

**TELARAÑA WEAVERS & SPINNERS  
BY LAWS  
AS REVISED APRIL 2012**

**Article I Membership**

Section 1. Regular membership is open to all dues-paying individuals, which entitles them to participate in all guild activities, including the right to vote.

Section 2. Complimentary membership may be given to individuals who have given exceptional service to the Guild. The definition of the term “exceptional” shall be determined by the Executive Committee.

Section 3. Business membership may be held by businesses offering professional services related to the purpose of the Guild.

**Article II Dues**

Section 1. Dues for membership shall be set by the Executive Board. Any changes in dues from the prior year shall be approved by a 2/3 majority of votes cast at the annual meeting. Members who are unable to attend may submit their votes by surface mail or email sent to the President. Such votes must be received prior to the annual meeting, and will be tabulated as absentee votes to be added to number present at the meeting in order to determine the 2/3 majority.

Section 2. Dues shall be due at the first meeting of the fiscal year and delinquent after the meeting the following month.

Section 3. Members who join the Guild in the second half of the program year shall pay dues at half of the annual rate.

Section 4. Non-payment of dues and other abuses of membership shall be handled at the discretion of the Executive Committee.

**Article III Officers and Duties**

Section 1. The specific duties and responsibilities of the elected officers and Standing Committees are detailed in individual Job Descriptions (Appendix A).

Section 2. Secretary shall keep a roll of the members of the Executive Committee, their attendance at all meetings and be responsible for reporting all minutes for inclusion in the Guild newsletter.

Section 3. Treasurer shall make a report to the Guild at each Executive Board meeting to be filed with the Secretary and shall have records available for review. The Treasurer shall prepare an annual budget to be approved by the Executive Board at the beginning of the program year.

Section 4. Executive Committee shall be made up of the elected officers, and the Past President as an ex-officio member. The Executive Board shall include the Members of the Executive Committee and the Standing committee Chairmen. Each office will have one vote. Executive Board meetings shall be held monthly during the Guild program year and at the discretion of the Executive Committee at other times during the fiscal year. Meetings of the Executive Board may be conducted via email or other means of electronic communication as long as a membership quorum of participants is reached for any voting issues. A quorum shall consist of one person more than one-half of the Executive Board membership.

## **Article IV Standing Committees and Duties**

Section 1. All committees and committee chairmen unless otherwise provided for, shall be appointed by the President.

Section 2. All committees making reports to the Executive Committee shall submit such reports in written form.

Section 3. Standing Committees are as follows: Programs, Demonstrations, Exhibits and Shows, Historian, Publicity, Hospitality, Website Coordinator, Membership, Newsletter, Ways and Means, Workshops, Library, and Federation Representative.

Section 4. The Programs Chairman shall prepare and direct the program schedule for all general meetings.

Section 5. The Demonstrations Chairman shall be responsible for receiving all requests for all demonstrations made to the Guild, and for contacting and scheduling the fulfillment of those requests as approved by the Executive Committee.

Section 6. The Exhibits and Shows Chairman shall act as the general chairman for all exhibits and shows sponsored by the Guild, for viewing by the general public.

Section 7. The Historian will be responsible for maintaining a permanent record of Guild activities, written and pictorial.

Section 8. The Publicity Chairman shall develop favorable public relations in all media on behalf of the Guild, its purpose and activities, in accordance with Guild policies.

Section 9. The Hospitality Chair shall be responsible for coordinating refreshments at general meetings.

Section 10. The Website Coordinator shall create, update, and upload pages and pictures to the website as needed to keep information current for members and the public. Shall communicate with our server contact person to maintain continuity of website.

Section 11. The Membership Chairman is responsible for promoting information about the Guild and its purpose; for compiling and supplying annual additions to the membership roster; and for providing a Guild membership card to each member signed by the Membership Chairman.

