

**LANGLEY WEAVERS' & SPINNERS' GUILD
(1978)**

**CONSTITUTION & BY-LAWS
(Revised 2017)**

ORIGIN

In order to foster the development of weaving and spinning in Langley, the Langley Arts Council supported the founding of the Langley Weavers' and Spinners' Guild with moral and financial aid and the initial purchase of equipment. In subsequent years, the Langley Arts Council has continued to support the Guild in many ways. Through the aid of Provincial grants, the Guild has been able to add to their equipment inventory.

ARTICLE I - NAME

The organization shall be known and designated as "The Langley Weavers' and Spinners' Guild and shall be a non-profit organization.

ARTICLE II - OBJECTIVES

The objectives of the Guild shall be:

1. Under the auspices of the Langley Arts Council, to promote, encourage and improve the art and craft of weaving, spinning, and dyeing and to offer classes and demonstrations of these crafts to the community.
2. To provide an opportunity for the sharing of knowledge, skill and ideas among the members.
3. To emphasize the importance of achieving and maintaining the highest possible standards of excellence in all work.
4. To collect current literature and other material relating to the art and craft of weaving, spinning and dyeing and to make these available to all members of the Guild through the Guild library.
5. To strive to be self-sustaining.

BY-LAWS

ARTICLE I - MEMBERSHIP

There shall be two classes of membership:

1. Active Members: who shall receive the Guild newsletter, have access to all meetings and programs with full voting privileges and who may participate in intra-Guild exhibitions, workshops, competitions and/or sales, and who are entitled to use the library and to rent equipment.

2. Student Members:

Student Members is defined as 25 years old and under, in high school or post secondary education with a valid Student ID. Student Members shall receive the Guild newsletter, have access to all meetings and programs with full voting privileges and who may participate in intra-Guild exhibitions, workshops, competitions and/or sales, and who are entitled to use the library and to rent equipment.

ARTICLE II - DUES

1. A schedule of fees for the two classes of members shall be drawn up by the Executive and presented to the membership for approval. With approval of the membership, this schedule may be altered from time to time as required.
2. Membership fees shall be due and payable at the Annual General Meeting of each year.
3. Members whose fees have not been paid by the September General Meeting in any year shall be considered delinquent.
4. Such delinquent members shall no longer be considered Members.

ARTICLE III - OFFICERS

1. The elected Executive shall be made up of the following: President, Vice President, Secretary, Treasurer, Immediate Past-President, Program Committee Director, Standards & Jury Director, Education Committee Director, Scholarship Committee Director and Artisan Sale Committee Director.
2. The Executive is authorized to create such ad hoc committees as may, from time to time, be required.
3. The *President* shall be chief executive officer of the Guild and shall supervise and have the responsibility for the management of the affairs and business of the Guild in accordance with the rules and guidelines as laid down in the Constitution and By-Laws. The President shall preside at all meetings of the Guild and shall be an ex-officio member of all committees of the Guild. The President shall represent, or cause the Guild to be represented, at the Langley Arts Council meetings and such other meetings as may be required.
4. The *Vice President* shall assume the duties of the President during any absences and will represent the Executive on any ad hoc committees.
5. The *Secretary* shall take minutes of all activities at each general meeting and at each Executive meeting and shall attend to all correspondence.
6. The *Treasurer* shall be responsible for all dues and receipts from any source, all of which shall be deposited in a chartered bank, and all cheques for the payment of money shall be signed by any two of the following: President, Vice President, Secretary or Treasurer. The books shall be audited annually by a qualified accountant or by a committee approved by the Executive. A copy of the annual financial statement shall be available to all members.
7. The *Immediate Past President* shall be the Chair of the Nominations Committee and the Constitution and By-Laws Committee and act as Parliamentarian. In the event the Immediate Past President is unable to perform such duties, an alternate shall be appointed by the Executive.
8. The *Program Committee Director* shall head and be responsible for a committee for planning programs of interest for general meetings.

