

Adopted 2018 REVISION

BYLAWS

HEART OF COLORADO FIBERARTS GUILD

Historical Sketch:

The Heart of Colorado FiberArts Guild was first organized in the early 2000s as a weavers' guild. Since that time, it has *evolved into a group of artists and enthusiasts working in all fiber media, with an emphasis on educating its members and the community at large on the vibrancy and potential of the fiber arts as both craft and fine art. Its activities include programs, workshops, and participation in statewide and national conferences, as well as providing sales opportunities to members through an annual fashion show and boutique.*

Mission Statement:

The mission of the Heart of Colorado FiberArts Guild *is to build a sense of community among its members by offering support to its members for education in the fiber arts, as well as opportunities for exhibition and sale of members' work, and to encourage public awareness of the quality and creativity expressed in all forms of fiber arts.*

Article I – Name

The name of the organization is Heart of Colorado FiberArts Guild (“the Guild”).

Article II – Fiscal/Operating Year

The Guild's fiscal/operating year shall be from July 1 to June 30 *each year.*

Article III – Membership

Section 1: Definition – Those persons who are identified in the Guild records as current in the payment of dues are full members and may vote, hold office, and participate in all activities of the Guild.

Section 2: Membership is open to all persons interested in *any* of the fiber related arts. Membership shall not be restricted on the basis of race, nationality, ethnicity, sex, age, religion, creed, sexual orientation, disability of geographic boundaries.

Section 3: Waiver of Claims. Members waive all claims of liability against the Guild for loss, theft, damage to property *or person* at any Guild-related function or activity.

Section 4: Dues

- a. Annual dues in an amount to be set by the Board each fiscal year are payable in September of each operating year. Dues may be paid on or before December 31 of that year without additional penalty.*
- b. Pro-rated Dues – For members who initially join the Guild on or after January 1 of the operating year, the dues to be paid will be one-half the amount of the set dues for that year. Members renewing their previous year's membership by paying dues on or after January 1 shall pay the full amount of the dues set for the year.*
- c. Youth membership – Any person under the age of eighteen may join the Guild by paying dues of \$5 per year. Such persons shall enjoy all benefits of membership except that of holding an office on the Board.*

d. *Waiver of Dues* – Anyone with a demonstrated financial hardship may be approved by the Board as a full member, with all the rights and privileges of full membership, for a period not to exceed three years. Such members shall not exceed ten percent of the total membership at any given time.

Article IV – Officers

Section 1: Officers shall be elected at the general meeting held in May of each fiscal year and newly elected officers shall assume their duties on July 1 of that year.

Section 2: The elected officers of the Guild are: President, Vice President, Secretary, Treasurer, Program Chair, Program Vice Chair, and Newsletter Editor.

Section 3: Term of Office. Each elected officer shall serve for a term of one year and may be re-elected to one or two additional one year terms, or until his/her successor takes office. Each outgoing officer shall promptly transfer the records of that office to his/her successor.

Section 4: The President shall:

- a. Preside at all Board meetings and general meetings of the membership.
- b. Appoint committee chairpersons, with the approval of the Board.
- c. Be an advisory member of all committees.
- d. Sign checks on the Guild's bank account in the absence of the Treasurer.
- e. Perform such other duties as may be required, as the title implies or as directed by the Board.

Section 5: The Vice President shall:

- a. Preside at any Board meeting or general meeting in the absence of the President.
- b. Perform such other duties as may be required or directed by the Board.

Section 6: The Secretary shall:

- a. Record minutes of Board and general meetings and deliver a copy of the minutes to the Newsletter Editor for inclusion in the newsletter.
- b. Be responsible for any correspondence directed to and from the Board.
- c. Receive a copy of reports prepared by Board members and maintain a permanent file of minutes and reports *created during his/her term of office*.
- d. Perform such other duties as may be required or directed by the Board.

