



MADISON WEAVERS GUILD

Vol. 43, No. 6
February 2016

MWG BOARD

CO-PRESIDENTS: LAURIE ZIMMERMAN AND LINDA ALANAN

PROGRAM CHAIR: MARY JO SCHIAVONI

RECORDING SECRETARY: KATE LIEBER

TREASURER: JANE VEA. janevea@sbcglobal.net

NEWSLETTER EDITOR: EMILY NIE. ricordanza@charter.net

HISTORIAN: PAT HILTS

EXHIBIT CHAIR: ANGIE ROBERTS

WEBSITE MANAGER: JULIE MOEHN

MEMBERSHIP: SUSAN FORTNEY

MONDAY, FEBRUARY 15, 2016

7:00 p.m.

Preparing and Sewing Handwoven Cloth for Clothing

Oakwood Village, Exercise Room.

By Susan Fortney. Susan will discuss handwoven cloth and clothing construction, in preparation for the upcoming workshop. Note the change in location.

Sewing with Hand Woven Cloth

Workshop, April 9 - 10, 2016

Oakwood West, Heritage Oaks Room

8:00 - 5:30

workshop fee - \$25.00 per person

Also, bring display items for the Middleton Library exhibit.

Further discussion and voting on our constitution and by-law changes.

Oakwood Village is on Mineral Point Road in Madison. Meeting directions for exercise room: February meeting is in the exercise room of the Oaks building. This is the most western building at Oakwood. Turn in on Island Drive, turn right. First building is the Towers the next is Oaks. The door is locked so someone will meet you at the entrance to let you in and send you to the exercise room on the 2nd floor. Please be prompt.

Madison Weavers Guild Minutes

January 17, 2016

Introductions

Attendance: 18

Bylaws:

Any changes to Susan Fortney ASAP; we hope to vote in February. New bylaws will be posted on the website; Emily will send an email when they are posted. Susan Fortney will send a message to members not in attendance.

We need to elect new officers in March(?). We have 11 overall positions: President, recording secretary, treasurer, program chair, workshop chair, website coordinator, display coordinator, Sales coordinator, Archivist, Membership chair and 1 more.

If you have pictures of guild events send them to Julie Moehn to post on our website.

Mary Jo Schiavoni made a motion to spend \$250 for a gift card for the lawyer who is working Pro Bono on our bylaws. Motion was passed. Vicki Julka will take care of this.

February 15 meeting will be held in the Oaks Exercise room (2nd floor); Susan Fortney will present Sew on Handwoven fabrics. This will be background information for the April 9, 10 workshop in the Heritage/Westmorland rooms at Oakwood.

March 21 meeting will be on Saori weaving with a presentation by Tina Mericle.

April 18 Carolyn Jenkinson will demonstrate backstrap weaving and talk about her summer with Mexican weavers.

May 16 Barry Owens will review drafting.

Convergence will be July 31-Aug 7 in Milwaukee. Members need to join (\$45) Handweavers Guild of America (HGA) to attend.

A proposal was made to invite Robin Spady to give a Sunday seminar on Intergrated Drafting before convergence. Mary Jo Schiavoni will contact absent members to see if we could get 10 people who would be interested. Robin Spady's fee is \$1000 a day + hotel.

Angie Roberts asked for weavers to bring items to the Feb 15 meeting to put in the Middleton Library for the month of March. Angie, Kate Lieber and Dianne Ruch will put a small display in a case at Pinney Library. A reference librarian encouraged us to use this vacant space to promote the Feb 13, 14 art fair and sale at Olbrich Garden.

Art Fair on the Square July 9, 10: If you would like to participate, the guild applies for 2 booths. Each weaver pays \$50 + shared portion of their sales to help pay for the booths. If you are interested please send a \$50 check to Geke deVries on or by the Feb 15 meeting.

Please suggest ideas for next year's programs.

A number of items are for sale:

36" Mighty Wolf 8 harness (\$2500)

45" LeClerc 8 harness (\$1000) contact Dianne Ruch

Spinning wheels: Jensen, Louet, Ashford, and a Reeves, contact Emily Nie

Bev Kneebone is looking for a 25" reed.

