

# Weavers Guild of Greater Kansas City Constitution & By-Laws

Revised April, 2022

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## Weavers Guild Constitution

### Article 1 Name

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

### Article 2 Purpose

The purpose of The Guild is to further the art and interest in handweaving and related fiber arts to its members and to the general public. Efforts to demonstrate to school children and other public groups will be made.

### We Warmly Welcome all Fiber Enthusiasts

We are committed to making our members feel valued, engaged, and inspired in order to make a positive difference in our community. We foster an inclusive culture that encourages, supports, and celebrates the diverse voices of the people in our community and our members and guests.

### 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 and support the Guild’s projects and development. The Guild shall accept, as non-voting members, members in good standing of 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 Executive Board.

### Article 5 Executive Board

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

- President
- First Vice President, Programs
- Second Vice President, Newsletter
- Third Vice President, Workshops
- Treasurer
- Recording Secretary
- Scholarship Committee Chairperson

### Article 6 Duties of the Officers

- A. **President:** Shall preside at the regular meetings of The Guild and all other meetings of The Guild. 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 presenter and carry out the communication to affect a program. The first vice president shall carry out any post communication with the presenter, including sending a thank you note. The first vice president shall work with the president to establish an appropriate timeframe for the program.
- C. **Second Vice President:** Shall be responsible for writing and distributing The Guild's monthly newsletter 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. **Third Vice President:** Shall be responsible for setting up Guild workshops outside the regular monthly programs. The third vice president shall initiate contact with the visiting 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 a thank you note.
- E. **Recording Secretary:** Shall take and maintain accurate minutes of The Guild's regular meetings and Executive Board meetings. The recording secretary shall send sympathy and get-well cards to members when warranted.
- F. **Treasurer:** Shall be responsible for:
  - All monies of The Guild and pay bills, keep all necessary financial records and accounts, collect dues, and be custodian of insurance and tax documents.
  - Assist with establishing a budget for the year to be approved by the Executive Board.
  - Furnish an oral financial report at each Guild meeting and such written reports as requested by the Executive Board. Such reports shall be recorded in the meeting minutes.
  - Work with the directory committee to create and distribute The Guild directory by February to all members in good standing, and notify the second vice president of changes to member e-mail addresses used to distribute the newsletter.
  - Notify all members of The Guild who have not renewed in late December for the coming year.

### **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 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 years in any one elected office unless voted upon by special dispensation by the Executive Board and a majority of The 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 the 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 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

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### Article 1 Order of Business

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

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

### Article 2 Optional Standing Committees

1. **Program Committee:** Shall be comprised of the first vice president of programs as chairperson and up to four members of good standing of The Guild.
2. **Directory Committee:** Shall be comprised of the president, treasurer and any other members as may be duly appointed. The committee is responsible for the preparation of the directory in cooperation with the Fiber Guild and include a list of all 25 year plus members in the annual directory.
3. **Workshop Committee:** Shall be comprised of the third vice president of workshops and at least one other member in good standing. The committee shall organize and make all arrangements for workshops by The Guild. All proposed major workshops and associated fees will be presented to the Executive Board for approval.
4. **Exhibits 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:** Shall be comprised of three members in good standing appointed at the August meeting. The committee shall present one member in good standing for each elective office at the September meeting and printed in the October newsletter. 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 constitutional requirements for elective office in The Guild.

6. **Publicity Committee:** Shall be comprised of a chairperson and members in good standing. The committee shall be responsible for publicity of meetings, shows, and other Guild events.
7. **Hospitality Committee:** Shall be comprised of a chairperson and members in good standing. The committee shall arrange for refreshments at The Guild's regular meetings and at other occasions when directed by The Guild. They also shall help organize the annual potluck(s).
8. **Scholarship Committee:** Shall be comprised of a chairperson and members in good standing. The committee shall accept and review applications for scholarships and forward their recommendation to the Board for approval. Committee members shall also be responsible for developing sources of donations in support of The Guild 's educational mission.
9. **Web Committee:** Shall be comprised of a chairperson and members in good standing. The committee will be responsible for website content.

### **Article 3 Standing Appointments**

- A. **Librarian:** Shall be a member in good standing and is 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 an annual 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. **Hostess:** Shall be a member in good standing to greet visitors and distribute name tags to visitors and members.

### **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.

### **Article 5 Dues**

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. Dues increases must first be published in the newsletter. Family rates will be available for \$5 more than the individual rate.

Annual renewal dues must be received by The Guild treasurer by January 1 in order to be included in the member directory and for participation in the Creative Hand event. New members may join at any time during the year; however, if they join during the fourth quarter, their membership will extend into the following year.

Visitors may attend two meetings for free and then will be asked to join. Members of the Fiber Guild may participate in activities of The Guild such as shows, meetings, workshops, book rental, etc. but shall not have voting privileges nor hold office.

### **Article 6 Special Events**

The annual Guild potluck meeting will usually be held at the December regular monthly meeting. Usually the December meeting will include a gift exchange. The "Swap & Shop" may be scheduled for the first of the year.