**By Laws and Constitution of the Basket Art Guild (BAG) of Springfield, Illinois**

**Article I – Name**

The name of this nonprofit association shall be Basket Art Guild of Springfield, Illinois.

**Article II – Purpose**

Mission Statement: Basket Art Guild of Springfield, a not for profit group, aims to promote the art of basket weaving through weaving opportunities for members and prospective members, teach members new weaving techniques through workshops and seminars and provide outreach opportunities to the community regarding basket weaving.

**Article III – Membership**

1. Membership is open to anyone interested in promoting the art of basketry and basket making
2. Participation of the membership in the Guild is voluntary and expected.
3. No member may charge the Guild for any service without prior approval of the BAG Board.
4. Subscription to the Guild newsletter, “Woven Spokes,” shall be included in membership dues.

**Article IV – Dues**

1. Annual dues shall be estimated by the Guild Board and may be changed by a two-thirds vote of the Board.
2. Membership dues shall cover the period of January 1 through December 31.
3. Members who have paid dues on or before the annual December meeting are eligible to vote at the annual meeting or by email.
4. Member whose dues are delinquent as of February 1 and who have been notified of membership deadlines in the newsletter are automatically dropped from the membership roll and therefore forfeit any member rights until dues are paid in full.

**Article V – Board and Officers**

1. The Executive Board, charged with the management of this Guild, shall consist of the following
2. President, elected officer.
3. Vice President, elected officer
4. Secretary, elected officer
5. Treasurer, elected officer
6. Workshop/Program Chair, appointed officer
7. Newsletter Editor, appointed officer
8. Past President, ex officio
9. Board meetings shall be held quarterly. Additional Board meetings may be called by the President as needed.
10. A quorum shall consist of five board members.
11. Officers and all board members are elected to a two year term. Officers may not serve more than 2 successive terms (or four years) in their same office.
12. Board members may resign at any time by delivering written notice to the President or Vice President.
13. Vacancies during term of office shall be filled by appointment of the president and approval of the Board.
14. If a Board member is consistently remiss in his or her duties, said board member can be removed from the board by a board vote of two-thirds majority and a new member will be appointed by the President with approval of the board, to fill the vacancy.
15. A board member shall not incur any debts or pay any bills on behalf of the Guild, except as officially approved by the board.
16. The duties of the Board members hall be as follows:

**President**

* 1. Shall preside at all meetings of the Guild.
	2. Shall direct and coordinate the program and activities of the guild according to the bylaws and Robert’s Rules of Order.
	3. Shall, with the treasurer, be responsible for the Guild account.
	4. Shall appoint any committees deemed necessary by the Board (i.e. Nominating Committee, Festival of Trees Committee).

**Vice President**

1. Shall assume the duties of the President in the event of his/her absence, incapacity or resignation.
2. Shall oversee the act of the Guild Librarian and Historian.
3. Shall be coordinator for outreach programs such as the IS Museum weave.
4. Shall perform such other Guild duties as may be assigned by the President.
5. Shall act as liaison between committees and Board by attending committee meeting.

**Secretary**

1. Shall record and maintain the minutes of regular Guild meetings.
2. Shall take attendance at monthly meetings.
3. Shall submit copy of the minutes for distribution for Board meetings and regular Guild meetings. The latter shall be by request of individual members.
4. Be responsible for the guild correspondence (i.e., thank you notes for presenters, sympathy cards).
5. Pass all records and papers in good order to the incoming secretary no later than ten days after the end of term

**Treasurer**

1. Shall receive all revenues of the guild and pay all authorized bills, keeping an itemized account of all receipts and disbursements and submit budget for Board.
2. Will order and pay for all supplies needed for a workshop being taught by a Guild member with approval from the Board and Workshop Chair.
3. Guild members will pay BAG through the treasurer for workshops and annual dues.
4. Shall create a yearly budget approved by the board by two-thirds
5. Obtain the required cards and forms from the designated financial institution for the officers qualified to sign, as determined by the Board
6. Shall present a written financial report quarterly to the board and participate in a yearly internal audit.
7. Shall present a written financial report to the membership at the annual meeting
8. Submit the treasurer’s books for audit at the end of term of office no later than 10 days after end of term.
9. Shall maintain the membership list.
10. Shall receive and record membership dues and distribute a copy of the by-laws to all new members.

**Newsletter Editor**

1. Shall create and mail the bimonthly newsletter “Woven Spokes” to all Guild members in good standing.
2. Shall maintain and archive past newsletters.
3. Shall keep information current on all brochures and fliers related to BAG.

**Workshop/Program Chairperson**

1. Shall chair workshop/program committees. Chair shall select at least two committee members who shall be approved by the board.
2. Shall with the help of the committee secure venues for all workshops and programs
3. Gather proposals from Guild members and Conventions Professionals for workshop and programs and bring these at the annual meeting.
4. Secure local and/or out of town professional speakers and instructors.
5. Arrange for lodging, transportation, etc., for professional workshop instructors or speakers.
6. Organize workshop setup and cleanup.

**Past President**

1. The Past President is the person who served as President immediately preceding the current President.
2. Serves as advisor/mentor to the current President and Board.
3. Has voting rights and is a full member of the board, but not an officer
4. Serves until the current President’s term is up. Then the current President becomes the Past President and the Past President no longer has a board position.

**Article VI – Nominations and Elections**

1. The nominating Committee shall be appointed annually by the President with Board Approval
2. Elections for President, Secretary, and Treasurer shall be held every two years in even number years.
3. The committee shall select one or more nominees for each position of officers. The nominees shall be a member of the association in good standing willing to serve. Nomination ballots will be sent out in the September/October newsletter.
4. The slate of officers and board members shall be presented to the board no later than September 30.
5. Voting shall be by ballot.
6. Ballots will be included in the November/December newsletter
7. Ballots shall be due prior to the annual December meeting.
8. Space shall be provided on the ballot for the write-in votes. Write-in candidates must be members in good standing and be willing to serve.
9. Winning candidates shall be announced at the December meeting and in the Newsletter. Their term will begin on January 1.
10. Ballots shall be returned to a designated board member other than the nominating committee, no later than stated on the ballot, and opened and counted I the presence of two general members not on the nominating committee.
11. Officers and Board Members are elected by simple majority.

**Article VII – Amendments**

The bylaws may be amended by a two-thirds vote of the members present and voting at any regular or special meeting for for the purpose provided and proposed amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.

**GUIDELINES:**

Any member of the Guild can propose a workshop to the Workshop/Program Chair. If their proposal is accepted by the committee, they must provide a complete list of supplies to the Treasurer who will order all supplies. As stated in the Article III C, under no circumstances may a guild member purchase supplies themselves for their workshop without Board permission. All monies that the guild members pay for the class are made out to BAG and given to the Treasurer to cover the cost of the project. As we are a not for profit group, the Guild will not charge above and beyond the cost of for any project. The presenter will then teach the project on their assigned day to the Guild members. As a thank you for preparing and teaching this project, the guild will provide a free guild class of the presenter’s choice up to $50.00 in the next calendar year (twelve months from the workshop date).

Members may teach up to two classes per membership year, depending on the number of proposals the committee gets. Once per year, the committee may choose a Professional Convention Teacher to do a special workshop or program.

**EXCEPTION**:

Professional person who makes their living teaching basketry will be exempt from payment with a gft class. The teacher will be allowed to charge for professional services.