

Hangtown Fibers Guild

Bylaws

ARTICLE I: NAME & PURPOSE

- A. The name of this organization shall be Hangtown Fibers Guild.
- B. The purpose of The Guild is to encourage growth and knowledge of the fiber arts through meetings, workshops, lectures, demonstrations and the exchange of ideas.
- C. Affiliated with the Conference of Northern California Handweavers, Incorporation; aka: CNCH. (Membership accepted September 26, 2016.) *Reference www.cnch.org for overview and Bylaws.*

ARTICLE II: MEMBERS

- A. Anyone interested in advancing the purpose of The Guild will be considered for membership.
- B. A member is defined as a person who pays annual dues and agrees to abide by the Bylaws and Policies of the Guild.
- C. Regular members are those persons who will pay the dues established by the Guild by the prescribed due date
- D. Regular members have the privilege of attending meetings, voting, attending Guild functions and holding office.
- E. Regular members present at a Guild meeting are entitled to one vote each.
- F. The Board of Directors, at its discretion, may grant other categories of membership.
- G. All members will conduct themselves in an appropriate manner during Guild activities.
- H. The Board of Directors may deny or revoke membership by a vote of three quarters of the full Board.

ARTICLE III: GUILD ACTIVITIES

- A. No activities, classes or courses will be conducted in the name of the Guild unless approved by the Board or a majority of Guild members at a regular meeting.
- B. Guests may attend one Guild activity, thereafter, a guest fee or membership may be required.

ARTICLE IV: FINANCES & DUES

- A. The fiscal year of the Guild will begin on October First of each year.
- B. Annual dues will be approved by the membership, upon the recommendation of the Board.
- C. Dues will be due and payable at the September meeting. Previous annual dues will expire December 1st.
- D. No dues will be refunded.
- E. Each new member must pay full dues if joining prior to and including November 30. New members joining after November 30 will pay pro-rated dues of one-tenth of the yearly dues for each remaining month of the fiscal year.
- F. The Board will set fees for workshops and special events.

ARTICLE V: MEETINGS & VOTING & QUORUM

- A. Members will be notified of a change in the place or date of the meetings.
- B. Regular meetings of the Guild will be held at a date, time, and place determined by the Board.
- C. The annual meeting will be held in September at the end of the Guild fiscal year.

D. **Quorum:** One-fourth of the membership present at a regular or special meeting will constitute a quorum.

E. On matters requiring a vote, a quorum must be established. The votes will be cast, tallied, decision determined by the majority, and results be made known immediately, recorded in the minutes and the minutes published in the next newsletter.

ARTICLE VI: BOARD OF DIRECTORS

A. The affairs of the Guild, except as otherwise provided, will be managed by a Board of Directors (Board), each of whom must be a regular member of the Guild, and an officer.

B. The President will call for meetings of the Board of Directors of the Guild with proper notice.

C. The Board of Directors shall consist of the elected officers of the Guild as follows: President, Vice-President, Program Coordinator, Event Coordinator, Secretary, Treasurer, Immediate Past President, and appointed officers: Newsletter Editor, and Membership Coordinator. Each member of the Board will have one vote on matters to be decided by the Board.

D. A majority of the members of the Board must be present to constitute a quorum for the transaction of any business.

E. Board members, or their designated “member” representative, are expected to attend all Board meetings.

ARTICLE VII: OFFICERS

A. The elected officers of the Guild will be the President, Vice-President, Program Coordinator, Event Coordinator, Secretary and Treasurer.

B. The appointed officers will be the Newsletter Editor and Membership Coordinator. They will be appointed/dismissed by the President.

C. The officers will serve for one year beginning immediately after their election.

D. No officer will serve for more than 2 full consecutive terms in the same office unless candidacy is approved by a vote, quorum have been establish, or appointed by the Board.

E. A vacancy in any elected office will be filled by a majority vote at the next meeting after a vacancy occurs, unless waived by the Board.

F. Duties: Elected Officers (*Details for each Office may be found in the Standing Rules.*)

1. **President:** The President will preside at all meetings of the Guild and Board of Directors. The President will appoint/dismiss all appointed officers following discussion by the Board. The President will be an *Ex-Officio* member of all committees except the Nominating Committee.

