

Bylaws, Rules and Guidelines -- 2023

ARTICLE I NAME:

The name shall be the Columbia Basin Basketry Guild.

ARTICLE II PURPOSE:

The purpose of this Guild is to preserve, promote, and teach the art and appreciation of basketry.

ARTICLE III MEMBERSHIP:

Section 1: Membership shall consist of anyone interested in basketry.

Section 2: A member in good standing is one who paid dues and abides by the By-Laws.

Section 3: Only a member in good standing may vote and enjoy privileges and hold office.

ARTICLE IV DUES:

Section 1: The board shall set dues rates for the following membership categories: Individual, Family, and Business.

Section 2: Non-payment of dues by March 1st will forfeit membership.

ARTICLE V FISCAL YEAR:

The fiscal year shall be from January 1 through December 31 of each calendar year.

ARTICLE VI OFFICERS:

Section 1: Officers of the Guild shall consist of President, Liaison Vice President, Internal Vice President, Recording Secretary, Treasurer, Parliamentarian, and Past President.

Section 2: Duties of officers:

A. President:

1. Presides over all meetings and directs the business of the Guild.
2. Serves for 1 year beginning in January of each year.
3. Creates and appoints committees as are necessary.
4. Serves as an ex-officio member of all committees.
5. Serves as an officer (Past President) in an advisory capacity for one year following the term served.

B. Liaison Vice President:

1. Be primary source of communication with the Multnomah Arts Center.
2. Schedule and oversee Multnomah Arts Center room use and be responsible for keys.

C. Internal Vice President:

1. Presides in the absence of the President.
2. Shall be willing to assume presidency in the next election.
3. Serves as an ex-officio member of all committees.



D. Recording Secretary:

Shall keep records of all Board meetings.

F. Treasurer:

1. Shall deposit all funds promptly in the bank.
2. Keep accurate records of all receipts and disbursements.
3. Disburse funds upon authorization of the Board.
4. Present written itemized reports of all financial transactions at such times as are requested.
5. Treasurer's books shall be audited when requested by the Board of Directors and finance committee.

G. Parliamentarian:

1. Shall advise the presiding officer on points of parliamentary procedure.
2. Shall give similar advice to the membership and the Board of Directors when they request it.
3. Shall be chairperson of the nominating committee.

Section 3: Officers of the Guild and the Board of Director's members shall be elected at the November General membership meeting.

ARTICLE VII BOARD OF DIRECTORS:

Section 1: The Board of Directors shall consist of those elected officers, three Board Members elected by the membership, and the chairs of the standing committees.

Section 2: Elected Board members shall serve for a term of three years.

A. Initially, one Board member shall serve for one year, one to serve for two years, and one to serve for three years. Position shall be determined at the time of the election. Subsequently, each shall serve for a three year term. One Board member is to be elected annually.

Section 3: The Board of Directors shall guide the Guild according to the By-Laws and purpose.

Section 4: The Board of Directors will hold Board meetings as necessary to conduct the business and plan activities.

Section 5: In addition to planning and directing activities of the Guild, the Board of Directors shall ensure the solvency of the Guild, exercise prudence in expenditures of the Guild, and will explore all suitable possibilities to meet the purposes and objectives of the Guild.

Section 6: Elected Board of Directors shall have voting privileges at Board of Directors meetings.

Section 7: A. Each Board Member shall chair one of the standing committees each year they are on the Board of Directors.

B. The President shall assign standing committee chair positions after consultation with the elected Board Members and Chairs shall be approved by a simple majority vote of the Board of Directors.

ARTICLE VIII COMMITTEES

Section 1: The standing committees will be, but not limited to: 4th Monday Mini-classes, Basic Basket Techniques, Curatorial, Finance, Gallery Shows, Gatherings, Library, Membership, Newsletter, Outreach, Programs, Retreat, Ways & Means, Website, Willow, and Workshops

Section 2: Committee chairs shall be appointed by the President for a one year term, subject to approval by a simple majority vote of the Board of Directors.

Section 3: It shall be the function of committees to investigate and recommend to the Board. No committee shall have the power to commit the Guild on any matter of general policy, including financial responsibility.