9. The *Standards & Jury Committee Director* shall head and be responsible for a committee to have charge of exhibitions, displays and sales and to jury all items submitted by members of the Guild for such events.
10. The *Education Committee Director* shall head and be responsible for a committee to have charge of workshops and classes.
11. The *Scholarship Committee Director* shall head and be responsible for a committee to have charge of the Scholarship fund including the award of Guild funds to successful applicants according to the guidelines set forth in the Standing Rules.
12. The *Artisan Sale Committee Director* shall head and be responsible for a committee to have charge of organizing the annual Guild sponsored Artisan Sale.
13. For the continuance and maintenance of the Guild, the Executive shall be empowered, without prior approval of the general membership, to transact such financial matters as are necessary within a limit of 10% of the bank balance of the Guild.
14. A quorum at any meeting of the Executive shall be two-thirds and a majority of those present shall prevail.
15. The first Executive meeting after the Annual General Meeting shall be called by the retiring President as soon as possible and shall be a joint meeting of the retiring and the newly elected officers.
16. If any elected officer resigns during their term, the position shall be filled by appointment of the Executive.

ARTICLE IV – APPOINTED CHAIRPERSONS

The following Chairpersons shall be appointed by and under the directorship of the Executive: Equipment & Rentals, Librarian, Membership, Newsletter, Telephone, and Sunshine & Social.

ARTICLE V – ELECTIONS

1. Elections shall be held at the Annual General Meeting in May of each year, or at the pleasure of the President, the Executive Committee concurring.
2. The Nominations Committee shall be chaired by the Immediate Past-President or alternate and shall consist of three Active Members.
3. Two months prior to the Annual General Meeting, all Active Members shall be advised that they may nominate for office any Active Member in good standing and that nominations may be made to the Nominations Committee Chairman.
4. The Nominations Committee shall contact all persons who have been nominated in order to obtain their consent to stand for election and shall then draw up a slate of such Active Members in good standing who are willing to stand for election, and submit this to the Membership for a vote at the Annual General Meeting.
5. Additional nominations may be made from the floor at the Annual General meeting and any Active Member in good standing may be nominated, provided that such person nominated is willing to serve.
6. Voting shall be by written ballot, or by show of hands, to be decided by the Active Membership at the Annual General Meeting.
7. Officers of the Guild shall take office at the conclusion of the Annual General Meeting and shall hold office for a one-year term. Re-election to a second term is permitted but no one shall be eligible for election again to the same office until after an interval of one year. An exception to this limitation may be made if no other candidate is standing for the office, with the approval of the Active Membership.

ARTICLE VI – MEETINGS

1. The Annual General Meeting shall be held in May of each year, or at the pleasure of the President, the Executive Committee concurring. Announcement of the date of the Annual General Meeting shall be made to the Active Membership two months prior to the meeting date.
2. A General Meeting shall be held monthly, with the exception of the months of July, August and December.
3. A special General Meeting may be called at any time at the discretion of the President.
4. At any meeting, a resolution put to the vote of the meeting shall be decided on a show of hands or by a written ballot.
5. In case of an equality of votes, the Chairman of the meeting shall be the tiebreaker.
6. A quorum at all General Meetings shall consist of 25% of the Active Members recorded as paid up members as of the date of the General Meeting.
7. Executive Meetings may be called at the discretion of the President or at the request of any Executive Members.

ARTICLE VII – DISSOLUTION

In the event that the Guild Membership drops below eight Active Members, the equipment and other assets of the Guild will revert to the Langley Arts Council and the Guild will be dissolved. This provision shall be unalterable unless altered by a 75% vote of the Active Membership and approved by the Langley Arts Council.

ARTICLE VIII – AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended, altered, added to, changed or repealed in whole or in part and new By-Laws adopted in lieu of all or any part thereof by a 75% vote of the Active Members present at any General Meeting after having been presented in writing and read at on meeting prior to voting.

STANDING RULES

- All Committees shall be appointed with the approval of the Executive.

1. Program Committee

Shall consist of:

- The Director who has been elected by the Active Members of the Guild.
- An appointed committee.

Duties shall be:

- To maintain contact with Guild Members at all times to determine program possibilities.
- To endeavor to offer programs conducted by Guild Members
- To endeavor to offer programs conducted by craftspeople outside of the Guild.

