

WEAVERS OF ORLANDO, INC
CONSTITUTION AND BYLAWS

February 2016

ARTICLE I – NAME AND PURPOSE

- 1.1 The name of this organization shall be WEAVERS OF ORLANDO, INC. hereafter referred to as the “Guild”.
- 1.2 The Guild is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal tax code.
- 1.3 The Guild’s purpose is to stimulate interest and provide education in the Fiber Arts by demonstrating at Schools, Fairs, Festivals, Art Shows and other interested organizations and to educate with monthly programs, workshops and study groups.

ARTICLE II – MEMBERSHIP

- 2.1 Membership in the Guild will be open to any person who is interested in the Fiber Arts and who submits an application with the annual dues regardless of their race, color, creed, sex, age or national origin.
- 2.2 Family: Two or more people residing at the same address and meeting all requirements of active membership, shall become family members upon payment of dues. Individual family members shall have the status of active members.
- 2.3 Honorary: Members may be so designated by a majority vote of Guild members in attendance at a regular meeting. Honorary members may attend all meetings and participate in all activities of the Guild, but shall not hold office or vote.
- 2.4 Student: An individual who is a fulltime student and meets the requirements for active membership shall upon payment of dues, become a student member. Student members shall have the status of active members.
- 2.5 Newsletter: Any individual desiring to receive the Guild’s newsletter, FIBERGRAMME, but not requesting active membership in the guild may do so upon payment of newsletter dues.

ARTICLE III – OFFICERS – DUTIES

- 3.1 The officers of the Guild shall be: President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer. The five officers shall form the Executive Board. The five officers plus the committee chairs shall form the Planning Committee. The Executive Board shall make all decisions necessary between meetings of the Planning Committee. Any vacancies that may occur on the Executive Board shall be filled by appointment by the Planning Committee.
- 3.2 The duties of the officers shall be:
 - A. *President:* shall preside at all meetings of the Guild. Shall appoint committee chairs for all committees deemed necessary. Shall be an ex-officio member of all committees except the nominating committee. Shall call and chair, when it is advisable, the meeting of all officers and committee chairs to act as the Guild’s Planning Committee.

B. *1st Vice-President*: Shall assist the President in every way possible. Shall assume the duties of the President in the temporary absence of that officer. Shall chair the Program Committee elected in the prior year, while 2nd Vice-President. Shall present programs and workshops for the current year. Shall be responsible for obtaining the Social Security numbers and legal addresses of instructors who earn over \$600 so that the Treasurer can file the appropriate IRS forms.

C. *2nd Vice-President*: Shall assist the 1st Vice-President, including assuming the duties of the 1st Vice-President during a temporary absence. Shall automatically become the 1st Vice-President after the first year in office. Shall chair the Program Committee and arrange the programs and workshops for the following year.

D. *Secretary*: Shall record the minutes of all meetings of the Guild and those of the Planning Committee. Shall be responsible for all Guild correspondence.

E. *Treasurer*: Shall receive and disburse all monies. Shall keep accurate records. Shall submit a written financial report at all meetings of the Guild. Shall submit an annual statement at the end of the fiscal year. Shall be responsible for filing the Annual Corporate Report to the State of Florida between January and March of each year. Shall be responsible for filing form 990N with the IRS each year within 5 months of the end of the fiscal year. Shall be responsible for ordering IRS form 1099MISC in December so that they may filled out and mailed to the instructors who earned over \$600 and filed with the IRS according to the law.

ARTICLE IV – ELECTIONS

- 4.1 The five officers shall be elected for two-year terms as follow:
The President and Secretary shall be elected in November of even years, the Treasurer in November of odd number years and a 2nd Vice-President in November every year.
- 4.2 Officers may not succeed themselves.
- 4.3 In August, the President shall appoint a Nominating Committee of three active members.
- 4.4 The Nominating Committee shall present a slate of one candidate for each of the offices to be published in the FIBERGRAMME prior to the election. Nominations from the floor shall be accepted providing the nominated candidate has indicated a willingness to serve if elected.
- 4.5 Elections shall be held at the regular business meeting in November. The term of office begins in January.
- 4.6 A favorable vote of a simple majority of the members present shall be necessary to elect.