Section 4: Duties:

- A. The 4th Monday Mini-class committee shall organize, publicize, and facilitate 4th Monday Mini-classes.
- B. The Curatorial Committee aids museums and collectors in identifying and caring for baskets in their collections.
- C. The Finance Committee shall be an advisory group to the Board of Directors and shall prepare and present a budget for the Guild annually, and shall work with the Treasurer in the preparation and presentation of such reports as are requested by the Board of Directors and shall prepare and present an audit annually.
- D. The Gathering Committee shall organize, publicize, and facilitate the gathering of basketry material.
- E. The Library Committee shall maintain the collection of books and other resource materials that have been acquired by the guild.
- F. The Membership Committee shall be responsible for keeping an up-to-date membership list including all formats and options as necessary; keeping membership informed of their status; answering all membership inquiries; and producing and distributing annual directories.
- G. The Newsletter Committee shall see that a newsletter is prepared and distributed to all members 11 times a year, consisting of articles and information of interest to the membership.
- H. The Outreach Committee will be responsible for organizing, publicizing, and facilitating demonstrations.
- I. The Program Committee shall arrange for a monthly program.
- J. The Retreat Committee shall organize, publicize, and facilitate retreats.
- K. The Ways & Means Committee shall coordinate the purchase and sale of merchandise for the purpose of serving members.
- L. The Website Committee shall design and regularly update the Guild website.
- M. The Workshop Committee shall organize, publicize, and facilitate workshops.
- N. The Willow Committee shall be responsible for managing the relationship with Our Table Cooperative where the CBBG willow plot is located. This will include communication and

coordination with Our Table, organizing, publicizing, and facilitating weeding, watering, harvesting, storing willow; and working with workshop committee to provide willow classes.

- O. The Basic Basket Techniques Committee shall be responsible for developing and offering introductory workshops.
- P. The Gallery Show Committee shall identify venues and opportunities to exhibit members' works, and plan and conduct the exhibitions and shows.

ARTICLE IX AMENDMENTS:

Section 1: The amendments for consideration must be presented in writing to the President for discussion one month prior to voting.

Section 2: The By-Laws may be amended after being published in the newsletter and being approved by 2/3 of the membership present at any regularly called General meeting with three (3) officers present.

Section 3: By-Laws should be reviewed annually and revised when necessary.

ARTICLE X RULES OF ORDER:

Section 1: The parliamentary authority governing the Guild meeting shall be *Sturgis: Standard Code of Parliamentary Procedure*, Third Edition, Revised, 1988.

ARTICLE XI STANDING RULES:

Section 1: Standing Rules shall be instituted as necessary to enable the Guild to function effectively.

Section 2: Standing Rules may be amended at any regular meeting by a majority of the members present.

ARTICLE XII DISTRIBUTION OF ASSETS:

Section 1: In the event of liquidation or dissolution of the Corporation, whether voluntary, involuntary, or by operation of law, or when authorized by written consent by the Directors in office, the Directors of the Corporation shall distribute the total net assets of the Corporation to the Northwest Basket Weavers. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of the organization shall be distributed to a basket-related fund, foundation or organization which is organized and operated exclusively for the purpose specified in section 501(c) (3) of the Internal Revenue code.

