

BY-LAWS
THE OLYMPIA WEAVERS GUILD

ARTICLE 1: NAME

The name of this organization shall be The Olympia Weavers Guild.

ARTICLE 2: PURPOSE

The purpose of the Olympia Weavers Guild shall be to provide a forum where active weavers may share information, knowledge and techniques, and provide each other with guidance, encouragement, and inspiration. Guild members will be encouraged to share their interests in weaving with members of the community by promoting community education and participating in special events and services.

ARTICLE 3: MEMBERSHIP

Article 3: Section 1: Membership in the Guild shall be open to anyone who is interested in the field of weaving.

Article 3: Section 2: To become a member one must pay the current year's dues

Article 3: Section 3: During each year a member is encouraged to: Participate in meetings, take part in Guild activities, serve on committees and the board, and share their creative work with the membership.

Article 3: Section 4: A prospective member may attend three meetings as a guest.

Article 3: Section 5: A member who has rendered long and noteworthy service to the Guild may be selected to receive Honorary/Life membership status. All recommendations will be brought to the Board for approval. The Board will present the recommendation to the general members at a regular Guild meeting. These members need not pay dues.

Article 3: Section 6: The fiscal year shall run from July 1 through June 30. Dues are payable in May for the following fiscal year and become delinquent after June 30. Names of delinquent members will be removed from the roll, but may be reinstated by payment of dues. Members rejoining the Guild at any time must pay full dues (see section 2a above).

Article 3: Section 7: News organizations will be notified of guild events in a timely manner and also posted on the guild web site.

ARTICLE 4: OFFICERS AND COMMITTEES

Article 4: Section 1: The officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer.

Article 4: Section 2: Officers shall be elected at the regular May meeting for a term of one year to begin in July. Officers may not serve for more than two consecutive years in the same office. The President shall appoint a nominating committee in February. They shall present a single slate of officers, who have been members for at least one year, at the regular April meeting. Nominations may be made from the floor at the May meeting with the permission of the person being nominated. Election shall be by a majority of those members present and voting at the May meeting.

Article 4: Section 3: If the President is unable to complete the term of office, the 1st Vice-President shall become President. Appointments made by the Board shall fill other vacancies.

Article 4: Section 4: The President shall conduct all general meetings and Board meetings, appoint all committee chairmen (Nominating and Financial), exercise supervision over all Guild affairs, and serve as a mentor for the 1st VP by involving them in planning agendas, discussing issues and planning for the future.

Article 4: Section 5: The 1st Vice-President, in preparation for assuming the presidency, will work closely with the president and assist in planning agendas, discussing issues, planning for the future and shall perform the duties of the President in case of absence or upon request, shall be the study group coordinator, and shall become President the following year.

In the event the 1st Vice President is not able to assume the presidency a special election will be called by the out-going president. In the absence of both the President and the 1st Vice President the most recent Past President who is available will conduct the regular Guild meeting.

Article 4 Section 6: The 2nd Vice-President shall serve as the chairman of the Program Committee. To assure continuity of the guild programs and workshops, the 2nd Vice President and Workshop Chairs shall each have an incoming chair whose responsibility will be to work on planning programs and workshops for the following year. The Incoming Chairs will not have a vote on the Board during that year. The subsequent year they will assume the positions of 2nd Vice President and Workshop Chair and implement the programs/workshops which they worked on the previous year, whilst a new set of Incoming Chairs plan for the upcoming year, thus maintaining a continuity of planning and implementation.

Article 4: Section 7: The Secretary shall record and maintain minutes of Guild and Board meetings, conduct all correspondence and keep all documents not specifically pertaining to other offices. Copies of the minutes will be sent to the Newsletter Editor and to the web site Master in a timely manner.

Article 4: Section 8: The Treasurer shall collect, hold and disburse all monies paid into the Guild, shall keep a checking account, shall keep detailed financial records and

maintain reports according to the applicable Policies and Procedures, and shall serve as the Chairman of the Finance Committee.

Article 4: Section 9: The finance Committee shall review the books of the guild as described in the Policies and Procedures. A non-guild member, professional accountant, shall conduct an independent financial review at the end of the Treasurer's term of office.

Article 4: Section 10: Standing and special committees shall be established to conduct Guild business. These shall be listed in the Guild Policies and Procedures section.

Article 4: Section 11: The Committee Chairs shall select their own committee members and shall ensure there is a job description available for the incoming chair and will review it with them. The Program, Membership, Grants and Scholarship, Show and Sale, Workshops and Educational Outreach Chairs and the Librarian, shall keep an account of the year's activities. At the June meeting, the outgoing President shall receive these reports.

Article 4: Section 12: The Board of Directors of the Olympia Weavers' Guild shall consist of the elected officers and all committee chairmen. The retiring President shall serve as an advisor to the Board.

ARTICLE 5: MEETINGS

Article 5: Section 1: Regular meetings shall be held the third Friday of each month, except July and August. The annual guild Sale shall be the second weekend of November. Special meetings may be called by a quorum of the Board with at least 24 hours notice.

Article 5: Section 2: The Board shall meet at least twice a year at the call of the President or a majority of the Board

Article 5: Section 3: A quorum for a general meeting shall be 1/4 of the membership. A quorum for a Board meeting shall be five members including either the President or Vice-President.

ARTICLE 6: FINANCIAL OBLIGATIONS AND CONTRACTS

Only the President (or First Vice President in his or her stead) may obligate the Guild financially. The only exception is that the Second Vice President, as part of his or her duties as Program/Workshop Chair and an officer in the Guild, may contract with presenters. In the absence of the Second Vice President, the President (or First Vice President in his or her stead) may negotiate and sign contracts with presenters.

ARTICLE 7: PARLIAMENTARY AUTHORITY

Meetings of the Guild and Board shall be conducted by the rules of parliamentary procedure and "Robert's Rules of Order Revised" shall be the authority in all questions of Parliamentary Law not covered in these by-laws.

ARTICLE 8: AMENDMENTS

The by-laws may be amended at any regular or special meeting of the Guild by a 2/3 vote of the members present and voting. The proposed amendment must have been presented in writing and discussed at a preceding meeting.

ARTICLE 9: NON-PROFIT STATUS: The Olympia Weavers Guild is a non-profit educational organization under Section 501 (c) (3) of the IRS Code.

ARTICLE 10: DISSOLUTION

Should conditions arise when, for any reason, the Guild cannot continue, the President shall appoint a committee of three to present to the Guild, for vote, suggestions of what will be done with assets, designating that they go to another educational non-profit organization with like goals and purposes.

11-20-92

Updated: 10/98

Revised May 2004

Revised May 06, 2008

Revised May 2009

Revised May 2012

Revised May 2013

Revised Sept. 2014

Updated July 2015

Updated August 2016

Updated May 2017