

BYLAWS OF THE MISSOURI BASKETWEAVERS GUILD

ARTICLE I NAME AND LOGO

- Section 1 The name of this organization shall be: Missouri Basketweavers Guild Inc. hereafter known as MBG.
- Section 2 The official logo of MBG organization shall be:



ARTICLE II PURPOSE

- Section 1 The purpose of this organization shall be to perpetuate the art of basketry, to stimulate interest and knowledge in all phases of basketry, and to promote public interest in the historic craft.
- Section 2 This organization shall be non-partisan, non-sectional and non-sectarian, and shall wholly abstain from any political affiliations provided; however, nothing contained herein shall prevent this organization from supporting or opposing public issues of state, national , or international significance.
- Section 3 The Corporation is organized exclusively for educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.
- Section 4 No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.
- Section 5 No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- Section 6 Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Taxes under section 501(c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue of Law).

ARTICLE III MEMBERSHIP

- Section 1 All MBG members in good standing shall be bonded up to a maximum of \$25,000, the cost of which shall be paid by the organization.
- Section 2 Local Organization/Guild
- A. Affiliation with this organization shall be limited to any organized guild that has purposes consistent with those of this organization. Affiliation with the MBG is terminated if the local guild fails to meet requirements of these bylaws as determined by the Board of Directors (herein referred to as the Board). Each local guild shall designate its own name, set its own dues (optional) and must have at least three (3) members.
 - B. Application for affiliation from a local guild shall be filed with the President of the MBG and be approved by the President and the Board. Application for affiliation shall include a copy of the local bylaws; officer designates or contact person, and date and location of meetings.
 - C. New local guilds will be officially chartered at the MBG Annual Convention General Business Meeting.

- D. After affiliation with this organization, it is the local guild's responsibility to keep the MBG Newsletter Editor updated on local activities.

Section 2

Individual Member

- A. Active membership shall be accorded to any person fifteen (15) years of age or older interested in furthering the purpose of this organization upon payment of annual dues.
 - 1. Any member 15-17 must be accompanied by an adult in order to take class(es) at the annual convention. A release signed by the parent or legal guardian must be provided each year to the Vice President allowing the minor to attend the convention.
 - 2. The accompanying adult must sign a waiver accepting responsibility for said minor and in the first year must be in the same class(es) at the convention.
 - 3. Upon evaluation by the teachers involved and the board showing no problems with minor's attendance, the accompanying adult will not be required to be in the same class(es) in future years.
 - 4. The president will advise the adult following the convention the results of the minor's evaluation.
- B. In order to maintain membership, a member must remain in good standing. If the MBG Board determines a member not to be in good standing, membership in the association will be terminated by the Board.
- C. A member may lose good standing status and have membership terminated for conduct detrimental to the association at the sole discretion of the MBG Board.

Section 3

Lifetime Membership

- A. Lifetime membership shall be conferred upon a member who has completed the two-year term of President of the MBG.
- B. Lifetime membership shall be conferred upon a member who has chaired or co-chaired two annual conventions.

Section 4

MBG Ambassadors

- A. The Board can award 'MBG Ambassador' status at their discretion to a recipient who has gone 'over and above' year after year to further the MBG's purpose.

ARTICLE IV DUES

Section 1

- A. The annual individual dues of this organization shall be \$20.00 payable January 1st. Dues are not prorated and are not refundable.
- B. The membership and fiscal year of this organization shall be January 1 through December 31.
- C. A member whose dues are delinquent ninety (90) days shall be suspended but may be reinstated upon payment of the full amount of dues.
- D. A Lifetime member does not pay dues.
- E. Dues shall be payable to the MBG and submitted to the Vice President or the Membership Chair if one is appointed.

ARTICLE V GOVERNMENT

Section 1

The government of this organization shall be vested in the MBG Board and the voting membership.

Section 2

Board of Directors

- A. The Board shall consist of the following members:
 - 1. Elected Voting members: President, Vice President, Secretary, Treasurer, Chairman of the Board and two (2) At-Large Members.
 - 2. Appointed Non-voting members: Parliamentarian, Historian, Newsletter Editor and Electronic Media Coordinator.
- B. Term of office shall be two (2) years for all Board members.
- C. The President, Secretary and one (1) Member-At-Large will be elected in odd numbered years. The Vice President, Treasurer and one (1) Member-At-Large will be elected in even numbered years.