Standing Rules

KEY: first two digits = year; second two digits = number

- 89.01 General meetings shall be held the third Thursday of each month. Social time will begin at 6:30 pm, meeting called to order at 7:00 pm. (11/5/89, revised 5/1/94 and 5/27/00)
- 90.01 Family membership will be \$5 extra for each additional member. (1/27/90)
- 90.02 Newsletter advertising fees shall be as follows: Business card size = **\$6** per issue, or **\$65** yearly. Double business card size = **\$15** per issue or **\$110 per year**. One-half page = **\$30** per issue. Full page = **\$50** per issue. (1/27/90, revised 4/23/95, 11/2/20)
- 90.03 Business membership is **\$40** per year and includes a business card size ad in the Directory and allows access to the mailing list. (1/27/90; revised 4/23/95, 6/6/05, 11/2/19)
- 90.04 A Directory shall be published in time to be distributed at the May meeting with a membership inclusion cut-off date of the March General meeting. (1/27/90, revised 5/1/94 and 4/23/95)
- 90.06 Minutes of the Executive meeting will be published in the next issue of the Newsletter. (1/27/90)
- 90.07 Chairpersons of the standing committees may submit to the President, prior to the Executive meeting, any report or information pertaining to the function of their committee. (2/24/90, revised 4/23/95)
- 90.09 Newsletter advertisements, when submitted, shall be camera-ready and accompanied by payment and are subject to approval of the newsletter editor. (2/24/90)
- 90.10 The Treasurer shall report the incoming and outgoing monies and new balance of the treasury at each Executive meeting. (9/29/90)
- 90.11 All meetings, events, and classes will be canceled in case of bad weather if Portland Public Schools are closed. (11/17/90, revised 11/5/18)
- 90.12 Guild members shall have priority for all Guild sponsored workshops. (11/27/90)
Nonmembers shall pay a \$30 fee (\$15 for July thru Dec) above the member rate for a workshop, special event, or special program. This fee would entitle nonmember participants to Guild membership, if desired. (4/91, revised 4/23/95, 4/6/98, 6/6/05, 11/2/20)
- 90.13 Payments for classes/workshops, received on a first-come basis, will secure a member's place and are not refundable unless (a) the class is canceled, (b) the class is full and another member is able to take the place of the canceling member, or (c) at the discretion of the class/workshop chairperson for special circumstances. Basket Day materials fees are refundable if class is canceled. (11/27/90, revised 4/23/95 and 7/7/14)
- 91.03 Class information will be displayed at General meetings. Separate areas will be established for Show and Tell Sharing, Class Information, and Sale items. (10/14/91, revised 5/1/94 and 4/23/95)
- 92.01 A minimum fee of \$10 shall be charged for each member attending a gathering. This fee shall be in addition to any actual fees such as permits for costs of the event (5/4/92, revised 5/1/94, 6/6/05, and 1/6/20)

- 92.02 A member housing a guest teacher/lecturer shall be reimbursed \$50 per class day. Should an out-of-area instructor choose to purchase her own accommodations, CBBG will consider adding \$50 per class day to her compensation package. (7/6/92, revised 4/23/95, and 11/2/20)
- 94.01 At the end of the year, any amount of money in the Guild checking account over \$3000 will be placed in the Guild savings account. (2/7/94, revised 11/18/2010)
- 94.04 The Guild newsletter, "*The Ultimate Weft*," will be mailed by the 27th of each month. (5/1/94)
- 06.01 Retreat Committee members will receive one free class (excluding materials fee) at the Retreat. (10/2/2006; revised 7/7/14, 3/6/19)
- 13.01 The Treasurer shall prepare an annual financial report including a summary of expenses, income, assets and liabilities to be presented to members at the February general membership meeting. (2/4/13)
- 14.01 The President shall be a co-signer on the guild's bank account. (7/7/14)
- 15.01 At the end of the year, 10% of any surplus will be assigned to the scholarship fund. (6/1/2015)
- 15.02 Two scholarship programs are established: "You Deserve Credit" for anyone who has ever volunteered with the Guild for any purpose; and a retreat scholarship award, open to any member. Both programs are especially for those who need some financial assistance. The board will set the amount and number of awards as part of its annual budget. Funds raised from sales of donated items at meetings, other donations, and from the general operating budget may support the scholarship programs. (6/1/2015)
- 15.03 An Archives Committee is formed. Position responsible for managing the Guild historical records, including volunteer forms, and the store room. (11/2/2015)
- 17.01 A Willow Committee is formed. Position is responsible for managing relationship with Our Table Cooperative where the CBBG willow plot is growing. (5/1/2017)
- 20.01 The board adopts the following statement of inclusion: "The Columbia Basin Basketry Guild welcomes all, regardless of your age, race, abilities, sexual orientation, religion, gender. You are welcome as member, participant, observer, and leader." (9/14/20)

Teacher's Assistant (As approved by the CBBG Board June, 2017)

The Guild will compensate one teacher's assistant under certain circumstances at a rate to be determined by the board.

A teacher may request that an assistant be compensated when one or more of the circumstances below apply. The committee chair (4th Mondays, Outreach, Basket Day) must approve the arrangement and notify the Treasurer at least one day before the class begins.

