

Peterborough Handweavers and Spinners Guild - By-Laws

ARTICLE I NAME

The name of the organization shall be the Peterborough Handweavers and Spinners Guild (PHSG).

ARTICLE II MANDATE

It shall be conducted as a not-for-profit organization striving to advance, foster and promote handweaving, spinning, felting and basketry.

ARTILCE III BOARD OF DIRECTORS

The Board of Directors (Board) shall consist of the Executive Officers and Chairs of all Standing Committees.

The Board shall make recommendations to the membership for their acceptance or rejection.

EXECUTVE MEMBERS

1. The Executive Officers shall consist of the President, Vice-President, Secretary, Treasurer and Past President.
2. The duties of the President are to preside at all Executive and General Meetings of the Guild and to be an Ex-Officio member of all standing committees.
3. The Vice-President, in the absence of the President, shall preside and perform all duties pertaining to that office.
4. The Secretary(s) shall keep records of all Board and General Meetings. The Secretary shall also conduct the general correspondence of the Guild and read same at meetings when required.
5. The Treasurer shall be the custodian of Guild funds and shall keep accurate records of same, making a report at each Board meeting and submitting a year end statement for the Annual Meeting. Records may be audited periodically. The Treasurer shall submit a budget for the year to the Board, based on fixed costs and the requirements of the committees.
6. The Past President shall serve for the term immediately following their turn as President, acting in an advisory capacity. The Past President shall be Chair of the Nominating Committee. In the absence of the President and Vice-President, the Past President shall preside at the meetings.

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STANDING COMMITTEES

Each Standing Committee may consist of a Chair and one or more other members. Chairs of the standing committees are members of the Board. Each committee shall give a written report of the activities and expenses for the Annual Meeting each year.

1. The Communications Committee shall be responsible for the Website, social media, media relations, and displays.
2. The Program Committee shall be responsible for programs at Guild meetings.
3. The Education Committee shall plan and organize workshops that meet the mandate of the Guild.
4. Library Committee shall be the custodians of books, other media, scrapbooks and archives belonging to the Guild with all the responsibility that this entails.
5. The Equipment Committee shall have jurisdiction over equipment belonging to the Guild.
6. The Fibre Arts Festival Committee shall plan and organize the annual Fibre Arts Festival and Sale.

ARTICLE IV – SPECIAL COMMITTEES

Chairs of Special Committees are not expected to attend meetings of the Board unless requested to do so, but may report at General Meetings and will submit reports of activities and expenses for the Annual Meeting each year.

1. The Membership Committee shall receive the members' completed application forms and fees and enforce terms of membership. All members shall complete application forms each year for the Guild records. The Convenor shall see that new members receive the New Members Kit and are introduced and made welcome.
2. The Nominating Committee shall consist of the Past President and two other members. Their duties shall be to prepare a slate of candidates for positions to be filled at the Annual Meeting each year and to nominate candidates for any Board and Committee positions which may become vacant at any time.
3. Additional Committees may be struck as needed.

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ARTICLE V NOMINATIONS AND ELECTIONS

1. Executive Officers shall be elected by the membership at the Annual Meeting to serve two year terms.
2. Standing Committee Chairs shall be elected by the membership at the Annual Meeting to serve two year terms. The two year terms should straddle the two year terms for the Executive Members, to ensure some continuity.
3. Special Committee Convenors shall be elected by the membership every year at the Annual Meeting to serve one year terms.
4. In the event of any Executive Officer or Committee Chair leaving their position before the end of their term, the Nominating Committee shall recommend members to fill the position for the remainder of the term upon the approval of Board. The exception to this rule is, if the President's position becomes vacant, the Vice-President shall become President for the remainder of the term. The Nominating Committee shall nominate a person to be Vice-President until the next Annual Meeting.
5. Officers and Chairs elected to office at the Annual Meeting shall begin their duties following the election.
6. A slate of candidates for positions shall be prepared by the Nominating Committee, and nominations will be accepted from the floor at the Annual Meeting. If there is more than one candidate for the position, the voting will be done by ballot.
7. Representatives to other organizations shall be appointed as required.

ARTICLE VI – MEETINGS

1. The General Meeting shall be held on the third Monday of each month September to June inclusive, with the Annual Meeting in June. Under certain conditions, the Board may alter the above and the membership be duly notified.
2. Special meetings and meeting of the Board and Committees shall be at the call of the President.
3. Committee meetings shall be at the call of the Chair or the President.

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ARTICLE VII – MEMBERSHIP

1. Membership shall be open to those who have an interest in fibre arts as outlined in the Mandate.
2. Each member shall receive a copy of the By-Laws and agree to abide by the terms.
3. Members will be encouraged to attend meetings and to participate in activities to the best of their ability.
4. Membership applications are due in September each year. They are to be paid by September 30th. New members may join at any time during the year.

ARTICLE VIII – DUES

1. Members shall pay an annual fee. The amount of the fee shall be set by the membership and reviewed periodically prior to the Annual Meeting.

ARTICLE IX – AMENDMENTS

These By-Laws may be amended by a majority vote of the active members present at any General Meeting, the proposed amendments having been presented in writing at least one month prior to voting.