

## VALLEY FIBER ART GUILD BYLAWS

### Article I: ORGANIZATION

Section A: The name of this organization is Valley Fiber Art Guild.

Section B: The mission of the Valley Fiber Art Guild is to promote the craft of spinning, weaving and fiber arts by providing encouragement and education with programs, demonstrations, classes, mentoring and community outreach.

Section C: The Valley Fiber Art Guild shall operate as a non-profit organization. When our qualifications permit we will apply for official status as a 501(c)(7) non-profit organization.

### Article II: MEMBERSHIP

Section A: Anyone with an interest in fiber art who will adhere to and support the objectives of the guild as set forth in these Bylaws is welcome.

### Article III: DEFINITION OF GUILD YEAR

The Guild year will be May 1st through April 30th with general meetings October through April and informal gatherings to share fiber art May through September

### Article IV: GUILD FUNDS

Section A: Guild funds are generated through the collection of dues, donations and various fund raisers. The amount of yearly dues will be determined by the Guild at the February Board meeting. Annual dues for the following year are due in April and shall be delinquent after May 31st. New members may join the guild at any time; however there are no prorated dues. The Guild is a member of the Arizona Federation of Weavers & Spinners Guilds, Inc., and as such a portion of the dues equal to one dollar (\$1.00) per member will be forwarded to the Federation annually in January.

Section B: Treasury funds will be used for educational and general expenses of the Guild. Continuing educational funds may be offered to active Guild members to attend recognized fiber related conferences, classes or workshops.

Section C: The Guild shall maintain a separate accounting of Continuing Education Funds. The funds shall be developed from a budget allocation of available money, the amount of which is determined by the Board at the end of each fiscal year. Additionally, there may also be dedicated donations to the Guild. Unused money will be rolled forward to the next fiscal year. The Board shall determine the educational use of such money should there be an accumulation over a period of time. The amount of money allowed per individual request is limited to no more than one-half the cost of one selected class or workshop. Members seeking funding must make an application to the Guild Board. Acceptance of the funds obligates the recipient to make a formal presentation that is mutually acceptable to the Board and the member. Individual funding is limited to once every four years.

## Article V: ELECTED OFFICERS

Elected officers of the Guild are: President, Vice President, Secretary, and Treasurer.

The term of each office shall be for two years. A maximum tenure of office is two consecutive terms. A rotation of eligible officer positions shall occur to provide an overlap of new and experienced officers serving the Guild. Should an officer be unable to continue to serve his/her term, the President will appoint a replacement for the balance of the term.

### Section A: OFFICER DUTIES

#### Section 1A: PRESIDENT

The President shall lead the Guild, preside at all General and Board meetings, select members of the nominating committee, appoint standing committee chairpersons and the Director to the Arizona Federation of Weavers & Spinners Guilds, Inc. The President shall be an ex-officio member of all committees. The President shall approve disbursement of funds and may sign checks in the absence of the Treasurer; shall appoint an auditor to review the Treasurer's records at the April Board meeting. The President will arrange for the General meeting location for each year and fulfill any other duties deemed the responsibility of the President.

#### Section 2A: VICE PRESIDENT

The Vice President shall conduct Guild meetings in the absence of the President and shall facilitate the President in any manner deemed necessary. The Vice President shall serve as liaison between the President and the Standing Committees and act as publicity coordinator.

#### Section 3A: SECRETARY

The Secretary shall keep the minutes of the General and Board meetings and shall carry on guild correspondence. The Secretary shall provide the historian with all minutes on a yearly basis.

#### Section 4A: TREASURER

The Treasurer shall act as custodian of all funds and shall receive and disburse funds as authorized by the Guild. The Treasurer shall present an accounting at all General meetings and shall give a full account at the Board meetings. The treasury reports shall be made available for audit review no later than May 1st.

## Article VI: BOARD

### Section A: MEMBERSHIP

All elected officers; chairpersons of standing committees, Arizona Federation Director, and Member-At-Large constitute the Board. The immediate past President shall be an ex-officio member.

### Section B: DUTIES

Guild business shall be managed by the Board. The Board shall review all proposed disbursements of the Guild and shall participate in program planning. The Board may delegate to one or more persons/committees such duties as appear to the Board to be in the best interests of the Guild.