- The technique(s) being taught is complex and/or the majority of students are beginners
- The class size is larger than the teacher prefers (for example, the teacher agrees to 8, but the Guild wants her to teach 12)
- The teacher brings special expertise, but has physical limitations

When to Attribute your Work; When to Get Permission from your Teacher (As approved by the CBBG Board, Nov.2017)

Basket making is learned largely through watching and doing. It is always appropriate to acknowledge your teacher(s).

CBBG presumes that, when someone teaches a technique, especially in a class, they expect the student to use the technique in her/his future weaving. However, when you reproduce a particular technique in combination with the material and the design that you learned from another person, or when you make a piece from another's pattern, you should credit the source. This is especially important when the project represents the traditions of another culture.

When you want to reproduce, or closely copy, and teach the same technique/material/design combination that you learned from another person, you should secure permission from them. This is always appropriate, and essential when the project represents the traditions and practices of another culture. You will want to clarify – for yourself and for CBBG –

- Whom you may teach
- With what materials (some materials are thought to be special or even sacred among some cultures)
- If you may be compensated
- And what, if any, acknowledgement your teacher should receive in promotional material and at the class

Multnomah Arts Center Rules for Use (As approved by the CBBG Board, Feb. 1998)

1. Those wishing to use the facilities for Guild business must first contact the CBBG Liaison Vice President who will schedule that use with the Multnomah Arts Center. (Revised 5/00; revised 11/5/2018))
2. A record of attendance for each separate class must be kept and given to the CBBG President. This means numbers of people, not names. This record is given to the Multnomah Arts Center.
3. Cancelling classes/meetings. The Multnomah Arts Center must be notified in ADVANCE of any meeting, class or workshop cancellation, when the Center is closed for a snow day. Teachers are responsible for contacting the CBBG Liaison Vice President who will notify the Multnomah Arts Center. If the CBBG Liaison Vice President cannot be reached, the teacher is to call the Multnomah Arts Center (503/823-2787) and speak with the rental coordinator. If that person is unavailable then the teacher must leave a message with the front desk about the cancellation. (Revised 5/00; revised 7/7/2014)
5. The room used for classes/meetings must be returned to the original arrangement at the end of each class/meeting time. This means chair and table placement. CBBG will be charged for labor if this is not done.
6. The room used must also be cleaned up or we are charged cleanup fees. So sweep up those scraps! The broom closet is to the left of the vending machines. Our tenant key opens it. Otherwise, ask for a broom at the front desk.
7. All windows and doors must be closed and lights turned off before leaving a room after a class.
8. Do not change location of rooms without Multnomah Arts Center permission or we will be charged extra.

9. Classes must be out of the room at the scheduled time if the room is rented to another group. If classes run over the teacher must tell the Liaison VP who will then see that MAC is reimbursed at the regular rate for the extra time. Revised 7/7/2014)
10. Nothing may be left in the Multnomah Arts Center classrooms overnight without explicit permission from the center staff

4th Monday Mini-class Guidelines (Revised 5/2000; updated 11/5/2018)

This Guild-sponsored activity meets the 4th Monday of most months from 6:30 to 9:30 pm.

Guild-paid leader/instructors choose the activity for the month and establish the materials fee to be charged, if any. -Each attendee will be charged a \$5 class fee payable to the Guild. -(Revised 7/7/2014)

The instructor proposes the activity and the 4th Monday Committee promotes it with a signup sheet and sample (if possible) at the General meeting, posting on the CBBG website and in the monthly newsletter. It is up to the discretion of the committee, in consultation with the instructor, to decide if there is sufficient interest to warrant holding the event. If the event is cancelled, the committee will notify those registered to let them know of the cancellation, as well as notify the Liaison Vice President to cancel the room rental and the CBBG Treasurer. (Revised 7/7/2014; revised 11/5/2018)

The materials fee is paid directly to the instructor.

The Multnomah Arts Center room must be returned to its original condition upon completion of the activity. This includes furniture arrangement and floor sweeping.

Sustainable, Honorable Gathering of Natural Materials (As approved by the CBBG Board, Jan. 2019)

CBBG advocates and strives to meet the spirit of Honorable Harvest as outlined by Robin Wall Kimmerer in her book *Braiding Sweetgrass*. Honorable Harvest is an indigenous practice and is governed by reciprocity, gratitude, and taking only what you need.

