

FRANCES IRWIN HANDWEAVERS BYLAWS

ARTICLE I Name

The name of this group shall be Frances Irwin Handweavers, hereinafter referred to as the Guild.

ARTICLE II Object – Purpose

The object of this Guild shall be to promote and encourage the craft of handweaving and related fiber arts through educating our members as well as the public wherever possible.

ARTICLE III Membership

Section 1 - Membership shall be open to those persons interested in handweaving. Members may vote, receive Guild communications, attend monthly meetings, and they are eligible to participate in other activities sponsored by the Guild.

Section 2 - Applicant shall be declared a member upon payment of annual dues, renewable each year in June. If a member does not pay dues within one month of the mailing of an arrears notice by the Membership Coordinator, then the member may be dropped from membership in the Guild.

Section 3 - Guests may attend two meetings each year before application for membership is required. A fee may be charged that is based on the type of meeting(s) attended. Programs requiring fees will be noted in Guild communications.

ARTICLE IV Meetings

Section 1 - The regular meetings of the Guild shall be held on the second Monday of each month from September through June unless otherwise specified by the Executive Board.

Section 2 - Cancellation of a meeting is directed by the President when she/he initiates the Emergency Call List no later than 8:00 A.M. of the meeting day. Meetings cancelled for unavoidable causes may not be rescheduled.

ARTICLE IV Meetings (Continued):

Section 3 - A quorum shall consist of one-fourth (1/4) of the membership of the Guild.

Section 4 - Special membership meetings may be called by the President, the Executive Board, or upon the written request of a quorum of the membership. The purpose of the meeting shall be stated in the "call." Advance notice of a special meeting shall be given to the membership except in an emergency.

ARTICLE V Election of Officers

Section 1 - The Officers of the Guild shall be: President, Vice-President, Secretary, Treasurer, Membership Coordinator, and Program Coordinator.

Section 2 - The Officers shall be elected by ballot to serve for a term of two (2) years, with elections taking place in April of even-numbered years. Officers shall assume their duties as of July 1 of the year they are elected.

Section 3 - The Nominating Committee, consisting of at least three (3) members and appointed by the President, shall submit a Slate of Officers at the March meeting, and it shall be presented in the newsletter for the April meeting. Additional nominations from the floor shall be permitted, provided that the person(s) has(have) given consent prior to nomination.

Section 4 - No member shall hold more than one Executive Office at a time nor be eligible to serve more than two (2) consecutive terms in the same office.

ARTICLE VI The Executive Board and Duties

Section 1 - The Executive Board shall consist of the elected officers.

Section 2 - The Executive Board shall:

- conduct all business of the Guild
- approve the plans of all Committees
- approve the budget and any expenditures not included within the budget
- fix the place, date and hours of the meetings and submit the annual meeting schedule to the manager of the meeting location
- release officers who are unable to perform their duties

Section 3 - An Executive Board meeting shall be held at least once a year, prior to the resumption of regular Guild meetings.

ARTICLE VI The Executive Board and Duties (Continued):

Section 4 - Additional meetings of the Executive Board may be called by the President or called upon the written request of three (3) members of the Board.

ARTICLE VII Duties of Officers

Section 1 - Attendance of Officers is expected at the majority of meetings, both Board and regular Guild meetings.

Section 2 - The duties of the Officers shall be as follows:

A. The President shall:

- preside over the Executive Board meetings
- preside over regular membership meetings
- appoint a Nominating Committee, Auditor(s), and nonelected coordinators for committees
- initiate budget call
- call special meetings
- cancel meetings
- appoint replacements to fill Office vacancies
- cast the deciding vote in case of a tie
- be an ex-officio member of all special committees except the Nominating Committee
- perform all other duties usually pertaining to the Office

B. The Vice-President shall:

- take over the duties of the President in her/his absence
- be available to assist the President
- assume duties pertaining to the office as assigned by the President
- succeed to the Presidency should the office be vacated before the completion of the term
- perform all other duties usually pertaining to the Office

C. The Secretary shall:

- keep the Guild's official records
- record the minutes of Board meetings
- record the minutes of the business portion of regular meetings
- provide copies of minutes to the Executive Board
- prepare and send the "call" for special meetings

(Secretary duties continued on next page.)