ARTICLE VI BOARD OFFICERS AND THEIR DUTIES

(Elected Voting Board Members)

Section 1

President shall:

- A. Be the official representative of this organization.
- B. Preside at all meetings and prepare written agendas.
- C. Appoint non-voting Board members as prescribed with the approval of the Board.
- D. Appoint Standing Committee chairpersons as prescribed in these bylaws.
- E. Supervise all MBG Board officers.
- F. Require officers and standing committee chairpersons to make written or oral reports at such time as are necessary.
- G. Be an ex-officio member of all standing committees except the Nominating and Election Committee and work closely with the Chairs of all standing committees.
- H. Appoint qualified persons to fill vacancies of any officer or standing committee positions with the approval of the Board.

Section 2

Vice President shall:

- A. Promote membership recruitment and activities.
- B. Work closely with the President in all matters.
- C. If applicable, submit a proposed budget of expenses to the President for approval.
- D. Collect, record, and make changes in electronic form to update membership information for mailings and membership accountability. The Vice President deposits the dues and notifies the Treasurer as to when, how much the deposit was and which members paid. All membership responsibilities can be delegated to a Membership Chairperson.
- E. With the aid of the Parliamentarian, aid any local guild wishing to affiliate with the MBG.
- F. Send initial letters of welcome to all newly affiliated guilds following the annual convention.
- G. Distribute to all active members the MBG roster and bylaws.
- H. In the absence of the President, perform the duties of that office.
- I. Update or contact any on-line web sites and other parties when it is found that they have incorrect information regarding our guild.
- J. Upon end of the President's complete term of office at the Annual Convention, present the outgoing President with a gift from the membership, cost of which is to be paid by this organization.

Section 3

Secretary shall:

- A. Keep a complete record in a permanent file of all proceedings of this organization, its Board meetings and the Annual General Business Meeting. The minutes of all meetings shall be submitted to the President for review within fifteen (15) days after each meeting. The minutes of the annual business meeting shall be published in the next issue of Twining Times.
- B. Publish any proposed bylaw changes in the Twining Times no less than thirty (30) days prior to the General Business meeting at which the vote-to-approve will be taken. Incorporate into the bylaws all changes passed by the membership.
- C. Be responsible for publication of reports and official correspondence.
If no Twining Times Newsletter Chairperson has been appointed, the publication of the newsletter and all of the duties involved shall fall under the Secretary's duties.
- D. At the end of the secretary's term, minutes of the MBG meetings should be uploaded to electronic "cloud storage" for retention.
- E. Upon completion of two-year term of office, turn over all records and/or supplies and equipment to the incoming Secretary.
- F. If applicable, submit a proposed budget of Secretarial expenses to the President for approval.

Section 4

Treasurer shall:

- A. Collect and disperse all funds upon receipt of vouchers, after receiving Presidential approval for any expenses over \$500. A written report shall be prepared and orally presented at the Annual Convention General Business Meeting and each Board Meeting. The Treasurer's report will be published quarterly in the Twining Times.
- B. Review and approve all vouchers for expenditures of the MBG. Keep on file all signed and approved vouchers, financial records and reports which will be turned over to the incoming Treasurer upon completion of two-year term of office

- C. Work with the other members of the Finance Committee to prepare an overall itemized budget for the ensuing year.
- D. Be responsible for submitting all necessary paperwork to the state of Missouri and the Internal Revenue Service in accordance with the rules and regulations pertaining to the 501(c) (3) status of this organization.
- E. Obtain the signature cards and forms from required officers to be submitted to the designated financial institution.
- F. If applicable, submit a proposed budget of Treasurer's expenses to the President for approval.

Section 5

At-Large Members shall:

- A. Attend all meetings of the Board, the Annual Convention General Business Meeting and any Special General Membership Meetings if called.
- B. Represent the general membership.
- C. Lend assistance and provide suggestions to the Board as requested by the President.
- D. If applicable, submit a proposed budget of expenses to the President for approval.

Section 6

Immediate Past President shall:

- A. Be the Chairman of the Board.
- B. Advise the Board when requested.
- C. Preside at General Business Meetings when the President and Vice President are unable to do so.
- D. Be chairperson of the Nominations and Elections Committee and preside at the Election portion of the Annual Convention General Business Meeting.
- E. If applicable, submit a proposed budget of expenses to the President for approval.