Recording Clerk: Kate Lieber

We had medium size turnout on a frigid evening in January to discuss bylaws (which was delayed because they still needed committee review) and to swap and shop yarn, weaving books and magazines, heddles, rigid heddle and tapestry looms, and dyes.

Program Schedule:

February: Susan Fortney on preparing handwoven cloth for garments.

March: Saori Weaving

April: Oaxaca Weavers

May: Drafting, in preparation for the workshop.

COMING EVENTS

Call out to all MWG Artists:

We will be putting up a Display at the Middleton Library either on the 26th of February or the 4th of March, installation still to be confirmed. This Display stays up through the month of March. This is a wonderful opportunity to inspire new potential weavers, and share the love of our weaving heritage.

We are kindly asking you to bring, to the February meeting, one of your pieces you would like to put in the display.

We will need a card attached, stating the Weavers name, fiber content, and structure.. If you check the MWG web site you will notice the small cards by each item, or if you saw the pictures at the last meeting, this is where the information will go. The Display is a locked case, and we do an inventory of all items in the display.

So, please pitch in, share one or two of your beautiful pieces, and help us create a Beautiful Display.

Please questions : Please call Angie 608 219-8490 Vickie 608-231-2586 Kate 608 843-0377 or emails, listed in your members Roster. We are excited to see all your wonderful creations .

Sincerely

Angie Roberts

Vickie Julka

Kate Lieber

ART FAIR ON THE SQUARE This is the month to sign up. Cost for participating is \$50.00 (part of the booth fee). You will need to fill out a form that will be available at the meeting. The dates for the fair are Saturday and Sunday, July 9 and 10. We set up early on Saturday morning and take shifts for selling. A fun time for all.

Woodstock Weavers Guild Workshop. We have an interesting, upcoming Workshop that we'd like you to know about. Our instructor, Dianne Totten, from the Atlanta, Ga. area, is scheduled to present a 2 day Workshop "Crimp and Cloth" in April 2016. The cost will be \$175 & there is a time constraint to enroll for us to be able to commit to the Workshop.

The Workshop will be held at the McHenry County Farm Bureau in Woodstock, IL near the intersection of US14 and IL47, April 7 and 8. The instructor has a class size limit of 20 & it's unlikely that Woodstock Weavers Guild will be able to fill the Workshop, so we'd like to invite any of your Members to participate if they have an interest.

Gail

gailweaves@gailweaves.us

CONVERGENCE 2016. Good News, Madison Weavers! The Bi-Annual Meeting of the Handweavers Guild of America [HGA] is being held in Milwaukee this summer. It is a one-week convention from July 30 through August 6 being held in Downtown Milwaukee.

For those of you who are not members of the Handweaver's Guild, this is an international conference with very interesting workshops, seminars, lectures, fashion show, exhibits, vendors and other weaving and fiber events for all levels of experience and expertise. You must join the Guild to attend the conference but it will be well worth your while. For more information visit www.weavespindye.org Or Google Convergence Milwaukee 2016.

Members who would like to borrow a Guild loom for one of the weaving classes, please contact Geke at geke.devries@sbcglobal.net as soon as possible, preferably within the next week or so.

After that the MWG looms will be offered to the Milwaukee Guild and be used by conference participants unable to bring their own loom.

ANNOUNCEMENTS

For show and tell use the Show and Tell Form included, please fill out in advance.

Area Weaving Stores:

Fiberwood Studio. 2709 N 92nd, Milwaukee. 414-302-1849
Sievers. Birch Court, Washington Island. 920-847-2264
Apple Hollow Fiber Arts, Sturgeon Bay. 888-324-8302
Mielke's Farm. 2550 Co. Rd 11, Rudolph. 715-344-4104
Bahr Creek Llamas and Fiber Shop. N 1021 Sauk Trail Rd, Cedar Grove. 920-668-6417
Studio S. Hwy A and 89, south of Whitewater. 608-883-2123
Susan's Fiber Shop. N250 Hwy A, Columbus. 888-603-4237

Classifieds

We will always welcome submissions of articles, reviews of books, shows or exhibits, letters to the editor, classifieds, samples, artwork, etc. to include in future newsletters. If you would like to contribute, please send to Emily Nie, 2500 Bootmaker Dr., Beloit, WI 53511; 608-362-8062; ricordanza@charter.net. Note the deadline for submissions and ads is **the first of the month.**

LOOMS AND EQUIPMENT FOR SALE

Leclerc 8H loom. Dianne Ruch.