2. **Vice-President:** will preside at meetings in the absence of the President; will assist the President with his/her duties as requested.

3. **Program Coordinator:** will have primary responsibility for the educational activities of the Guild.

4. **Event Coordinator:** will have primary responsibility for public outreach events, social events, and special events.

5. **Secretary:** will be responsible for the administrative needs of the Board

6. **Treasurer:** will have primary responsibility for the administration of the accounting, budget and financial records.

7. The Immediate Past President of the Guild will serve on the Board as a voting member for a term of one year after completing her/his Presidency. His/her role will be to offer advice and counsel to the Board.

G. Duties: Appointed Officers

1. Newsletter Editor: Will be responsible for compiling the newsletter for the membership.
2. Membership Coordinator: will have primary responsibility to keep records of the Guild's membership.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- A. At the May meeting, nominations shall be taken from the floor for a nominating committee, to consist of three (3) members. If there are more than 3 nominees, then a vote shall be held. If there are no nominations, the Board will appoint a Nominating Committee.
- B. The nominating committee shall nominate a President, Vice-President, Program Coordinator, Event Coordinator, Secretary and Treasurer.
- C. At the August meeting, after the Nominating Committee has made its report, nominations will be taken from the floor. Nominees must be present to be nominated.
- D. Elections of officers shall be held at the Annual Meeting in September. Voting shall be by ballot unless only one nominee is put forward, in which case voting will be by acclamation. *(Ballot handling is described in Standing Rules)*
- E. Ballots must be received by the Secretary prior to the close of the business portion of the Annual meeting in September. All ballots will be counted immediately thereafter by tellers (2 or more) having been appointed by the President at the August meeting. A majority of votes cast shall elect. Results will be announced immediately.

ARTICLE IX: COMMITTEES / SUPPORT POSITIONS

- A. The President will appoint/dismiss committees and support positions as necessary for the optimal functioning of the Guild following discussion by the Board.
- B. The standing committee members will be appointed by the President. Each committee member will serve for a rotating term of two years and may be reappointed.
- C. Committees/Support positions, or focus groups, receiving budgets will report expenditures as requested by the Board.

ARTICLE X: GUILD PROPERTY

- A. Guild property includes, but not limited to, library materials and equipment used in the fiber arts.
- B. Acquisition, dispersal and disposal shall be determined by a majority vote of the Board.

ARTICLE XI: PARLIAMENTARY AUTHORITY

- A. The rules contained in the most recently published edition of Robert's Rules of Order, shall govern this Guild in all cases in which they are applicable and to the extent that they are consistent with these Bylaws.

ARTICLE XII: AMENDMENTS

- A. These Bylaws shall take effect immediately upon adoption.
- B. Any future changes to the Bylaws shall be done by amendment.
- C. Amendments to these Bylaws may be initiated by any member of the Guild. Amendments will be given to the Bylaws Committee for consideration prior to being formally recommended. The Committee will meet and decide to either recommend or deny recommendation for suggested Bylaws. If Amendments are recommended, they must be read by the members and discussed in a meeting taking place at least one month prior to the actual vote.

D. Bylaws will be amended by a majority vote of members of the Guild. Amendments will be emailed or mailed to members. Ballots must be mailed to the Secretary and delivered to the meeting in which the vote will be tallied. (Refer to Standing Rule “Nominations & Elections” for an explanation of ballot handling.)

ARTICLE XIII: STANDING RULES

The Board of Directors authorizes the “Standing Rules” as a companion document to the Guild’s Bylaws. Standing rules outline the procedures of the Guild with specific details that are not included in the Bylaws. They must not conflict with the Bylaws.

Bylaws Revisions and Amendments approved on March 16, 2017.

Joan Soth
PRESIDENT

Catherine Close
SECRETARY

Revised/Amended March, 2017
Amended October, 2013
Amended May 2012
Revised October 2009.
All but Article VI amended September 2004.
Article VI amended October 2005.
Revised 2/02.
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