

# Columbia FiberArts Guild Bylaws

## August 2018

### **Article I. Name**

The name of this organization shall be Columbia FiberArts Guild.

### **Article II. Mission**

The mission of this Guild is to set and maintain high standards of design, color, and workmanship in all forms of fiber art. Its aims are to educate in the methods of creative fiber techniques and to stimulate interest therein with the community.

### **Article III. Non-harassment Clause** *(Amended 10/2014 as required by all 501c(3) organizations)*

**Columbia Fiber Arts Guild** does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to selection of volunteers and provision of services. We are committed to providing an inclusive and welcoming environment for all members.

### **Article IV. Membership**

Section 1. Membership is open to all persons interested in creative fiber techniques.

Section 2. The annual dues cover membership from November 1 through October 31; any change in dues must have approval of Guild membership as stated in Article VIII.

### **Article V. Board of Directors**

Section 1. The elected officers of the Guild, to be known as **Executive Officers** and collectively as the **Executive Board**, and the appointed chairs of the **Standing Committees** shall constitute the **Board of Directors**. The immediate past President shall serve as a voting member of the Board of Directors.

Section 2. The Board of Directors shall have general supervision of the affairs of the Guild, fix the time and place of meetings and make recommendations to the Guild. The Board of Directors shall be subject to the will of the Guild, and none of its actions shall conflict with the mission of the Guild.

Section 3. A quorum of the Board of Directors shall be by a simple majority of the entire Board.

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### **Article VI. Officers and elections**

Section 1. The elected officers (Executive Board) shall be President, President-Elect, Secretary, and Treasurer.

Section 2. The Past-president, with the assistance of the Board of Directors and a nominating committee appointed by the Past-president, shall be responsible for nominating candidates for elected offices and recruiting committee chairs for appointment. The slate of proposed officers and committee chairs shall be published in the summer Newsletter as notification to the membership.

Section 3. Nominations from the floor may be made at the September meeting, provided prior consent has been received from the proposed candidate(s).

Section 4. The Executive Officers shall be elected by ballot at the September meeting to serve for one year, unless a motion is made and seconded to accept Executive Officers as presented. Their term of office shall be November 1 through October 31, corresponding to the Guild's fiscal year.

Section 5. No member shall hold more than one Executive Office at a time, and no member shall be eligible to serve more than two consecutive terms in the same Executive Office.

Section 6. The President-Elect shall fill a vacancy in the office of President. A vacancy in the office of President-Elect shall be filled by the rules stated in Article VI Section 2, except the election shall be held at the next regularly scheduled Guild meeting. All other vacancies shall be filled by appointment of the President and ratification by the Executive Board.

### **Article VII. Duties of Officers**

Section 1. The President shall preside at all meetings of the Guild and Board of Directors and be an ex-officio member of all committees. The President shall supervise and enable all administrative activities of the Board of Directors including acquiring and contracting meeting locations.

Section 2. The President-elect shall act as an aide to the President; preside over meetings of the Guild and the Board of Directors in the absence of the President; and, be an ex-officio member of all other committees. After having served as President-Elect for a full term, she/he shall automatically become a nominee for the office of President for the following year.

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Section 3. The Secretary shall keep a record of all proceedings of the Guild and Board of Directors and shall carry on all general correspondence of the Guild. The Secretary will track all proposed changes, additions and deletions to the By Laws for review at the end of the fiscal year.

Section 4. The Treasurer shall be responsible for all fiscal matters as directed by the Executive Board and shall prepare an annual budget with input from the Board of Directors.

### **Article VIII. Meetings**

Section 1. The regular meetings of the Guild shall be held on the second Wednesdays of March, June, September, and December unless otherwise ordered by the Guild or by the Board of Directors.

Section 2. The regular meeting on the second Wednesday in September shall be known as the Annual meeting and shall be for the purpose of electing new officers and introducing new committee chairs, receiving reports of officers and committees, and any other business that may arise.

### **Article IX. Amendment of Bylaws**

Any amendment(s) must be submitted in writing to the Board of Directors for review and vote. After the Board of Director's approval, changes must be published in the next Newsletter for general membership review. Then the Bylaws can be amended at the following quarterly meeting of the Guild by a two-thirds vote of members present.