2. Standards and Jury Committee

Shall consist of:

- The Director who has been elected by the Active Members of the Guild.
- An appointed committee of at least three members. Best efforts will be made to ensure that each discipline of the Guild is represented by at least one member.
- For the purposes of undertaking the duties listed below, a quorum shall be constituted of two-thirds of the members of the committee.

Duties shall be:

- To encourage members of the Guild to maintain the highest possible standards of excellence in all work.
- To jury all work submitted by members to Guild sponsored sales and exhibitions.
- To provide members with a critique of each piece of work submitted, if requested by the submitting member.
- To obtain a release from each member submitting work in a form absolving the Guild of any responsibility for the loss or damage of articles.

3. Education Committee

Shall consist of:

- The Director who has been elected by the Active Members of the Guild.
- An appointed committee

The duties of the Education Committee shall be:

- To obtain information regarding workshops available to Guild members for the ensuing year.
- To organize workshop information and present this to members.
- To maintain contact with workshop instructors with respect to their requirements and to provide workshop participants with written information as to such requirements.
- To set workshop fees where necessary and handle collection and disbursement of funds.
- To provide Guild members with information as to classes available from Guild instructors.
- To maintain a list of active Guild instructors.
- Together with the Equipment and Rental Chairperson, to be responsible for rental of Guild facilities and/or equipment for the purpose of conducting workshops and classes.

4. Scholarship Committee

Shall consist of:

- The Director who has been elected by the Active Members of the Guild.
- The members of the Executive Committee, along with at least one member of the Standards & Jury committee, all such members to represent a cross-section of many types of weaving, spinning, knitting, dyeing and felting.

The duties of the Scholarship Committee shall be:

- To set appropriate guidelines which shall be in writing and available to all members.
- To examine all applications for scholarship funds and interview each applicant.
- To recommend to the Executive the number of grants to be made, the amounts of the grants and the times of disbursement.
- To inform all applicants, successful and unsuccessful, in writing.

5. Artisan Sale Committee

Shall consist of:

- The Director who has been elected by the Active Members of the Guild.
- A selection of members at large to assume a variety of roles as determined by the Artisan Sale Director.

The duties of the Artisan Sale Committee shall be:

- To coordinate a team of Guild members who will organize all aspects of the annual Guild sponsored Artisan Sale from the recruitment of vendors through to the promotion, set-up and take down of the event.

6. Equipment Rental

Rates and policies for rental of equipment and Guild facilities shall be set by the Executive and approved by the Guild members. Implementation of such policies shall be under the jurisdictions of the appointed Equipment and Rental Chairperson.

7. Library

Rules and fines shall be set by the Executive and approved by the Guild members and made available to all members. Control of the Library shall be under the jurisdiction of the appointed Librarian.

8. Publicity

All publicity for the Guild must be referred to the Executive for approval prior to publication.

9. Rules & Regulations

A copy of the Constitution and By-laws shall be given to every member of the Guild.

10. Representation

No person may claim, either verbally or in writing, to represent the Guild unless authorized to do so in a written statement signed by the President and approved by the Executive. Guild stationery, rubber stamps, and labeling may not be used without permission of the Executive.

11. Guests

Guests may be invited to attend one meeting.

SCHOLARSHIP FUND PROGRAM

General

1. The purpose of the Scholarship Fund Program is to provide financial assistance. Financial *need* is not a consideration.
2. The objective of the program is to assist any member of the Guild in furthering his/her education in the arts of weaving, spinning, knitting, dyeing, felting or basketry.
3. Annually, a sum is allotted to the Scholarship Fund (guideline calculation of \$50 for every 10 Guild members). This sum will be reviewed annually and changed as necessary. It is also understood that the amount to be allotted will be dependent upon grant monies received from time to time.
4. The total amount in the Scholarship Fund in any one year may be allotted to one applicant, or the sum may be split and awarded to more than one applicant as recommended by the Scholarship Committee and approved by the Executive Committee.
5. At Guild fiscal year end, any monies not awarded shall either be added to the next year's Scholarship Fund or re-allocated to another revenue stream that will benefit the Guild in the area of education.

