

# **WILLIAMSBURG SPINNERS AND WEAVERS GUILD**

## **BYLAWS**

**Adopted May, 2015**

### **ARTICLE I – NAME**

The name of the Guild shall be Williamsburg Spinners and Weavers Guild. This Guild was organized March 1, 1987.

### **ARTICLE II – OBJECTIVE**

1. To foster and develop interest in the arts of spinning and weaving through personal contact, communications, meetings, classes, seminars, and exhibitions of handwork.
2. To promote the arts of spinning and weaving through study of their history, uses and forms, and to encourage individual creativity in adapting their forms to modern use.
3. To provide educational and cultural development through participation in and encouragement of interest in the arts of spinning and weaving.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1. Eligibility**

Any individual who subscribes to the objectives of this Guild may become a member subject to compliance with the provisions of these Bylaws.

#### **Section 2. Good Standing**

Only members in good standing shall be eligible to participate in the business meetings of the Guild. A member shall be considered in good standing when the member pays dues and acts in accordance with the provisions of these Bylaws.

#### **Section 3. Lifetime Members**

The Guild may honor a member with a lifetime membership. A lifetime member has the same privileges as regular members but is exempt from paying dues. The Executive Board shall receive recommendations for lifetime membership and this will be voted on by the general membership.

### **ARTICLE IV – FINANCES**

#### **Section 1. Fiscal Year**

The fiscal year of this Guild shall be from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive.

#### **Section 2. Revenues**

- (a) Annual dues. Annual dues shall be due and payable to the Treasurer by the December meeting.
- (b) Revenue from related activities. Revenue from such activities as are permitted to non-profit organizations by the Internal Revenue Code may be added to the treasury from time to time.
- (c) The newsletter will be sent to members in good standing.

#### **Section 3. Disbursements**

Funds received by the Guild by way of income, gift or otherwise, shall be deposited in suitable depositories and disbursed as directed in the annual budget prepared by the Treasurer and the Executive Board, and approved by the membership.

#### **Section 4. Special Funds**

Funds handled in conjunction with special events of the Guild, i.e., workshops, etc., shall be channeled through the Guild treasury, whether or not the Guild retains any of the funds.

## **ARTICLE V – OFFICERS**

### **Section 1. Eligibility**

All those who hold elective or appointive office shall be members in good standing.

### **Section 2. Elective and Appointive Officers**

The officers of this Guild shall be a President, a Vice President, a Secretary, and a Treasurer. Majority vote shall constitute election. A member shall not serve more than two consecutive terms in the same office. This term of office shall be one year beginning January 1<sup>st</sup>.

### **Section 3. Method of Election**

(a) The officers shall be elected at a regular meeting of the Guild in the month of November and shall hold office for a term of one year beginning on January 1<sup>st</sup>.

(b) There shall be a nominating committee composed of three members appointed at the September meeting in the year of election. The nominating committee shall nominate at least one eligible person for each office to be filled, after receiving consent of that person to serve if elected. A member of the nominating committee may hold office. The report of the nominating committee shall be made to the membership at the October meeting. Further nominations from the floor shall be called for and such nominations shall be placed on the ballot which will be published in the November newsletter. Ballots are to be returned prior to or at the November meeting. Election shall be by majority vote of the members.

### **Section 4. Vacancies of Office**

A vacancy occurring in any office shall be filled for the unexpired term by vote of the Executive Board with the consent of the nominee.

## **ARTICLE VI – DUTIES OF OFFICERS**

### **Section 1. Duties of Elective Officers**

(a) The President shall preside at all meetings of the Guild, shall appoint all committees, subject to the confirmation by the Executive Board, and shall coordinate the work of all officers and committees in order that the objectives may be promoted. The President shall call meetings of the Executive Board and shall preside at its meetings. The President shall be an ex-officio member of all committees except the nominating committee.

(b) The Vice President shall work with the President, be ready to take over the duties of the office of President whenever necessary, and act as program chairman.

(c) The Secretary shall record and post the minutes of each meeting and shall send such communications as are delegated by the President or voted by the membership. The minutes shall be published in the newsletter.

(d) The Treasurer shall have custody of all funds of the Guild, shall keep a full and accurate record of receipts and disbursements, shall make disbursements in accordance with the authorization of the Guild, shall present a financial report at each business meeting of the Guild and at each meeting of the Executive Board, and shall submit accounts at the end of the fiscal year for an audit by a committee of two members, neither of whom shall be an officer. The Treasurer's report shall be published in the newsletter.

### **Section 2. Executive Board**

(a) The Executive Board shall be composed of the elective officers, the immediate past President, chairmen of standing committees, and any other chairmen designated by the President.

(b) The duties of the Executive Board shall be to assist the President in the performance of duties, assist the Vice President in planning programs, and to act for the membership in the necessary transaction of business between meetings and in the transaction of any business delegated to it by the membership.

## **ARTICLE VII – MEETINGS AND QUORUM**

### **Section 1. Regular Meetings**

Regular meetings shall be held monthly at a time set by the Executive Board after consultation with the members.

### **Section 2. Special Meetings**

Special meetings may be held at the request of the Executive Board, after proper notification to all members.

### **Section 3. Quorum**

Thirty percent (30%) of the total membership shall constitute a quorum for the transaction of business at any regular or special meeting.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern this Guild in all parliamentary procedure in which they are applicable and in which they are not inconsistent with these Bylaws.

## **ARTICLE IX – AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the members provided that notice of the proposed amendment shall have been submitted to the membership at least thirty (30) days in advance. Notice of the proposed amendment and a ballot shall be published in the newsletter and sent to the membership at least thirty (30) days in advance.