C. The Secretary shall (Continued):

- make available meeting minutes upon request
- conduct general correspondence of the Guild
- incorporate approved amendments to the Bylaws document and be responsible for distribution to membership
- perform all other duties usually pertaining to the Office

D. The Treasurer shall:

- keep the Guild's official current and past financial records and related documents
- keep an accurate, detailed account of income and expenses; require an invoice or receipts for all expenses
- maintain Guild bank accounts
- provide an oral report at regular Guild meetings
- provide a written report for Executive Board meetings
- sign all checks for approved expenditures; all other expenditures require approval by another Officer
- prepare preliminary fiscal year (July 1-June 30) budget for Executive Board meeting
- prepare final budget and distribute to Officers and committees
- send a written year-end financial report to the Executive Board members and Committee Coordinators
- complete bank forms and obtain signatures of the current Officers for the bank account
- submit the books to the Auditor(s) at the end of the term
- perform all other duties usually pertaining to the Office

E. The Membership Coordinator shall:

- welcome guests at meetings
- notify guests who are potential members of the dues and guest policy
- keep membership and emergency call list current
- distribute membership and emergency call list in a timely manner
- provide membership updates to the Newsletter Editor for distribution to the membership
- collect dues and guest fees and submit them to the Treasurer
- prepare and present a Welcome Package to new members.
The Welcome Package will include a name tag, membership list, emergency call list, a copy of the Bylaws, the Operating Policies and Procedures document, and a list of library and equipment holdings
- maintain name tags

(Membership Coordinator duties continued on next page.)

E. The Membership Coordinator shall (Continued):

- keep meeting attendance records and send file copy to Secretary
- publish dues reminders in newsletter
- send dues arrears notice when dues are one month past due
- perform all other duties usually pertaining to the Office

F. The Program Coordinator shall:

- select Program Committee members, as needed
- plan the annual program schedule of the Guild, including monthly programs, workshops, special programming, speakers/lecturers, and special events (picnics, lunches, workshop pot-lucks)
- solicit workshop and program ideas in January for the next fiscal year and present the proposed programs and workshops, including their schedules and their associated costs, for a vote, to the membership no later than the May meeting
- coordinate travel, lodging and hospitality for paid program and/or workshop leaders
- collect workshop fees and submit them to Treasurer
- keep records of programs and workshop finances
- prepare and execute the Program and Workshop Contract; retain original and provide a signed copy to the Treasurer
- determine charges for guests
- perform all other duties usually pertaining to the Office

Section 3 - Upon completion of their terms, all officers will pass both current and historical records to their successors.

ARTICLE VIII Committees

Section 1 - The Program Committee shall:

- be selected by the Program Coordinator
- plan the annual program of the Guild
- coordinate logistics as directed by the Coordinator
- assist the Program Coordinator in execution of duties

Section 2 - The Audit Committee shall:

- consist of one or more members appointed by the President during an election year
- audit the Treasurer's books at the end of the term
- submit a signed Audit Report to the Executive Board and outgoing Treasurer
- deliver the books to the new Treasurer after the audit

Section 3 - The Communications Committee shall:

- solicit information for and publish a monthly newsletter
- promote the Guild to the public via various media
- communicate items of interest to Guild members

Section 4 - The Hospitality Committee shall:

- manage the hospitality needs of the Guild
- coordinate a list of members to provide monthly refreshments
- provide the refreshment list to the newsletter editor
- remind volunteers of their monthly commitment to provide refreshments and to arrive early to set up
- be responsible for all equipment and restocking of supplies
- have custody of equipment and supplies and ensure they are available prior to 10 A.M. on meeting day
- be prepared to cover for an absent volunteer
- coordinate the provision of refreshments served during workshops

Section 5 - The Nominating Committee shall:

- consist of at least three (3) members appointed by the President
- submit a Slate of Officers at the March meeting
- present the Slate of Officers in the newsletter for the April meeting

Section 6 - When the Guild is a member of The Mid Atlantic Fiber Association (MAFA), the MAFA Representative shall:

- attend bi-annual MAFA meetings and any special meetings called and provide feedback to Guild members
- convey Guild concerns to MAFA
- inform the Guild of MAFA activities on a regular basis and provide a summary for the Guild newsletter
- inform members when the MAFA newsletter is available on-line via the Internet
- provide copies of MAFA newsletter for members without Internet access
- serve as liaison with other Guilds

Section 7 - The Librarian shall:

- bring program related resources to meetings on a regular basis
- make Guild resources available to members to borrow
- keep a record of borrowed resources and their return
- keep the Guild resources and periodically publish a list of them for the membership
- make recommendations for purchase of additional resources

**ARTICLE IX
Parliamentary Authority**

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall guide the Guild in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any "Special Rules of Order" the Guild may adopt.

**ARTICLE X
Amendment to Bylaws**

Section 1 - A motion to amend the bylaws may be made at any regular meeting.

Section 2 - The motion must then be presented to the membership in the newsletter prior to the vote.

Section 3 - The outcome of the motion will be determined by a majority of the voting members, if a quorum is present.

**ARTICLE XI
Dissolution**

In the event the Guild is dissolved, and after payment of all outstanding debts, all remaining assets will be contributed to fiber-related organizations to be selected by the Executive Board.

Adopted: Circa 1960
Amended: September 1992
Revised: October 14, 2003