

# **Shooting Creek Basket Guild 2025**

## **THE BYLAWS**

### **Article I - Name**

The name of this non-profit organization will be "Shooting Creek Basket Guild" (SCBG).

### **Article II – Mission and Purpose**

A. The Shooting Creek Basket Guild is dedicated to preserving and promoting the art of basket weaving, both historic and contemporary. The guild will accomplish this through providing a social environment and educational experiences where members can collaborate, share ideas, and learn new skills with basket weavers from diverse backgrounds.

B. Money shall not be distributed to officers, chairpersons, or any member of SCBG, except as authorized to pay compensation for services or materials rendered for purposes listed above and approved by the board.

C. SCBG will abstain from any public or political forum participation for lobbying or influencing legislation.

D. SCBG is organized under 501 (c)(7) of the Internal Revenue Code or corresponding section of any future federal tax code.

E. The fiscal year is January 1 – December 31.

### **Article III - Membership**

A. Membership is open to those interested with a willingness to learn, promote, and share their skills and creativity in the art of basketry.

B. A member in good standing is required to pay annual dues of \$35.00 by May of each year.

C. Those seeking membership are allowed one visit before joining.

D. A member in good standing will be listed in the Membership Directory, be eligible for participation in all programs and have access to the Members Only section of the guild website.

E. The Membership Directory will consist of a list of active, inactive and honorary members.

F. Members have voting rights to elect board officers and approve changes to the by-laws.

### **Article IV - Dues**

A. Changes to Annual dues will be approved by a majority vote of the membership.

B. Dues are due in April and will cover a period from April 1<sup>st</sup> of one year to March 31<sup>th</sup> of the next year.

C. Dues are not prorated based on the month the member joins.

D. Members whose dues are not paid by the May guild meeting of each year will become part of an inactive list and dropped from guild email communications and access to the Members Only section of the guild website.

### **Article V - Meeting**

Meetings will take place the second Wednesday of each month. Any change in time, place, or date will require a minimum of a two week notice to all members unless emergency (power outage or water main break) for which we will communicate as quickly as possible. Robert's Rules of Order Revised will be the governing rule for all meetings by members and the board.

### **Article VI - Board and Officers**

A. The board, charged with the management of the guild, will consist of four officers: a president, vice president, secretary, and treasurer, two chairpersons: a webmaster/communications chairperson and a hospitality chairperson and the past president (member at large). Up to 2 more committee chairpersons can be added as the board sees fit. The minimum number of board members is 4 and the maximum is 9.

B. All board members must be members in good standing of SCBG.

C. Board Officers are elected to a two-year term. Four elected officers will be elected by a simple majority at the May meeting, term to begin June 1. Two appointed committee chairpersons are appointed by the board, term to begin June 1.

D. Officers of the Board cannot serve for more than 1 consecutive term in the same office. Should there be no candidates for an office, this can be extended by a majority vote by the membership.

E. Board meetings are to be held monthly 2 weeks prior to the guild meeting date where possible.

F. All board members need to be present or call in to all board meetings.

G. Board members may resign at any time by submitting written notice to the president.

H. Vacancies that occur during term of office can be appointed by the president with approval of the board.

I. The president may call emergency board meetings as deemed necessary to manage matters of the guild.

J. All board officers and committee chairpersons will keep a notebook with the following contents:

- A calendar of nonprofit meetings and events
- The articles of incorporation and bylaws
- The nonprofit's mission statement
- A list of board members including addresses, phone #'s & e-mails
- The nonprofit's most recent financial statements
- Guild Health Check Annual Questionnaire

In addition to the above, board members and committee chairs will maintain the following role specific records:

**The President** will keep a record of all board member and committee chair role descriptions, information, reports and activities.

**The Vice President** will keep record of all program activity.

**The Secretary** will keep record of all board and guild meeting notes.

**The Treasurer** will keep record of all financial statements and IRS filings.

**The Webmaster/Communications Chair** will keep record of physical, digital and on-line communications architecture.

**The Hospitality Chair** will keep record of member sign in sheets, attendance, and building information.

The guild will provide the notebook and supplies needed to maintain these notebooks.

K. The duties of the officers shall be as follows:

1. President:

- a. Preside at all meetings of the guild.
- b. Appoint standing and special committees.
- c. Prepare an agenda for all meetings.
- d. Direct and coordinate programs and activities of the guild according to the bylaws and Robert's Rules of Order, Revised.
- e. Provide press releases to local papers to stimulate public appreciation and attract new members.

2. Vice President/Program Chairman:

- a. Work in cooperation with the president.
- b. Preside at meetings in the absence of the president.
- c. Arrange monthly programs for the guild including contacting prospective teachers and providing a materials list to communications chair.
- d. Provide program agenda and update as appropriate. Solicit program suggestions from the membership.

3. Secretary/Historian:

- a. Record all minutes of board and guild meetings.
- b. Submit a copy of all minutes within 30 days.
- c. Carry on the correspondence of the guild as directed by the board.
- d. Act as the historian by keeping organized files of the guild.

4. Treasurer:

- a. Receive all revenues of the association and pay all authorized bills, keeping an itemized account of all receipts and disbursements.
  - b. The President and the Treasurer will be extended the authority to sign contracts, access the guild bank account and sign checks.
  - c. Present a financial report to the membership at monthly meetings.
  - d. Maintain a current file of membership applications and dues payments.
  - e. Maintain the Membership Directory.
  - f. Maintain the project sign-up, material ordering, member payment and reimbursement forms.
  - g. Act as chairman of the budget committee if required.
5. Member-At-Large will be the past president.
- a. This is an advisory role
  - b. Oversee special projects as requested by the president

## Article VII - Committees

A. Vacancies during the term shall be filled by appointment of the board.

B. Standing Committees:

1. Webmaster/Communications Chairperson:

- a. Inform members of meetings, events, and conventions via website.
- b. Take photographs and update website as appropriate to maintain timely communication with guild members.
- c. Provide cross training on guild technology and website to board members

2. Hospitality Chairperson:

- a. Open and securely close the meeting place.
- b. Coordinate setup and clean up the work space.
- c. Organize annual holiday party.
- d. Manage the raffle
- e. Collect and share helpful tips

C. Special Committees to be defined and appointed by the board as needed.

## Article VIII - Amending Bylaws

These bylaws can be amended once each year provided they are recommended in writing to the Board by a member in good standing. Ten days prior to a regular meeting a copy of the proposed change will be given to each member in writing. Suggested changes will then be discussed and a majority vote in favor will constitute a change to the bylaws.

## Article IX – Miscellaneous Provisions

### A. Indemnification

Every person who is or has been an officer or committee chairperson of the SCBG shall be indemnified against all costs and expenses reasonably incurred by or imposed upon him or her in connection with or resulting from any action, suit, or proceeding to which he or she may be made a party by reason of his or her being or having been an officer or chairperson.