Sacajawea Fiber Arts Guild By-Laws

Revised August 2025

ARTICLE I: NAME

The name of this organization shall be Sacajawea Fiber Arts Guild, (formerly known as Sacajawea Handweavers' Guild).

ARTICLE II: PURPOSE

The purpose of the Sacajawea Fiber Arts Guild shall be to provide a forum where active handweavers and fiber artists may share information, knowledge, and techniques. We will provide each other with guidance, encouragement and inspiration. Sacajawea Fiber Arts Guild members will be given opportunities to share their interest in handweaving and fiber arts with members of the community by promoting community education and participating in special events and services.

ARTICLE III: MEMBERSHIP

Section 1: Anyone interested in handweaving and related fiber arts may become a member upon payment of the annual dues to the Treasurer.

Section 2: Annual dues for the fiscal year, June 1 to May 31, shall be set by the membership. Dues are to be paid in May for the following year. Annual dues are $30.00. The dues amount for members joining January 1 or later will be $20.00 for the balance of the fiscal year. Associate members will pay $10.00 dues, receive the Newsletter and attend meetings, but may not vote nor use the library or equipment, nor receive other special privileges granted to members such as Study Grant funds.

Section 3: The Sacajawea Fiber Arts Guild income shall be used for the education and advancement of fiber arts within the Guild and in the community as voted on by the membership.

ARTICLE IV: OFFICERS AND BOARD OF DIRECTORS

Section 1: The Board of Directors of the Sacajawea Fiber Arts Guild shall consist of the officers. Other members may serve on the Board at the discretion of the President. The retiring President shall serve as an

advisor to the Board.

Section 2: The officers shall be President, Vice President, Secretary, and Treasurer.

Section 3: Officers shall be elected at the regular April meeting for a term of one year to begin June 1. A nominating committee, to be appointed by the President, shall present a single slate of officers, who have been members for at least one year, at the regular March meeting. At that time, nominations may be made from the floor. Election shall be by a majority of those members present and voting at the April meeting, with the installation of officers at the May meeting.

Section 4: The President shall conduct all general meetings, board meetings, appoint all committee chairpersons, and exercise general supervision over all Sacajawea Fiber Arts Guild affairs.

Section 5: If the President is unable to complete a term of office, the Vice President shall become President. Other vacancies shall be filled by appointments made by the Board of Directors.

Section 6: The Vice President shall perform the duties of the President in case of absence or upon request of the President. The Vice President shall also be Program Chairperson.

Section 7: The Secretary shall keep a record of the minutes of each meeting, conduct all correspondence, and keep all documents not specifically pertaining to other offices.

Section 8: The Treasurer shall collect, hold, and disburse all monies into the Sacajawea Handweavers' Guild dba Sacajawea Fiber Arts Guild account. The Treasurer shall also keep a checking account record, keep accounts, and report them at each regular meeting. The Treasurer shall prepare an annual accounting statement to be presented to the Board of Directors at the annual meeting. The Treasurer shall submit all books and records for audit by May 31 of the present fiscal year.

Section 9: Standing committees shall include ANWG Representative, Librarian, Membership, Newsletter, Photographer, Equipment, Publicity, Raffle, Show & Share, Study Grant Fund, Technology, and such additional committees as deemed necessary by the Guild in the future.

Section 10: The committee chairpersons shall select their own committee members and shall also keep a record of the year's committee activities and pass on a brief summary of past activities to the next year's chairperson and to the President.

ARTICLE V: MEETINGS

Section 1: Regular meetings shall be held on the fourth Thursday of each month, excepting June, July, and August. The November/December meetings are combined

on the first Thursday of December. Members shall be notified in advance of any change.

Section 2: A quorum for a general meeting shall be one-fourth of the regular membership.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Meetings of the Sacajawea Fiber Arts Guild and Board of Directors shall be conducted by the rules of parliamentary procedure. Robert's Rules of Order, Revised shall be the authority in all questions of parliamentary law not covered by these By-Laws.