ARTICLE V – FINANCES AND DUES

- 5.1 The Guild's fiscal year shall be from January 1st to December 31st.
- 5.2 Dues for active and family members shall be set by the membership. They shall be subject to revision, when necessary, by a simple majority vote of the members present at any regular meeting of the Guild.
- 5.3 Honorary members shall pay no dues.
- 5.4 Student members shall pay dues of one half of those of active members.
- 5.5 The Planning Committee shall set dues for Newsletter members. These dues shall be sufficient to cover the cost of sending copies of the publication to the member. This membership

category shall not, in any way, prevent the sending of free copies as the Planning Committee may direct.

- 5.6 The first year's dues of a new member shall be the full amount from January 1st to June 30th. A new member joining from July 1st to October 31st shall pay one-half the full amount. For all succeeding years, dues must be paid in full to remain a member in good standing.
- 5.7 Dues shall be collected beginning in November for the following year. Dues shall become delinquent January 15th. The names of those with unpaid dues after date shall be dropped the membership.
- 5.8 The President shall be authorized to sign checks in the Treasurer's absence.
- 5.9 The budget shall be set by the Planning Committee in January using the Treasurer's annual statement. The Planning Committee shall have the authority to adjust the budget as necessary throughout the year.
- 5.10 The Guild's financial records shall be audited at the end of each fiscal year by a member appointed by the President.

ARTICLE VI – MEETINGS

- 6.1 Regular meetings of the Guild shall be held monthly. Exceptions to this rule may be made at the discretion of the Executive Board.

ARTICLE VII – EXHIBITS

- 7.1 Any article to be exhibited under the name of the Guild must be accepted by a committee of three judges to be appointed by, and known only to, the President.

ARTICLE VIII - DUTIES OF COMMITTEE CHAIRS

- 8.1 *DEMONSTRATIONS*: Shall serve as Guild Liaison for public demonstrations. Shall be responsible for coordinating committee members' efforts.
- 8.2 *GUILD SALES*: shall be responsible for organizing and managing all sales sponsored by the Guild, to include:
 - A. Finding a suitable location
 - B. Registering all items
 - C. Collecting and distributing monies.

The budget/monies for these sales shall be maintained separate from the Guild's funds. Shall submit a financial report to the Guild following the sale. Proceeds from sales will be deposited to the Guild's general fund. This committee shall retain sufficient monies, as approved by the Planning Committee to continue operations. Shall be responsible for coordinating committee members' efforts.

- 8.3 *HISTORIAN*: shall be custodian of and keep up to date, the History Books relating to Guild activities. These books shall be housed the Guild Library. Shall be responsible for coordinating Committee members' efforts.
- 8.4 *HOSPITALITY*: shall be responsible for having coffee, tea, etc. available at all Guild meetings, whether regular or special. Shall be responsible for coordinating committee member's efforts.

