

## **Constitution & By-Laws**

The Constitution and By-Laws are printed in the Annual Guild Directory.

# **Weavers Guild of Greater Kansas City Constitution**

Revised: July 2012

### **Article 1 Name:**

This organization shall be known as “The Weavers’s Guild of Greater Kansas City”, herein referred to as The Guild.

### **Article 2 Purposes**

The purposes of the Guild are to further the art and interest in handweaving and related fiber arts to it’s members and to the general public. Efforts to demonstrate to school children and other public groups will be made.

### **Article 3 Membership:**

- Eligibility: Any person interested in handweaving and the fiber arts is eligible for membership in the Guild.
- Good Standing: Members of the Guild shall maintain their membership in good standing. Membership in good standing means the timely satisfaction of all financial obligations to the guild, attendance at the Guild’s regular monthly meetings, and participation and promotion of the Guild’s projects and development. The Guild shall accept as non-voting members in good standing of the Guild, individuals who are members in good standing with the Fiber Guild of Greater Kansas City.
- The membership year is from January 1 through December 31.

### **Article 4 Meetings:**

The Guild’s regular meetings are the second Thursday of each month unless otherwise scheduled

by the Guild's Executive Board.

### **Article 5 Executive Board:**

The elective officers of the Guild shall constitute the Executive Board. The elective Officers of the Guild are:

President

First Vice President- Programs

Second Vice President- Newsletter

Third Vice President- Workshops

Treasurer

Recording Secretary

### **Article 6 Duties of the Officers:**

A. The President: shall preside at the regular meetings of the Guild and all other meetings of the Guild. The President shall appoint all committee chairpersons with approval of the Executive Board. The President has the authority to call special meetings of the Guild and the Guild's Executive Board. The President shall, when necessary cast the deciding vote at Executive Board and regular meetings. The president may take such action as may be deemed necessary to protect the welfare of the Guild. The President shall be an ex-officio member of all committees and an ex-officio member of the Executive Board the year following active office. The President shall arrange meeting dates in coordination with the First Vice President and meeting place personnel.

B. First vice president: shall perform all the duties of the president in the president's absence. The first vice president shall be the chairperson of the program committee and arrange the monthly guild programs that follow the business meeting. The first vice president shall initiate contact with the guest presenter, carry out communication to affect a program and carry out the postcommunication (including sending thank you notes) with the presenter. The first vice president shall work with the president to establish an appropriate time frame for the program.

- C. Second Vice President: shall be responsible for the writing and printing of the Guild's monthly newsletter to be mailed to members in good standing. The Second Vice President shall regularly share information with the Fiber Guild newsletter editor so that both guilds may be informed of activities.
  
- D. Recording secretary: shall take and maintain accurate minutes of the guild's regular meetings and the executive board meetings. The recording secretary shall send sympathy and get well cards to the guild members when warranted.
  
- E. Third vice president. The third vice president shall be responsible for setting up guild workshops outside of the regular monthly programs. The third vice president shall initiate contact with the visiting fiber artist and carry out the communication to affect a workshop event. The third vice president shall carry out any post communication with the presenter, including sending thank you notes. The third vice president shall work with the president to arrange workshop meeting dates and meeting place.
  
- F. Treasurer: shall be responsible for all moneys of the Guild and pay bills, keep all necessary financial accounts, collect dues and charges for equipment rentals. The Treasurer shall be custodian of the insurance and tax documents. The Treasurer shall distribute the Guild Directory by February to all members in good standing. The Treasurer shall notify all members of the Guild who have not renewed in late December for the coming year. The Treasurer shall furnish an oral financial report at each meeting and such written reports as requested by the Executive Board. Such reports shall be recorded in the minutes. The Treasurer shall help establish the budget for the year to be approved by the Executive Board.

### **Article 7 Requirements for Office:**

Any member in good standing for at least one year before the date of nomination is eligible for elective office in the Guild except for the office of the President who shall be a current or past Board member.

### **Article 8 Election:**

The election for elective officers of the Guild shall be held at the Guild's regular monthly meeting in November of each year. The slate of officers **MUST** be printed in the October newsletter and/or presented at the September meeting prior to the election. Nominations may be made from the floor at either meeting as long as requirements for office are met.

### **Article 9 Term of Office:**

The term of office for any elected officer shall be no more than two consecutive terms in any one elected office unless voted upon by special dispensation by the Executive Board and a majority of Guild members present at a meeting.

### **Article 10 Changes to the Constitution:**

Changes to the Constitution may be made in a motion by the Executive Board or a Guild member at a regularly scheduled membership meeting. Said motion may be to add to, delete from, modify, alter or amend this Constitution and **MUST** be published in the next newsletter and voted on at the next regularly scheduled membership meeting. It must be approved by a majority of those in attendance at such meeting.

