

# Four Corners Weaver's Guild

## By-Laws

### Article I: Name

The name of this organization shall be "Four Corners Weavers' Guild."

### Article II: Objectives

The objective of this guild shall be to explore the lore and techniques of hand weaving and related textile crafts and to stimulate interest in these by meeting and exchanging ideas, by conducting workshops and demonstrations for instruction, by holding and promoting exhibitions and sales, and by providing educational activities as a service to the public.

### Article III: Powers

Section 1. The Guild shall have the power to receive, administer, and disburse dues, assessments, and other grants to further its ends; to acquire, hold absolutely or in trust for the purposes of the Guild, and to convey property real and personal; to publish papers, leaflets, booklets, drafts, or books; to hold exhibits and other group events; to affiliate with other organizations; to establish branches, sections, or divisions; and, to engage in such other activities as are in keeping with the objectives of the Guild.

Section 2. All contractual agreements shall be put in writing and shall be signed by the President and either the Secretary or the Treasurer.

### Article IV: Membership

Section 1. Membership in the Guild shall be open to persons in sympathy with, interested in, or actively engaged in the art of hand-weaving and/or related textile crafts. There shall be no discrimination based on sex, race, creed, color, or age.

Section 2. Each dues-paid member shall have one vote in the transaction of the business of the Guild and shall be eligible for any appointive or elective office in the Guild.

Section 3. Non-payment of dues and other abuses of membership shall be handled at the discretion of the Executive Board.

### Article V: Meetings

Section 1. Meetings shall be held six times per year, normally in July, September, November, January, March, and May. Special meetings may be called by the Executive Board. Area study groups may be held without officially notifying the entire membership.

Section 2. Business may be transacted by a simple majority vote of those dues-paid members present, provided a quorum is present. A quorum consists of one-third of the paid membership.

Section 3. Roberts Rules of Order shall govern all proceedings to which they are applicable. In addition there shall be policies which may be revised by the Executive Board.

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Section 4. Notification of any regular or special meetings shall be sent to the members at least ten days before such meeting.

#### Article VI: Officers

Section 1. The officers of the Guild shall consist of a President, Vice President, Secretary, and Treasurer. Term of office shall be two years.

Section 2. The President shall preside at all meetings; with the approval of the Executive Board, shall appoint chairpersons of all committees; shall be a member ex-officio of all committees except the Nominating Committee; and, shall perform such other acts as the title implies.

Section 3. The Vice President shall be in charge of program planning, fee negotiating, and shall assume the duties of the President in the event of absence.

Section 4. The Secretary shall be responsible for the Guild's correspondence; shall keep minutes of all membership and Executive Board Meetings; and, shall make these minutes available to the members at the meetings in the newsletter.

Section 5. The Treasurer shall keep, or cause to be kept, accurate records of the Guild's financial transactions; shall submit a report at each membership meeting and at other times as requested by the Executive Board, showing beginning balance, debits, credits and ending balance since the last report; submit an annual report of the cash receipts and disbursement to the Executive Board and the members when requested; and, shall assure that all state and federal reporting requirements are met.

#### Article VII: Executive Board

Section 1. The Executive Board shall consist of the President, the Vice President, the Secretary, the Treasurer, either the immediate Past-President (see Section 5 of this article), or the President-Elect, and such other members as are required so that the Executive Board has at least one member from each regional area if possible (see Article XI, section 1 for definition of regional areas).

Section 2. The Executive Board shall be responsible for the continuity of the activities and business of the Guild and shall make recommendations to the membership on matters requiring a vote of the membership.

Section 3. The Executive Board shall hold meetings as required. These meetings shall be open to non-voting participation by any member of the Guild.

Section 4. Questions shall be decided by a simple majority vote of the members thereon, which such majority shall also constitute a quorum, and In the case of a tie vote, the decision of the President shall break the tie.

Section 5. The immediate Past-President shall continue as a voting member of the Executive Board through September following expiration of the term of President, and shall attempt to give continuity to the policies and procedures of the Guild, especially representing the membership-at-large.

Section 6. The Executive Board shall have the power to make interim appointments to fill a vacancy in an office until elections are held.

#### Article VIII: Elections

Section 1. A Nominating Committee, consisting of one member from each regional area, shall be appointed by the President at the January meeting to present a

slate of nominees for election at the May general meeting. See Article XIII, section 3 for proxy information.

Section 2. All offices shall be elected in May to take office June 1, for a two year term.

Section 3. Elections shall be open to further nominations from the floor. No one may be nominated without prior consent.

#### Article IX: Finances

Section 1. The fiscal year of the Guild shall be June 1 through May 31.

Section 2. Annual dues shall be payable in May for the year ahead. Members in arrears at the September meeting shall not be entitled to vote, and after notice, will be dropped from the rolls. Reinstatement is accomplished by payment in full of the current year's dues.

Section 3. Dues shall remain the same unless Executive Board action to change them is approved by a vote of the members at the May general meeting. For new members only, dues paid June 1 through Dec 31 are for the current fiscal year. Dues paid anytime after January 1 will include the next fiscal year.

Section 4. Payment of bills incurred from transaction of Guild business shall be authorized by agreement of a majority of the membership or the Executive Board at the request of the Treasurer.

Section 5. The income from annual dues, investments, and other sources, shall be available for services, publications and other current uses consistent with the purpose of the Guild.

Section 6. An operating budget may be drawn up by the Executive Board and be presented for discussion and vote at the September general meeting.

Section 7. Funds handled in conjunction with special events of the Guild shall be channeled through the Guild Treasury, whether or not the Guild retains any of the funds.

Section 8. Each committee shall have jurisdiction over use of funds allocated to it in the budget, with all income and/or expenses channeled through the Guild Treasury.

Section 9. Workshop fees will be paid through the Guild Treasury at the time of the workshop. Treasurer shall collect fees from participants and pay the workshop presenter.

#### Article X: Committees

Section 1. The President, with approval of the Executive Board, shall appoint such committee chairpersons as are needed for the proper functioning of the Guild. These committees may include, but not be limited to: Newsletter, Publicity, Exhibit, Workshop, Membership, Nominating, Hospitality, Library, and Historical.

#### Article XI: Regional Areas

Section 1. Due to the widespread geographic area from which members will be drawn, five regional areas shall be designated as follows:

Hub-----Durango, Bayfield, Ignacio, Hesperus, etc.

South-----Farmington, Aztec, Bloomfield, NE Arizona, etc.

West-----Cortez, Mancos, Dolores SE Utah, etc.

North-----Silverton, Ouray, Telluride, etc.

East-----Pagosa Springs, Chromo, Chama, etc.

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Section 2. As many regional areas as possible shall be represented on the Executive Board, whether as an officer or as an additional Executive Board member

Article XII: Amendments

Section 1. These by-laws may be amended by a two-thirds majority vote at any regular meeting of the Guild, provided a quorum is present and the proposed amendment shall have been printed in the newsletter and mailed at least ten days prior to such meeting.

Section 2. Copies of proposed amendments shall be mailed to members through the Guild newsletter.

Section 3. Members who wish to vote on the amendment but who will be unable to attend that meeting may mail their absentee vote to the Secretary in time for the meeting or may send a proxy.

Section 4. The provisions of these by-laws, as approved, shall be effective immediately upon their adoption and shall supersede and nullify all previous enactments in conflict with them.

Amended: September 19, 2009