Please check the website as there are several looms for sale with pictures, etc.

AVL Production Compu-Dobby Loom - \$6500

condition: excellent

make / manufacturer: AVL

model name / number: Production Compu-DobbyLoom #1920

size / dimensions: 70"x74"x62"

[safety tips](#)

[prohibited items](#)

[product recalls](#)

[avoiding scams](#)

Production Compu-Dobby Loom, 60" 16 Harness (Serial #1920) -- \$6,500

- Made in 1993.
- Reconditioned by AVL in 2001
- Kiln-Dried Maple Construction
- 60" weaving width
- Built-In Bench
- 16 harnesses w/ polyester heddles
- Compu- Dobby II (2001) w/computer
- WeavePoint software w/loom driver
- Mechanical Dobby w/bars, pegs, linkage strips and wrench
- 2-Box Flyshuttle System
- 2 Fly Shuttles
- Overhead beater
- Cloth storage w/ hanging weight, apron
- 1-Yard Sectional Beam (1" pegs)
- Automatic Warp Tension System
- Automatic Cloth Advance

- Track & Mounting System
- Tension Box
- Instruction Manual

If I read AVL's pricing correctly, a new loom with the above would be approximately \$20,000. Also, it would be Ash construction instead of Maple.

This loom is currently in Colorado but could be delivered to Madison as the owner will come to Madison soon to pick up a loom we had on our website. If interested contact D Colette Wright <cwright370@aol.com>

Looking for a loom? If you are looking for a loom and found a used one, some of the mentors can help you decide if it is worth buying. In addition to weaving problems, checking out a good used loom could be a difficult thing for a new weaver.

Final Draft of our Constitution and By-Laws for discussion:

By-Laws of the Madison Weavers Guild

February 10, 2016

Mission Statement

The mission of the Madison Weavers Guild is to educate its members and the community in the art of hand weaving and promote interest, appreciation, and skill in weaving and related fiber arts.

Article 1. Membership

Section 1.1

Membership shall be open to all individuals interested in supporting weaving, who pay dues at established rates, and abide by standing rules established by the organization. Membership is not limited by race, color, creed, gender, national origin, religious affiliation or sexual orientation.

Section 1.2

From time to time, at the discretion of the members of the Madison Weavers Guild, honorary life-time membership may be granted to individuals in recognition of exemplary contributions to the organization. All rights and privileges of regular membership shall apply except for voting unless dues are paid.

Section 1.3

Each member in good standing, with dues paid for the year, shall be entitled to one vote in all matters before its members. Matters shall be determined by a majority of members present who are qualified to vote, unless otherwise specified by the By-Laws, Articles of Incorporation, or Wisconsin statutes.

Section 1.4

Monthly meetings shall be held from September through May, weather permitting. Election of board members shall take place at the Annual Meeting in April.

Section 1.5

Members shall have priority consideration for workshop enrollments. Membership is required for participation in any exhibition or sales event under the Guild's auspices.

Article 2. Dues

Section 2.1

Annual dues for members are for the period September 1 through August 31. Dues not paid by January 1 shall result in the member's name being removed from the Membership Roster.

Section 2.2

The schedule of dues shall be determined by the membership and may include

discounted rates for students and new members. Dues paid in April or May by new members who started attending meetings in March or later shall extend through the following year.

Article 3. Board of Directors

Section 3.1

The Board of Directors shall have the powers, common to such boards, to carry out the purposes and policies of the Guild, within the limits of these By-Laws. It shall determine the hour and place of regular Guild meetings, oversee the year's programming, make recommendations to the Guild, and be subject to the orders of the Guild. The board has the fiduciary responsibility to ensure sound, ethical, and legal governance and financial management.

