

Piedmont Fiber Guild
Articles of Association and Bylaws
Revised November 12, 2015

Article I – Name

The organization shall be known as Piedmont Fiber Guild (the “Guild”).

Article II – Purpose

The Guild is organized and shall be operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the United States Internal Revenue Code. In furtherance of such purposes, the Guild may make available shows, lectures, public meetings, conferences and workshops related to the fiber arts and promote by all worthy means a widening participation in and appreciation of the finest in hand- craftsmanship as related to the fiber arts.

Article III – Membership

Membership shall be open to those interested in the fiber arts upon payment of dues.

Article IV – Dues

1. The dues amount shall be based on the recommendation of the Executive Board and approved by vote of the current membership.
2. Dues are payable annually by May 1. If not paid by October 1, membership shall lapse.
3. Dues for persons joining after January 1 shall be one-half the yearly rate.
4. The fiscal year shall be from June 1 to May 31.

Article V – Meetings

The Guild shall meet once per month, except for the months of June, July, August, unless otherwise scheduled by the Executive Board and the membership notified.

Article VI – Executive Board

The business and affairs of the Guild shall be conducted by the Executive Board (the “Board”).

1. The Executive Board of the Guild shall be comprised of all elected officers: President, Immediate Past-President, Treasurer, Secretary, Newsletter Editor, and the Chairpersons for Programs, Librarian, Web Master, Publicity, Hospitality, Workshops, Membership, Special Projects and Equipment Manager.
2. The President shall convene the Executive Board as deemed necessary.
3. A meeting of the Executive Board shall also be called upon the request of three Board members.
4. The Executive Board shall act as the Budget and Finance Committee and must approve all expenditures.

5. The date, time and place of general and Executive Board meetings shall be determined by the Board and members appropriately notified. An Executive Board meeting quorum requires two-thirds of the Board members. Voting is accomplished by a simple majority with each Board member having one vote, regardless of the number of offices she/he holds.
6. In the event that a quorum is difficult to establish, the President may opt to hold a virtual Executive Board meeting via electronic communication. Consensus gained will be ratified at the next general meeting.

Article VII – Duties of Elected Officers

The Officers of the Guild shall be elected at the May general meeting and shall hold office for a one-year term, beginning June 1.

1. President
 - a. The President shall preside at all Executive Board and general meetings, appoint committee chairpersons and perform other duties incidental to the office.
 - b. The President shall be an ex-officio member of all committees and Chairman of the Executive Board.
 - c. The President shall appoint a Nominating Committee Chairperson prior to or at the March meeting.
 - d. The President may appoint Chairpersons for the following functions: Exhibits, Bylaws, and such others as she/he or the Executive Board deems prudent.
 - e. The President may not hold the office of President for more than two consecutive terms.
 - f. The President shall be responsible for the safekeeping of past records of the Guild. These records include but are not limited to the minutes of meetings, newsletters, a list of workshops held, treasurer's records, and correspondence written on the Guild's behalf.
2. Immediate Past President
 - a. The Immediate Past President shall preside over Executive Board and/or Guild meetings whenever the president is unable to attend.
 - b. The Immediate Past President shall head up the Financial Aid Fund committee.
3. Treasurer
 - a. The Treasurer shall keep records of monies received and expended on behalf of the Guild, and provide a written report at each Executive Board meeting or at the request of the President.
 - b. The Treasurer shall prepare a proposed annual budget for submission to and approval by the Executive Board.
 - c. The Treasurer shall coordinate with and advise the Chairpersons regarding handling and accounting for fees and expenses and shall report to the Executive

Board accordingly. All sums received by Chairpersons or other on behalf of the Guild shall be promptly submitted to the Treasurer.

4. Secretary

- a. The secretary shall keep the minutes of the Guild's general meetings and of the Executive Board meetings.
- b. The secretary is responsible for giving notes of those minutes to the Newsletter Editor in a timely fashion.
- c. The Secretary shall also give a copy of the minutes to the President.

