

## **Waterford Weavers Guild Bylaws**

### **Article I – NAME**

The name of the guild is the Waterford Weavers Guild.

### **Article II – PURPOSE**

- A.** To share and promote knowledge of and interest in weaving, spinning, dyeing, and related fiber arts.
- B.** To improve members' skills in weaving, spinning, dyeing, and related fiber arts.
- C.** To promote the use and sale of quality hand-woven, handspun and hand dyed articles – as specified in these by laws and accompanying guidelines.

### **Article III – MEMBERSHIP**

Membership is open to anyone with an interest in learning or improving skills in any of the fiber arts, including weaving, spinning and dyeing.

Members:

- 1) may participate in Guild meetings, workshops, activities, and Guild sales venues, and may vote on all matters coming before the Guild;
- 2) must pay the current level of annual dues, and
- 3) must actively participate in those activities at which they want to sell.

### **Article IV – DUES**

- A.** Annual dues shall be determined by the executive committee and approved by the membership. Checks should be made payable to the WWG and given to the membership chairman.
- B.** Annual dues shall be due and payable in **April** for the upcoming guild year.
- C.** Any member who has not paid dues by the **May** meeting shall be notified in writing and shall have until the June meeting to pay dues before being dropped from the membership.
- D.** New members joining the guild after January 1 shall pay half the current dues. Meeting requirements are waived for the remainder of that guild year.

### **Article V – ELECTED OFFICERS, APPOINTED POSITIONS & THEIR DUTIES**

- A.** The Executive Committee shall consist of the following elected offices:
  - 1. President – Shall preside at meetings, establish committees, and appoint chairpersons for all guild events, and name members to appointed positions. The President shall be an ex-officio member of all guild committees, except the nominating committee.
  - 2. Vice-President – Shall substitute for the president in the president's absence at meetings and shall plan each year's programs.
  - 3. Secretary – Shall record, report, and maintain minutes of all meetings of the guild, and record executive committee meeting minutes, and shall conduct guild correspondence.
  - 4. Treasurer – Shall receive and disburse funds; maintain a financial record and bank account; and report the guild's financial status to the membership.
  - 5. Membership Chairman – Shall collect dues, maintain a membership roster and a prioritized waiting list (informing potential members as necessary), record member participation in guild events, and notify members if membership is in jeopardy.
- B.** Appointed Positions
  - 1. Librarian – Shall obtain books and other publications and maintain the library; keep a record of publications on loan.

2. Historian/Education – Shall maintain a scrapbook of guild publicity and history, and maintain a record of guild education and outreach opportunities and activities.

3. Newsletter Editor – Shall be responsible for producing and distributing the newsletter prior to each meeting.

4. Equipment Manager (excluding display equipment) – Shall be responsible for all equipment, storage, maintenance, usage and rentals; maintain current inventory including purchase and repair information of all WWG equipment, including but not limited to looms and related equipment, and spinning wheels and related equipment

5. Display equipment Manager – Shall be responsible for the inventory and tracking of all display equipment.

#### **C. Duties and Responsibilities**

1. Members, officers, and appointed positions shall abide by and uphold the bylaws.

2. Interim positions:

a) If the President becomes unavailable during the term of office, the Vice-President shall complete the remaining term.

b) The president, with the approval of the executive board, shall fill vacancies in other offices.

### **Article VI – ELECTIONS AND APPOINTED POSITIONS**

**A.** A nominating committee shall be appointed no later than March.

**B.** Officers and appointed positions should be members of the guild for one year prior to assuming office or positions.

**C.** Officers shall be nominated in April, elected in May, and take office at the June meeting.

**D.** Election of officers shall be by secret ballot.

### **Article VII – MEETINGS AND CONDUCT OF BUSINESS**

**A.** The guild year shall be defined as June 1 through May 31<sup>st</sup>.

**B.** Regular guild meetings shall be generally held monthly on a schedule determined by the Vice-President with Board input. A business meeting shall be held in January to present and discuss an annual budget for the guild.

**C.** Change of bylaws shall be made after members have been notified in writing at least one meeting in advance of the proposed change in bylaws. Vote shall be by written or digital ballot.

**D.** Special meetings may be called by the Executive Committee.

**E.** Executive Committee meetings shall act by majority vote.

**F.** The Executive Committee is authorized to spend up to \$100.00 for guild expenditures.

Amounts above this limit shall go before the membership for a vote.

**G.** The rules contained in "Roberts' Rules of Order Revised" shall govern the proceedings of this guild in all cases to which they are applicable and in which they are not inconsistent with these by laws.

### **ARTICLE VIII – RULES**

**A.** A Chairperson shall be designated by the President to have responsibility for each guild event.

**B.** At sales events, the number of items submitted per person may be limited at the chairperson's discretion.

**C.** Commission shall be 20% unless changed by membership vote. The 20% commission shall be waived when the item is purchased by a WWG member.

**D.** Items submitted as samples for special order shall be subject to the commission on the first order only.

**E.** All items to be sold at sales events must be entered in the inventory, marked with a WWG hang tag including the item description, the guild member's initials, and price. These tags are **ONLY** to be used at guild events or guild sponsored consignments.

**F.** The guild will not be responsible for items stolen or lost at sales events, or for uncollected checks. Members **WILL NOT** be reimbursed for lost or stolen items. However, the guild will make every effort to display easily stolen items where they can be “watched”.

**G.** Each member is responsible for collecting their unsold items at the conclusion of each sale or fair, or for making provisions for an authorized collector.

**H.** Articles to be sold (see guidelines) through the guild must be made by the guild member and are limited to:

1. Items hand-woven by the member
2. Items hand knit, hand crocheted, hand tatted, or other hand-manipulated fiber techniques by the member
3. Yarn handspun by the member
4. Items hand felted by the member
5. Items hand dyed by the member
6. Items other than the above mentioned shall be approved by the membership at a guild meeting prior to sale.
7. Further restrictions may be imposed due to event guidelines.

**I.** Equipment loaned to members for non-profit educational use, such as demonstrating at schools, will require a deposit, but not a rental fee. Members borrowing equipment for any other use shall require a deposit and a rental fee. The Executive committee shall set deposit and rental fees.

**J.** Additional topics not covered by the by laws, are addressed in the attached guidelines (See Guidelines for the Waterford Fair and Quality Standards for Items to be sold).

Approved April 2019