Section 12. The Newsletter Editor(s) shall be responsible for compiling and editing the newsletter to be sent to all members of the Guild as directed by the Executive Committee. The Editor shall also be responsible for maintaining a newsletter exchange relationship with other Guilds and related organizations in order to send guild newsletters.

Section 13. Ways and Means committee shall have responsibility for supervising and administrating all fund-raising activities within the Guild; for recommending to the Executive Board activities and proposals for their implementation.

Section 14. The Workshops Chairman shall be responsible for planning and scheduling major and mini-workshop activities, in consultation with the Executive Board and the general membership. The chairman shall contact and make all necessary arrangements with workshop leaders, be responsible for setting and collecting fees, and arranging for payment of all financial obligations associated with the workshops.

Section 15. The Library Chair shall keep an up-to-date inventory of the Guild Library, shall procure new acquisitions, and inform guild members of new additions via the newsletter.

Section 16. The Federation Representative shall represent the Guild at all meetings of the Arizona Federation of Weavers and Spinners Guilds. Shall

communicate information from the Federation to the Executive Board and to the membership in a timely manner.

Section 17. Each committee chairman shall be responsible for keeping an up-to-date written report of activities and resource information on his or her duties. Copies of these reports shall be passed on to the chairman's successor and to the Treasurer, Secretary and President.

Section 18. Committee chairmen shall attend Executive Board meetings and participate in the decision-making activities carried out by the Board.

## **Article V Nominations and Elections**

Section 1. The President shall appoint a nominating committee consisting of one Executive Board member, who will serve as Chairman, and four persons from the general membership. The committee is to be established by January 31<sup>st</sup>. The committee shall begin preparation of a list of possible candidates for service. Nomination slate for elective officers shall be submitted by the chairman to the newsletter editor to be published no later than in the March and April newsletter.

Section 2. Nominations may be made from the floor provided the permission of the nominee has been given prior to nomination.

Section 3. Election of officers shall be held at the Official Annual meeting each year, according to the schedule provided in the Constitution Article IV, Section 2.

Section 4. Each annual election shall fill the offices of President, Vice-President, Secretary and Treasurer. The incumbent Vice-President is expected to be nominated for the Presidency for the new term.

Section 5. Election shall be by a plurality of written ballots. At the Annual Meeting a voice vote may be taken if there is only one candidate for an office.

Section 6. Members eligible to vote are those whose dues are current. Business members shall not be eligible to vote or hold office.

Section 7. If necessary, ballots shall be prepared by the Secretary. If needed, they shall be counted by the Secretary and one member-at-large, appointed by the President.

Section 8. Any vacancies occurring among elected officers shall be filled by a majority vote of the Executive Committee for the remainder of the officer's term.

## **Article VI Fiscal Activities**

Section 1. This Guild is a non-profit organization.

Section 2. All monies expended must be authorized by the Executive Committee in the following manner: the budget presented by the Treasurer at the beginning of the program year shall be approved by a majority vote of the Executive Board. Any expenses not included in the budget must be authorized by the Executive Committee.

Section 3. The outgoing Treasurer will prepare a detailed financial report at the end of the fiscal year. A committee appointed by the Executive Committee shall review the report with the Treasurer and present a certified statement to the Executive Committee.

Section 4. Prior to the start of the Program Year the new Treasurer shall prepare an annual budget to be approved by the Executive Board.

Section 5. The fiscal year of the Guild shall run from May 31 to May 30.

## **Article VII Conventions, Conferences, Cooperative Activities**

Section 1. All official participation in conventions, conferences and cooperative activities involving organizations outside the Guild shall be approved by the Executive Board.

Section 2. Official representation of the Guild, as determined by the Executive Board before the event in question, shall be reimbursed by the Guild according to the recommendations of the board.

Section 3. Official representatives shall prepare a report of the convention, conference, workshop, etc for the Guild membership to be published in the Newsletter. In addition, the written report and other information should be filed with the Historian and the Secretary.