

BY-LAWS OF THE HERITAGE BASKETRY GUILD OF DAYTON

ARTICLE I Name & Purpose

- Section 1. The name of this organization shall be the Heritage Basketry Guild of Dayton.
- Section 2. The purpose of the Guild is: To promote the cultural, educational and recreational enrichment of the community through baskets.
- A. This organization is organized exclusively for charitable, religious educational and scientific purposes under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code
- Section 3. To provide the community with an association of people interested in baskets and willing to work together for mutual benefit in promoting the learning, participation and enjoyment of various baskets.

ARTICLE II Membership

- Section 1. The membership shall be open to experienced basketweavers (understands terminology and can independently weave a round and a square base). You must desire to participate in the Guild's programs and be willing to abide by the Guild's By-Laws and be at least 16 years or older.
- Section 2. Visitors may attend two meetings before they need to take membership.

ARTICLE III Meetings

- Section 1. The meetings of the Guild shall be held on the first Monday of each month, **6:30pm to 9:00pm**, unless you are otherwise notified in the monthly newsletter.
- Section 2. Special meetings of the Guild may be called by three members of the Board of Directors provided due notice is given to the membership.
- Section 3. A simple majority of the members present shall constitute a quorum for the transaction of business.
- Section 4. Guild meetings are for members and guests 16 years of age and older.

ARTICLE IV Teaching

- Section 1. The Guild will offer member taught workshops in addition to guest instructors.
- Section 2. The cost for a member taught workshop will be at the discretion of the teacher and must be paid the night of the meeting. The cost will be used to cover the teacher's expenses.
- Section 3. When a guest instructor teaches the entire Guild instead of the monthly meeting, all his/her travel expenses will be paid from the Guild treasury unless otherwise included in kits.
- Section 4. Members will be notified of the supply list and any preparation in the current newsletter.
- Section 5. Additional supplies or specialty items (ex. special handles, embellishments, etc.) will be supplied at an additional cost by the instructor.
- Section 6. A sample basket must be on display at the previous meeting and a photo published in the Newsletter. You must sign up to weave the basket at the previous meeting.
- Section 7. Baskets should be submitted at the December meeting if a member wishes to teach a class during the following year. Teacher Liaison will present proposed project to the Board for their approval..

ARTICLE V Board of Directors

Section 1. The Board of Directors shall consist of the Officers of the Guild and the immediate Past President (for a term of one year).

Section 2 The Board shall meet as needed. A quorum shall consist of five Board members.

ARTICLE VI Officers

Section 1. There shall be seven elected officers: President, Vice-President, Treasurer, Secretary, Membership Chairperson, Teacher Liaison and Mid Summer Weave Chairperson. Board meeting 6:00 to 6:30 before Guild meeting as needed.

Section 2. The duties of the officers follow:

- A. **The President** shall preside at all meetings and have voting power. He/she shall appoint, and could be an ex-officio member of all committees. The President shall be elected for a term of two years with a third year in a past-president board position with a voice, no vote for that year. The President will provide the necessary training, forms and support to ensure a smooth transition at the end of the term. Election will be held in November, assuming the office in January.
- B. **The Vice President**, at the request of the President or in his/her absence or disability, shall perform the duties of the President and then have all the powers and be subject to all the restrictions of the President. The Vice President shall perform such other duties and have such authority as from time to time may be assigned to her/him by the Board of Directors. She/he shall be in charge of nametags, attendance sheet, refreshment sheet and other appropriate paperwork displayed at Guild meetings. She/he will be responsible for reporting attendance to the Secretary. Vice President is a 2-year term, elected opposite the President. The Vice President will provide the necessary training, forms and support to ensure a smooth transition at the end of the term. Election will be held in November, assuming the office in January.
- C. **The Secretary** shall keep the minutes of all Guild and Board meetings and work with a volunteer website to publish a monthly newsletter to and provide hard copies to members as needed. He/she shall have charge of all correspondence of the Guild. The Secretary shall be elected to a two-year term. The Secretary will provide the necessary training, forms and support to ensure a smooth transition at the end of the term. Election will be held in November, assuming the office in January.
- D. **The Membership Chairperson** shall be in charge of distribution and acceptance of all membership forms. She/he will:
 - Issue membership cards to dues-paying members annually.
 - Prepare and publish a directory of members annually.
 - Prepare and distribute new member's packets as required.
 - Ensure that "visitor cards" are available at the front table during each meeting and report visitor information to the secretary.
 - Report new membership activity to the board within 30 days.
 - Keep membership information current and distribute that information to Guild members as changes are made.