- 8.5 *LIBRARIAN*: Shall be in charge of all material kept in the library. Shall maintain books, periodicals, files, etc. in good condition. Shall be responsible for filing material given for the file box. Shall keep a file index of books, take a regular inventory and advertise the lost books in FIBERGRAMME. Shall attempt to get overdue books returned and collect fines. Shall order new books, as directed by the Executive Board, attempting always to get the best price. Shall publicize new acquisitions and send brief reviews to the Newsletter Chair. Shall be responsible for rental of the Guild equipment. Shall be responsible for coordinating committee member's efforts.
- 8.6 *MEMBERSHIP*: Shall actively seek out interested people and urge their membership in the Guild. Shall introduce new members to the Guild and assure their integration into the Guild. Shall update and provide membership nametags at meetings. Shall prepare and distribute the annual membership directory and submit updates to the newsletter editor. Shall inquire into unexpected absences and report to membership any support or sympathy needed for the member. Shall, on behalf of the Guild, send cards or notes to member as needed. Shall be responsible for coordinating committee member's efforts.
- 8.7 *NEWSLETTER*: Shall be responsible for the publication and mailing of six issues of FIBERGRAMME during the year. Shall make arrangements with other Guilds for the exchange of their newsletters. Shall collect all fees for advertising in the FIBERGRAMME. Shall be responsible for coordinating committee members' efforts.
- 8.8 *PROGRAM (CURRENT YEAR)*: Shall be chaired by the 1st Vice-President. Shall implement the planned program. Shall be responsible for running all workshops sponsored by the Guild to include:
- A. Finding a suitable location
 - B. Getting proper housing for the leader
 - C. Getting all necessary information from the leader and distributing to participants the newsletter and publicity chair
 - D. Arranging to have lunch provided at meetings and workshops for leader and hostess
 - E. Collecting fees and working with the Treasurer to pay all bills
 - F. Be responsible for obtaining the Social Security Numbers and legal addresses of all instructors who earn over \$600 so that the Treasurer can file an IRS form 1099MISC
 - G. Coordinating a time for all members of the Guild to be invited to meet and socialize with the leader
 - H. Forming a committee to help with Guild workshop selections.
- Shall be responsible for coordinating committee members' efforts.
- 8.9 *PROGRAM (Next year)*: Shall be chaired by the 2nd Vice-President. Shall plan the programs for the next year.
- 8.10 *PUBLICITY*: Shall be responsible for communicating news of the Guild and its activities to the media and the general public. Shall work closely with the Program and Membership Chairs to gain members. Shall be responsible for coordinating committee members' efforts.
- 8.11 *SAMPLES & EXCHANGES*: Shall be responsible for recruiting members to weave samples for inclusion in the FIBERGRAMME. Shall supply same to Newsletter Chair, complete with full directions, threading, draft, tie-up, treadling draft, list of yarns used, sett of warp, problems met within the weaving and name of weaver. Shall give one sample, with information on 8 ½" x 11"

- sheet for inclusion in the library files. Shall be responsible for all Guild Exchanges. Shall be responsible for coordinating committee members' efforts.
- 8.12 *SPECIAL PROJECTS*: Shall be responsible for special projects or events in which the Guild participates. Shall be responsible for coordinating committee members' efforts.
- 8.13 *TELEPHONE*: Shall be responsible for contacting members by telephone of special meetings or events. Shall be responsible for coordinating committee members' efforts.
- 8.14 *TRAVELING EXHIBITS*: Shall be responsible for getting all possible traveling exhibits for the Guild. Shall make these available for study to as many Guild members as possible. Shall be responsible for the return of these exhibits. Shall be responsible for coordinating committee members' efforts.
- 8.15 *EMAIL CHAIR*: Shall be responsible for keeping Guild members posted via email as to any Guild news between meeting and newsletters. Shall notify Guild members via email when the newsletter is posted on the Guild website. Shall limit information in such emails to Guild business and fiber related information. Shall be responsible for coordinating committee members' efforts.
- 8.16 *WEBSITE CHAIR*: Shall maintain the Guild's website, keeping it up to date and accurate. Any inquiries to the Guild website should be directed to the proper Guild Officer or Committee Chair. The President should always be copied on any inquires forwarded to another Officer or Committee Chair. Guild members should be asked for their input into the website. Shall be responsible for coordinating committee members' efforts.

ARTICLE IX – MISCELLANEOUS

- 9.1 *GUIDELINES FOR FIBERGRAMME*: In general, each issue of FIBERGRAMME should contain:
- A. Information about upcoming meetings
 - B. Short summary of meetings of the Guild held since last issue
 - C. When possible, include a woven sample with complete directions with credit given to the weaver
 - D. Necessary additions to, or changes in, the Guild membership directory
 - E. Listing available workshops and shows of interest to the members
 - F. Names, telephone numbers, and email addresses of the Executive Board members.
- 9.2 *ADVERTISING POLICY*
- A. "For Sale" by members – 5 lines free.
 - B. Advertising by nonmembers and commercial advertising is available for a fee set by the Planning Committee.
- 9.3 *LIBRARY POLICY*: The Guild library shall be available to members at regular Guild meeting. Books may be checked out for one month after which fines may be assessed if not returned.
- 9.4 *LOOM RENTAL*: The Guild has looms available to members. Equipment may be rented on a monthly basis payable in advance. A security deposit is required. Rental fees and security deposit fees shall be set by the Planning Committee. The renter is responsible for transporting the equipment.
- 9.5 *WORKSHOP & PROGRAM POLICY*:
- A. Definitions of program and mini-workshop, and workshop are as follows:

Guild Program: A talk/program provided to the entire Guild on a regularly scheduled meeting day.

