

BY-LAWS
The OLYMPIA WEAVERS' GUILD

ARTICLE 1: NAME

The name of this organization shall be The Olympia Weavers' Guild

ARTICLE 2: PURPOSE

The purpose of the Olympia Weavers' Guild shall be to provide a forum where active weavers may share information, knowledge and techniques, and provide each other with guidance, encouragement, and inspiration. Guild members will be given opportunities to share their interests in weaving with members of the community by promoting community education and participating in special events and services.

ARTICLE 3: MEMBERSHIP

Article 3: Section: Membership in the Guild shall be open to anyone who is interested in the field of weaving.

Article 3: Section : To become a member one must:

- a. Pay the current year's dues if before the February meeting and a percentage of the annual dues if after the February meeting.
- b. Reinstated members will pay full dues at anytime during the fiscal year.

Article 3: Section 3: During each year a member is encouraged to:

Participate in meetings, take part in Guild activities, serve on committees and the board and share their creative work with the membership.

Article 3: Section 4: A prospective member may attend three

meetings as a guest.

Article 3: Section 5: A member who has rendered long and noteworthy service to the Guild may be selected to Honorary/Life membership status . All recommendations will be brought to the Board for approval. The Board will be present the recommendation to the general members at a regular Guild meeting. These members need not pay dues.

Article 3: Section 6: The fiscal year shall run from July 1 through June 30. Dues are payable in May for the following fiscal year and become delinquent after June 30. Delinquent members' names will be removed from the roll, but may be reinstated by payment of dues and any applicable fine. Members joining the Guild at any time must pay full dues unless for the first time (see section 2a above).

Article 3: Section 7: A notice of all meetings and the annual picnic will be published in the local paper in a timely manner.

ARTICLE 4: OFFICERS AND COMMITTEES

Article 4: Section 1: The officers shall be:

President
First Vice President
Second Vice President
Secretary
Treasurer

Article 4: Section 2: Officers shall be elected at the regular May meeting for a term of one year to begin in July.. Officers may not serve for more than two consecutive years in the same office. The President shall appoint a nominating committee in February. They shall present a single slate of officers, who have been members for at least one year, at the regular April meeting. Nominations may be made from the floor at the May meeting with the permission of the person being nominated. Election shall be by a majority of those members present and

voting at the May meeting.

Article 4: Section 3: If the President is unable to complete term of office, the 1st Vice-President shall become President. Appointments made by the Board shall fill other vacancies.

Article 4: Section 4: The President shall conduct all general meetings and Board meetings, appoint all committee chairmen, and exercise supervision over all Guild affairs.

Article 4: Section 5: The 1st Vice-President shall perform the duties of the President in case of absence or upon request, shall be study group coordinator, and shall become President the following year. In the event the 1st Vice President is not able to assume the presidency a special election will be called by the out-going president. In the absence of both the President and the 1st Vice President the most recent Past President who is available will conduct the regular Guild meeting

Article 4 Section 6: The 2nd Vice-President shall serve as the chairman of the Program Committee.

To assure continuity of the guild programs and workshops, the 2nd. Vice President and Workshop Chair shall each have an assistant chair whose responsibility will be to work on planning

programs and workshops for the following year. The assistants will not have a vote on the Board during their assistantship year. The subsequent year the assistants will assume the positions of 2nd. Vice President and Workshop Chair and implement the programs/workshops which they worked on the previous year, whilst a new set of assistants plans for the upcoming year, thus maintaining a continuity of planning and implementation.

Article 4: Section 7: The Secretary shall keep a record of the minutes of each meeting, conduct all correspondence and keep

all documents not specifically pertaining to other offices.

Article 4: Section 8: The Treasurer shall collect, hold and disburse all monies paid into the Guild, shall keep a checking account, shall keep accounts and report them at each regular meeting and shall serve as the Chairman of the Finance Committee.

Article 4: Section 9: A Financial Review Committee selected by the President shall review the books of the treasury annually. The incoming and outgoing Treasurer may not serve on this committee. A non-guild member, professional accountant, should conduct an independent financial review on a regular basis (5 years?) The new Treasurer shall receive the books no later than July 31st.

Article 4: Section 10: Standing and special committees shall be established to conduct Guild business. These shall be listed in the Guild Policies and Procedures section.

Article 4: Section 11: The Committee Chairs shall select their own committee members and shall ensure there is a job description available for the incoming chair and review it with them. The Program , membership, Grants and scholarship, Show and Sale, Workshops and Educational Outreach Chairs and the Librarian, keep an account of the year's activities. At the June meeting, the outgoing President shall receive these reports. .

Article 4: Section 12: The Board of Directors of the Olympia Weavers' Guild shall consist of the officers and all committee chairmen. The retiring President shall serve as an advisor to the Board.