ARTICLE VII: AMENDMENTS

The By-Laws may be amended at any regular meeting of the Sacajawea Fiber Arts Guild by a two-thirds vote of the members present and voting. The proposed amendment must have been presented in writing and discussed at a regular meeting preceding the vote.

ARTICLE VIII: AFFILIATION AND DISSOLUTION

Section 1: The Sacajawea Fiber Arts Guild is affiliated with the Association of Northwest Weavers Guilds (ANWG).

Section 2: Should conditions arise when for any reason the Sacajawea Fiber Arts Guild cannot continue, the assets shall be designated to go to another organization with like goals and purposes. The President shall appoint a committee of three to present to the Guild, for vote, suggested recipients.

Sacajawea Fiber Arts Guild

STANDING RULES

Privileges And Responsibilities of Membership

Section 1: Members in good standing shall be allowed to check out library books and equipment.

Section 2: a. Equipment shall be loaned for a one-month period with renewal at the option of the Properties chairperson. The rental fee shall be $5.00 per month. A fine of $5.00 shall be assessed plus an additional month's rental fee for the return of late equipment. Some equipment rental will also require a deposit. Deposit amounts will be set by the Board of Directors.

b. Members are responsible for returning equipment in good condition and on time. Damage will be assessed and the member

will be responsible for cost of repair or replacement value.

Section 3: Library

a. Library checkout period is from one meeting to the next.

b. Members are responsible for returning books in good condition and on time.

Section 4: Renewal of membership is contingent upon all monies being paid in full and/or restitution for damages and losses.

Section 5: Membership of minor persons shall be decided on a case-by-case basis by the Board.

Section 6: The Study Grant shall be available to all Guild members in good standing who have been a member for at least one year. Stipulations:

a. Associate members are not eligible.
b. Maximum study grant disbursement per approved application will be $200.
c. Members may apply once per year.
d. Members will agree to the following: “I understand that in return for receiving a Study Grant I will present a program &/or workshop to the Guild to teach what I have learned at this class. Sharing is mandatory. Failure to do so will result in my returning the Grant funds that I have received. Further, I will coordinate with the Vice President/Program Chairperson to schedule my presentation.”
e. The Guild will maintain a $1000 cap on the Study Grant Fund and refill the account with funds raised from the Swap Meet as needed.

Section 7: Life Membership: Sacajawea Fiber Arts Guild offers a free Lifetime membership to those who are 75 years old and who have been a Guild member for at least 10 of the previous 15 years. Annual membership dues are waived for Lifetime Members. The Board shall identify and nominate Life Members and vote to approve.

Appendix

SFAG Board Members and Committee Chairs
Description of Roles and Responsibilities

Board Members

- President:
  1) schedules Board meeting prior to September to discuss annual budget, progress on scheduling Programs, Annual Challenge, Annual Raffle item, etc.,
  2) writes monthly newsletter article,
  3) creates agenda and conducts monthly meetings,
  4) appoints nominating committee who presents a slate of officers, for the following year, at the March Guild meeting (nominations may also be taken from the floor at the March meetings),
  5) create sign-up for annual May potluck,
  6) create sign-up for meeting hosts for the upcoming year, and
  7) handles inquiries/issues throughout the year.

- Vice President:
  1) attends Board meeting(s),
  2) schedules monthly meeting Programs,
  3) if Program presenter is paid, communicate to the Treasurer payment amount, payee information, and pick up check from the Treasurer,
  4) communicates to the Guild members information on the upcoming Program (via announcement at the prior monthly meeting and newsletter article,
  5) introduces presenter at monthly meeting, and
  6) fills in during the President's absence.

- Treasurer:
  1) attends Board meeting(s),
  2) prepares annual accounting statement for discussion at the Board meeting,
  3) collects dues annually and as new members join, communicating with the Membership chair status of payment,
  4) pays annual rent to LaFavorites,
  5) pays Handwoven subscription,
  6) monthly balances checkbook and prepares report for the Guild meeting (copy of report to Secretary),
  7) tracks Weftover Swap Sale funds, paying members who sold items and depositing remaining funds in the Guild bank account,
  8) prepares checks to compensate Program presenters and Guild members approved for Study Grants, and

9) pay miscellaneous expenses, as needed.

