



T.K. SPARKS

PRINCE GEORGE FIBRE ARTS GUILD

BY-LAWS

ARTICLE I – MEMBERSHIP

Section 1. Those eligible for membership shall be those having an interest in spinning, weaving or fibre arts and upon payment of a prescribed fee. Members in good standing shall be those who have paid their dues and agree to abide by the constitution and by-laws.

Section 2. Classes and categories of memberships and their designation shall be determined from time to time by the membership and shall be stipulated on the membership application form issued for the ensuing fiscal year.

The following classes of membership are available:

- a) Regular Members – Upon payment of a prescribed fee, Regular Members shall have full voting privileges at the business meetings and the Annual General Meeting and are able to serve on the executive.
- b) Associate Members – Upon payment of a prescribed fee individuals who live more than 50 km from Prince George may become an Associate Member. Associate Members do not have voting privileges.
- c) Lifetime Members – An individual may be granted a Lifetime Membership, at the discretion of the regular members, for outstanding achievements in spinning, weaving, fibre arts or extraordinary contributions to the Guild. Membership privileges are that of a Regular member, but there are no fees.
- d) Student Members – Individuals who are full-time students, ages 19 and older, may obtain a Student Membership upon payment of a prescribed reduced fee. Membership privileges are that of a Regular Member.
- e) Family Membership – Upon payment of a prescribed fee, a Family, where the members live in the same household, shall have the full voting privileges as one Regular Member. Family is described as up to two adults plus their dependents. An adult family member must accompany any minor dependent.

- f) Senior Members – Individuals who are at least 75 years of age shall have privileges the same as a Regular Member, but there are no fees.

Section 3. Members are expected to reimburse the Guild for any lost or damaged equipment or books.

Section 4. Conditions under which membership ceases are nonpayment of fees, request by the member, willful damage, theft, or gross misconduct.

Section 5. Members may be expelled by a majority vote by the general membership for reasons of damage, theft or gross misconduct.

ARTICLE II – DUES

Section 1. Membership fees shall be determined annually by the executive and presented to the membership for approval.

Section 2. Dues shall be payable before or at the Annual General Meeting of each year, shall be delinquent if unpaid after the Annual General Meeting and are non-refundable. Completed membership forms must accompany dues. The membership form can be either hardcopy or digital.

Section 3. A member whose dues have become delinquent shall be dropped from membership and their copy of the newsletter discontinued until membership is reinstated.

Section 4. Senior members ages 75 and older shall be exempt from dues.

ARTICLE III - OFFICERS

Section 1. The executive committee of the Guild shall consist of the following elected officers:

- President
- Vice-President
- Recording Secretary
- Treasurer
- Newsletter Editor

The immediate Past President shall be a member of the executive ex-officio.

Section 2. Other administrative personnel shall be appointed by the current executive. The following positions shall have full voting privileges at the executive meetings.

Membership/Publicity
Program Representative
Community Arts Council Representative

Section 3. The officers of the Guild shall be elected in September of each year. The first executive committee meeting after the annual general meeting shall be called by the former President and shall be a joint meeting of the retiring and newly elected officers. The officers will not receive remuneration for their respective guild duties, however they shall be reimbursed for authorized guild-related expenses, which they may have incurred through personal payment.

Section 4. If a duly elected officer is granted leave of absence, the executive committee may appoint a temporary replacement for that officer to serve on the executive until the expiration of the leave period. Such temporary replacements shall have full voting privileges.

Section 5. In the event of the resignation or removal of an officer, nominations are reopened except in the case of the President where the Vice-President will assume the President's duties for the remainder of that term. All members shall be notified of the vacancy prior to the next annual general meeting.