### Section C: MEETINGS

Regular Board meetings shall be held monthly September through April or on the call of the President. Special meetings of the Board shall be called by the President or by a majority of the Board. A two-day notice shall be given to all members of the Board. Fifty-one percent of the voting members of the Board shall constitute a quorum.

## Article VII: COMMITTEES

Section A: Standing Committees are: Membership, Outreach, Program and Workshop. The President shall appoint all committee chairpersons. The Board may from time to time appoint other committee chairpersons as necessary. The President may also appoint Guild members, as needed, to fulfill other guild responsibilities.

### Section B: WORKSHOP

The Workshop Chairman shall work with the Vice President, Program Chair and additional Guild members as needed to develop educational offerings for the Guild by planning workshops. Workshops shall be submitted to the Board for Approval. Once approved, Information regarding the event will be given to the Board, Program Chair, Treasurer and publicity coordinator.

### Section C: MEMBERSHIP

The Membership Chairman must have a computer and be able to maintain a current record of members' contact information and any other information deemed necessary for the Guild's use. The Chairman will distribute a roster to the Guild members no later than July 1st, maintain monthly attendance records, provide new member contact information periodically, and provide membership and liability forms.

### Section D: OUTREACH

The Outreach Chairman shall develop educational programs to present to the community and maintain a record of each event. He/She may enlist other Guild members to assist with planning and presentation of these programs. Information of the event will be given to the Board and publicity coordinator.

#### Section E: PROGRAM

The Program Chairman shall work with the Vice President, Workshop Chair and one or more Guild members to develop a program schedule for general monthly meetings. The Program Chairman shall make arrangements with speakers and negotiate an appropriate stipend. A list of programs and shall be submitted to the Board for approval. The Treasurer shall be notified of any fees. The approved list of programs, workshops and presenters with appropriate background information about the speaker and the topics shall be given to the publicity coordinator.

#### Article VIII: APPOINTED POSITIONS

##### Section A: FEDERATION DIRECTOR

The Director shall attend Federation meetings, act as liaison between the Guild and the Federation, and report Federation information to the Board and the Guild.

##### Section B: LIBRARIAN

The Librarian shall computerize and maintain an updated list of library materials to be made available for Guild use.

##### Section C: BUDGET

The committee shall be composed of the President, as chairperson, Vice President and Treasurer. It shall submit a budget for approval by the Board at the March Board meeting.

##### Section D: NOMINATING

The Nominating Committee shall be formed in October and comprise at least three members selected by the President. The Nominating Committee will present a slate of officers at the February Board meeting. The positions will be elected by a simple majority vote of members in good standing present at the April General meeting. At this time nominations from the floor will be accepted. A secret ballot will be initiated if there are two or more candidates for the same position. A final Board meeting will be called at the end of the fiscal year to conclude the changeover of the offices. Both the present Board and the newly elected Board officers are to attend.

##### Section E: HISTORIAN

The Historian shall organize and maintain a history of the Guild.

#### Article IX: AMENDMENTS TO BYLAWS

The Board may propose changes and amendments to these Bylaws. Any proposed amendments must be provided in writing to all members at least 3 weeks in advance of the General meeting at which the vote shall be taken. Voting approval shall be by 2/3 majority of members present.

Article X: DISSOLUTION

The property of this organization is irrevocably dedicated to the stated purposes of the Guild, and no part of the net income or assets of this organization shall ever be to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon dissolution of the organization, its assets remaining after payment, or provision for payment, of all debt and liabilities of this organization, shall be distributed to a 501(c)(3) entity or organization which furthers the commitment of the Guild mission as stated in Article I, Section B.

Article XI: LITIGATION

This Guild shall hold the Arizona Federation of Weavers & Spinners Guilds, Inc. harmless against any action, litigation or suit brought against the Arizona Federation of Weavers & Spinners Guilds, Inc. as a result of the actions of this Guild, Board members, members or volunteers. This Guild agrees that the Arizona Federation of Weavers & Spinners Guilds, Inc. is in no way responsible for the actions of its member Guilds when such action contradicts Arizona Federation of Weavers & Spinners Guilds, Inc. Bylaws, Policies, or Guild Bylaws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

(Revised: November 2014) April 2011