- Secretary:
  1) attends Board meeting(s) and records minutes,
  2) records monthly Guild meeting minutes,
  3) forward monthly meeting minutes to the Newsletter Editor,
  4) keeps a record of all meeting minutes (currently saved to the "Members Documents" section of the SFAG website),
  5) weekly checks/handles SFAG emails (guild.sfag@gmail.com), and
  6) conducts all correspondence.

Committee Chairs

Note from the Bylaws: Committee chairs shall select their own committee members (as needed), keep a record of the year's committee activities, and pass on a brief summary of past activities to the next year's chair and the President.

- ANWG Representative:
  1) liaison between ANWG and SFAG Guild, and
  2) communicates ANWG information to Guild members.

- Librarian:
  1) maintains Library inventory,
  2) follows up with members to ensure resources are returned, and
  3) add new books/resources to Library and communicates information to Guild members.

- Membership:
  1) creates membership packets, gives packets to new members, and submits printing receipt(s) to Treasurer for reimbursement,
  2) welcomes visitors and new members to Guild meetings,
  3) maintains an updated membership roster (on the SFAG "members only" website) by managing the online sign-up form and collaborating with the Treasurer to log membership dues;
  4) shares new member information with the Newsletter Editor,
  5) develops ways to attract new members, and
  6) serves as appoint of contact for the public and interested potential members at demos and events, particularly those during the summer when the Guild does not hold regular meetings.

- Newsletter:
  1) monthly communicates publication deadlines to Guild members (especially President, Vice President, Secretary and Photographer),
  2) insert/format Guild-related articles/photographs into the newsletter (as

provided by Guild members), [Note: Past newsletters were created in Word. Current newsletter is a PowerPoint document. Editor has the option of selecting newsletter program.], and
3) mails newsletter to all members; when using email, use the current emails from the membership list.

- Photographer:
  1) photographs new members (head shots), Show & Share (members and projects) and Program presenters,
  2) maintain two copies of photographs (one Hi resolution, and one Lo resolution [4"] as a smaller picture for the newsletter,
  3) record information related to the photographs (Show & Share: member's first name and brief project description; New Members: first and last name; Program: presenter name and Program topic), and
  4) maintain historical record of photographs.

- Properties:
  1) maintain equipment inventory; note whether items may not be in working order and arrange for repair, and
  2) follows Standing Rules for equipment check out, including tracking return of equipment.

- Publicity:
  1) revises SFAG brochure (as needed),
  2) maintains a supply of brochure for distribution at LaFavorites and demos during the year,
  3) after printing brochures, submits receipt to Treasurer reimbursement,
  4) monitors SFAG write-up in the Recurring Events section of The Daily News, and
  5) works with Technology and Membership chairs to expand outreach to the community.

- Raffle:
  1) discusses with Board item for the annual drawing and creates signage (as needed),
  2) sets up raffle table at monthly meetings, selecting items from the raffle "stash" box" or use items donated by members,
  3) oversees drawings during the meetings,
  4) hands the money collected to the Treasurer for deposit into the bank account, and
  5) conducts year-end drawing for big raffle prize.

- Show & Share:
  1) sets up Show & Share table at the monthly Guild meetings,
  2) directs members during the meeting to talk about their projects and

enter the drawing,
3) decides prize for the annual drawing in May (current prizes have been $25 LaFavorites gift certificate and “other” prizes may need Board approval),
4) purchases prize and submit receipt to Treasurer for reimbursement, and
5) hosts annual drawing at the May meeting.

- Study Grant Fund:
  1) promotes Study Grant Program to members,
  2) provides members with application forms upon request,
  3) reviews/approves applications and notify Treasurer and Vice President,
  4) coordinates with Treasurer reimbursement of funds to applicant after completing class/workshop, and
  5) notifies Vice Present that monthly Guild Program may be set up for applicant to share information.

- Technology:
  1) maintains the Guild’s online presence (e.g. the SFAG website: https://sacajaweafiberguild.com/),
  2) maintains the Guild’s online document management via Google Drive, and
  3) works with other Guild officers and chairs to offer solutions for technical challenges.