

# By-Laws Jockey Hollow Weavers

---

## *ARTICLE I*

### Name

The name of this organization shall be Jockey Hollow Weavers, Inc. (hereinafter referred to as "the Guild").

## *ARTICLE II*

### Object

The object of this organization shall be: to encourage the cooperative study and practice of the fiber arts; to provide regular meetings for members; to conduct workshops and study groups and produce speakers for the instruction of members and the general public; and to encourage the participation in regional fiber arts associations.

## *ARTICLE III*

### Membership and Dues

Section 1. Any person interested in the fiber arts may become a member upon the payment of dues.

Section 2. Annual dues, the amount to be agreed upon by the Board annually, shall be payable to Jockey Hollow Weavers Guild and collected by the Membership Chairperson at the June meeting. Renewal notices shall appear in the April and May issues of the newsletter.

Section 3. Dues not paid by the September meeting shall result in automatic cancellation of membership.

Section 4. New members joining in April or May shall be credited for the coming fiscal year.

Section 5. Members shall receive notification of programs and workshops.

Section 6. An active member may vote, receive the newsletter, participate in the Guild's Show & Sale, and borrow library materials and equipment owned by the Guild.

Section 7. Associate membership shall be available to those who only want to receive the newsletter, no other membership privileges will apply. The amount of associate membership dues shall be agreed upon by the Board annually.

## *ARTICLE IV*

### Officers and Their Election

Section 1. The Board of Trustees shall consist of the elected officers and the past president.

Section 2. Officers of the Guild shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 3. Officers shall be elected for a term of two years, with elections taking place in January of odd-numbered years.

Section 4. A nominating committee shall be appointed by the President. It shall consist of three members, one of whom shall be a member of the Executive Board and shall act as chairperson. In the December newsletter preceding elections, the nominating committee shall present a slate consisting of one properly qualified candidate for each office.

Additional nominations may be made from the floor, provided that the consent of each qualified person shall have been obtained before his or her name is placed in nomination.

Section 5. Election of officers shall take place at the January meeting, and officers shall assume their duties as of July 1.

Section 6. No person shall hold office who has not been a member for one year.

Section 7. A vacancy in office shall be filled by appointment by the President for the remainder of the unexpired term.

## *ARTICLE V*

### Duties of Officers

Section 1. The President shall preside at all the meetings of the organization and the Executive Board; shall call special meetings of the Executive Board or membership when necessary; and shall appoint all committee chairpersons. The President shall be a member ex-officio of all committees except the Nominating Committee and shall perform all other duties usually pertaining to the office.

Section 2. The Vice-President shall perform the duties of the President during that officer's absence or incapacity, and shall succeed to that office should it be vacated before the completion of the President's term of office. The Vice-President shall serve as chairperson of the Program and Workshop Committee. The Vice-President shall keep the President informed of committee activities and give copies of program and workshop announcements to the President and to the Newsletter Editor, Web Site Coordinator, and Publicity Chairperson. The Vice-President shall perform any other duties delegated by the President.

Section 3. The Secretary shall keep minutes of general meetings and shall promptly send copies of these minutes to the President and the Newsletter Editor. The Secretary shall also keep minutes of Executive Board meetings and shall promptly send copies of these minutes to all Executive Board members. The Secretary shall maintain an attendance record of all Executive Board meetings.

Section 4. The Treasurer shall receive, hold, and account for all monies of the Guild, shall pay by check all approved bills and keep a proper account thereof. The Treasurer shall present a statement of account

in each issue of the newsletter or at the general meeting, shall prepare an annual statement, and shall submit the books for audit at the change of officers.

## *ARTICLE VI*

### Executive Board

Section 1. The Executive Board, also known as the Board of Trustees, shall consist of the elected officers, and immediate past president.

Section 2. Duties of the Executive Board:

A. To conduct all business of the Guild at regularly scheduled Executive Board meetings.

B. To approve the plans of all committees.

C. To appoint an auditor to audit the Treasurer's accounts at the change of officers or before the appointment of a new Treasurer to fill the unexpired term of the previous Treasurer.

D. To prepare a budget for the fiscal year.

E. To approve expenditures not included within the limits of the budget.

Section 3. Committees shall be formed and chairpersons appointed by the President as may be required to promote the objectives and interests of the Guild. Committee chairpersons shall appoint their own subcommittees as needed.

Section 4. A quorum shall consist of one-half of the members of the Executive Board.

Section 5. The membership chairperson shall maintain an attendance record of all general meetings.

## *ARTICLE VII*

### Meetings

Section 1. Meetings shall be scheduled for the first Wednesday of each month, September through June, unless otherwise ordered by the Executive Board. Time and place of meetings shall be determined by availability of suitable place for the program presented. Meetings canceled because of weather or other unavoidable causes shall not be rescheduled.

Section 2. At all meetings of the Guild, twelve members shall constitute a quorum.

## *ARTICLE VIII*

### Amendments

These bylaws may be amended by a two-thirds vote of the membership present at a regular meeting, the proposed amendments having appeared in the newsletter just prior to the meeting at which the vote is to take place.

## *ARTICLE IX*

### Policies

Section 1. Robert's Rules of Order, Newly Revised, shall prevail.

Section 2. Special functions requiring reservations shall be opened to nonmembers at the discretion of the Executive Board and only after the deadline for registration for members.

Section 3. The fiscal and operating year shall be from July 1 to June 30.

Section 4. The privilege and expense of hosting out-of-town workshop leaders and speakers shall be assumed by member volunteers. These volunteers shall have their workshop fees waived.

Section 5. Guests are welcome. One-third of the meetings shall be open to guests without a donation. These meetings shall be publicized prior to the meeting. A guest donation may be accepted at other meetings. A guest may come to one meeting a year without a donation, unless the speaker is nationally known. If a guest joins within three months of a donation, the donation shall be deducted from the dues. Guests are welcome at workshops if space is available after guild members have registered. Guests will be charged additional monies to that of guild members for workshops.

Section 6. Members shall be compensated with an honorarium, the amount to be agreed upon by the Board annually, for giving meeting programs. Members may be compensated for giving workshops.

Section 7. The Operating Policies of the guild will be reviewed and approved by the Board annually. The Operating Policies include such items as membership dues amounts, honoraria, guest donations, workshops, and the annual show & sale.

Section 8. In the event that the Guild disbands, all monies remaining in the treasury at the time, after payment of outstanding debts, will be contributed to the Mid-Atlantic Fiber Association, or another nonprofit, tax-exempt organization to be selected by the Board of Trustees, should Mid-Atlantic Fiber Association cease to exist.

Adopted September, 1982

Amended November, 2002

Amended September, 1990

Amended February, 1992

Amended September, 1997

Amended October, 2002