

# Central Virginia Fiberarts Guild Bylaws - 20180116

## **Article 1: NAME**

The organization will be known as Central Virginia Fiberarts Guild (“CVFG” or the “Guild”).

## **Article 2: PURPOSE**

The Guild will be a nonprofit educational association whose objectives are to foster the pursuit of fiber arts, and to educate, support, and inspire the fiber arts community in Central Virginia by providing: informational programs and workshops to its members and the public, opportunities to gather to practice fiber arts, and outreach activities to engage the public in the fiber arts.

## **Article 3: MEMBERSHIP / MEETINGS / ELECTIONS**

**3.1 Membership:** Any individual or family who supports the Guild’s objectives, may submit an application, pay dues, and become an Active Member (“Member”). Members may vote, hold office, serve on or chair committees, receive the newsletter, and participate in all guild meetings, programs and events. Family Members shall have one vote per membership.

**3.2 Regular meetings** will be held at times and places as determined by the Program Committee.

**3.3 The Annual Meeting** will be held each May to elect officers, adopt a budget, approve annual dues, receive reports from the officers and committees, and transact any other necessary guild business.

**3.4 Special Meetings** may be called by the Board, or upon the request of a majority of active members.

**3.5 A Quorum** will consist of 30% of Members. A quorum is required for the transaction of important business that affects the entire membership, and may be met in person, electronically, or by such other means as the Board determines.

**3.6 Elections** will be held at the Annual Meeting, and will be by secret ballot, whether in person, electronically, or by such other means as the Board determines. Offices will be assumed in July.

## **Article 4: GUILD LEADERSHIP**

**4.1 The EXECUTIVE BOARD (the “Board”):** Will consist of the President, Vice President, Secretary, Treasurer, Communications Chair, Outreach Chair, and such other advisors as the President deems necessary, and will meet at least twice a year. The Board will conduct the business of the guild and report its recommendations, actions, and decisions to the Members for final approval. Special or Ad Hoc Committees may be appointed by the Board as needed. Standing Rules may be instituted to enable the Guild to function effectively, and may be enacted or amended by a majority of the Board.

**4.2 OFFICERS:** Consist of the President, Vice-President, Secretary and Treasurer. Officer vacancies are to be filled by special election as needed.

**4.2.a The President:** Will be elected by Members to serve a two year term, and will preside at business meetings of the Guild and the Board, will oversee the Guild’s activities, and may enter into contracts on the Guild’s behalf. In the President’s absence, the Vice President will preside at meetings. The President will be an ex-officio member of all committees, with the exception of the Nominating Committee.

## Central Virginia Fiberarts Guild Bylaws - 20180116

**4.2.b The Vice President:** Will be elected by Members to serve a two year term, will preside at business meetings in the President's absence, and will be the Chair of the Program/Workshop Committee.

**4.2.c The Secretary:** Will be elected by Members to serve a two year term. The Secretary will keep records of all business meetings of the Guild and of the Executive Board, send any special notices to members, respond to Guild emails forwarding them to the appropriate officer or committee for action, and will be the Chair of the Newsletter Committee. Minutes of any special committee meetings will be presented to the Secretary for recording.

**4.2.d The Treasurer:** Will be elected by Members to serve a two year term. The Treasurer will manage the guild bank account, maintain accurate records, receive dues and maintain the membership list, pay guild expenses, file necessary state and federal forms in a timely fashion, and prepare the annual budget with the President. Non-budgeted expenses exceeding \$150 require the approval of the Board.

### **4.3 STANDING COMMITTEES:**

**4.3.a Program/Workshop Committee:** Will be chaired by the Vice President, and will plan and schedule regular programs, special programs, field trips, and workshops, coordinate with the Guild master schedule, coordinate the location of all programs and workshops, and provide budget information to the Treasurer. Expenses for Programs and Workshops are to be approved in advance by the Board. Ad hoc committees may be formed as necessary to coordinate workshops.

**4.3.b Newsletter Committee:** Will be chaired by the Secretary, and will prepare and electronically publish a monthly newsletter for members with information about all upcoming guild events, other events of note, minutes of the previous general or special membership meetings, and special notices. The newsletter will be issued on or about the first of each month.

**4.3.c Communications Committee:** Will oversee the guild website and social media presence, coordinate public announcements and advertisements of guild activities, and provide budget information to the Treasurer.

**4.3.d Outreach Committee:** Will oversee outreach activities such as participation in local fiber events and festivals, and fiber arts demos at schools or other organizations. The committee will schedule events, coordinate volunteers and equipment for the events, coordinate with the Guild master schedule, and provide budget information to the Treasurer.

**4.3.e Nominating Committee:** Will be appointed by the Board and will present a slate of officers for election at the Annual Meeting. Nominations, other than those of the Nominating Committee may be presented to the Board, provided the consent of the nominee is obtained.

### **Article 5: FINANCES / DUES**

**5.1 Fiscal Year:** Will be the calendar year.

**5.2 Guild Bank Accounts:** The President and Treasurer will be co-signers on guild bank accounts. Only one signature is required.

## Central Virginia Fiberarts Guild Bylaws - 20180116

**5.3 Dues:** Dues will be determined by the Board and approved by the members at the Annual Meeting. Family membership will be \$5 extra for each additional member in the same household.

**5.3.a Dues will be payable** each June for the period July 1 through June 30. For renewing members, if dues are not paid by September 30th, the Member will become inactive.

**5.3.b Dues for New Members** joining the guild from January through June will be one-half of regular dues.

**5.3.c Dues for full-time students** (all ages, with ID) will be one-half of regular dues.

### **Article 6: AMENDMENTS:**

Amendments to the Bylaws may be made by a vote of two-thirds of active members, with notice of amendments or revisions sent to all Members at least two weeks in advance of voting. Voting may be in person, electronically, or by such other means as the Board determines.

### **Article 7: DISSOLUTION**

If the Guild is dissolved, any assets in excess of outstanding liabilities will be distributed exclusively for the purposes of the Guild, to an organization or organizations that qualifies as exempt. Any assets not so disposed of will be disposed to a charitable organization for the promotion of the fiber arts in accordance with the purpose of the Guild.

**Date Adopted: January 16, 2018**

*By:*

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