The Membership Chairperson shall be elected to a two-year term. The Membership Chairperson will provide the necessary training, forms and support to ensure a smooth transition at the end of the term. Election will be held in November, assuming the office in January.

E. **The Treasurer** shall maintain the funds, receipts and disbursements of the Guild.

She/he shall:

- Reconcile the checking account and report the financial activity to the Board monthly.
- Bring the Guild checkbook to meetings and reimburse members' expenses in a timely manner.
- Keep a full and accurate account of the finances of the Guild and shall cause a true statement of its assets and liabilities.
- Produce a quarterly financial report to the general membership of the Guild.
- Produce an annual financial report as of the close of each fiscal year (12/31), stating income, disbursements and ending balance.
- File State sales tax 2 times a year.
- File all IRS tax forms.

The treasurer shall be elected to a two-year term. The Treasurer will provide the necessary training, forms and support to ensure a smooth transition at the end of the term. Election will be held in November, assuming the office in January.

F. **The Teacher Liaison** shall:

- Arrange for and coordinate member-taught classes during Guild meetings.
- Choose Guild weaving projects based on members' input.
- Submit monthly class information to the Secretary for inclusion in the newsletter.
- Broadcast via email information regarding the next Guild project.
- Arrange for and coordinate special classes taught by guest teachers.
- Provide sign-up sheets for all member-taught and special projects.
- Research and share weaving opportunities with Guild members.

The Teacher Liaison shall be elected to a 2-year term. Election will be held in November, assuming the office in January.

G. **The Fall Weave Chairperson** shall direct the activities of the Fall Weave Committee, appointing sub-committees as needed, to ensure a successful weave-in. The Fall Weave Chairperson is responsible for keeping the Board up to date with regard to the plans for the weave-in and to bring to the Board any financial requests from the committee. The Fall Weave Chairperson shall be elected to a 2-year term. The Fall Weave Chairperson will provide the necessary training, forms and support to ensure a smooth transition at the end of the term.

- Request proposals and coordinate the jury process for teachers desiring to teach at the annual Fall Weave.
- Keep a database of contacts, both weavers and teachers.

Elections will be held in July, assuming the office in October.

Section 3. Vacancies in office shall be filled by the President with approval by the Board of Directors.

ARTICLE VII Elections

Section 1. Nominations for the various officers and members of the Board of Directors may be made from the floor during the September meeting.

Section 2. The nominating committee will present a slate of officers at the October meeting to be voted upon at the November meeting.

Section 3. The nominating committee will be composed of no less than three members of the Guild to be appointed by the Board of Directors.

Section 4. Elections will be held in the month of November.

Section 5. The term of office will begin at the January meeting after the officers have been duly installed.

ARTICLE VIII Financial Management

Section 1. Dues will be determined by the Board on a yearly basis. **Members will be charged the full price of the annual dues no matter what month of that year they join the guild.**

Section 2. Annual dues of members must be paid by the January meeting of each year. Failure to pay dues is cause for termination of membership.

Section 3. The books shall be audited in the month of October before the election of a new Treasurer or every two years by a committee appointed by the President with the Treasurer in attendance.

Section 4. The year-end Fiscal Report will be presented at the December meeting. (This will allow for a little more time for the Treasurer to get all the bookwork done.)

Section 5. Restrictions on activities: Money shall not be distributed to officers, directors, or other private persons except as the organization is authorized to pay compensation for services rendered and for the furtherance of the purposes set forth above.

ARTICLE IX Committees

Section 1. The President shall name committees. He/she could serve as ex-officio member of all committees. He/she shall have the power to appoint committees as needed during his/her administration and define their duties.

ARTICLE X Amendments

Section 1. These By-Laws may be amended by a simple majority vote of those present and voting at any regular business meeting, providing notice of such proposed amendment has been announced at a previous regular meeting or the membership has been given notice by mail 2 weeks prior to the meeting.

ARTICLE XI Disbanding

Section 1. In the event of the dissolution of the Guild and after all obligations have been met, the remaining funds will be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Members will vote to determine which organization, 501(c)(3), will receive any remaining funds..

ARTICLE XII Parliamentary Authority

Section 1. Where these By-Laws are silent, the current edition of Robert's Rules of Order will speak.

Established September 16, 1993, Dayton, Ohio

Amended November, 2013