Section 3.2

The Board of Directors shall consist of: President, Secretary, Treasurer, Membership Chair, Program Chair, Workshop Chair, Exhibit Chair, Sales Chair, Historian, Newsletter Editor, and Web-Site Manager. Positions may be combined as expedient, but there shall be a minimum of five (5) members.

Section 3.3

The board shall present to the membership at the March meeting a slate of candidates for election to the board. The election shall take place at the Annual Meeting in April. The newly elected directors shall take office at the end of the May meeting and shall serve for one year or until their successors take office.

Section 3.4

A member's seat on the board may be vacated prior to the expiration of term by resignation or removal. Resignations are to be written and shall be effective upon receipt by the President of the board. Removal of a board member shall require a majority vote of the Guild members. The board may fill a vacant position by appointing a replacement for the balance of the year.

Section 3.5

The board shall meet at times and places determined by the board. Board members may meet electronically (including, but not limited to, telephone and email) and vote electronically at board meetings. Any action which may be taken at a meeting of the board members may be taken without a meeting provided the process in Section 3.6 is followed. All directors shall be given reasonable notice of each meeting's time, place, and any significant agenda items.

Section 3.6

A quorum shall consist of a majority of the current board members, and decisions shall be made by a majority of the board members present. Decisions to spend in excess of \$300.00 for the total cost of a program or workshop shall require a majority vote of the current board members. Actions taken without a meeting shall require a two-thirds vote of current board members to: (1) agree in writing to consider the slated matter electronically, prior to doing so; and (2) vote in writing on the matter. Each board member shall have one (1) vote irrespective of the number of positions held. Substantive actions taken by the board shall be reported to the membership.

Section 3.7

Standing committees include the Program Committee, the Workshop Committee, the Exhibit Committee, and the Sales Committee. The board may establish other committees as it deems necessary and useful to carry out the purposes of the Guild. Membership in the committees shall be organized by the chairs of those committees. There shall be no minimum number of members required for any

committee.

Section 3.8

Directors shall receive no compensation for serving on the board.

Section 3.9

Chapter 181 of the Wisconsin Statutes relating to indemnification of directors and officers is incorporated into these By-laws by reference.

Article 4. Duties of Board Members

Section 4.1 President

The President shall be responsible for coordination of the activities of the board, preside over meetings of the board and business portions of the meetings of the membership, and oversee the implementation of committee work. The President shall have the power to call special meetings of the organization, sign checks if the Treasurer is unable to do so, and appoint non-elected chairs of committees.

Section 4.2 Secretary

The Secretary shall take minutes of all meetings of the organization, keep records of the meeting minutes, document meeting attendance, maintain correspondence, notify local media of Guild meetings and events, and provide information as needed to the Newsletter Editor and Web-site Manager in a timely manner.

Section 4.3 Treasurer

The Treasurer shall have charge of the Guild's funds, maintain accounts receivable and payable in a timely manner, and maintain an up-to-date record of the transactions and reconciliation with monthly bank statements. All funds of the Guild shall be spent for activities of the Guild, in keeping with its purposes. The Treasurer is authorized to make payments for programs and workshops approved by the board, as long as the total cost of each event is under \$300.00, and shall present detailed monthly finance reports to the board. Other expenditures, including reimbursements to members for out-of-pocket Guild expenses, shall require approval by the board. The Treasurer shall submit a year-to-date financial report to the membership at the Annual Meeting, and any other reports as requested. The fiscal year is September 1 through August 31. The Treasurer shall maintain the Membership Roster; submit membership information to the President, Membership Chair, and Newsletter Editor; and inform the Workshop Chair of payments received for workshops. The Treasurer shall file State and Federal tax documents required under 501(c)(3) status.

Section 4.4 Membership Chair

The Membership Chair shall encourage and facilitate membership in the Guild, welcome new members and visitors and provide them and prospective members with information about the Guild and make follow-up contact. Welcome packets for new members shall include a Membership Roster and copy of the By-Laws.