Article 5: Section 1: Regular meetings shall be held the third Friday of each month, except July, August, and December. The annual guild Sale shall be the first weekend of December. Special meetings may be called on at least 24 hours notice by a quorum of the Board

Article 5: Section 2: The Board shall meet at least twice a year at the call of the President or a majority of the Board

Article 5: Section 3: A quorum for a general meeting shall be ¼ of the membership. A quorum for a Board meeting shall be five members including either the President or Vice-President.

Article 6: Financial Obligations and Contracts:

Only the President (or First Vice President in his or her stead) may obligate the Guild financially. The only exception is that the Second Vice President, as part of his or her duties as Program/Workshop Chair and an officer in the Guild, may contract with presenters. In the absence of the Second Vice President, the President (or First Vice President in his or her stead) may negotiate and sign contracts with presenters.

ARTICLE 7: PARLIAMENTARY AUTHORITY

Meetings of the Guild and Board shall be conducted by the rules of parliamentary procedure and “Robert’s Rules of Order Revised” shall be the authority in all questions of Parliamentary Law not covered in these by-laws.

ARTICLE 8: AMENDMENTS

The by-laws may be amended at any regular or special meeting of the Guild by a 2/3 vote of the members present and voting. The proposed amendment must have been presented in writing and discussed at a preceding meeting.

ARTICLE 9: DISSOLUTION

Should conditions arise when, for any reason, the Guild cannot continue, the President shall appoint a committee of three to present to the Guild, for vote, suggestions of what will be done with assets, designating that they go to another educational non-profit organization with like goals and purposes.

updated: 10/98/ Revised May 2004/ revised May 06/ '08
Revised May 2009

The OLYMPIA WEAVERS' GUILD POLICIES AND PROCEDURES

Section 1: AFFILIATION: The Olympia Weavers' Guild is affiliated with the Association of Northwest Weavers Guilds and the Handweavers Guild of America.

Section 2: DUES: The dues shall be \$ 35 per fiscal year.

A. Categories of dues

1. Household membership: (2 people who live in the same house) \$50.00 and one copy of the newsletter.
2. Scholarship membership: \$25.00 and valid student I.D. required.
3. Hardship membership: \$25.00 following a private, confidential conversation with the Membership Chair about relevant necessity." Dues shall be \$ 20 for new members joining between the February meeting and the end of the fiscal year.

B: Members are encouraged to renew their membership by June 30th . No fine will be assessed after that date.

Section 3: PUBLICATIONS The official publication shall be titled "The Olympia Weavers' Guild Newsletter.

Members shall receive a copy of the newsletter every month that the Guild meets, except as stated in Section 2a.

Section 4: PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

A: Members in good standing shall be entitled to check out library materials and to rent Guild equipment, such as looms, rag cutter, drum carder, etc.

B: Equipment rental shall be for one month periods with renewals at the option of the Properties chairman or the chairman in charge. Written contracts with stated rental fees are required for all rental equipment. Members using

equipment for a workshop or for study group do not pay rental fees.

Members are responsible for returning equipment to properties in good condition and on time. The person who checked them out will replace lost equipment or pay for repairs if needed.

C: Members are responsible for returning books and in good condition and on time. Library check-out is from one meeting to the next. This period may be extended at the discretion of the librarian. The person who checked them out will replace lost or damaged books. All unpaid fines will invalidate a member's good standing.

D. Renewal of membership is contingent upon all fines being paid in full and/or restitution for damages.

E. OWG members in good standing shall be allowed to sell fiber related items such as equipment, yarn, hand-knit, woven or crocheted products, books, or magazines at Guild meetings or at the picnic. They will set the prices and will donate 10% of the total sales to the Guild treasury. The guild is not responsible for taxes, unsatisfied customers or any other issues related to the sale of items

F. Awards. The Board will have discretion as to when awards should be given for outstanding performance by a Guild member. Recommendations can be made to the board.

Section 5 BUDGET COMMITTEE will consist of the current board members and Past president. They will prepare the budget and present it for approval at the May general meeting.

Section 6: STANDING COMMITTEES

A. Standing committees and special committees not specifically mentioned shall be free to arrange the composition of the committee to fit the current program and needs of the Guild.

B. Committee Chairs of Program , Membership, Grants and scholarship, Show and Sale, Workshops and Educational Outreach Chairs and the Librarian should receive a notebook at the beginning of her term from the out going Chair and make a report in duplicate at the end of the guild year regarding activities, duties, etc. One copy is given to the outgoing president and one copy remains in the notebook. The reports are due at the June meeting.

1 Bylaw and Policy/Procedure Committee. The Chair will be appointed by the president and the committee will review the Bylaws and Policy and Procedure annually. Any changes will be presented at the April meeting for approval at the May meeting.

2. EDUCATIONAL OUTREACH Committees will be formed to provide education about weaving to members of the community as the need arises. Some money for such activities will be included in the budget.

