

MT LASSEN FIBER GUILD

BY-LAWS

Revision Adopted March 18, 2017

ARTICLE 1 – NAME

The name of this organization shall be Mt Lassen Fiber Guild.

ARTICLE II – PURPOSE

The purpose of the Mt Lassen Fiber Guild is to promote fiber arts through the exchange of ideas, to inspire each other, to educate members and the general public and to stimulate an appreciation of fiber arts.

To achieve its purpose, Mt Lassen Fiber Guild shall:

- hold meetings that are open to members and visitors;
- attend and participate in community events;
- provide education for Guild members and the public in the form of, but not limited to, classes, exhibitions and demonstrations;
- provide sales opportunities for Guild members when appropriate;
- and participate in other activities that fulfill the Guild's purpose.

Mt Lassen Fiber Guild is a participating member of the Conference of Northern California Handweavers, Inc. (CNCH) and is subject to the By-Laws of CNCH.

ARTICLE III – MEMBERSHIP

Membership is open to those interested in making and working with fiber, such as weaving, spinning, basketry, knitting, crocheting, felting, stitchery and other forms of fiber arts.

Section 1 – Membership.

Regular Members – have paid dues and are entitled to vote.

Emeritus Members – are selected by the Board of Directors based on years of service and outstanding contributions to the Guild. An emeritus member is welcome to attend all meetings, is a voting member and need not pay dues.

Gift Member – may be selected by the Board of Directors annually based on financial need and willingness to participate in Guild activities. One gift membership will be granted per fiscal year and the gift recipient will be confidential. A gift member is welcome to attend all meetings and is a voting member.

Section 2 – Dues.

Annual dues plus the annual individual CNCH fee are payable by June 1 and become delinquent November 1. New members joining on or after January 1 will pay half the amount of the annual dues plus the full annual CNCH fee. Dues are set by the Board of Directors and approved by the Guild membership. The fiscal year, as determined by CNCH, is June 1 through May 31.

ARTICLE IV – OFFICERS and THEIR DUTIES

The elective officers of the organization shall be President, Vice-President, Secretary, and Treasurer. The Board of Directors is made up of these officers and the most recent past President. In the event of an officer not being able to carry out the duties of their office, the President will appoint another member to that position to serve until the next election.

The Board of Directors will meet to create an agenda for the next Guild meeting. The Board will determine a minimal amount of single reimbursement it can approve; all other reimbursements must be presented and approved by the Guild prior to reimbursement. Annually the Board will review the annual dues and the Board approved amount of reimbursement.

The President will coordinate and guide all regular and special meetings to fulfill the stated purpose of the Guild. The President may call special meetings provided the membership is notified of the special meeting at least three days prior to the meeting. The President shall appoint non-elective positions and committees and is an ex-officio member of each committee. The President is responsible for negotiating, reviewing and signing, on the Guild's behalf, all contracts entered into by the Guild.

The Vice-President assumes the duties of President in the absence of the President. The Vice-President is responsible for providing programs at Guild meetings including educational programs. If necessary, the Vice-President can appoint an Assistant

Program Coordinator. The Vice-President is responsible for the calendar of refreshments for the Guild meetings.

The Secretary will take minutes for the business portion of the Guild meetings and will publish the minutes prior to the next meeting. Minutes of meetings will not be sent to delinquent members. The Secretary will write and answer all correspondence for the Guild.

The Treasurer will be custodian of Guild monies. The Treasurer will collect all dues, pay all obligations, reconcile the bank statements, and report the monthly balance of funds to the Guild. The Treasurer will be responsible for knowing the annual dues amount and the annual Board approval limit. The Treasurer is responsible for maintaining a record of the names and addresses of all paid members. The Treasurer is responsible for all CNCH financial reporting. The Board of Directors may choose to have more than one signature required for checks drawn on the Guild account.

ARTICLE V – NON-ELECTIVE POSITIONS

The President will or may appoint the following:

CNCH Liaison and Alternate Liaison duties are as specified by the Bylaws of the Conference of Northern California Handweavers, Inc., Page 4, Article VI, Sections 1, 2 and 3. Although non-elective these positions are required by CNCH By-Laws

Historian will maintain the Guild history books and add current Guild activities to the current history book.

Hospitality will greet visitors and guests at Guild meeting and introduce them to the membership. The Hospitality position is responsible for member name tags.

Media Liaison is responsible for publicity including Guild meetings, special Guild events and Guild participation at community events. The Media Liaison will maintain and update Guild press brochure and/or other types of promotional information.

Website Editor will maintain the Guild website. The Website Editor will work with the Media Liaison and the Event Coordinator to ensure that all website information is current. The Website Editor will maintain the online calendar.

Event Coordinator will coordinate Guild participation in community events. The Event Coordinator will work with the Media Liaison to ensure timely publicity for all events.

Display Coordinator will work to develop display guidelines for various Guild events. When appropriate, the Display Coordinator will work with the Event Coordinator to ensure that all necessary materials will be available for Guild participation in community events. The Display Coordinator will work with other Guild members to ensure consistency of the Guild image.

ARTICLE VI – ELECTION of OFFICERS

Officers are elected to serve a one year term. In March, the President will appoint a nominating committee of three people to nominate at least one person for each elective office. If they agree, the nominees will be presented at the April meeting and additional nominees including volunteers can be made by the membership at that meeting. The elections will be held at the May meeting.

Newly elected officers may only serve for four consecutive years in any one position.

ARTICLE VII – MEETINGS

Meetings will be held September through November and January through May. The regular meeting will be held the third Saturday of the month at 10:00 A. M. The Board of Directors will determine the location of the meetings. Meeting dates may be changed at the discretion of the Board.

All matters voted on in regular or special meetings will require an affirmative vote of a majority of members attending for approval. Voting will be conducted according to the Revised Robert's Rules of Order.

ARTICLE VIII – AMENDMENTS to BY-LAWS

Amendments to the By-laws must be presented and read at one meeting and voted on at the next meeting. Amendments require an affirmative vote of a majority of members attending for approval.