



# Golden Isles Fiberarts Guild

P.O. Box 24111, St. Simons Island, GA 21522

## Bylaws

Created and Approved May 1989  
Amended March 6, 2000, Amended December 1, 2003  
Amended May 1, 2006, Amended February 6, 2017  
Amended May 2018, Amended December 2020

### ARTICLE I

**The name of this organization shall be the Golden Isles Fiberarts Guild.**

### ARTICLE II

#### Purpose

The purpose of this organization shall be to promote fiberarts and provide resources and educational opportunities to members and the community. Within the Guild, there may be subgroups of special interests, such as, but not limited to, knitting, quilting, weaving, basketry, embroidery, etc.

### ARTICLE III

#### Membership

- SECTION 1** All persons interested in the purpose of the Guild, willing to attend the regular meetings and to foster the development of its various projects are eligible for membership.
- SECTION 2** The same person may attend Guild meetings as a guest not more than twice in one organization year.

### ARTICLE IV

#### Dues

- SECTION 1** Members shall pay annual dues as established by the Executive Board and to be collected by the Treasurer.
- SECTION 2** New members joining after March first will be in good standing until May of the following year. Dues are payable at the meeting in May. Those whose dues remain unpaid after the October meeting shall be considered to have resigned.
- SECTION 3** Guild members may vote to charge themselves extra assessments to provide for payment of speakers and workshop leaders for special programs that cannot be provided for by the membership dues.
- SECTION 4** Non-members may attend workshops for an increased price of 10% (but not less than \$1.00).

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### **ARTICLE V** **Officers**

- SECTION 1** The officers of the Guild shall be a Chairman, Vice Chairman, Secretary and Treasurer. These officers shall be elected at the April meeting and take office immediately following the last spring meeting.
- SECTION 2** The term of office shall be for one year. Each officer may be re-elected for a second term, but no officer shall serve more than two consecutive terms in any one office.
- SECTION 3** Vacancies occurring in office shall be filled by the Executive Board with the exception of the Chairman, which vacancy shall be filled automatically by the Vice Chairman.
- SECTION 4** The Chairman shall: a) preside at all meetings of the Guild and the Executive Board; b) be an ex-officio member of all committees except the Nominating Committee; c) write a brief message for each issue of the newsletter; d) field requests for information and assistance from individuals and community organizations and refer them to appropriate Guild members; and, e) appoint the Chairman of the Nominating Committee for the following year's officers.
- SECTION 5** The Vice Chairman shall: a) preside in the absence of the Chairman, and b) be the Chairman of the Program Committee.
- SECTION 6** The Secretary shall: a) keep the minutes of all meetings; b) be sure that someone takes the Secretary's place in the event that the Secretary must miss a meeting; c) provide a copy of the minutes of the Guild meeting to the Newsletter Editor for the publication in the next newsletter; and, d) provide copies of the minutes of the Guild to the Chairman and minutes of the Executive Board meetings to the Chairman and Board members.
- SECTION 7** The Treasurer shall: a) receive and disburse all monies, and will pay unusual expenses upon the approval of the Chairman; b) reimburse member expenses for Guild activities; c) maintain bank account statements and expense records and give a financial report at each Guild and Executive Board meeting; d) receive all new and renewal dues; and, e) coordinate with the Newsletter Editor the names of new members to be added to the membership list.

### **ARTICLE VI** **Committees**

- SECTION 1** The Standing Committees of the Guild shall be the following: Program (Section 2, below), Membership (Section 3, below) and Nominating (Article VII, Section 1).
- SECTION 2** The Program Committee shall: a) consist of the Guild Vice Chairman (chair) and a representative of each special interest group, including embroidery, knitting, quilting, weaving, etc.; b) implement programs for October through December, which have been set-up by the previous Program Committee, and set-up programs for the January through December meetings; and c) provide the program schedule for the year to the Guild Chairman, Newsletter Editor and Publicity Chairman as soon as possible, for publication in an early Fall edition of the Newsletter.
- SECTION 3** The Membership Committee shall: a) consist of the Newsletter Editor (chair), Treasurer and other members appointed as needed; b) maintain an accurate list of all current members of the Guild; c) provide the membership list for a fall issue Member Directory, and list new members as they join in subsequent newsletters; d) maintain the name tags for the members at the Guild meetings; and, e) provide all new members with membership materials, which shall include, but not be limited to, the Guild Bylaws, a current Member Directory and a current Library List.