Section 6. Removal of an officer due to gross misconduct or dereliction of duties: An officer may be removed from their position by a motion to rescind by the Chairman of a special committee of five members in good standing. This committee will be appointed by 25% of the general membership or 50% of the executive committee. After the committee has approached the officer in question and a reasonable investigation made and the situation found to be unalterable, said motion will be made by the Chairman of the special committee to a general meeting and shall require a majority vote by secret ballot. If the motion is passed, the officer shall then be replaced in the usual manner (Article III – Section 5).

Section 7. The duties of the elected officers shall be as follows:

- a) President – The President shall be responsible for the total administration of the Guild and shall be its official representative. They shall preside at all executive and general meetings. They shall be an ex-officio a member of all committees. They shall give a casting vote, this being their only vote, in the event of a tie. In conjunction with the Treasurer, they shall prepare an annual budget to be presented at the September Meeting. They shall sign or delegate the signing of all contracts and obligations of the Guild with the knowledge

and approval of the Guild.

- b) Vice-President – The Vice-President shall preside at the meetings in the absence of the President. They shall replace the President should the President resign or be removed from office.
- c) Recording Secretary – The Recording Secretary shall record an accurate account of all the general and executive meetings and inform the executive of impending meetings. They shall also do general filing of guild correspondence.
- d) Treasurer – The Treasurer shall receive and disburse all funds as authorized by the Guild. They, in conjunction with the President, shall present an annual budget at the Annual General Meeting, shall present a detailed report of income and expenditures when requested and shall present a financial statement at the Annual General Meeting.
- e) Newsletter Editor – The Newsletter Editor shall gather information from the members and produce monthly newsletters at the discretion of the membership.

Section 8. All cheques for the payment of monies shall be signed by the President and Treasurer. In their absence, the Vice-President and/or Past President and/or Recording Secretary may sign.

Sections 9. The duties of other administrative personnel shall be reviewed annually along with the standing rules of the Guild.

ARTICLE IV – AUDIT OF ACCOUNTS

Section 1. The books shall be audited by a qualified accountant or by a committee appointed by the executive as required.

ARTICLE V – FINANCIAL RECORDS AND MEETING NOTES

Section 1. All financial records and meeting notes required by the Guild in its operations shall be made available upon request for inspection by any member at all Annual General Meetings.

ARTICLE VI – MEETINGS

Section 1. The annual meeting shall be held in September of each year.

Section 2. A Business Meeting will be held quarterly on the second Wednesday of March, June, September and December.

Section 3. A special general meeting may be called at any time at the discretion of the executive committee or by a written request to the President

from 10% of members in good standing as of the date of the general meeting.

Section 4. A quorum at all Annual General Meetings shall consist of one third of full members in good standing as of the date of the Annual General Meeting, but never less than 12 members. A majority vote of those present shall prevail.

Section 5. The Executive Committee shall meet before each Annual General Meeting. A special executive meeting may be called by the President or by 50% of the executive committee or by a written request to the executive from 15% of the membership.

Section 6. A quorum at an executive meeting shall consist of three members. A majority vote of those present shall prevail.

ARTICLE VII – PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Guild in all cases to which they are applicable and where they are non inconsistent with these by-laws and any special rules of order the Guild may adopt.

ARTICLE VIII – COMMUNITY ASSOCIATION

Section 1. The Guild shall be a member of the Community Arts Council of Prince George and District, as long as such body exists. The Guild shall appoint such representatives as required to represent it on any council or similar agencies.

ARTICLE IX – GENERAL

Section 1. Upon dissolution of the Society, any assets remaining after payment of liabilities shall become the general revenue of the Community Arts Council, or be donated to such Canadian charitable organization as the membership shall designate.

ARTICLE X – AMENDMENTS TO THE BY-LAWS BY SPECIAL RESOLUTION

Section 1. The By-Laws shall be reviewed every two years. These By-Laws may be amended in whole or in part and new By-Laws adopted in lieu of all or any thereof by a 75% majority vote of members present at the annual meeting after having been presented in writing 14 days prior to the meeting and read at one meeting prior to voting.