- We ask permission of landowners and jurisdictions and gather only when permitted.
- We never take the first. We never take the last. We never take the smallest. We never take the largest.
- We respect the gathering place and our gathering partners.
- We harvest in a way that minimizes harm.
- We take only what we need and leave the Earth beautiful.
- We use everything we gather.
- We share, as the Earth has shared with us.
- We are grateful and work to sustain our gathering places.

We encourage those new to gathering to identify a mentor from whom they can learn best gathering practices for the particular material(s) they wish to collect.

Grant Program ***Guidelines and Procedure (1998)***

Purpose: The stated purpose of the Columbia Basin Basketry Guild (CBBG) is to promote the study of basketry and to preserve the traditions of basketry. Many activities and endeavors may be utilized in the fulfilling of these purposes. To these ends, the CBBG has set aside certain monies for grants to members who wish to engage in such activities or endeavors to help accomplish these stated purposes.

Goals: The CBBG shall establish a fund of CBBG monies, and/or other monies, under the control and guidance of the Board of Directors, to be awarded annually to members of the CBBG who wish to engage as individuals in pursuit of those activities which shall be of benefit to the Guild, and to the individual Grantee.

Grant Committee: The president of the CBBG, with the approval of the Board of Directors, shall appoint a rotating committee of three CBBG members as a Grant Committee.

The committee shall:

- A. Establish such rules and regulations as are necessary and sufficient to carry out the purpose and goals of the Grant program.
- B. Receive and evaluate all applications for grants.
- C. Make recommendations to the Board of Directors for the awarding of grants.
- D. Exercise general supervision over the award process, the implementation of the project, and the required follow-up of the project to assure its timely conclusion, with the required reports delivered, approved, and filed.
- E. Report the progress of the Grant program to the Executive Committee and the Board of Directors in a timely manner, and at such other times as requested by the Executive Board.

Eligibility: Grants are available to anyone who has been a member in good standing of the CBBG for one year. Only one grant every three years will be awarded to any one individual. However, if no application is received in any one year, the application of a previous awardee may be considered by the Grant Committee.

Activities: Grant awards may be made for such activities as: attendance at lectures, seminars, workshops with hands-on or other experience, travel and/or study programs, research projects. Other specific activities relating to the Guild's purpose may also be included.

Application Procedure:

1. A completed grant application shall be submitted to the Grant committee.
2. A proposed budget for expenditure of award funds shall be submitted with the application, and is made a part of the application.
3. Examples of such expenditures may include, but not limited to: tuition, cost of materials, fees, travel, conference or participant registrations, per diem costs, and requirements for research or related projects. Be as specific as possible.

4. Expenses specifically excluded are expenses of teachers of workshops, and teaching at conferences/conventions.

Evaluation Criteria: The Grant Committee shall give priority to grant applications whose information and/or results will be of greatest value to the Guild, as well as to the individual guild member. The selection and amount of funding awarded to each grant will be determined by the Grant Committee, and approved by the Board of Directors.

Reporting of Results and Follow-Up Procedures: The recipient of each grant will provide, and state in the application, the methods or activities which will be used to report the results of the activity.

1. An article, and/or synopsis establishing the results of the project for publication in the Guild newsletter; OR
2. A written description or other documentation including, but not limited to, slides, photos, illustrations, models, artifacts, videos, or other audio/visual media, or inclusion in the Guild library; OR
3. A general program for a Guild meeting, or workshop within 120 days of the completion of the grant activity.
4. Prepare a final list of expenditures covered by the grant, submitting the same to the Grant Committee, with a copy to the CBBG treasurer.
5. Any unused funds shall be reimbursed to the Guild at the time of the submission of the final report.
6. Should the Grantee fail to provide the follow-up information and/or reports, the Guild will seek reimbursement of the granted funds.

Number of Grants: The Board of Directors shall determine the number of grants and monies available at the first meeting of the CBBG Executive Board for each new year subsequent to the budgetary planning meeting.

Disclaimer: Nothing in the foregoing document or in the grant application preclude the right of the Grant Committee, or the Board of Directors, to deny any grant application for any reason. Such reason(s) may or may not be specifically stated at the time of such action.

Application: Contact the CBBG president for a Grant Application and Contract.