

WEAVER'S GUILD OF GREATER KANSAS CITY CONSTITUTION

[Revised: 10/2004]

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

- A. Eligibility: Any person interested in handweaving and the fiber arts is eligible for membership in the Guild.
- B. 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.
- C. 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- Publicity
Third Vice President- Membership
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 meeting dates and times with the President and meeting place personnel. The First Vice President shall also maintain correspondence and communication with guest speakers and visiting artists.

- C. Second Vice President: shall be responsible for public relations and advertising of Guild events as well as the writing and printing of the Guild's monthly newsletter to be mailed to members in good standing and the monthly update of the Guild website. The Second Vice President shall regularly share information with the Fiber Guild newsletter editor so that both guilds may be informed of activities.
- D. Thrid Vice President: shall be responsible for keeping up with Guild members' interests and skills in order to facilitate mentoring, demos, outreach and retention and correspondence amongst the membership including sending thank you notes to Guild speakers and sympathy and get well cards to members.
- E. Recording Secretary: shall take and maintatin accurate minutes of the Guild's regular meetings and Executive Board meetings.
- 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 October 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.

WEAVER'S GUILD OF GREATER KANSAS CITY BY-LAWS

[Revised: 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

- A. 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.
- B. 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.
- C. Workshop Committee: The workshop committee shall be comprised of the 1st 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.
- D. 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.
- E. Nominating Committee: This committee shall be comprised of 3 members in good standing appointed at the August meeting. The nominating committee shall at the September meeting present a list of candidates for elective office and publish that list 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 October meeting if such persons nominated meet the constitution's requirements for elective office in the Guild.
- F. 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.
- G. 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).

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 schedule 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 June or September regular monthly meeting. The "Yarn Exchange" or the Guild Annual Show may be scheduled at this time, also. Usually the December meeting will be at a member's home and will include a gift exchange.