Mini-workshop: A two to five hour, hands-on workshop held in conjunction with a Guild program, on the same day as the regularly scheduled meeting.

Workshop: A two to three-day class on a specific fiber related topic.

B. Members will be required to pay a deposit determined by the Program Chair, when registering for a workshop. The remainder of the fee will be paid at the workshop. The member has until 45 days before the workshop to cancel and receive a deposit refund. If the cancellation is made less than 45 days before the workshop, the member must pay the full workshop fee unless another member takes his/her place.

C. Committee members are not to be approached during workshops in regard to Guild business.

D. If registration for a workshop is full, a member may request to be placed on the waiting list by submitting a check for the deposit amount. This check will be held until the member can be placed in an opening or returned to the member if no opening occurs.

E. We often can welcome participants to workshops who are not members. Opening in workshops will not be made available to non-members until 30 days before the workshop date. It is recommended that non-members interested attending submit a deposit check asking to be placed on the waiting list (so that we can be sure of their intent.)

F. The Guild will not provide compensation to Guild members when they provide a Guild Program or mini-workshop to the members.

G. A Guild member who provides a program to the Guild will be reimbursed for handout expenses.

H. Mini-workshop participants will pay any material fees directly to the instructor that he/she has provided for the workshop.

I. A Guild member who is contracted to teach a two or three-day workshop will be paid at their normal teaching rates. The workshop participants will pay all workshop expenses, including teaching fees and costs of handout/materials furnished as part of class/workshop.

9.6 ELIZABETH TERLOUW WORKSHOP SCHOLARSHIP

A. The purpose of the Guild as stated in this Constitution, is to stimulate interest and provide education in the Fiber Arts. Working toward this goal, the Guild has established an annual Workshop Scholarship for Guild members, named for our guild mentor. This Scholarship shall be for tuition to one of the Guild's three-day workshops. Rules established by the Executive Board governing the Scholarship are as follows:

1. You must be a member in good standing of the Guild to apply.
2. The scholarship will be for full workshop fee only. Funding will come from additional income generated by and on behalf of the Guild.
3. An application form will be printed in two successive issues of the FIBERGRAMME. Application shall be submitted to the President. A winning name will be drawn at random at the annual Holiday Party in December for a workshop in the coming year.
4. Member may choose from one workshop in the calendar year. (If you sign up for an upcoming workshop and win the Scholarship you may have your deposit refunded. Or, you may apply the Scholarship to another workshop.) If you do not receive a Scholarship,

you may apply again. If you do receive a Scholarship, you may not apply for a Scholarship next year, you must wait at least one year before applying. You have eighteen months from the date your Scholarship is awarded in which to use it. This will allow the recipient to reschedule in the event the workshop is cancelled or the recipient could not attend due to his/her illness, or a death in the immediate family.

B. It is the intent of the Executive Board that the recipient of the Scholarship actively share with Guild members what he/she has learned. Recipient will be required to weave samples of their draft for the newsletter, giving the draft, type of yarn used and a brief evaluations of the workshop. If it is not appropriate to weave samples due to the type or workshop, the recipient shall then write an article for the FIBERRAMME or shall present a program at a guild meeting within one year of the workshop.

ARTICLE X – MANAGEMENT OF ASSESTS

10.1 INVENTORY: The librarian shall appoint a member to complete an annual inventory to be submitted in January. Inventory to include, but not limited to, library contents and all equipment.

10.2 DISSOLUTION: In the event the Guild disbands or decides it can no longer maintain is assets, dissolution will be as follows:

All assets shall be distributed to one or more qualifying, nonprofit, fiber-related organizations as described Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal tax code, which organization(s) to be chosen by the Executive Board.

ARTICLE XI – AMENDMENTS

11.1 Henceforth, suggested amendments to, or changes in this document, shall be presented in writing at a regular meeting of the Guild or by printing in the Guild newsletter and voted on at the next regular meeting. They shall be ratified when approved by a simple majority vote of the members present .

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above state Bylaws of Weavers of Orlando Inc. were approved by the membership of the Guild on Saturday, February 20, 2016 and constitute a complete copy of the Bylaws of the Corporation.

Secretary: _____ Date: _____