5. Newsletter Editor

- a. The Newsletter Editor shall periodically prepare and distribute a newsletter at the direction of the President and/or the Executive Board.
- b. He/She shall keep a copy of each newsletter and give that file to the incoming President the following May.

6. Publicity Chairperson

- a. The Publicity chairperson shall coordinate with the media to enhance public awareness of the Guild's regular meetings to promote participation in Guild events, and shall develop and distribute publicity materials as needed.
- b. The publicity chairperson shall also use current social networking as deemed necessary

7. Hospitality Chairperson

- a. The hospitality chairperson shall coordinate the serving of refreshments for general meetings and special events, with the rotating assistance of all members.

8. Workshop Chairperson

- a. The workshop Chairperson shall work with the membership, the Executive Board, and outside sources to identify Guild interests.
- b. Workshops/lectures shall be organized and offered to Guild members. The Workshop Chairperson is responsible for finding a location for the workshop, an instructor, and making the necessary arrangements. He/She will coordinate with the Treasurer in determining the amount to charge attending members, non-members, and the Guild for expenses.

9. Membership Chairperson

- a. The Membership Chairperson shall collect membership dues.
- b. The Membership Chairperson shall maintain a current membership listing and be responsible for assembling and distributing a membership directory.

10. Special Projects Chairperson
 - a. The Special Projects Chairperson shall coordinate charitable undertakings and fundraising projects for the Guild.
11. Programs Chairperson
 - a. The Programs Chairperson shall be responsible for organizing the educational programs for the general meetings.
 - b. The Programs Chairperson shall poll the membership for topics of interest.
12. Librarian
 - a. The Librarian shall maintain a list of current library holdings and promote use of library materials among the membership.
13. Webmaster
 - a. The Webmaster shall maintain and update the Guild webpage.
 - b. The Webmaster shall administer all moderated electronic communications.
14. Equipment Manager
 - a. The Equipment Manager houses and maintains guild owned equipment.
 - b. The Equipment Manager insures the member wanting to rent equipment knows how to use the equipment and provides any safety information.
 - c. The Equipment Manager insures the renter has read and understands the rental policies. The member signs the rental agreement and The Equipment Manager collects a rental fee and deposit.
 - d. The signed rental agreement is kept on file by the Equipment Manager
 - c. The deposit is held by Equipment Manager until the equipment is returned and inspected.

Article VIII – Vacancies

1. A vacancy in any elective office, save the Presidency, may be filled by appointment by the President with the approval of the Executive Board.
2. The Immediate Past President shall fill a vacancy in the office of President until the next regularly scheduled election of officers. Upon the inability of the Immediate Past President to serve, the Executive Board shall appoint an acting President to fill the unexpired term.

Article IX – Appointed Officers

1. General

- a. Appointed Chairpersons shall report, on request, to the President and/or the Executive Board.
 - b. A Chairperson receiving, expending or committing monies on behalf of the Guild (workshop fees, honoraria, expenses, and the like) shall keep accurate written accounts and receipts. Funds received shall be deposited by the chairperson or transferred to the treasurer for deposit into the bank. Accounting details are to be given to the treasurer in a timely fashion.
 - c. A Chairperson may select a committee to assist as deemed appropriate.
2. Nominating Committee Chairperson
- a. The Nominating Committee Chairperson, appointed by the President, shall select a minimum of two additional members at least one of which shall not be a currently elected officer.
 - b. The Nominating Committee shall prepare a slate of proposed officers for the next one-year term.
 - c. The proposed slate of new officers shall be presented at the April general meeting and provided immediately to the newsletter editor for publication.
3. Bylaws Committee Chairperson
- a. The Bylaws Committee Chairperson, appointed by the President, may select other members to assist. Any proposed modifications will be presented to the Executive Board for approval.
 - b. After board approval modifications shall be presented at a general meeting for ratification. Such modifications shall be published in the newsletter or other electronic communication prior to the meeting at which the changes are to be voted upon.

