

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.

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 IV: OFFICERS

1. The elected officers of the Guild are: President, Vice President, Secretary, Treasurer, and Newsletter Editor.
2. New officers will be elected at the May meeting and will assume their offices at the September meeting.
3. The term of each office is one year, beginning in September of that year. 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, solicit and 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 at 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 May, and, if deemed necessary, during the summer months.

ARTICLE V: FINANCES

1. Annual dues for new and renewing members will be \$20 per person, \$30 per family. Dues for new members who join after the end of February will be \$10 per person, \$15 per family.
2. Dues are payable in September.
3. 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.
4. All funds collected in conjunction with Guild workshops or other Guild-related activities (except for materials fees) 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.

5. The President will appoint two members to audit the Treasurer's books, at least annually and when there is a change in the office of the Treasurer.
6. The Guild's fiscal year will run from September 1 through August 31.

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 nominees 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 such as a demonstration, workshop, seminar, trip, etc. (all referred to as a Special Event) 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 for approval of the membership (together with the Committee's recommendation) at the next regularly scheduled Guild meeting.
4. Sponsors of an approved Special Event are responsible for carrying out all aspects of their Event. The sponsor will collect all fees and submit them to the Treasurer. In addition, the sponsor will submit 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.

Adopted by the Mesa Fiber Arts Guild on March 1, 2006. All provisions of these Bylaws, except those that define the duties of the officers, shall be effective upon approval. All other provisions will be effective at the beginning of the next fiscal year.