

# **BYLAWS OF THE SOUTH JERSEY GUILD OF SPINNERS AND HANDWEAVERS AS AMENDED ON DECEMBER 2, 2023**

**NAME:** South Jersey Guild of Spinners and Handweavers.

**PURPOSE:** The purpose of this Guild shall be to promote excellence in the fiber arts, to foster the exchange of ideas, to provide continuing educational opportunities to its members in pursuit of these goals, and to educate the community about fiber arts.

**OFFICERS:** The officers of this Guild shall be President, Vice President, Secretary and Treasurer.

- A. An officer's term shall be two years. An officer may not hold the same office for more than two consecutive terms. However, should there be no other nominees, the membership may reelect the current officer for an additional term.
- B. The election of officers shall be announced at the April meeting and the new officers shall assume their official duties at the end of the May meeting.
- C. No one may be nominated for an officer position unless they are in good standing and have been a member of the Guild for the previous two consecutive years, except that a candidate for president must be a member for the previous three consecutive years.

## **EXECUTIVE BOARD:**

The Executive Board shall consist of officers of the Guild, the previous President, Standing Committee Chairs, MAFA Rep, Librarian and Social Media Coordinator.

- A. The Executive Board shall meet for the purpose of budget, planning and evaluation at least twice a year. The duties of the Board shall include:
  - 1. The administration of the affairs of the Guild.
  - 2. The preparation of a budget.
  - 3. Approval of expenditures not in the budget.
- B. Chair, of Study Groups shall be chosen by the members of the respective study group and announced for the following year at the May meeting.
- C. Chairs of the regular standing committees shall be appointed by the Executive Board. Temporary Standing Committee Chairs may be appointed by the Executive Board. It is acceptable that two members be nominated and elected to share any office or chair and the duties thereof.
- D. Two thirds (2/3) of the members of the Executive Board are needed for a voting quorum. A simple majority carries the vote.
- E. Parliamentary procedures will be followed according to Robert's Rules of Order.

## **ELECTIONS:**

Elections for president and secretary will be held in odd numbered years.  
Elections for treasurer and vice-president will be held in even numbered years.

The President will solicit volunteers for the Nominating Committee at the January Guild Meeting. This Ad Hoc Nominating Committee will consist of 3 volunteer members selected by the President and approved by the Executive Board.

The Nominating Committee will call for Nominations at the February Guild Meeting and also forward a request to the Communications Chair to notify all Guild members via email that Nominations are open. Members without email access will be notified individually by the Nominating Committee.

Members in good standing may nominate one candidate per position for each election. Members should verify that the candidate is willing to accept the nomination prior to its submission. Members in good standing may nominate themselves.

Nominations will close two weeks after the February meeting.

The Nominating Committee will request that the candidates for office prepare a statement of their qualifications for the office position no later than one week after nominations close.

The Nominating Committee will announce the slate of candidates at the March General Meeting.

The Nominating Committee will send the candidate qualification statements to the Communications Chair for distribution to all members prior to the start of voting.

Voting will be done electronically and begin no later than two weeks prior to the April Guild Meeting. Electronic voting will close at 12:01 A.M. the day of the April Guild Meeting. All members in good standing will receive notification when voting has begun with the instructions on how to cast their ballot electronically. Members without electronic capabilities will receive a paper ballot from the Nominating Committee.

Paper ballots will be accepted prior to the start of the April Guild Meeting and must be delivered to a member of the Nominating Committee to be counted. No votes will be accepted once the April Meeting has started.

## MEMBERSHIP:

The membership of this Guild shall be open to anyone interested in the fiber arts. This membership entitles members in good standing to participate in all general meetings, shows, all study group meetings, to hold office (after three years for president, two years for other officers.), to vote, to use all Guild equipment, and to receive Guild information.

## FISCAL YEAR AND DUES:

- A. The fiscal year shall be from July 1 to the following June 30.
- B. The annual dues shall be proposed by the Executive Board and voted by the membership each year at the April meeting. Household memberships will be available for members residing at the same address with different tiers for minors (under 18) and adults.
- C. Payment of dues for the current Guild year will keep a member in good standing if paid no later than September 30th. Good standing may be reinstated with payment of full dues by December 31<sup>st</sup>.
- D. Members joining after December 31<sup>st</sup> shall be allowed to pay a discounted membership, prorated for the rest of the current fiscal year, but will not have voting rights in the current fiscal year.

## MEETINGS:

- A. General meetings shall be held monthly from September to June;  
10 general meetings a year.
- B. In the case of inclement weather, a decision will be made by the executive officers the nights before and communicated to the members.
- C. The Study Groups shall each hold meetings at their convenience.

## Definition of Good Standing

A member will be considered as 'In Good Standing' based on the following:

Dues for the current Guild year are paid no later than September 30<sup>th</sup>.

Good standing may be reinstated with payment of full dues by December 31<sup>st</sup>.

Dues paid after December 31<sup>st</sup> will allow member all membership privileges with the exception of voting in elections for the current Guild year.

Attends a minimum of 3 meetings in the current Guild year (in person or virtually) prior to elections.

Has no outstanding unresolved or substantiated grievances.

Has no outstanding or substantiated censure.

## AMENDMENTS:

These by-laws or any section of them may be amended in the following manner:

- A. The proposed amendment shall be presented in writing to the membership of the Guild.
- B. The proposed amendment shall be voted on at the next general meeting.
- C. If accepted, the proposed amendment shall become part of these by-laws, effective immediately.

