

CONSTITUTION

ARTICLE 1 NAME

The name of the organization shall be the Peterborough Weavers and Spinners Guild.

ARTICLE 2 PURPOSES

The Peterborough Weavers and Spinners Guild shall be conducted as a not-for-profit organization striving to advance, foster and promote arts related to weaving, spinning, felting, dyeing and basketry.

ARTICLE 3 BOARD

The Board shall consist of the Executive Officers (President, Vice-President, Secretary, Treasurer, Past President) and the Chairs of all Standing Committees. This Board shall make recommendations to the membership for their acceptance or rejection. It shall have the authority to make decisions during the summer months.

EXECUTIVE OFFICERS

1. The executive officers shall consist of the President, Vice-President, Secretary, Treasurer and Past President. These officers shall each serve for a two-year term.
2. The duties of the President are to preside over all executive and general meetings of the Guild and to be a member ex-officio 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 shall keep records of all executive and regular meetings and shall present them at the meeting following. The Secretary shall also conduct the general correspondence of the Guild and read same at meetings when required. Copies of the correspondence shall be given to the President on request.
5. The Treasurer shall be the custodian of Guild funds and shall keep accurate records of same, making a report at each meeting and submitting a year-end statement for the annual meeting. Records may be audited periodically.
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.

STANDING COMMITTEES

Each standing committee shall consist of a chair and one or more other members. Chairs of the standing committees shall serve for a two-year term and be members of the Board. Chairs are required to attend meetings of the Board. Each committee shall give a written report of the activities and expenses for the annual meeting.

1. Communications Committee shall be responsible for the website, social media and media relations.
2. Program Committee shall represent the interests of the membership and be responsible for programs at regular guild meetings.
3. Course Coordinator will organize and administer courses and workshops through the Artisans Centre Peterborough. Occasional workshops and study groups may be organized through the Guild.
4. Library Committee shall have custody of books and other media belonging to the Guild. They shall recommend purchases to the Board. The Librarian shall add to and maintain an archive of all documents relevant to the Guild operation.
5. Weaving and Spinning Equipment Committees shall have jurisdiction over equipment belonging to the Guild. (Board meeting attendance is optional)
6. Nominating Committee shall consist of the Past President and two other members. Their duties shall be to prepare a slate of candidates for executive positions to be filled at the annual meeting each year and to nominate a candidate for any executive position which may become vacant at any time.

ARTICLE 4 - SPECIAL COMMITTEES

Each special committee shall consist of a convenor and one or more other members. Convenors shall serve for a one-year term and be members of the Board. Convenors are not required to attend meetings of the Board unless requested to do so but will report at regular meetings and submit reports of activities and expenses for the annual meeting each year.

1. Social Committee shall arrange for the refreshments for Guild meetings.
2. Sunshine Committee shall send cards or notes for appropriate occasions.
3. Membership Committee shall receive the members' completed application forms and enforce terms of membership. The Convenor shall see that new members are introduced, made welcome and given the New Members Kit.

4. Additional Committees may be struck as needed. For example - The Fibre Arts Festival Committee shall plan and organize the annual Fibre Arts Festival and Sale (also known as FAFS).

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 onset of these two-year terms should alternate with those held by Executive members, to ensure 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/convenor leaving their positions 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 membership. The exception to this rule is, if the President's position becomes vacant, the Vice-President, or another willing member, 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 that meeting.
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 (such as the Artisans Centre Peterborough) shall be appointed as required.

ARTICLE VI **MEETINGS**

1. The regular meeting shall be held 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. Meetings of the Board shall be at the call of the President.

3. Committee (standing or special) meetings shall be at the call of the Chair or the President.

ARTICLE VII **MEMBERSHIP**

1. Membership shall be open to those who have an interest in fibre arts. All personal information will be kept secure by PWSG and not shared with non-members.
2. Each member shall receive a copy of the Constitution and agree to abide by its terms.
3. Members will be encouraged to attend meetings and participate in activities to the best of their ability.
4. Honourary members shall be appointed upon recommendations of the Board. Those considered for honourary membership shall have all the rights and privileges of regular members.
5. Membership applications are due in September of each year. They are to be paid by September 30th. New applicants may join at any time during the year; fees will be pro-rated after January 1st.

ARTICLE VIII **DUES**

1. Members shall pay an annual fee, the amount of which shall be set by the membership and reviewed periodically prior to the Annual Meeting.
2. Honourary members shall be exempt from dues.

ARTICLE IX **AMENDMENTS**

These by-laws may be amended by a majority vote of the active members present at any regular meeting; the proposed amendments having been presented in writing at least one month prior to voting.