

Columbia Basin Basketry Guild

BY-LAWS

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: Membership dues shall be as follows:

\$25 Individual (January 1 – December 31)

\$12.50 Individual (July – Dec new members only)

\$35 Business Member

Family membership – \$25 Individual membership plus \$5 for each additional family member.

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

ARTICLE V FISCAL YEAR:

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

ARTICLE VI OFFICERS:

Section 1: Officers of the Guild shall consist of President, Liaison Vice President, Internal Vice President, 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 MultnomahCenter.
2. Schedule and oversee MultnomahCenter 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. Secretary:

Shall keep records of all Board meetings.

E. 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.

F. 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 as follows:
4thMonday Mini-classes, Curatorial, Finance, Gatherings, Library, Membership, Newsletter, Outreach, Programs, Retreat, Ways & Means, Website, 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 the collection of all dues; be responsible for members receiving membership packets; shall keep an up-to-date membership list; shall answer all membership inquiries; and shall be responsible for 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 and introductory workshops offered to the community at large
- 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.

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.

Columbia Basin Basketry Guild
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, 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 = \$5 per issue, or \$50 yearly.
Double business card size = \$10 per issue.
One-half page = \$20 per issue.
Full page = \$40 per issue.
(1/27/90, revised 4/23/95)
- 90.03 Business membership is \$35 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)
- 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, 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 General meetings will be canceled in case of bad weather if Portland Public Schools are closed. (11/17/90)
- 90.12 Guild members shall have priority for all Guild sponsored workshops. (11/27/90)
- 90.13 Checks 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 the class is canceled. (11/27/90, revised 4/23/95, 7/7/14)
- 91.01 Nonmembers shall pay a \$25 fee (\$12.50 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)
- 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, 4/23/95)
- 91.04 Class listing decisions will be made by the newsletter editor. (12/6/91)

- 92.01 A minimum fee of \$5 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)
- 92.02 A \$50 reimbursement shall be made to members housing a guest teacher/lecturer or \$50 maximum class registration credit. Reimbursement shall be limited to the teaching/lecturing time (as discerned by the workshop chairperson) and when housing is not included in payment for the instructional package. (7/6/92, revised 4/23/95)
- 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 Coordinators will have their Retreat registration and lodging subsidized. (10/2/06; revised 7/7/14)
- 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)

Multnomah Art Center Rules for Use

(As approved by the CBBG Board, Feb. 1998)

1. Those wishing to use the facilities must first contact the CBBG Liaison Vice President who will schedule that use with the MultnomahCenter. (Revised 5/00)
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 MultnomahCenter.
3. Cancelling classes/meetings. The Multnomah Center must be notified in ADVANCE of any meeting, class or workshop cancellation, except when Center is closed for a snow day. Teachers are responsible for contacting the CBBG Liaison Vice President who will notify the Multnomah 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 and 7/7/14)
(Deleted 7/7/14)
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 MultnomahCenter permission or we will be charged extra.
9. Classes must be out of the room at the scheduled time. 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 7/7/14)
10. Nothing may be left in the Multnomah Center classrooms overnight.

4th Monday Mini-class Guidelines

(Revised 5/2000 and 7/7/14)

This Guild-sponsored activity meets the 4th Monday of each month (except November and December) 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 fee payable to the Guild. (Revised 7/7/14)

The instructor proposes the activity and promotes it with a signup sheet and sample (if possible) at the General meeting. It will also be promoted in the monthly newsletter. It is up to the discretion of the instructor to decide if there is sufficient interest to warrant holding the event. If the instructor chooses not to hold the event, he/she will notify the people on the signup sheet 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 7/7/14)

The materials fee is paid directly to the instructor.

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