## JOB DESCRIPTIONS

### EXECUTIVE BOARD:

#### PRESIDENT:

- A. Oversees the governance of the guild and develops the meeting calendar.
- B. Has fiduciary responsibility for the guild.
- C. Is ex-officio member of all committees.
- D. Responds to guild issues as they arise.

#### VICE PRESIDENT:

- A. Presides in the absence of the President and is prepared to succeed to the chair if asked to do so.

#### SECRETARY:

- A. Takes notes at Executive Board and Guild meetings.
- B. Corresponds with individuals and outside groups as necessary.

#### TREASURER:

- A. Receives income and expends funds as directed.
- B. Completes spreadsheet of receipts and expenses.
- C. Gives reports at general guild meeting.
- D. Makes up budget with Executive Board and proposes it at the May General Guild meeting for acceptance.
- E. Must receive approval from the Executive board prior to incurring any expenses not in the budget.
- F. Is responsible for all money associated with the Show & Sale.
- G. Monitors cash flow.
- H. Prints out Bank Statements each month and has President of Guild sign for approval.
- I. Receives Membership Dues and Notifies Membership Chair of Payments.
- J. Verifies Membership List against Payments.

#### CHAIRS:

#### PROGRAMS:

- A. Develops programs in coordination with the Executive Board; communicates with membership.
- B. Shall make all arrangements for programs for general guild meetings and other special programs in coordination with the projected budget.
- C. Arrange for the introduction of speakers, arrange for speakers' accommodations, and payments not to exceed the budgeted amount.
- D. Coordinates with the presenter to obtain a signed contract; uses the contract as the basis for payment to the presenter; coordinates with the treasurer to pay the presenter.

#### STUDY GROUPS:

- A. Organizes topic of interest for ongoing study.
- B. Publicizes dates, time, and place of event to its members.

#### MEMBERSHIP COORDINATOR:

- A. Collects dues, maintains current membership directory and periodically distributes it to members.
- B. Sends prospective or new members general information about fiber-related activities within the guild.
- C. Provides name tags for guild members and guests.

#### COMMUNICATIONS COORDINATOR:

- A. Distributes in a timely manner, guild's business to its members by email.
- B. Distributes all communications that are to be sent to entire membership.

#### LIBRARIAN:

- A. Maintains the guild's library books, DVDs, and paperwork.
- B. Guild members may use the library and can go online to request items through [Librarything.com](http://Librarything.com)
  - o Login: SJGSH
  - o PASSWORD: SJGUILD
- C. Library materials may be borrowed for no more than 2 months.

#### GUILD EQUIPMENT COORDINATOR:

- A. Receives requests for use of guild equipment (appropriate forms completed) by members in good standing; signed by the equipment coordinator.
- B. Maintains guild equipment.
- C. Is responsible for collecting and refunding deposit fees.

#### WEBSITE COORDINATOR:

- A. Receives information from executive board members for frequent updating of website.

#### MAFA REP:

- A. Represents guild at MAFA meetings and events.
- B. Informs guild about pertinent issues.
- C. Provides information needed by the MAFA database.
- D. Participates in MAFA reps groups.io.

#### SOCIAL MEDIA COORDINATOR:

- A. Maintains guild presence on social media platforms.
- B. Receives information from executive board for posting.
- C. Posts information in a timely manner.

#### WORKSHOP COORDINATOR:

- A. Solicits ideas from membership.
- B. Finds appropriate topics of interest to the guild.
- C. Arranges at least one spinning and one weaving workshop every year.
- D. Arranges travel, housing, food, time, dates, etc (using the workshop contract template).
- E. Communicates with executive board about arrangements.
- F. Registers participants. Collects deposits and materials fees if needed.
- G. Sets fees and deposit amounts as needed to cover workshop expenses.
- H. Cooperates with other guilds to hold combined workshops or fill in spots as needed.
- I. Coordinates with the presenter to obtain a signed contract; uses the contract as the basis for payment to the presenter; coordinates with the treasurer to pay the presenter.

#### DEMONSTRATION/OUTREACH COORDINATOR:

- A. Actively seeks out new demonstration opportunities for the guild to participate in; to continue to educate the community in the fiber arts.
- B. Coordinates with members assisting with scheduled demonstration events.
- C. Reports directly to the President for further action on the demonstration event.

#### NEWSLETTER COORDINATOR:

- A. Receives information from executive board and members to post in the news letter; the monthly due date for receiving information is set by the current coordinator.
- B. The newsletter will be sent out once a month on the date set by the current coordinator.

#### AUDIT:

- A. Audit committee (consisting of an odd number of at least 3 people) will conduct an annual audit during the summer and report to the executive board by September.
- B. Audit consists of reviewing checking deposits, withdrawals and bank balances for the fiscal year.

PROCEDURE MANUAL:

- A. The purpose of a procedure manual is to govern the affairs of the SJGSH in a detailed manner.
- B. The procedure manual contains the detailed duties of the Executive Board, the By-Laws, and additional information regarding the affairs of the guild.
- C. The procedure manual will be reviewed and amended in accordance with the By-Laws.

Appendix:

May 2023

Updated to provide definition of 'Good Standing'

June 2023

Updated to align tabs for readability.

December 2023

Added Appendix to track changes.

Elections Section Added to clearly define current process.

Removed references to Show and Sale.

Added payment and membership information under Treasurer Responsibilities.

Updated Communications Chair responsibility as distributor of all communications going to the entire membership