Committee; final decision on expenditures for new equipment requires vote by the membership.

Section 9: 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.

Standing Rules and Committees

1. Workshops and Special Events Funds

Funds handled in conjunction with all Guild workshops (including half-day workshops and special events) shall be submitted to the Guild Treasurer. Workshop fees may be set higher for non-Guild member participants.

The 1st Vice-President/Program Chair shall appoint a Volunteer Coordinator for each workshop. The Volunteer Coordinator shall house the speaker and organize the workshop. In the event housing is not available through the Volunteer Coordinator, a Hostess shall also be appointed. The Volunteer Coordinator shall receive compensation in the form of free participation in the workshop. This compensation is not to exceed a value of \$250 unless approved by the Board. All materials fees are the responsibility of the Volunteer Coordinator. If appointed, the Hostess will receive compensation in the form of free participation in the workshop, not to exceed \$250 unless approved by the Board. The Hostess will be responsible for any materials fees. This compensation is not transferable. There shall be no more than two registrations compensated for any one workshop. Exceptions are subject to the approval of the Board.

The total amount of the workshop fee shall be required for registration. If the Guild cancels the workshop, a full refund will be made. If a participant finds it necessary to cancel, the deposit will be refunded only if the participant notifies the Volunteer Coordinator and the position can be filled from the waiting list. If the participant does not show up and does not notify the Volunteer Coordinator, no refund will be given.

2. The Membership List and Customer Mailing List

The membership list and customer mailing list shall not be released. They may be used for whole-Guild-related activities at the discretion of the Board.

3. Selling

The Guild shall allow buying, selling, and trading at every meeting, subject to the restrictions of the meeting place.

4. Guild Name and Logo

Any use of the Guild name or logo, and any expenses related to that use, must have prior approval of the Board.

5. The Annual Sale and Sale Committee

- a. The Sale Committee shall consist of Chair, Co-Chair, and those subcommittee members deemed necessary by the Chair to organize and supervise the various tasks needed to run the sale.
- b. The Sale Committee shall organize and conduct an Annual Sale in which members may offer their work for sale. This event shall be a fundraiser for the Guild and a sales opportunity for members.
- c. The Board, with advice from the Sale Committee, is responsible for setting the deadline by which dues must be paid for members to participate in the Annual Sale.
- d. The Guild shall receive a commission on all sales. The Board, working with the Sale Committee, will establish the amount of commission no later than the September meeting.
- e. The committee shall use the established Standards of Acceptance as printed in the Yearbook.
- f. The committee shall establish dates, location of the sale, and work requirements.
- g. The Sale Committee will maintain the customer mailing list.
- h. All sales and expenditures of the Annual Sale shall be recorded by the Sale Committee and then submitted to the Guild Treasurer.

6. The Audit Committee

- a. The President shall appoint an Audit Committee in accordance with the By-Laws.
- b. The Audit Committee will conduct an annual financial audit in accordance with the By-Laws.

7. The Carol Strickler Scholarship Committee

- a. There shall be three members: the Chair and two assistants. Committee members shall serve for five years with staggered terms to assure continuity.
- b. The Scholarship Committee shall award scholarships to Guild members of at least one year standing to assist their technical and aesthetic development.
- c. Committee members shall not be eligible for an award.
- d. The committee will screen applicants and approve awards.
- e. The committee will notify applicants to apprise them of conditions of the award. The conditions of the award shall be determined by the committee.
- f. Applicants will be required to sign a Letter of Agreement before money is awarded. The Letter of Agreement shall be drawn up by the committee.
- g. The Chair will keep records of all applicants, monies awarded, whether conditions of the award have been satisfied, and report periodically to the Board.
- h. On a yearly basis the Guild will contribute funds to match Stewart Strickler's donation up to \$1000, and more if circumstances permit.

- i. All funds and expenditures of the Scholarship Committee will be recorded by the committee and then submitted to the Guild Treasurer. The scholarship fund shall accrue any unused funds.

8. The Equipment Committee

- a. There shall be two members: the Weaving Equipment Chair and the Spinning Equipment Chair.
- b. The Equipment Committee shall obtain, maintain, and make available equipment for rental to Guild members.
- c. Guild members may suggest purchases for the committee to consider. Final decision of purchases over \$1000 shall rest with the Guild membership.
- d. Guild-owned equipment may be rented by members who have been members of the Guild for one month or longer. The Equipment Chair may require a new member to provide references from a longer-term member. Rental shall be on the basis of rules determined by the Board and the Equipment Committee.
- e. The Equipment Committee shall have jurisdiction over the funds allocated to it in the budget, by the Board, or by gift. Funds and expenditures shall be submitted to the Guild Treasurer.

9. The Historian

- a. There shall be one member: the Historian.
- b. The Historian shall produce a notebook of all Guild-related items for the Guild archives.
- c. The Historian will collect monthly paper issues of *The Beat*, any newspaper articles concerning the Guild or members, any Guild-related photos, and any other Guild mementos into a notebook.
- d. The Librarian will catalogue the notebook prior to it being placed in the archive library.
- e. All expenditures shall be submitted to the Guild Treasurer.