Section 4.5 Program Chair

The Program Chair shall head the committee that plans and organizes monthly programs for the Guild meetings. The Program and Workshop committees shall work together each year to ascertain member interest. The Program Chair shall keep the Newsletter Editor and Web-site Manager informed of the program calendar and any updates. The Program Chair shall perform the duties of the President during his or her absence or inability to act.

Section 4.6 Workshop Chair

The Workshop Chair shall head the committee that plans and organizes the workshops about weaving and other related fiber arts for the year. The Program and Workshop committees shall work together each year to

ascertain member interest. The Workshop Chair shall submit a calendar of upcoming events and updates to the Newsletter Editor and Web-site Manager.

Section 4.7 Exhibit Chair

The Exhibit Chair shall head the committee that plans and organizes public exhibits of members' work and weaving demonstrations. The Exhibit Chair shall keep members informed of any invitations to exhibit or demonstrate weaving, and shall coordinate member participation. The Exhibit Chair shall keep the Newsletter Editor and Web-site Manager informed of events.

Section 4.8 Sales Chair

The Sales Chair shall head the committee that coordinates participation in sales events such as the annual Art Fair on the Square, and fine arts and crafts sales sponsored by the Guild. The Sales Chair shall announce upcoming events to the membership and shall inform the Newsletter Editor and Web-site Manager.

Section 4.9 Historian

The Historian shall maintain official and unofficial documents, papers, samples, historical records of the organization and shall provide and disseminate said documents as appropriate.

Section 4.10 Newsletter Editor

The Newsletter Editor shall construct and edit a monthly digital newsletter including upcoming programs and events, general information, and membership news, during the months of September through May. The Newsletter Editor shall send out other information as requested by the board.

Section 4.11 Web-site Manager

The Web-site Manager shall maintain and update the Guild's web presence, providing information about the Guild for both members and others interested in the Guild.

Article 5. Amendments

Madison Weavers Guild's By-Laws and Articles of Incorporation may be amended at any regular meeting of the organization by a two-thirds vote of the Guild members present, provided the proposed amendment has been submitted in writing at to each member not less than fourteen (14) days before the meeting. All Guild members shall be notified that an amendment is on the agenda.

Madison Weavers Guild ~ Show & Tell Projects 2014-15

| | |
|--|----------------|
| Project: | Weaver: |
| space for photo (taken at meeting) | |
| Weave Structure: | |
| Source: | |
| Yarns – indicate fiber content and size (e.g., 10/2 cotton), and colors | |
| Warp: | |
| Weft: | |
| Equipment: ____ - harness loom ____ - dent reed | |
| Sett: | |
| Warp: ____ epi Sleying: _____ (number of threads per dent or pattern) | |
| Weft: ____ ppi | |
| Notes: | |

September 2015

Section 1.1 Name: Madison Weavers Guild, Inc.

443 N. Baldwin

Madison, WI 53703-1703

Section 1.2 This organization is formed under Chapter 181 of the Wisconsin Statutes, repealed and recreated by 1997 Wisconsin Act 79.

Section 1.3 Location: 443 N. Baldwin, City of Madison, Dane County, Wisconsin

Section 1.4 The initial registered agent is Mary Jo Schiavoni. The mailing address of the initial registered agent is 443 N. Baldwin, Madison, WI 53703-1703.

Section 1.5 Purpose: Madison Weavers Guild is organized exclusively for charitable, scientific and educational purposes within the meaning of Internal Revenue Code of 1986 (*Code*) Section 501(c)(3), or the corresponding section of any future federal tax code. Specifically, Madison Weavers Guild is organized and operated to:

- a. Preserve the rich and diverse tradition of the art and craft of weaving.
- b. Encourage excellence, inspire creativity, and enhance the technical development of weavers through educational programs, workshops, networking and other professional development resources.
- c. Educate and stimulate public interest in the art and craft of hand weaving and related fiber arts through exhibitions, demonstrations, and sales.

Section 1.6 This Organization shall have members.

Section 1.7 Distributions:

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized exclusively for such purposes.

