

BY-LAWS THE OLYMPIA WEAVERS GUILD

DEFINITION OF TERMS

Elected Officers: President, 1st Vice President; 2nd Vice President; Secretary; and Treasurer.

Board: Elected Officers plus Chairs of these committees: Education/Outreach; Grants; Library; Membership; By-Laws, Policy & Operating Procedures; Properties, Show & Sale; Workshops; and Past-President.

Consent Resolution: The method by which Board makes decisions between regular Guild meetings, when time is of the essence.

Members: Those who have paid current annual dues to Guild.”

ARTICLE 1: Name

The Olympia Weavers Guild (OWG: 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, inspiration and financial support through grants. 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: Non-Profit Status

The Guild is a non-profit educational organization under Section 501 (c) (3) of the IRS code.

ARTICLE 4: Membership

Section 1: Membership in the Guild shall be open to anyone who is interested in the field of weaving and other fiber arts who has paid current annual dues.

Section 2: Members are encouraged to: participate in Guild meetings and activities; to serve on committees and the Board; and share creative work with Guild.

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

Section 4: A member who has rendered long and noteworthy service to the Guild may be selected and approved to receive status as “Honorary/Lifetime member” and need not pay annual dues.

Section 5: Dues are payable not later than June 30, at the end of the fiscal year, which runs from July 1-June 30. Lapsed members rejoining Guild at any time must pay current annual dues in full.

Section 6: The public shall be notified of Guild events via postings to Guild web site and via Public Service Announcements (PSAs) in local news organizations.

ARTICLE 5: Officers and Permanent Committees

Section 1: Officers shall be: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer.

Section 2: Officers shall be elected at the regular May meeting, for a term of one year to begin in July. In February the President shall appoint the Chair of the nominating committee, which committee shall present, at the regular April meeting, a single slate of prospective officers who have been Guild members for at least one year. Further nominations may also be made from the floor at the May meeting, with the permission of any person being so nominated. Election to office shall be by a voice majority of Guild members present and voting at that May meeting. Officers may serve a maximum of two consecutive years in the same office.

Section 3: If the President is unable to complete the term of office, the 1st Vice-President shall become President. The Board shall then appoint Guild members to fill resulting vacancies.

Section 4: President shall conduct regular guild meetings, appoint ad hoc committee chairs, exercise supervision over Guild affairs, and mentor 1st Vice President by including him/her in planning agendas, consulting on issues and planning for future Guild matters. The retiring President shall serve as a member of the Board.

Section 5: The 1st Vice-President, in preparation for assuming the presidency, will work closely with the president as described in Section 4 above, as well as performing President's duties as and when requested; coordinating Guild study groups; and chairing the Nominating Committee. If the 1st Vice President is unable to complete the term of office or assume the presidency, a special election shall be called by out-going President. In the absence of both President and 1st Vice President, the most recent Past President available will conduct regular Guild meetings.

Section 6: The 2nd Vice-President shall serve as the chairman of the Program Committee. To assure continuity of planning and implementing Guild programs and workshops, 2nd Vice President and Workshop Chair shall each have an Incoming Chair to assist. Incoming Chairs are not voting Board members, but in their subsequent year, they assume the respective positions of 2nd Vice President and Workshop Chair and implement the programs/workshops on which they had assisted. Each will then become a voting Board member and will have an Incoming Chair to assist.

Section 7: Secretary shall record, distribute, and maintain minutes of Guild and Board meeting items of business; create and keep Guild correspondence; and maintain all documents not specifically pertaining to other offices. Prior to publication deadlines, Secretary shall provide a copy of the minutes to President for review, and then send to Newsletter editor.

Section 8: Treasurer shall collect, hold and disburse all monies paid to the Guild; keep a checking account and detailed financial records; maintain reports according to applicable Guild Policies and Operating Procedures; and serve as Finance Committee Chair.

Section 9: The finance Committee shall review Guild's financial books, per Guild Policies and Operating Procedures. Further, a person who is not a Guild member, but is a professional accountant, shall conduct an independent financial review at the end of Treasurer's term of office, and submit his/her observations, conclusions and recommendations to the Board.

Section 10: Committee Chairs shall select their own committee members and shall ensure there is a job description available for review with Incoming Chair. All Chairs shall keep an account of the committee's activities and shall provide a written report of those activities to the outgoing President at Guild's June meeting.

Section 11: Additional permanent committees shall be established to conduct Guild business, per Guild Policies and Operating Procedures.

ARTICLE 6: Meetings

Section 1: Regular Guild meetings shall be held the third Friday of each month, except July and August. Special meetings may be called by a quorum of the Board with at least 24 hours' notice to the Board. Quorum for a Board meeting shall be seven members, including either President or 1st Vice President. Quorum for a regular meeting shall be one-quarter of Guild membership.

Section 2: The Board shall meet in summer to discuss the current budget and to orient new Board, at the call of President or a majority of Board. They shall also meet mid-year to review current budget progress and to discuss the proposed new budget.

ARTICLE 7: Financial Obligations and Contracts

Only the President, or 1st Vice President acting in President's stead, may obligate Guild financially. However, the 2nd Vice President, as part of the duties as Program/Workshop Chair and as Guild officer, may contract with presenters. In the absence of 2nd Vice President, the President (or First Vice President, in the absence of President) may negotiate and sign contracts with presenters.

ARTICLE 8: Parliamentary Authority

Guild and Board meetings 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 Guild by-laws.

ARTICLE 9: Amendments

Guild by-laws may be amended at any regular or special meeting of Guild by a two-thirds’ pass vote of Guild members present and voting, provided that the proposed amendment must first have been presented in writing and discussed at a preceding meeting.

ARTICLE 10: Dissolution

Should conditions arise when, for any reason, the Guild cannot continue, President shall appoint a committee of three members to present suggestions to Guild membership, for their approval by vote, as to which educational non-profit organizations with like purposes will receive Guild assets.

11-20-1992

First updated 10/98

Revisions: May 2004, 2008, 2009, 2012, 2013, 2014, 2015, 2016, and 2017

Current draft: May, 2019