

BYLAWS OF COSW
Amended March 2015

- I. **NAME**
 - A. The name of this organization shall be CENTRAL OREGON SPINNER AND WEAVERS GUILD.
- II. **OBJECTS**
 - A. Its objects are to foster the arts of weaving and spinning and related fiber arts, to stimulate further interest in the crafts for those already engaged in them, and to stimulate interest in the crafts for others.
- III. **MEMBERSHIP**
 - A. The qualifications for membership shall be interest in the arts of spinning, weaving and/or related fiber arts.
 - B. Members may be instated by paying the currents year's dues.
- IV. **OFFICERS AND BOARD OF DIRECTORS**
 - A. The officers of Central Oregon Spinners and Weavers Guild shall be President (or co-president), Vice President, Program Chair (or co-chair), Secretary (or co-secretary) and Treasurer.
 - B. All officers shall be elected in November to serve two years.
 - C. The President and Vice President shall be elected in alternate years. These officers and the committee chairs shall constitute the Board of Directors.
- V. **DUTIES OF OFFICERS AND BOARD DIRECTORS**
 - A. The control and management of the Central Oregon Spinners and Weavers Guild shall be vested in the Board of Directors subject to the by-laws and approval of the members.
 - B. The Board of Directors shall direct the policy of the Guild.
 - C. It shall be the duty of the President (or Co-president) to preside at all meetings of the Guild and of the Board of Directors and to be an ex-officio member of all committees.
 - D. The President shall appoint all chairmen of standing and special committees. These chairmen shall serve on the Board of Directors.
 - E. In the absence of the President (or both Co-Presidents) the Vice President will preside.
 - F. The Program Chair shall arrange for all meeting programs and for workshops or extra programs as desired.
 - G. The Secretary shall keep the minutes of all business meeting of the Guild, and shall notify and instruct all committees as needed.
 - H. The Treasurer shall be custodian of the Guild funds, keep books of accounts, pay bills and make a report when called upon.
 - I. Specific duties of officers and board members shall be stated in the job description outline.
 - J. Prepare an annual budget and submit to the membership at the first meeting of the Guild year.
 - K. Appoint an Audit Committee to examine the Treasurer's books at the end of his/hers term of office or every two years, whichever occurs first. The Audit Committee shall report its findings to the Board of Directors prior to adoption of the budget.
- VI. **DUES (payable January 1st of each year)**
 - A. The annual dues of the Central Oregon Spinners' and Weavers' shall be set by The Board

of Directors annually based upon budgetary needs of the organization.

- B. The annual dues are due by January 1st and are payable by mail or at the February meeting. Members failing to pay dues at or before the February meeting will be dropped, but upon payment of the current year's dues will be reinstated.
- C. Special cases are eligible for reduced dues based on determination by the Board of Directors of merit in a particular case.
- D. Prospective members may attend two Guild meetings prior to joining the Guild as active members.
- E. Members joining the Guild during the months of January to July shall pay regular annual dues.
- F. New members joining after July will pay a prorated fee per month for the remainder of the year.

VII. MEETINGS

- A. Central Oregon Spinners' and Weavers' Guild will meet monthly February through November but may hold other activities during the months of December and January as agreed by members.
- B. The meetings of the Board of Directors will be held in January and at least one other time during the year.
- C. The Guild year shall be from January through December with meetings not normally scheduled for December and January.
- D. Special interest groups will meet monthly or as scheduled.

VIII. NOMINATIONS AND ELECTIONS

- A. The nominating committee for officers to be elected at the November meeting shall nominate at least one candidate for President (or two for Co-presidents), one candidate for program chair (or two Co-chairman), one candidate for Secretary, one for Treasurer). One candidate for Vice President shall be nominated every other year.
- B. The nominating committee shall report at the November meeting.
- C. Additional nominations may be made from the floor.
- D. If there is more than one-candidate for any office, voting shall be by secret ballot.
- E. The candidate receiving the greatest number of votes shall be declared duly elected to the office.
- F. The officers shall be elected at the November meeting and take office as of January 1st.

IX. AMENDMENTS

- A. These By-laws may be amended at any regular meeting. Proposed changes shall be announced in the newsletter preceding the meeting at which the vote will occur. A two-thirds vote of those present shall be required.

PARLIMENTARY AUTHORITY: All meetings shall be governed by Robert's Rules of Order, where not covered by the By-laws of the Guild.