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### ARTICLE VI, Committees, continued

- SECTION 4** The Hospitality Chairman, with the assistance of volunteers, shall: a) provide refreshments for Guild parties and other special events;  
b) maintain a "Ride Sharing List" to pair members who request a ride to Guild functions with members who live near them; and,  
c) send cards in cases of illness or death.
- SECTION 5** The Publicity Chairman shall: a) send a notice of each monthly Guild meeting to the Community Calendar of the Brunswick News, and to other similar community event listings;  
b) make a major publicity effort including, but not limited to, stories in all community publications and, if possible, radio and TV coverage for the Guild Exhibit or other major Guild event ; and,  
c) provide the names and addresses of media contacts to the next Publicity Chairman.
- SECTION 6** The Librarian shall: a) maintain the library and the sign-out book in an orderly fashion;  
b) receive library donations from members and make up sign-out sheets and labels for them;  
c) periodically check for missing books and send reminders to members who have kept books out for lengthy periods; and  
d) provide a yearly updated Library List to the Newsletter Editor for publication.
- SECTION 7** The Newsletter Editor shall: a) receive meeting reports and calendar listings from the Special Interest Groups and Guild Secretary, a message from the Guild Chairman, and other Guild news items and incorporate these into a monthly newsletter from September through June;  
b) chair the Membership Committee and include a Membership Directory in a fall issue;  
c) copy and mail the newsletter no later than the Wednesday preceding the monthly Guild meeting; and,  
d) appoint an Associate Editor and/or Mailing Editor as needed.
- SECTION 8** The Exhibit/Event Chairman shall: a) work with the Executive Board and the Guild Chairman to plan the Exhibit or other special event for that year;  
b) provide overall guidance for the event;  
c) appoint necessary committees;  
d) coordinate event sequence with sponsors and Guild members; and,  
e) maintain records of the event to assist the next Exhibit/Event Chairman.
- SECTION 9** The Historian shall: a) be responsible for organizing newspaper clippings, photos, exhibit programs, project and workshop information, and other similar materials documenting the Guild's history and activities into a scrapbook format; and,  
b) update this scrapbook in a timely manner and make it available to Guild officers and members when requested.

### ARTICLE VII Nominations and Elections

- SECTION 1** The Nominating Committee shall consist of three members: one member appointed by the Guild Chairman and one member by the Executive Board, both of these appointments to be made before the February meeting. A third member to be nominated and elected by the members present at the February meeting. The member appointed by the Guild Chairman shall act as chairman.
- SECTION 2** The Nominating Committee shall present a slate of candidates for the offices of Guild Chairman, Vice Chairman, Secretary and Treasurer at the March meeting. Nominations may also be taken from the floor before the election in April.
- SECTION 3** Assignments may be made by the Nominating Committee with the approval of the Executive Board, allocating responsibility for the following activities: Hospitality, Publicity, Librarian, Newsletter and other assignments as may be necessary.
- SECTION 4** No member may have more than one vote, and no voting by proxy is allowed.

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### **ARTICLE VIII** **Meetings**

- SECTION 1** The regular meetings shall be held on the first Monday of each month from October through May unless otherwise indicated.
- SECTION 2** The election of officers shall be held in April.
- SECTION 3** Twenty-five percent (25%) of Guild members shall constitute a quorum at any regular meeting.

### **ARTICLE IX** **Executive Board**

- SECTION 1** The elected officers of the Guild and special appointments, along with a representative of each special interest group (weaving, quilting, knitting, embroidery, basketry, etc.) shall constitute the Executive Board.
- SECTION 2** The Executive Board shall meet on call by the Guild Chairman, or any two members of the Board, for the consideration of special matters between regular Guild meetings.
- SECTION 3** Thirty percent (30%) of the Board members shall constitute a quorum for the Executive Board meetings.
- SECTION 4** No member may have more than one vote, and no voting by proxy is allowed.

### **ARTICLE X** **Parliamentary Authority**

The rules contained in "Roberts Rules of Order Newly Revised" shall govern the proceedings of this Guild in all cases not covered by these bylaws.

### **ARTICLE XI** **Amendments**

These bylaws may be altered, amended or repealed in whole or in part at any regular or special meeting of the Guild by a two-thirds vote of the members present and voting, providing the action proposed to be taken shall have been presented in writing in the Newsletter and read to the members present at a previous regular meeting.

### **ARTICLE XII** **Dissolution**

Upon dissolution of the Guild, the officers shall, after paying or making provision for the payment of all of the liabilities of the Guild, dispose of all of the assets of the Guild to a non-profit organization chosen by the Executive Board.

### **ARTICLE XIII** **Standing Rules**

Standing rules (do not relate to parliamentary procedure as in Article XI, Amendments, above) may be adopted by majority vote of the members, amended by 2/3 vote or suspended by majority vote at any time without previous notice.

1. Honorariums: Presenters and speakers will be reimbursed at the discretion of the Chairperson(s) or the Executive Board. Guild members may charge fees for their Fiberarts Guild workshops. (Adopted May 2018)
2. Dual Household Memberships: Two or more members living within the same household shall not be charged full membership dues for each member. One full membership dues will be collected from each household plus one dollar for each additional member. For this purpose "household" is defined as those living in the same house. (Adopted May 2005)
3. Charity Items Postage: Shipping cost for donations to charity will be paid by the Guild. (Adopted April 2006)
4. Meeting Scheduling: The Chair may change scheduling of the General Meeting to accommodate events that may greatly reduce attendance. These include federal holidays, other holidays, prominent local events, extreme weather and any other consideration at the discretion of the Chair. [Adopted May 2018]
5. Remembrances: The Hospitality Chairman in addition to sending cards in cases of illness or death shall arrange for a suitable remembrance such as flowers, plant or charitable donation to the immediate family. Board approval for request and cost are required. (Adopted December 2020)

Revised 12-7-2020