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# **handweaver's guild of boise valley, inc.**

## **Bylaws**

### Article I. - Name and Purposes

Section 1. - The name of this organization shall be Handweaver's Guild of Boise Valley, Inc.

Section 2. - The purposes of the Handweaver's Guild of Boise Valley are to carry on, study, and foster the arts and crafts of handweaving, spinning, and fiberarts.

### Article II. - Membership and Dues

Section 1. - Anyone interested in handweaving, spinning or fiberarts may become a member upon payment of annual dues.

Section 2. - The amount of dues shall be voted on by the membership of the Guild.

### Article III. - Officers

Section 1. - The officers of this organization shall be President, two Vice Presidents, Secretary, Treasurer, Membership Officer and Past President.

#### Section 2. - Duties of the Officers

##### A. Duties of the President

1. Preside at all meetings of the guild.
2. Call meetings of the executive board and to preside at the same.
3. Appoint chairpersons of all committees, with the approval of the executive board.

##### B. Duties of the Vice Presidents

1. Plan programs and workshops
2. Act as aides to the President and perform the duties of the President in his or her absence.

##### C. Duties of the Secretary

1. Record all business transacted at each meeting of the guild and the executive board.
2. Conduct the correspondence of the guild.
3. Perform the duties of the President in the absence of the President and the Vice Presidents.

#### D. Duties of the Treasurer

1. Have custody of all moneys and to place funds in a depository approved by the executive board. Checks are to be signed by the president or the treasurer.
2. Make a financial report available at both executive board and guild meetings.
3. Perform the duties of the President in the absence of the President, the Vice Presidents, and the Secretary.

#### E. Membership Officer

1. Collect membership dues.
2. Maintain the membership list, by tracking member demographics, such as name, street address, telephone number, and e-mail address.
3. Promote membership in the Guild through publicity.
4. Meet and greet members and visitors at the Guild meetings.
5. Perform the duties of the President in the absence of the President, the Vice Presidents, the Secretary, and the Treasurer.

#### F. Past President

1. Utilize and share expertise gained while functioning as President.
2. Perform the duties of the President in the absence of the President, the Vice Presidents, the Secretary, the Treasurer, and the Membership Officer.

### Article IV. The Executive Board

The business of this organization shall be carried on by the executive board, which shall consist of the President, two Vice Presidents, the Secretary, the Treasurer, the Membership Officer, and the Past President. These seven officers shall be voting members of the executive board and shall have one vote each. Committee chairmen may be requested to attend meetings of the executive board as needed. All members are welcome to attend board meetings.

### Article V. – Election of Officers

Section 1. - By the January meeting the executive board will have appointed a nominating committee consisting of at least three members. With the consent of the nominees, the ticket of officers will consist of President, two Vice Presidents, Secretary, Treasurer, and Membership Officer.

Section 2. - The ticket of officers will be presented to the Guild at the March meeting. Additional nominations, with the consent of the nominees, may be presented in writing to the President within one week after the March meeting.

Section 3. - Notice of the slate of officers, along with the date and time of the election shall be published in a Guild newsletter at least two weeks before the April meeting.

Section 4. - If any member is unable to be present for the voting at the April meeting, the member may send a signed absentee ballot to the Secretary prior to the meeting. The election, by majority vote of the members present, plus those members casting an absentee ballot, will be held at the April meeting. Elections shall be by written ballot.

Section 5. - Officers will begin their term of office at the close of the June meeting. The term shall be one year.

Section 6. - If any office becomes vacant between regular elections, it shall be filled by majority vote of the executive board.

Section 7. - The voting powers and property interests of the members shall be equal. There shall be one vote for each member.

#### Article VI. - Meetings

Section 1. - There shall be 10 regular yearly meetings.

Section 2. - The Newsletter, with notice of monthly meetings, shall be mailed to the last known physical or e-mail address of each member.

Section 3. - Special meetings may replace or be held in addition to the regular meetings at such time and place as the president shall designate.

#### Article VII. - Quorum

Section 1. - A quorum of members, for the transaction of business in a meeting of the guild, shall consist of a simple majority of the members present. All votes are to be by written ballot.

#### Article VIII. - Committees

Section 1. - The President shall appoint chairmen of all committees, with the approval of the executive board.

Section 2. - Chairmen of the committees shall appoint their own committee members.

Section 3. - The possible committees are:

- A. Library and Equipment, chaired by the librarian
- B. Newsletter, chaired by the newsletter editor

- C. Publicity and Communications
- D. Study Groups
- E. Demonstrations for the public
- F. Shows and Sales
- G. Membership
- H. History and Archives
- I. Web site
- J. Any committee necessary to carry on the activities of the guild

#### Article IX. - Amendments

##### Section 1. - Two steps are required to amend the Bylaws:

- A. At a regular monthly meeting, the proposed amendment shall be submitted in writing to the membership and published in the Guild newsletter.
- B. At the following monthly meeting the amendment shall be voted upon by written ballot. Ballots will be tallied at the meeting. If any member is unable to be present at the meeting for the voting, the member may send a signed absentee ballot to the Secretary prior to the meeting. Each member shall have only one vote. Two thirds majority of the members present, plus those members casting an absentee ballot, is necessary to pass the amendment.

#### Article X. - Fiscal Year

##### Section 1. - The fiscal year shall be July 1 to June 30.

Revised, May, 2007