10. The Library Committee

- a. There shall be three or more members: the Librarian and two or more assistants. At least one of these members shall continue into the following year.
- b. The Library Committee shall obtain, maintain, and make available books and materials for Guild member check-out.
- c. Guild members may suggest purchases for the committee to consider. Final decision shall rest with the Library Committee.
- d. Members may check out books and other materials from the Guild Library for a period of one month. Materials may be renewed if there are no other requests for those materials. The Guild Library will be housed by the Librarian and made available at Day Guild meetings. Night Guild members should contact the Librarian to make arrangements to check out books and materials.
- e. The Library Committee shall have jurisdiction over the funds allocated to it in the budget, by the Board, or by gift. Funds and expenditures shall be submitted to the Guild Treasurer.

11. The Membership Committee

- a. There shall be two or more members: the Chair and one or more Greeters.

- b. The Membership Committee shall interact with potential members and register all Guild members annually.
- c. The Membership Chair will collect dues and maintain all records regarding the Guild membership. The Membership Chair will be responsible for making available information about the Guild to new or potential members.
- d. The Membership Chair will forward the Membership database to the Yearbook Editor by the Friday after the September Guild meeting, as well as any paid advertisements for the Yearbook. Membership Chair will notify the Yearbook Editor of ad monies received and from whom.
- e. The Membership Chair will send new and changed membership information to *The Beat* Editor and the Webmaster by the Friday following the Day Guild meeting.
- f. The Membership Committee will be responsible for nametags at each day meeting and will personally greet guests and new members.
- g. All membership dues and expenditures shall be recorded by the Membership Chair and then shall be submitted to the Guild Treasurer.

12. The Newsletter Committee

- a. There shall be two or more members: *The Beat* Editor, *The Beat* Mailer, and assistants as needed.
- b. The Newsletter Committee shall publish a monthly newsletter, *The Beat*, September through May with special issues whenever deemed necessary by *The Beat* Editor or the Board.
- c. *The Beat* Editor will collect material for the newsletter, edit, format, and transmit the newsletter to the printer and to the Webmaster.
- d. *The Beat* Editor will determine the amount of advertising in *The Beat* based on available space, with fiber-related ads taking precedence.
- e. *The Beat* Editor and Board shall set a policy for cost of advertisements in *The Beat*.
- f. *The Beat* Mailer will pick up the newsletter from the printer, address, and mail.
- g. *The Beat* Editor shall have jurisdiction over the funds allocated to the Newsletter Committee in the budget and by the Board. Funds and expenditures shall be submitted to the Guild Treasurer.

13. The Nomination Committee

- a. There shall be three members: the Nomination Committee Chair and two assistants.
- b. The Nomination Committee shall be responsible for assembling the list of the elected Board for the upcoming fiscal year.
- c. As a group, the Nomination Committee should know a large percentage of the general membership.
- d. The Nomination Committee shall present the proposed list at the December meeting and submit the list for publication in *The Beat*. The membership will vote on the proposed list in January.

14. The Outreach Committee

- a. There shall be one or more members: the Outreach Chair and assistants as needed.

- b. The Outreach Committee shall provide weaving and/or spinning demonstrations or programs for nonprofit functions only. The intent of the activity must be primarily educational.
- c. Guild members may suggest service projects for the committee to consider.
- d. The Outreach Committee shall have jurisdiction over the funds allocated to it by the budget, by the Board, or by gift. Funds and expenditures shall be submitted to the Guild Treasurer.

15. The Program Support Committee

- a. There shall be three or more members: the Hospitality Chair, the Audio-Visual Chair, the Show and Tell Chair, and assistants as needed.
- b. The Program Support Committee shall provide support needed to conduct the Day Guild meeting.
- c. The Hospitality Chair will be responsible for obtaining the keys and arriving early to set up the chairs and tables for each Day Guild meeting.
- d. The Hospitality Chair will be responsible for Guild-provided refreshments at each Day Guild meeting.
- e. The Hospitality Chair will be responsible for cleanup and takedown of the chairs and tables and for making certain the meeting place is in proper order after the Day Guild meeting.
- f. The Audio-Visual Chair will be responsible for setting up and taking down any audio-visual equipment needed during the Day Guild meeting or program.
- g. The Show and Tell Chair will officiate during the Show and Tell portion of the Day Guild meeting.
- h. All expenditures of the Program Support Committee shall be submitted to the Guild Treasurer.

16. The Storage Unit Contact

- a. There shall be one member: the Storage Unit Contact
- b. The Storage Unit Contact shall provide access to Guild storage units for Guild members on Guild business. The Sale Chair will act as back-up for the Storage Unit Contact.

17. The Website Committee

- a. There shall be one member: the Webmaster
- b. The Webmaster shall update and maintain the Guild website.

18. The Yearbook Committee

- a. There shall be one or more members: the Yearbook Editor and proofreading assistants as needed. Prior to May the incoming President will appoint the Yearbook Editor.
- b. The Yearbook Committee shall produce a Yearbook containing Guild information for the current year.
- c. The Yearbook Editor will be in charge of collecting information changes for the Yearbook. The Past-President will be responsible for giving the Yearbook Editor updated information on everything except Annual Sale information and the Membership database. The Sale Committee will provide Annual Sale information. The Membership Chair will provide the Membership database. The Yearbook Editor will gather ads and edit into the Yearbook.

- d. The Yearbook Editor will receive information by the first of September except for the Membership database, which will be received by the Friday after the September Guild meeting.
- e. The Yearbook Editor will be responsible for formatting information provided into a form acceptable by the printer, transmitting the Yearbook to the printer, and picking it up in order for it to be available for distribution at the October Guild meeting.
- f. All funds and expenditures of the Yearbook Committee shall be submitted to the Guild Treasurer.