Article X – Decision-making Procedures

1. Issues shall be decided upon at regularly scheduled general meetings by a simple majority vote of members present, unless otherwise specified.
2. Revision and/or change of bylaws will be announced at a general meeting. Proposed bylaw changes will then be available for membership review electronically for a period of not less than two weeks before the meeting in which they are submitted for ratification.
3. Amendment of the Bylaws will take place at a regularly scheduled general meeting by a two-thirds majority vote of members present, provided notice of pending amendments has been announced at the previous meeting with details in the newsletter, on the website, and/or via email.
4. Election of Officers

- a. The Nominating Committee shall present a slate of proposed officers at the April general meeting.
 - b. The proposed slate shall be published in the newsletter prior to the May meeting.
 - c. Nominations from the floor are acceptable at both the April and May meetings, provided that prior authorization has been given by the nominee(s).
 - d. At the May meeting, the membership present shall elect officers for the next year by simple majority.
 - e. Members unable to attend the May meeting may vote via email or written proxy prior to the May meeting.
 - f. In the event that the Nominating Committee is unable to find a suitable nominee to fill the position of President which has become open due to the term limits clause in the Bylaws and if there are no nominations from the floor at the May meeting, then the current President may remain in office for an additional year, with the agreements of those members present at the May meeting.
5. Changes in the dues structure must be recommended by the Executive Board and be decided upon by a majority of members present and voting at a general meeting. Notification of the issue must be made at the prior general meeting and/or published in the newsletter, on the website and/or via e-mail, prior to the scheduled vote.

Article XI – Financial Aid

1. The guild will make available financial aid to members who wish to advance their skills in the fiber arts. Guild members who receive financial aid must then provide the following: a presentation to the PFG at a general meeting summarizing the experience and workshops to share the skill. Revenue generated by the workshop will repay the financial aid granted. Any additional funds above the financial aid amount will be payment to the workshop presenter. (Example: Financial Aid amount: \$200, Workshop fee generated \$300, \$200 goes to the guild, \$100 goes to the workshop presenter) If insufficient funds are generated by the workshop, then the recipient has 12 months to either present additional workshops to make up the difference in amount awarded or pay back in cash the balance due to the guild.
 - a. The board will set an annual budget for Financial Aid.
 - b. The number of financial aids allotments awarded will be limited only by the amount of money available in the budget.
2. Application: Guild members wishing to apply must submit the financial aid form available for download on the guild website.
 - a. The form will include the following information:
 - Workshop to attend and skills to be obtained or developed
 - Proposed workshops
 - Cost of attendance
 - How money will be spent - is it for tuition, housing, travel, supplies, or a combination?

3. The Financial aid committee shall be composed of the following members:
 - Past President
 - Treasurer
 - Workshop Chairperson
 - One member at large
 - a. The committee will review application(s) and determine if the financial aid request will lead to workshops of interest to the larger guild. Once the committee approves the request, the financial aid request will be announced at the next general guild meeting.
 - b. All financial aid requests shall be processed as quickly as possible, with the expectation of a 30 day response.
 - c. After attending the class, financial aid recipients will provide an expense report (available for download from the guild website) and receipts to the treasurer to document how funds were used.
4. Funding of the Financial Aid:
 - a. Monies from sales of opportunity items will go into the financial aid fund, held in the savings account.
 - b. Monies generated from workshops provided by financial aid recipients (which are in repayment of the monies awarded) will also go into the financial aid fund.
5. Repayment period
 - a. Financial aid recipients will provide workshops generating income equal to or greater than the financial aid received within one year of financial aid receipt.
 - b. Multiple workshops may be offered to meet the requirement.
 - c. Once the financial aid has been paid back in full, any money generated by the workshop will be used as payment to the presenter.
 - d. A member must pay the financial aid back as cash if workshops fail to generate required income .

Article XII– Dissolution

In the event the Guild dissolves, all monies in the Treasury and any assets shall be distributed to an organization that qualifies for exemption under Section 501(c)(3) of the United States Internal Revenue Code that will carry on the purposes of the Piedmont Fiber Guild.