

Article I. Name

The name of the organization shall be the Charlotte Region Arts Fibers & Textiles Guild (CRAFT Guild). The Charlotte Region Arts Fibers & Textiles Guild is based in Charlotte, North Carolina. The guild was founded in 2021 by nine women who all share the love of creating things with their hands. The group consists of crafters of all skill levels, but all share a common interest: to learn new techniques, share ideas, and form new friendships.

Article II. Purpose

To promote & foster interest in fiber and textile arts through educational opportunities, community outreach & charitable endeavors.

Article III. Membership

Section 1. Eligibility

- a. All individuals interested in the art and skills development of handheld crafts are eligible for membership.
- b. Membership in the organization shall be limited to dues-paying members.
- c. Non-members are invited to attend one Guild meeting, after which they are requested to become a member for continued attendance.

Section 2. Membership Dues

- a. Membership dues are determined by the executive board and shall be payable at the May Guild meeting.
- b. New members joining in the middle of the dues cycle (November through April) may be eligible for a prorated rate, to be determined by the Executive Board.

Section 3. Rights & Responsibilities of Members

- a. Dues-paying members are entitled to vote on all issues presented at Guild meetings.
- b. Members shall have access to a copy of the by-laws and a membership roster of members who have opted in.
- c. Members are expected to participate in activities that support the Guild's mission, as determined annually by the Executive Board.
- d. All dues-paying members are entitled to serve on Guild committees and in other non-Officer leadership roles, as determined by the Executive Board. (See Article VI, Section 2a for eligibility requirements for Officer roles.)

Article IV. Executive Board

Section 1. The officers of this organization shall be an Executive Director with general oversight of the President, Vice President, Treasurer, and Secretary, Committee Liaison and they will make up the Executive Board.

Section 2. These officers, except for the Executive Director, shall be elected by ballot and shall serve for a term of one year without compensation of any form. No individual, except for the Executive Director, is permitted to hold the same officer position for more than

two (2) consecutive years. In the case that a new nominee has not been presented and accepted, a current officer may remain in place until the next voting cycle.

- a. Outgoing officers shall mentor incoming officers as needed for up to 3 months after elections. In the event an officer cannot mentor an incoming position, the Executive Director shall assume the role of mentor as needed.

Section 3. The Executive Board will be responsible for preparing an annual budget, to be presented to the membership for a vote at the February Guild meeting.

Section 4. The Executive Board shall determine annual member dues and expectations for member participation and announce these to the general guild membership by the March Guild meeting. Dues and participation expectations will be in effect for the following dues cycle, beginning in May.

Article V. Duties of the Officers

Section 1. The Executive Director shall have the following duties:

- a. Tie breaker
- b. General oversight
- c. Veto power

Section 2. The President shall have the following duties:

- a. Be the primary contact person and spokesperson of the guild.
- b. Open and close the meeting hall.
- c. Plan open, oversee, and close the member and business meetings.
- d. Prepare an address for the newsletter each month.
- e. Be an ex-officio member to all the committees.

Section 3. The Vice President shall have the following duties:

- a. Oversee the duties of the President in the absence or unavailability of the President.
- b. maintain and update the member packets and maintain the membership roster.
- c. Assist the President as needed.
- d. maintain a webpage and co-ordinate with other officers for the inclusion of items to post on the webpage.

Section 4. The Secretary shall have the following duties:

- a. Keep accurate records of the business meetings.
- b. Maintain by-laws for the guild.
- c. Be responsible for guild correspondence.

Section 5. The Treasurer shall have the following duties:

- a. Maintain financial records for the guild.
- b. Provide a financial report of all bank accounts at each general meeting.
- c. Present at the end of the term a detailed report of the year's books.

- d. Have a Committee of 2-3 guild members who can review the books for an internal audit on an annual basis and completed by end of February each year.

Section 6: The Committee Liaison shall have the following duties:

- a. Spokesperson / liaison / lobbyist
- b. Bring committee requests to treasurer
- c. Accountabilibuddy
- d. Maintains that Guild committees are providing regular activities and events for member participation, in alignment with our mission statement.

Article VI. Executive Board Nominating Process

Section 1: Any eligible guild member may nominate themselves or another eligible guild member for an officer position. There will be 3 distinct levels of the voting process with dates and times to be determined by the current board. The process will include nomination, seconding, and voting. Nominations and seconding should occur at least one meeting, or month, in advance of the voting so that a campaign may be run if desired.

- a. Eligible = a member in good standing as outlined below:
 - Has attended at least 9 of the 12 annual meetings, or 75% of meetings since their joining month.
 - Has participated in at least one committee or non-Officer leadership role in the past year.

Section 2. The Executive Board shall present a slate of candidates at the Guild meeting in October for voting by the general membership.

- a. Nominations shall be taken from the floor, with prior approval by the nominee, during the October meeting.
- b. Voting will be conducted at the October meeting.

Section 3. Officers elected in office shall be installed in the November meeting and will conduct the January general meeting.

Section 4. Incoming and outgoing executive boards will meet to transition duties and the new board conducts the January meeting.

Article VII. Guild Meetings

Section 1. The Executive Board is expected to communicate or meet at least once month separate from monthly Guild meetings

Section 2: Guild meetings will take place once a month at a set location and time per calendar year, as determined by the Executive Board per term. Informal meetings will be decided at each regular Guild meeting as needed.

Section 3. For voting purposes,

- a. Members shall receive at least three days' notice regarding issues that will be voted on at that month's Guild meeting.
- b. Members shall be entitled to vote virtually prior to the Guild meeting or in person during the meeting, handled by the secretary.
- c. The result of Guild votes shall be determined by the end of the Guild meeting at which a given issue was presented. The result of each Guild vote shall be determined by a majority of votes cast, virtually and in person, by the conclusion of the given Guild meeting.

Article IX. Revisions/Amendments to By-Laws

These by-laws will be reviewed by the Executive Board each year before the March general meeting to determine if any changes need to be made to the by-laws or dues structure. The changes will be voted upon at the March general meeting after all members have been advised of the proposed changes.

Article X. Dissolution

Upon dissolution of the organization, by the Executive Board, with the consent of a quorum of members at a regular business meeting, the Executive board shall pay or make provisions for payment, all the liabilities of the organization, using organizational funds to settle all accounts.

The Executive Board shall dispose of all assets of the (name) Guild to charitable or educational organizations provided they qualify as an exempt organization under Section 501c(3) of the Internal Revenue Code of 1976

Adopted **XX/XX/XXXX**