

SYRACUSE WEAVERS GUILD

CONSTITUTION AND BY-LAWS

REVISED JANUARY 2022

Article I. Name

The name of this organization shall be **The Syracuse Weavers Guild.**

Article II. Purpose

The purpose of this Guild shall be to stimulate interest in the art and craft of weaving, to achieve a high standard of excellence, and to help and encourage all persons interested in weaving.

Article III. Membership

The membership of the Guild shall be open to all people who have a sincere interest in weaving.

Prospective new members will be welcomed and encouraged to bring samples of their work to the next meeting that they attend. New members must join by the third meeting they attend and will officially belong to the Guild once they have paid their dues.

Members may invite guests to meetings and free workshops during the year. Guests are welcome at fee workshops with members having first choice.

Article IV. Officers

The officers of the Guild shall be:

- President
- First Vice-President
- Second Vice-President
- Secretary
- Treasurer

Article V. Executive Board

The Executive Board shall consist of the officers of the Guild and its past President.

Article VI. By-Laws

The By-Laws of the Guild shall be understood to be the laws subject to this Constitution.

Article VII. Amendments

The Constitution and By-Laws may be amended by a majority of those present, such amendment having been published in *Thrums* and read at one meeting prior to the voting.

Amendments will be discussed and voted on by those in attendance at the second meeting. *Thrums* must give the date of the vote so that the membership is aware of the proposed amendment and its status.

BY-LAWS

Article I. Meetings

Regular meetings shall be held the first Saturday of each month from September through May whenever possible.

The final meeting of the program year shall be the annual meeting.

Article II. Dues

Regular members shall pay the full dues; senior citizens (aged 62 years or older) shall pay a discounted fee.

The annual dues will be payable at the annual meeting for the ensuing year. The dues of new members will be accepted at whatever time they join the Guild. Those who become regular members after the January meeting shall pay one half the dues for the remainder of the year.

Article III. Duties of the Officers

The President will preside at all meetings of the Guild and the Executive Board, will be a member ex-officio of all committees except the Nominating Committee and will appoint members to fulfill positions such as chairpersons and coordinators.

The First Vice-President will be chair of the Program Committee and will preside at all meetings in the absence of the President.

The Second Vice-President will arrange for and keep track of all study groups, be in charge of workshops and special projects that are held separately from the regular Saturday meetings, forming a committee as needed, and will be a member of the Program Committee.

The Secretary will keep accurate minutes of each meeting and be responsible for appointing a substitute in case of absence and will also handle the correspondence of the

Guild. The Secretary will give a copy of the year's meeting minutes to the Librarian to be stored.

The Treasurer will be the custodian of all the funds of the Guild and keep an accurate record of the same. A written report will be read at Guild meetings and presented monthly to the Secretary.

Article IV. Election of Officers

Election of officers will take place every two years. The President will name a nominating committee of three to present a slate of officers at the March meeting. At the April meeting the membership will vote on the slate of officers and at the annual meeting new officers will be inducted and assume their duties.

No officer with the exception of the Treasurer may serve more than two consecutive terms, the term being two years. If an officer cannot complete the term of office, a replacement will be appointed by the President to finish the term. Following a two-year absence from a given office, members may run for the office again.

Article V. Duties of the Executive Board

The Executive Board will determine the policies of the organization and will transact the business of the Guild that will then be reported to the membership at the next regular meeting.

Article VI. Standing Assignments and Committees

The President will appoint the chairs and coordinators unless the committee is the responsibility of an elected Guild officer. Each chairperson and/or coordinator has the option of creating a committee of members as is determined necessary or beneficial.

The Program Committee will consist of the First Vice-President, who will serve as Chairperson, and Second Vice-President and at least two members. Following a meeting of interested members of the Guild for the purpose of providing program suggestions, the Program Committee will plan the monthly Saturday programs for the upcoming year. The committee will make arrangements, including locations for the programs.

The Special Project Committee will consist of the Second Vice-President, who will serve as Chairperson, and additional members as needed. The Special Projects Committee may plan workshops, study groups and special projects, including exhibits, for the upcoming year and/or during the year as the need arises. The committee will make arrangements, including locations, for the activities.

The Program Booklet Coordinator will be responsible for having the program booklet ready for distribution to the members by the September meeting.

The Refreshment Coordinator will be responsible for arranging for two hosts for all regular monthly meetings. The hosts will supply refreshments, organize beverages, and set up and clean up before and after the meetings.

The Librarian will organize and care for all books and publications belonging to the Guild and will purchase magazines, books and other media that have been approved by the Guild. The Librarian will maintain notebooks to store the annual meeting minutes, issues of *Thrums* and copies of the membership booklet to maintain a historic record of the Guild.

The Thrums Editor will have the responsibility of coordinating the publication and distribution of *Thrums*. It will contain news of the Guild, program information and any other material appropriate and of interest to the membership as a whole. *Thrums* will be published every other month beginning with the August issue for the September meeting. The August issue will be sent to current and lapsed members from the previous year. The Editor will give a copy of the year's *Thrums* to the Librarian to be stored.

The Equipment Coordinator will keep a record of what looms are in use, where they are located and/or who is in possession of them. The projector and other Guild equipment also are the responsibility of the Coordinator.

The Membership Coordinator will collect dues and forward them to the treasurer, keep an accurate record of members' standings and provide lists to the *Thrums* Editor and Booklet Coordinator.

The Public Outreach Committee will publicize activities and exhibits of the Guild and encourage new membership through electronic, print and social media along with fiber demonstrations at community events. The webmaster will be chair of this committee.

Article IX. Quorum

A quorum will consist of 25% of the membership, including the presiding officer of the meeting.

Article X. Rules of Order

Robert's Rules of Order will control the parliamentary proceedings of the Guild.