3. FUNDRAISING On occasion an ad hoc fundraising committee may be appointed to raise money as necessary.

4. GRANT/ SCHOLARSHIP (Hazel Pattison Memorial Grants) The grant chairman is responsible for encouraging applications for the grants (Enrichment, Education and Outreach)

For the Enrichment Grant the chair is responsible for administering the process, selecting the judge, and preserving the anonymity of the applicants, and report results to the board,.

For the Educational and Outreach Grants chair, will review the applications and submit them to the board for selection.

The chair will recommend a budget and aid in raising donations for the grant program.

5. HISTORIAN The historian maintains a scrapbook of relevant occurrences pertaining to guild affairs and members. These may be in the form of newspaper articles, photos, etc. The historian should ask members to contribute to the scrapbook and should bring it to guild meetings at least once a year for viewing.

6. LIBRARY There should be an assistant to the librarian. In subsequent years, the assistant takes charge with a new assistant. The librarians have the following duties:

1. Check books in and out at each meeting,
2. collecting overdue fines
3. Compile and maintain an inventory and audit at the end of each year.
4. Handle new book purchases and magazine subscriptions renewals
5. Purchase books in memory of deceased members use money from the Dedicated Library Fund.

7. MEMBERSHIP The chairs responsible for keeping the records of membership, and to update members participation in guild activities. The Chair is responsible for having the member name tags in order and having them, attendance sign-up sheets and guest book available at the door each meeting day. The Chair also greets and introduces guests and new members to the guild. The Chair handles all the details of new member applications, giving the treasurer the dues and the full name and address of new members to the newsletter chairman. The Chair reports the number in attendance guild meeting and assures that new members receive the current Yearbook and Resource Guide.

8. NEWSLETTER The chair compiles and prints the newsletter prior to each guild meeting. This is mailed, or emailed, at least one week before the meeting. It includes news and information pertaining to that meeting. The chairman may set her own deadline for receiving information

prior to printing. Ads placed in the newsletter by members are free and \$5 for non-members.

9. Nominating Committee. This committee is appointed by the president in February and submits a slate of officers to the members at the April meeting.

10. PROGRAMS The program chair is the elected 2nd Vice President. The Chair is responsible for scheduling speakers at meetings. This involves coordinating member interest, speaker availability and consulting with the workshop chair. Unpaid speakers may be drawn from within the guild membership as well. Programs should be determined by late August so they may be included in the new Yearbook and Resource Guide. Grant and scholarship recipients are responsible for giving a report or a program to the membership.

11. PROPERTIES The chair is responsible for:

1. Keeping a current inventory list of guild properties (loom, drum carder, rag cutter, etc.)
2. Keeping a list of where the properties are
3. A list of Show and sale equipment stored at member homes will be maintained by the properties chair.

A. Non-members from out-of-the-area shall be allowed to rent equipment if both parties sign an agreement and a large deposit (\$100 or more) is required

B. The Guild should not donate to groups such as CERF and HGA. However, if members wish to donate, the Guild can facilitate the donation by collecting the monies, and sending in one check from the members

12. PUBLICITY The Chair's principle duty is to submit meeting information to the local newspaper. The Chair is also responsible for soliciting ads (\$10 each) for the Yearbook and submitting them to the Yearbook Chair in a timely manner.

13. SHOWCASE The chair is responsible for providing forms for members to describe their articles on display at the meeting, and for the year-end drawing.

14. SHOW AND SALE This is a co-chair job as there is much pre-sale work to be done. They are responsible for:

1. Reserving the sale space
2. Determining date of sale
3. Organize all committee meetings
4. Arrange for:
 - tables and other equipment,
 - linens
 - advertising
 - staff scheduling
 - printed flyers.
5. Assure the supply of tags and inventory sheets
6. procure necessary tax papers
7. Receive guild money for cash box, start-up
8. Arrange overnight storage space.
9. After sale they must:
 - deposit money
 - balance the financial records
 - have the treasurer pay the sales tax and disburse the proceeds to the sellers with a summary report.

15 SUNSHINE The chair sends cards of condolence, get-well or congratulations to members as the occasion dictates. The Chair reports cards sent at the meeting and requests information from guild members.

16. TEA & SET UP One or two people can handle these duties. One should arrive early to set up coffee makers before each meeting. A sign-up list is sent around at the first meeting in September for furnishing refreshments for the guild year. There should be three people signed up for each meeting date. The chair is also responsible for maintaining coffee and tea supplies and refilling coffeemaker during the day and cleaning afterwards. The Chair informs the newsletter chairman of the hostesses for each month.

17. WORKSHOPS The chair is responsible for arranging workshops and coordinating, with the Program Chair. This job involves considerable correspondence and scheduling of such things as meeting space, housing and meals for the instructor, collection of fees, assuring payment of instructor, etc. Coffee and tea are supplied for the workshops (cost included in fees) and the participants provide food.

18. YEARBOOK and Resource Guide The chair is responsible for assembling and printing a list of all current members, officers, committee chairs programs and workshops for the current year. By-laws and grant information are also included.

Revised May 2004, '06, '08
