

BYLAWS
of the
WESTERN RESERVE SPINNERS & WEAVERS GUILD*

Article I
Name and Purpose

- Section 1. The name of this organization shall be the Western Reserve Spinners & Weavers Guild.
- Section 2. Its purpose is to teach and promote the arts of spinning, weaving, dyeing, and related fiber arts.

Article II
Membership and Dues

- Section 1. Membership shall be open to all persons interested in the Guild's purposes.
- Section 2. Members in good standing shall be those who are in current payment of dues or those members who are exempt from dues.
- Section 3. Only those persons who are members in good standing shall be entitled to vote. Major issues and revisions to the Bylaws and WRSW Jobs and Responsibilities Handbook ("Handbook") will be presented in the newsletter and/or current media two weeks prior to the vote to provide time for discourse. Exceptions can be made at the discretion of the Executive Committee.
- Section 4. Any change in the amount of the annual dues for the following year shall be determined by majority vote when a quorum is present at or before the August Guild meeting. Dues for a member renewing membership for the following year may be payable beginning in September of the current year.
- Section 5. The dues of new members joining after June shall be ½ of the current amount of annual dues.
- Section 6. A non-member may attend two (2) meetings as a guest and thereafter must join the Guild to attend additional meetings.

Article III
Meetings and Voting

- Section 1. In general, meetings will be held on the fourth Tuesday of each month at 6:45 P.M. at a place designated by the Program Committee.
- Section 2. 25% of members in good standing shall constitute a quorum. All issues to be voted on shall be decided by a simple majority of those members present at a regular meeting in which the vote takes place if a quorum is present. If a quorum is not present, the issue must be tabled until the next meeting at which a quorum is present.

Article IV
Officers and Terms

Section 1. The officers shall be President, Vice President, Secretary, and Treasurer.

Section 2. (a) The President shall preside at all meetings, exercise general supervision, introduce guests and new members, and appoint, as needed, and oversee the Chairs for all Standing Committees set forth in Article V and for special committees as needed.

(b) The Vice President shall be the Chair of the Program Committee and be responsible for all meeting programs and the oversight of the Workshops Committee, and preside in the absence of the President.

(c) The Secretary shall keep the minutes of all regular monthly and Executive Committee meetings, copies of the membership lists, copies of the Treasurer's monthly and annual reports, and will oversee correspondence, as needed.

(d) The Treasurer shall receive and disburse all monies and present a statement of the current financial condition at all meetings of the Executive Committee and Guild membership. The Treasurer shall prepare an annual financial report/overview to be presented at the February Guild meeting and timely submitted to the Audit Committee for its report due at the February Guild meeting. The Guild's fiscal year is from January 1 to December 31.

(e) The President and the Vice President will be signatories on the Guild's bank accounts and in the absence or inability of the Treasurer, the President and the Vice President are authorized to sign checks and transact business on the bank accounts.

(f) The outgoing Officers will assist the incoming Officers in the transition of duties and update their jobs and responsibilities for the Handbook as needed.

Section 3. Officer vacancies shall be filled by appointment of the President for the remaining term with the approval of the Executive Committee.

Article V
Standing Committees

A Standing Committee is defined as a permanent committee appointed to deal with a specified subject.

Section 1. Programs. The Vice President shall chair this Committee which shall plan programs for Guild meetings for the following calendar year and have oversight of the Workshops Committee. The Vice President shall participate in an advisory capacity for one (1) year after the conclusion of her/his term(s). A member of this Committee shall introduce speakers.

Section 2. Workshops. This Committee shall plan and schedule workshops for the following calendar year. The Chair will keep the Vice President informed of this Committee's activities and shall participate in an advisory capacity for one (1) year after the conclusion of her/his term(s). A member of this Committee shall introduce speakers.

Section 3. Shows and Events. This Committee shall be responsible for organizing shows and special events.

Section 4. Hospitality. This Committee shall be responsible for organizing refreshments served at meetings and workshops.