### **Article 11 Dissolution of the Guild:**

In the event of dissolution of the Weavers Guild of Greater Kansas City, all remaining assets, after all legal obligations are paid, will be donated to a charitable or educational organization as determined by the Guild, in accordance with a vote of the membership. Current members will have an opportunity to purchase library materials and equipment; proceeds from that sale and any remaining assets will be likewise donated to the chosen organization above.

## **Weavers Guild of Greater Kansas City By-Laws**

Revised: October 2004

### **Article 1 Order of Business:**

The order of business at meetings of the guild shall be determined by Robert's Rules of Order wherever practicable, but not inconsistent with the following order of business:

- Call to Order
- Reading of the Minutes
- Treasurer's Report
- Reports of Standing and Special Committees
- Unfinished Business
- New Business
- Announcements/Special Events/ Show and Tell

## **Article 2 Optional Standing Committees**

1. Program Committee: The Program Committee shall be comprised of the 1st Vice President of Programs as chairperson and up to four members of good standing of the guild.
2. Directory Committee: The directory committee shall be comprised of the President, Treasurer, and any such other members as may be duly appointed. The committee is responsible for the preparation of the directory in cooperation with the Fiber Guild. The directory shall be distributed by the Treasurer to guild members in good standing at the January or February meetings.
3. Workshop Committee: The workshop committee shall be comprised of the 3rd VP of Programs and at least one other member in good standing. The committee shall organize and make all arrangements for workshops sponsored by the guild. All proposed major workshops and associated fees will be presented to the Executive board for approval.
4. Exhibits Committee: This committee shall arrange for exhibits, publicity and cooperation with conferences or galleries where the guild may be exhibiting or demonstrating its craft. Members of this committee shall be members in good standing.
5. Nominating Committee: This committee shall be comprised of 3 members in good standing appointed at the August meeting. The nominating committee shall present a list of candidates for elective office at the September meeting and printed in the October newsletter. The Nominating committee shall present one member in good standing for each elective office. The member named for President shall be a past or present Executive Board member in good standing. Additional names may be nominated from

the floor at the November meeting if such persons nominated meet the constitution's requirements for elective office in the guild.

6. **Publicity Person or Committee:** The publicity chairman or committee, members in good standing, shall be responsible for publicity of meetings, shows, and other guild events.
7. **Hospitality Committee:** The hospitality committee shall be comprised of a chairperson and an assistant who are members in good standing. The committee shall arrange for refreshments at the Guild's regular meetings and at other occasions when so directed by the guild. They also shall help organize the annual potluck(s).
8. **Scholarship Committee:** The scholarship committee shall be comprised of a chairperson and members in good standing. The committee shall accept and review applications for scholarship money and forward their recommendations to the board for approval. Committee members shall also be responsible for developing sources of donations in support of the guild's educational mission.

### **Article 3 Standing Appointments:**

A. **Librarian:** The librarian shall be the custodian of all books, bulletins, and other material belonging to the Guild. According to regulations adopted by the guild, the librarian shall make such materials available to members in good standing. The librarian shall be responsible for a yearly inventory and will maintain the books and magazines. The librarian may purchase materials for the library and appoint assistants as needed with the approval of the Executive board.

B. **Equipment Chairman:** A member in good standing, the equipment chairman shall maintain safely the equipment owned by the guild, take an annual inventory, be responsible for check-out, rental deposits, and safe return of equipment, and purchase added equipment when needed and approved by the Executive board.

C. **The Historian:** The historian shall compile and maintain a scrapbook detailing the

significant events of the guild and matters of interest to the membership.

D. Hostess: The hostess greets visitors and distributes nametags to visitors and members in good standing.

#### **Article 4 Amendments:**

The by-laws of the Guild may be amended by a majority vote of members in good standing at any regularly scheduled meeting, after first being presented in the newsletter or at a previous meeting by the Executive board or a member in good standing.

#### **Article 5 Dues:**

The annual membership dues for the Guild are to be determined by the Executive Board and approved by a majority of members of the guild at a regularly scheduled meeting, after the proposed dues increase is published in the newsletter. Family rates will be available for \$5 more than the individual rate. The annual dues for the new year are due by the December meeting. Visitors may attend 2 meetings for free and receive 2 complimentary newsletters and then will be asked to join. Members of the Fiber Guild may participate in activities of the Weavers Guild such as shows, meetings, workshops, book and equipment rentals, etc. but shall NOT have voting privileges nor hold office.

#### **Article 6 Equipment Rental:**

Equipment rental is available only to members in good standing (of either guild) who agree to the terms of the Guild's equipment rental agreement.

#### **Article 7 Special Events:**

The annual guild pot luck meeting will usually be held at the December regular monthly meeting. Usually the December meeting will include a gift exchange. The "Yarn Exchange" or the Guild Annual Show may be scheduled at the first of the year.

#### **Article 8 25 Years Plus Membership**

**25 years plus membership** - After 25 years of membership, said member's status will be placed

in the 25 year plus membership. They will be honored in a Recognition Ceremony and be added to the 25 year plus listing in the Directory.