Administration/Scholarship Fund Committee

- A. Directors: The Scholarship Fund shall be administered by at least two Directors elected by the Active members of the Guild.
- B. Duties of the Directors:
 - a) Remind the Guild membership periodically via newsletter and at general meetings that scholarship funds are available to Guild members.
 - b) Once a member has indicated an interest in applying for a scholarship, a Director shall provide the interested candidate with an Application Form and a copy of the Scholarship Fund Application Information.
 - c) Upon receipt of an Application Form, the Directors will review the application. If the candidate or their work is unknown to the Directors, then this review may necessitate an interview with the candidate.
 - d) To keep the process as objective as possible, the Directors will not divulge the name of the candidate to the Executive until *after* the scholarship has been awarded. The Directors will advise the Executive Committee of all applications for Scholarship Funds and present their recommendations which will include the amount of money to be granted. The Executive Committee will then be called upon to vote (at the monthly Executive meeting) for approval of or denial of the request for funding.
 - e) The Scholarship Directors will then advise the candidate in writing as to the approval of or denial of the request for funding. Copies of this letter are forwarded to the Treasurer and to other Directors depending upon the method of Guild repayment that the candidate has chosen.
 - f) The Scholarship Directors submit to the Newsletter Editor an announcement advising the membership of successful applications and briefly outline the course the candidate will be taking and if predetermined, how the candidate intends to share the information/knowledge learned from the workshop.
- C. Unsuccessful applicants may re-apply during the year unless advised otherwise.

Applications

1. The Applicant must be an Active Member of the Guild. There shall be two classes of membership: Active Members and Associate Members. An Active Member is one who receives the Guild newsletter, has access to all meetings and programs with full voting privileges and who may participate in intra-Guild exhibitions, workshops, competitions and/or sales, and who are entitled to use the library and to rent equipment.
2. Applications for Scholarship Funds will not be considered for any courses already taken by the applicant i.e. Scholarship Funds must be pre-approved. Applications must be received by the Directors and approved by the Executive Committee *prior* to the applicant taking the course. Please note: Applications are considered at Executive Committee meetings (first Tuesday of each month except December, July and August).
3. Scholarship Funds are limited to the furthering of the Applicant's education in the arts of weaving, spinning, knitting, dyeing, felting or basketry.
4. To request Scholarship Funds, the Applicant must submit a Langley Weavers' & Spinners' Guild Scholarship Application Form (available from the Scholarship Fund Directors). Some of the information required to fill out (but not limited to) includes:
 - a) Title of the Workshop applicant wishes to attend.
 - b) Name of Workshop Instructor.
 - c) Workshop Date and Location
 - d) Amount of monies requested including a breakdown of expenses the applicant anticipates (workshop fees, materials fees, equipment rental) as well as any other pertinent information (photocopy of course outline if available).
 - e) Manner applicant intends to share the information/knowledge learned from the workshop.

Upon Course/Workshop Completion

1. The candidate will share the information/knowledge learned at the course/workshop by *one* of the following methods (as agreed to by the applicant and the Directors and approved of by the Executive Committee):
 - a) Provide a program/lecture at a General Guild meeting.
 - b) Provide a workshop for the Guild.
 - c) Provide a permanent written record to the Guild Library.
 - d) Provide a juried item (relative to their area of study) for the Artisan Sale door prize/silent auction.
 - e) Provide a program to the Langley Arts Council on behalf of the Langley Weavers' & Spinners' Guild.
 - f) Provide samples and notes (relative to their area of study) for the Newsletter.
 - g) Provide any other method of sharing agreed to with the Directors and approved by the Executive Committee.

The Directors are open to other suggestions for ways in which the candidate will share the information/knowledge learned at the workshop. These can be discussed with the Directors and then indicated on the Scholarship Application form for approval by the Executive Committee.

2. It is also understood that one of the above (a-g) is to be set up within a reasonable period of time, not to exceed 12 months from the date of the course completion.
3. Once a scholarship is awarded, if the **Recipient fails to attend or complete the course, it is the responsibility of the Recipient to ensure all monies are repaid to the Guild.** The Scholarship Directors will discuss with the Recipient how these monies will be repaid to the Guild to the satisfaction of the Executive Committee.