Section 5. Publicity. This Committee shall be responsible for all publicity, social media, photography, and promotions of meetings, shows, special events, other guild activities and coordinate with the Website Chair, as needed.

Section 6. Membership. This Committee shall be responsible to maintain a current membership list, send out the welcome letter to new members, and greet new members at Guild meetings.

Section 7. Website. This Committee will maintain the Guild's website, monitor revisions, ensures that all website pages are kept current, and coordinate with the Publicity Chair, as needed.

Section 8. Librarian. This Committee shall be responsible for the organization and control of all reference materials.

Section 9. Special Interest Groups ("SIGs). The SIG Committee Chair oversees the SIGs, meets with the individual SIGs, and must be the chair or co-chair of one of the individual SIGs. The individual SIG heads are facilitators and will choose the SIG Committee Chair.

Section 10. Reimbursement Award for Active Membership ("RAAM"). This Committee will include the Treasurer and at least 2 other people. The Committee must a) ensure that all applicants have fulfilled the application requirements for reimbursement, and b) keep track of each member's points pursuant to the point system set forth in the Handbook.

Section 11. Newsletter. The Newsletter Editor shall be responsible for the publications and distribution of the newsletter to members.

Section 12. The outgoing Standing Committee Chairs will assist the incoming Standing Committee Chairs in the transition of duties and update their jobs and responsibilities for the Handbook as needed.

Section 13. Executive. This Committee shall consist of the Officers and the Standing Committee chairs, and will meet upon the call of the President.

Article VI Election of Officers

Section 1. The President shall request three (3) members to serve as a Nominating Committee at the August Guild meeting. Committee members must be in good standing with at least one year of active participation and may not nominate themselves for office. The President shall timely cause a notice to be sent to members with the names of the Nominating Committee and their contact information (email addresses and telephone numbers).

Section 2. Nominations may also be submitted to the Nominating Committee by the third (3rd) Tuesday in September provided the person nominated has given consent. The Nominating Committee shall present a slate of proposed officers to the membership no later than the fourth (4th) Tuesday in September. Qualified nominees must be in good standing with at least one year of active participation.

Section 3. Officers shall be elected annually at the October Guild meeting and shall serve for a term of one year commencing in January following the election.

Article VII
Annual Audit and Budget

Section 1. Audit. The President shall request three (3) members to serve as an Audit Committee at the November Guild meeting who shall meet timely after the end of the Guild's current fiscal year so that the audit will be completed and presented by the Audit Committee at the February Guild meeting. This involves a review of the financial records from the Guild's immediate past fiscal year. The purpose is to review the Treasurer's annual report/overview, checking account statements, receipts, deposits, invoices, expenses, and the check register to reasonably determine that they are accurate.

Section 2. Budget. The President shall request a minimum of three (3) members, one of which is the Treasurer, to serve as the Budget Committee at the November Guild meeting. The annual budget shall be for the Guild's next fiscal year. This committee shall meet timely after the end of the Guild's current fiscal year so that the Guild's annual budget is completed and presented by the Budget Committee for review and approval at the February Guild meeting.

Charter members: Nancy Bihary, Barbara Brown, Mary Etta Cryberg, Bertha Fath, Alice Ferris, Mary Lou Giffels, Virginia Gillen, Nancy Hart, Dora Riddell, Thelma Stafford, Jean Taylor, Susan Vocoun, Betty Wallis, Dottie Wedge

2012 Revision Committee: Nancy Curtiss, Lisa Davis, Nora Eason, Cyndy Goodwin, Laramie McEnaney, Donna Mueller, Uarda Taylor, Linda Zeiter

* 2012 revision was discussed and ratified by a quorum of WRSW members on August 28, 2012/nc

2017-18 Revision Committee: Mo Doerner, Sheri Gittinger, and JoEllen Salkin

* 2018 revision was discussed and ratified by a quorum of WRSW members on May 22, 2018.

2020 Revision Committee: Mo Doerner, Sheri Gittinger, and JoEllen Salkin

* 2020 a quorum was present; revisions were discussed and ratified by a majority on October 27, 2020.