

# Bylaws of 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: Objectives

The objectives of this organization are:

- 1) To encourage the cooperative study and practice of the fiber arts;
- 2) To plan, organize, and conduct programs and other learning opportunities for the instruction of members and the general public; and
- 3) To promote participation in regional fiber arts associations and activities.

## 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 of Trustees (also known as the Executive Board, and hereafter referred to as "the Board") annually, shall be payable to Jockey Hollow Weavers Guild and collected by the June meeting. Renewal reminders will be given during the months of April and May.

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

Section 4. New members joining after April 1 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. At the Board's discretion, associate membership may 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.

## ARTICLE IV: Officers and Their Election

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

Section 2. Officers of the Guild shall be President, Vice President, Secretary, and Treasurer. If a single office is shared by more than one individual, as in Co-Presidents, those individuals' votes will be aggregated and cast as a single vote.

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 of one or more guild members, up to three, shall be appointed by the Board. In the December newsletter preceding elections or other communication to membership at least 30 days before the meeting, the nominating committee shall present a slate consisting of properly qualified candidates.

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 at least one year. All officers must be at least eighteen (18) years of age. Only one member of a family can serve as an officer at any given time.

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

## ARTICLE V: Duties of Officers

Section 1. The President or designate shall preside at the meetings of the organization and the Board. The President shall call special meetings of the 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, Newsletter Editor, and Website Coordinator. 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 Board meetings and shall promptly send copies of these minutes to all Board members. The Secretary shall maintain an attendance record of all Board meetings.

Section 4. The Treasurer shall receive, hold, and account for all monies of the Guild, shall pay 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 financial review at the change of Treasurer.

## ARTICLE VI: Board

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

Section 2. Duties of the Board:

- A. To conduct the business of the Guild at Board meetings.
- B. To approve the plans of all committees.
- C. To ensure that the Treasurer's accounts undergo a financial review annually, at the change of Treasurer, and at the request of the Board.
- D. To prepare and approve 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 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 Board.

## ARTICLE VII: Meetings

Section 1. Meetings shall be scheduled for the first Wednesday of each month, September through June, unless otherwise ordered by the Board. Time

and place of meetings shall be determined by availability of a suitable place for the program presented or may be held electronically.

Section 2. At all meetings of the Guild, a quorum shall consist of 33% of total members.

## ARTICLE VIII: Amendments

These bylaws may be amended by a two-thirds vote of the membership convened at least 30 days after sending a written notice of proposed changes to the membership. Notice may be sent by electronic means, and voting may occur by electronic means.

## ARTICLE IX: Dissolution of the Organization

In the event that the Guild disbands, all assets and monies remaining in the treasury at the time, after payment of outstanding debts, will be contributed to the Mid-Atlantic Fiber Association, or other nonprofit, tax-exempt organization(s) to be selected by the Board.

Adopted September, 1982  
Amended September, 1990  
Amended February, 1992  
Amended September, 1997  
Amended October, 2002  
Amended November, 2002  
Revised June, 2021