Section 7: The Treasurer shall:

- a. Be responsible for maintaining complete and accurate records of all financial transactions of the Guild.
- b. Receive funds, including dues, and make disbursements as authorized by the Board or these Bylaws, *and provide to the Newsletter Editor a summary of the Guild's financial position to be included in the monthly newsletter*.
- c. Arrange for the preparation of an annual financial statement to be completed by June 30 of the current fiscal year, including the net revenues from Guild activities.
- d. Assist the incoming Treasurer in acquiring new signatures on Guild bank accounts.
- e. Perform such other duties as may be required or directed by the Board.

Section 8: The Program Chairperson shall:

- a. Be responsible for developing and scheduling informative programs for each general meeting of the Guild, and *notify the Newsletter Editor of such programs in time to be included in the monthly newsletter.*
- b. Arrange for meeting space in either Buena Vista or Salida for all general meetings of the Guild.

Section 9: The *Program Vice Chairperson* shall assist the Program Chairperson in carrying out the duties of his/her office, and to function as such in his/her absence.

Section 10: The Newsletter Editor shall prepare a monthly newsletter *and provide the same to the Chairperson of the Communications Committee for distribution to members and other interested persons.*

Section 11: The Immediate Past President shall serve as an ex officio member of the Board, and shall:

- a. Attend meetings of the Board.
- b. Offer advice to facilitate the smooth operation of the Guild.
- c. Be a resource to new officers when needed.
- d. *Serve as Parliamentarian to the Guild.*

Article V – The Board

Section 1: The officers of the Guild, along with the Immediate Past President, shall constitute the Board of Directors (“the Board”) of the Guild.

Section 2: A quorum to hold a meeting of the Board shall be four (4) Board members.

Section 3: The Board has authority to act for the membership of the Guild within the scope of these Bylaws.

Section 4: The Board shall:

- a. *Determine the amount of the yearly dues.*
- b. *Establish committees as needed for the Guild’s activities.*
- c. Approve expenditures of the Guild.
- d. Hold meetings as appropriate for the proper conduct of the business of the Guild.
- e. Fill vacancies that may exist among the officers Board members, with such appointees to perform in office until the next regularly scheduled election.
- f. Prepare annually written advisory reports with recommendations for future actions *and provide such reports to incoming members of the Board as they take office.*

Article VI – Meetings

Section 1: *There shall be regularly scheduled general meetings of the membership each month from September to May in each fiscal year. The President, or in his/her absence the Vice President, shall have the power to cancel any meeting due to inclement weather or other appropriate circumstances.*

Section 2: The last general meeting of each fiscal year (such usually being the May meeting) will be the Annual Meeting of the membership, with the election of officers for the coming fiscal year being conducted at this meeting.

Article VII – Committees

Section 1: The Guild shall maintain the following standing committees:

- a. Nominating Committee: Composed of at least three current members, this committee will select a slate of officers for the annual election held in May of each fiscal year. The committee

members will be named by the Board at the March meeting, and will serve until the election has been completed.

b. Fashion Show Committee: The Board shall designate a Fashion Show Committee Chairman, who will then appoint an appropriate number of full members to serve as committee members. The committee will be responsible for all details of the annual luncheon, fashion show and boutique.

c. *Communications Committee: The Board shall designate one or more Guild members to serve on this committee. Its function will be to maintain a complete list of all members' current contact information, including name, address, telephone numbers and email addresses. The list is to be used for official Guild business, such as the distribution of monthly newsletters or other email notices of interest to members. The Committee Chairperson may also maintain a mailing list of non-members who have requested copies of newsletters or other information from the Guild and may, with the consent of the Board, send the monthly newsletters to the persons or organizations on this list.*

Section 2: The Board may from time to time create additional committees as needed to conduct the business of the Guild. The Board shall specify the purpose and duration of such committees and name its members .

Article VIII: Parliamentary Authority:

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

Article IX: Amending the Bylaws

These Bylaws may be amended from time to time by the affirmative vote of two-thirds of the Guild members present at any general *meeting or at any meeting called by the Board specifically for that purpose*. Any proposed amendment must first be presented to the membership in the Guild newsletter and at the general meeting previous to the meeting at which the vote is taken.

Article X – Dissolution and Donation of Assets

Any assets held by the Guild upon its dissolution shall be donated under the direction of the Board to another not-for-profit fiber-related organization within the State of Colorado.