Section 1.8 Incorporator: The name and address of the incorporator is as follows:

Mary Jo Schiavoni

443 N. Baldwin

Madison, WI 53703-1703

By-Laws of the Madison Weavers Guild

September 2015

Mission Statement:

The mission of the Madison Weavers Guild is to educate its members and the community in the art of hand weaving and promote interest, appreciation, and skill in weaving and related fiber arts.

Article 1. Membership

Section 1.1

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Section 1.2

From time to time, at the discretion of the Madison Weavers Guild, honorary lifetime membership may be granted to individuals in recognition of exemplary contributions to the organization. All right and privileges of regular membership

shall apply except for voting unless dues are paid.

Section 1.3

Each member in good standing, with dues paid for the year, shall be entitled to one vote in all matters before its members. Decisions shall be determined by a majority of those present, unless otherwise specified by the By-Laws, Articles of Incorporation, or Wisconsin statutes.

Section 1.4

Monthly meetings shall be held from September through May, weather permitting. Election of board members shall take place at the Annual meeting in April.

Section 1.5

Members shall have priority consideration for workshops enrollments.

Membership is required for participation or sale under the Guild's auspices.

Article 2. Dues

Section 2.1

Annual dues for members are for the period September 1 through August 31.

Dues not paid by January 1 shall result in removal from the membership roster.

Section 2.2

The schedule of dues shall be determined by the membership and may include discounted rates for students and new members. Dues paid in April or May by new members who started attending in March or later shall extend through the following year.

Article 3. Board of Directors

Section 3.1

The Board of Directors shall have the powers, common to such boards, to carry out the purposes and policies of the Guild, within the limits of these by-laws. It shall fix the hour and place of regular Guild meetings, oversee the year's programming, make recommendations to the Guild, and be subject to the orders of the Guild.

Section 3.2

The Board of Directors shall have a minimum of 5 members and a maximum of 12 members.

Section 3.3

The board shall present to the membership at the March meeting a slate of candidates for election to the board. The election shall take place at the Annual Meeting in April. The newly elected directors shall take office at the end of the May meeting and shall serve for one year or until their successors take office. Should a seat become vacant, the board may appoints a replacement for the balance of the year. A Director may resign at any time by filing a written resignation with the Chair of the Corporation.

Section 3.4

The board shall meet at times and places determined by the board. They may meet electronically (including, but not limited to telephone, email) and vote electronically at board meetings. Directions shall receive five days written notice prior to the date of the meeting. Notice shall identify the time and place of the meeting.

Section 3.5

A quorum shall consist of a majority of the current board members, and decisions shall be made by a majority of the board members present. Actions taken when the board meets electronically shall require consent to meet in writing of at least five (5) board members, and a vote in writing of at least three (3) board members. Each board member shall have one (1) vote irrespective of the

number of positions held. Decisions to spend in excess \$300 for a single event (e.g. workshop or guest speaker) shall require a vote of at least five (5) board members. Substantive actions taken by the board shall be reported to the membership.

Section 3.6

Standing committees include the Program Committee, the Workshop Committee, the Exhibit Committee, and the Sales Committee. The board may establish other committees as it deems necessary and useful to carry out the purposes of the guild. Membership in the committees shall be organized by the chairs of those committees. There shall be no minimum number of members required for any committee.

Section 3.7

Directors shall receive no compensation but shall be entitled to reimbursement of out of pocket expenses as approved by the Board of Directors.

Section 3.8

Any action required or permitted by the Articles of Incorporation, these By-laws, or any other provision of law to be taken by the Board of Directors at a meeting may be taken without a meeting if one or more written consents, setting forth the action so taken, shall be signed by all the Directors entitled to vote on the action. Action taken in pursuant to written consent shall be effective when the last Director signs the consent or upon the effective date specified in the consent.

Section 3.9

Directors shall be entitled to indemnification as Directors to the extent permitted by Wisconsin law.

Article 4. Officers

Section 4.1

The Officers shall consist of: President, Recording Secretary, Treasurer, Membership Chair, Program Chair, Workshop Chair, Historian, Newsletter Editor, Web-site Manager, Exhibit Chair, and Sales Chair. Chairs may be combined with others positions as expedient.

