

## **Bylaws of Mesa Fiber Arts Guild**

### **ARTICLE I: NAME**

1. The name of this organization is the Mesa Fiber Arts Guild.
2. The principal office of the Guild will be in Mesa County, Colorado.

### **ARTICLE II: PURPOSE**

Mesa Fiber Arts Guild is a non-profit organization dedicated to the preservation of fiber arts: weaving, spinning, knitting, surface design, fiber dyeing and related fiber arts. The Guild seeks to advance fiber arts through shows, workshops, study groups, community involvement and a monthly newsletter.

As members of the Mesa Fiber Arts Guild we have a responsibility to represent our Guild in the best possible light. Since we are a fiber arts group, it is suggested that whenever possible our members use high quality fibers in their projects when demonstrating to the public and participating in Guild sponsored events.

### **ARTICLE III: MEMBERS**

1. Membership in the Guild is open to any interested individual without discrimination on basis of sex, color, religion, country of origin, or fiber-work ability.
2. Members waive all claims of liability against the Guild for loss, theft, or damage of personal property or work at any Guild-related function.
3. To further the mission of the Guild, each member is encouraged to participate in at least one outreach/community event each year.

### **ARTICLE IV: MEETINGS**

The Guild will meet monthly from September through May.

### **ARTICLE V: OFFICERS**

1. The elected officers of the Guild are: President, Vice President, Secretary, Treasurer and Newsletter Editor. Any office except the President and Treasurer may be shared by two members.
2. New officers will be elected at the May meeting and will assume their offices at the June Board meeting.
3. The term of each office is one year, beginning at the June Board meeting. The officers-elect and the past officers will meet during the summer to set the calendar and prepare a budget for the new fiscal year.
4. Duties of the officers are:
  - a. President will chair Guild meetings, appoint committee chairpersons as needed, and represent the Guild as necessary.
  - b. Vice President will assist the President as necessary, act in the absence of the President and chair the Program Committee.
  - c. Secretary will take the minutes of the Guild of each meeting and submit them to the Newsletter Editor for publication. Secretary will also take care of any Guild correspondence.
  - d. Treasurer will collect, record, report and disburse Guild monies, pay any applicable taxes/fees, coordinate the membership list, produce a monthly and

year-end report and submit such reports to the Newsletter Editor for publication.

- e. Newsletter Editor will write, edit and distribute a monthly newsletter from September through June and, if deemed necessary, during the summer months.

#### **ARTICLE VI: FINANCES**

1. Dues will be \$25 per person, \$35 per family per year. Policy for partial year proration for new members may apply as recommended by the Executive Committee and approved by vote of the membership.
2. Guild monies will be kept in a Guild bank account: the treasurer and one other officer will have joint access to the account. No funds will be disbursed from the Guild account unless a written, itemized receipt is presented to the Treasurer.
3. All funds collected in conjunction with Guild workshops or other Guild-related activities will be handled by the Treasurer and channeled through the Guild treasury prior to the event/activity taking place, whether or not the Guild retains any of the funds. The Vice President will submit a written report to the Treasurer that documents all revenue and expenses associated with the event/activity.
4. The President will appoint two members to review the Treasurer's books, annually and when there is a change in the office of the Treasurer.
5. The Guild's fiscal year will run from July 1 through June 30 (adopted 10/05/2011).

#### **ARTICLE VII: COMMITTEES**

1. Committees will consist of at least one person appointed by the president who, in turn, may request the assistance of any other members. The President may appoint any additional standing or temporary committees as she/he deems necessary.
2. Standing committees will be as follows:
  - a. Executive Committee – all officers make up the Executive Committee.
  - b. Nominating Committee – the Executive Committee will serve as the Nominating Committee and will present a slate of officers-elect at the May meeting of the Guild.
  - c. Program Committee – will coordinate monthly programs (including scheduling, contacting presenters and making arrangements for equipment and facility use), oversee Guild workshops, activities and events, and handle all funds collected in association with such workshops, activities and events. The Vice President chairs this committee.
  - d. Hospitality Committee – will organize and coordinate the refreshments for monthly meetings (this includes the purchase of necessary paper products, etc.).

#### **ARTICLE VIII. SPECIAL EVENTS**

1. Any member who would like to propose a special event for the Guild members that requires expenditures from Guild finances will submit a Special Events Sponsorship Request Form (as attached hereto or later modified/replaced) to the Vice President for the approval of the Program Committee.
2. Requests can be submitted at any time from September to May.

3. The Vice President will present each reviewed Special Event to the membership, together with the Committee's recommendation, at the next regularly scheduled Guild meeting.
4. Sponsors of an approved Event are responsible for carrying out all aspects of their Event including collecting all fees and submitting a written report to the Vice President that documents all revenue and expenses associated with the Special Event.
5. The Program Committee may assist but is not responsible for conducting such Special Event.

**ARTICLE IX: PARLIAMENTARY AUTHORITY**

All items not specifically covered in these Bylaws will be governed by Robert's Rules of Order, latest revision.

**ARTICLE X: AMENDMENTS OF BYLAWS**

These Bylaws may be amended at any business meeting of the Guild by two-thirds vote of the members present, provided that the written amendment was published in the Guild newsletter prior to the meeting at which the vote is taken.

**Special Event Sponsorship Request Form**  
(Includes Workshops, Seminars, Trips, etc.)

Name of Event	
Date and Time	
Location	
Detailed Description of Event/Activity	
Name of Presenter	
Cost/fee per Participant	
Minimum No. Required	
Registration Deadline	Date: _____ Please Note: Fees (made payable to the Guild) must accompany each registration and will be refunded in full if the minimum number of participants is not reached by the deadline and the event is cancelled.
Cancellation Policy	No refunds will be given unless the participant's place can be filled by a new registration from a member on a waiting list.
Other Expenses to the Guild associated with this event/activity	
Submitted by	
Date	
Action Recommended by the Program Committee	_____ Approve                      _____ Disapprove Comments:

