

ByLaws

Mile High Polymer Clay Guild

Article I. Name

The name of this organization will be Mile High Polymer Clay Guild, hereinafter referred to as the Guild.

Article II. Purpose and Limitations

Section 1.

The purpose of the Guild shall be to encourage the enjoyment, the study and the promotion of polymer clay.

Section 2.

The officers of the Guild serve without salary. The dues and fees of the Guild do not benefit any individual member except if a member is specifically hired by the Board for a workshop.

Section 3.

In the event of dissolution of the Guild, any and all properties owned by the Guild shall be distributed only to organizations that qualify as non-profit under the IRS code of the U.S. Government and as the Executive Board shall select as recipients.

Article III. Membership, Guests and Dues

Section 1. Policies governing membership:

- a) Any person over 16 years of age is eligible for membership. Any person under 18 years of age must be accompanied by a supervising adult.
- b) Failure to pay dues within six weeks of their due date will result in loss of membership and its privileges.
- c) No member shall conduct business on behalf of the Guild unless authorized by the Executive Board.
- d) Membership may be revoked by a unanimous vote of the Executive Board.

Section 2. Types of memberships:

1) Individual:

Entitled to all benefits of membership and one vote with payment of annual dues as established by the Board of Directors

2) Family/Business:

Entitled to all benefits of membership and one vote as a unit with payment of annual dues as established by the Board of Directors

3) Honorary:

Membership for one year approved by the Executive Board of Directors with annual dues waived in recognition of non-cash contributions beneficial to the Guild

Section 3. Guests:

Guests are welcome to visit one Clay Day free.

Section 4. Dues:

The annual dues shall be set by the Board of Directors with the concurrence of the membership. Annual dues are payable each May Clay Day.

Article IV. Executive Board Members and Their Election.

Section 1. The Guild will elect the Executive Board consisting of:

President:
Vice President:
Treasurer
Secretary

Duties of Executive Board Members:

The President will:

- be responsible for the administration of the Guild acting with advice and consent of the Board of Directors
- be an ex officio member on all working groups except the Nominating Committee
- be responsible for setting the agenda for all Board Meetings
- be responsible for all business to be brought up at Guild meetings
- preside (or designate a member to preside) over all Board and Guild meetings to be sure the agenda is satisfied
- be familiar with the status of all working groups to assure the Guild's policies and purposes are being adhered to and that programs are being carried forward effectively
- may appoint a parliamentarian to aid in the running of meetings and related matters
- may approve bill for payment and may authorize individual expenditures not already in the budget up to \$50
- be a designated signer on Guild checking and/or savings accounts.

The Vice President will:

- respond to membership inquiries via e-mail, phone or written
- assist the President in the accomplishment of his/her duties and assume responsibilities in his/her absence
- be responsible for membership including maintaining a current list of membership and contact information
- be responsible for preparing an annual membership directory
- be responsible for collecting annual membership dues which will be turned over to the treasurer
- be responsible for notification of Guild members of general meetings.

The Treasurer will:

- administer and keep accurate Guild financial records
- deposit the Guild's funds in a bank designated by the Executive Board
- have the authority to pay approved bills on behalf of the Guild,
- prepare an annual financial report for presentation as detailed in Article VII
- prepare interim reports upon the direction of the Executive Board

- be a signer on Guild checking and/or savings accounts.
- pay bills, to include the monthly meeting space rental

The Secretary will:

- record and maintain records of all Guild meetings
- keep the official copy of the Guild by-laws and record and keep amendments to the by-laws current
- post a copy of the minutes at every Guild clay day and provide copies to webmaster for inclusion on web site
- coordinate all incoming correspondence for the Guild.

Section 2.

Each year, at the March guild meeting, the Executive Board will present to the membership for its amendment or approval a three person Nominating Committee to nominate a slate of candidates for the offices to be elected at the April meeting. The Nominating Committee, having obtained the consent of all nominees, will present the slate for inclusion at the April meeting and in the 2nd Quarter Newsletter (see Article V, Section 2). Additional nominations, with the consent of the nominee, will be added to this slate if received by mail, e-mail, or nominated from the floor at the March meeting.

Section 3.

The Executive Board will be elected by a majority vote of the members before or at the April meeting (see Article V, Section 4). The election will be by ballot.

Section 4.

The Executive Board will serve from June 1 through May 31 of each year.

Section 5.

Vacancies in any office will be filled from the membership by a 2/3 vote of the Board of Directors.

Article V. Meetings

Section 1.

The Board of Directors shall decide the time of all Guild meetings. Prior notice of the date, time and place of every meeting will be made to every member. A business meeting may be held at Guild meetings.

Section 2.

The meeting held in May of each year (or at such time as the Board of Directors may determine) shall be known as the Annual Meeting. This meeting will be for the purpose of hearing annual reports from all Board of Director members designated to do so by the President, for the purpose of announcing the newly elected Executive Board, and for any other business that may arise.

Section 3.

Upon written petition signed by 20% of the Guild membership, the Executive Board will hold a special meeting whose sole purpose will be to consider and vote upon the matter or matters specified in said petition.

Section 4.

One-third of the members present at meetings will constitute a quorum for voting. Members will be informed via e-mail for a vote. Voting may take place via e-mail, in person, or by proxy.

Article VI. Board of Directors

Section 1.

The Executive Board, the immediate past President and the Standing Chairs will constitute the Board of Directors.

Section 2.

The Standing Chairs are appointed by the Executive Board and are to include but not limited to:

Historian

Librarian

Newsletter Editor

Program Coordinator

Webmaster

The historian will:

- create and maintain archives including documents, photographs, and slides of all Guild activities
- maintain the Guild bead strand.

The librarian will:

- purchase and maintain a library of books, videos, dvds, and periodicals on the subject of polymer clay and related subjects
- make the library available to the membership at Clay Days
- be responsible for setting and collecting fees for the loan of library material
- turn collections over to the Treasurer.

The newsletter editor will:

- prepare the Guild newsletter including layout, editing and printing
- distribute the Guild newsletter to members on a distribution schedule determined by the Board of Directors.
- The program coordinator will:
- be responsible for monthly guild meeting demos and/or programs

The webmaster will:

- be responsible for maintaining and updating the Guild website

Section 3.

The Executive Board may appoint any other Standing Officers or ad hoc committees as deemed necessary by the process established in Article VI.

Article VII. Financial

Section 1.

The fiscal year will be June 1 through May 31.

Section 2.

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The Treasurer with the assistance of the President will:

- prepare and submit in July a budget, reflecting the priorities and purposes of the Guild, to the new Board of Directors for majority approval
- present the Board of Directors approved budget to the membership in August for adoption and/or amendment.

Section 3.

Guest artists workshops may be planned for periods more than one year in advance, but such workshops are to be subject to ongoing review by the Board of Directors.

Section 4.

The books and financial records of the Guild are to be audited annually by the President and Vice President with the assistance of the Treasurer.

Section 5.

Standing chairs may make expenditures up to the budget authorized limit without additional approval by the Executive Board.

Section 6.

Non-budget expenditures shall be submitted to the Board of Directors for majority approval.

Section 7.

Non-budget expenditures over \$300 are to be submitted to the membership for approval. A majority vote of members present at a general meeting will authorize the expenditure.

Article VIII. Parliamentary Authority

Robert's Rule of Order, Newly Revised will govern in all cases where they are not inconsistent with these by-laws.

Article IX. Amendments

These by-laws may be amended by a 2/3 vote provided that the text of the amendments has been sent in writing to the full membership not less than two weeks prior to the date announced for the vote.