Section 4.2

The Officers shall be elected by the Board of Directors. Each officer shall serve a term of one year. An officer may be removed by a two thirds vote of the board at any time.

Section 4.3

Officers may, but are not required to be, members of the Board of Directors. All officers shall serve without compensation except that may be reimbursed for actual out of pocket expenses incurred in the performance of the duties of the office.

Section 4.4 President

The President shall be responsible for coordination of the activities of the board, preside over meetings of the board and business portions of the meetings of the membership, and oversee the implementation of committee work. The President shall have the power to call special meetings of the organization, sign checks if the Treasurer is unable to do so, and appoint non-elected chairs of committees.

Section 4.5 Recording Secretary

The Recording Secretary shall take minutes of all meetings of the organization, keep records of the meeting minutes, document meeting attendance, maintain correspondence, notify local media of guild meetings and events, and provide information as needed to the Newsletter and Web-site chairpersons in a timely manner.

Section 4.6 Treasurer

The Treasurer shall have charge of the guild's funds, maintain accounts receivable and payable in a timely manner, and maintain an up-to-date record of the transactions and reconciliation with monthly bank statement. All funds of the guild shall be spent for activities of the guild, in keeping with its purposes. The Treasurer is authorized to make payments for regular activities the guild for events under \$300 and shall present a detailed monthly finance reports to the board. Other expenditures require approval by the board. The Treasurer shall submit a year to date financial report to the membership at the Annual Meeting, and any other reports as requested. The fiscal year is September 1 through August 31. The Treasurer shall maintain the Membership roster, submit membership information to the President, Membership Chair, and the Newsletter Editor, and inform Workshop Chair of payments received for workshops. The Treasurer shall file State and Federal tax documents required under 501(c)(3) status.

Section 4.7 Membership Chair

The Membership Chair shall encourage and facilitate membership in the guild, welcome new members and visitors and provide them and prospective members with information about the guild and make follow-up contact. Welcome packets for new members shall include Membership Roster and a copy of the bylaws.

Section 4.8 Program Chairperson

The Program Chair shall head the committee that plans and organizes monthly programs for the guild meetings. The Program and Workshop committees shall create an annual survey of member interest to guide their program planning. The Program Chair shall keep the Newsletter Editor and Web-site Manager informed of the program calendar and any updates, and shall perform duties of the President during his or her absence or inability to act.

Section 4.9 Workshop Chairperson

The Workshop Chair shall head the committee that plans and organizes the workshops about weaving and other related fiber arts for the year and works with the Program Chair to survey member interest each year.

There shall be at least two workshops annually. The Workshop Chair shall submit a calendar of upcoming events and updates to the Newsletter Editor and Web-site Manager.

Section 4.10 Historian

The Historian shall maintain official and unofficial documents, papers, samples, historical records of the organization and shall provide and disseminate said documents as appropriate.

Section 4.11 Exhibit Chair

The Exhibit Chair shall plan and organize an annual or bi-annual exhibit of members' work at a local venue. The Exhibit Chair shall inform membership of other invitations for opportunities to exhibit or demonstrate weaving, and shall head the committee for seeing it organized if members wish to participate.

Section 4.12 Sales Chair

The Sales Chair shall coordinate participation events such as the Art Fair on the Square and may plan and organize Fine Arts and Crafts Sales sponsored by the Guild at local venues. The Sales Chair shall announce upcoming events to the membership.

Section 4.13 Newsletter Editor

The Newsletter Editor shall construct and edit a monthly digital newsletter including upcoming programs and events, general information, and membership

news during the months of September through May. The Newsletter Editor shall send out other information as necessary.

Section 4.14 Web-site Manager

The Web-site Manager shall maintain and update the Guild's web presence, providing information on the Guild for both members and others interested in the Guild.

Article 5. Amendments

these By-Laws and Articles of Incorporation may be amended at any regular meeting of the organization by a two-thirds vote of the members present, provided the proposed amendment has been submitted in writing at either the previous regular meeting or to each member not less than fourteen (14) days before the meeting. All Guild members shall be notified that an amendment is on the agenda.