(Appointed Non-Voting Board Members)

Section 7

Parliamentarian shall

- A. Attend all meetings of the Board and the Annual Convention General Business Meeting to advise the presiding officer of parliamentary law upon request.
- B. Read and review the MBG bylaws and propose changes to be voted on by the general membership at the Annual Convention General Business Meeting (and Special General Membership Meeting if called).
- C. Oversee voting credentials at General Business Meetings and the Election meeting.
- D. Be a member of the Nomination and Elections Committee (if not a candidate for office).
- E. If applicable, submit a proposed budget of parliamentary expenses to the President for approval

Section 8

Historian

- A. Historian shall keep a complete record (scrapbooks, photos, newsletters, minutes, etc.) in a permanent file of all proceedings and history of the MBG. Such material is to become part of the permanent record.
- B. The Historian can appoint a committee to help with above duties.
- C. If applicable, submit a proposed budget of parliamentary expenses to the President for approval

Section 9

Electronic Media Coordinator (EMC)

- A. The EMC shall be appointed by the President and work closely with the President in the design and maintenance of the Web Site and Facebook. The EMC may form a committee. No contract or financial agreement shall be entered into by the EMC without prior discussion of such with the President.
- B. The EMC can appoint a committee to help with above duties.
- C. If applicable, submit a proposed budget of expenses to the President for approval.

Section 10

Twining Times Newsletter Editor

- A. Be responsible for the writing, publishing and distribution of the newsletter, Twining Times, on a quarterly basis (July, October, January, April) to all active members. Submit a proof of the newsletter to the President for approval and proofing. Forward to the Media Coordinator a copy of each issue so it can be uploaded to the MBG webpage.
- B. Request active members to submit photos or short essays regarding MBG activities be

published in the *Twining Times*.”

- C. Twining Times Editor can appoint a committee to aid in the above duties
- D. If applicable, submit a proposed budget of expenditures to the President for approval.

Section 11 Vacancies

- A. In the event that the President is unable to complete the two-year term of office, the Vice President shall finish out the term as President. The new President shall appoint replacements to any vacancies subject to the approval of the Board. If the Vice President is unable to complete the term of office, it shall be filled by election of a member of the Board at a Board meeting called by the Chairman of the Board. A ten (10) day notice must be given to all Board members of this meeting.
- B. In the event that any elected or appointed Board member is unable to complete the term of office, the President, with the approval of the Board, shall appoint an individual to fill the vacancy.

ARTICLE VII NOMINATIONS AND ELECTIONS OF THE BOARD

Section 1 The President, Vice President, Secretary, Treasurer and two (2) At-Large Members of this organization shall be elected at the Annual Convention General Business Meeting and shall serve a two-year term. They can succeed themselves for one additional two-year term. The election of these positions will be based on a majority of voting members present at the time of voting. If there is more than one candidate for any particular office, that office will be voted on separately in the following manner:

- A. If a secret ballot is requested, ballots will be distributed to the voting members present at the time of the vote for that office. Otherwise a show of hand vote is applicable. The Nominations and Election Committee members will distribute and tally the votes if necessary and give the results to the Chairman of the Board to announce. In the case of more than two candidates for any office, the candidate receiving the lowest number of votes will be dropped and the vote will be taken again. The elected candidate must receive the majority of votes cast.
- B. There will be no less than two (2) MBG members on the Nominations and Elections Committee in addition to the Parliamentarian and the Chairman of the Board.
- C. The Chairman of the Board shall preside at the Election portion of the General Business Meeting. In the event the Chairman is unable to attend, the President shall appoint the Parliamentarian (if not a candidate for office) or a past President.
- D. Members shall file for office with the Chairman of the Board. If two or more candidates have filed for the same office, no nominations will be accepted from the floor.
- E. No member can hold more than one office at the same time.
- F. Nominations can be made from the floor if a particular office has only one or no candidate filed and if such person accepts the nomination and meets the stated requirements of the position.

Section 2 The candidates for President, Vice President and Secretary shall:

- A. Have been a member of the MBG for at least two (2) years and have a working knowledge of the guild's functions and its bylaws.
- B. Commit to serving the two-year term of office.

Section 3 The candidate for Treasurer shall:

- A. Have been a member of the MBG for at least two (2) years and have a working knowledge of the guild's functions and its bylaws.
- B. Have prior business or other experience in double entry bookkeeping or computer financial programs.
- C. Commit to serving the two-year term of office.

Section 4 The candidates for At-Large Members shall:

- A. Have been a member of the MBG for at least one (1) year and have a working knowledge of the guild's functions and its bylaws.
- B. Commit to serving the two-year term of office.

Section 5 The newly elected Board shall assume their duties immediately following the close of the Annual Convention.

ARTICLE VIII MEETINGS

Section 1 Board Meetings

- A. The Board shall meet at least once a year prior to the Annual Convention General Business Meeting and at such times as determined necessary.
- B. A quorum shall consist of one-third (1/3) of the voting members of the Board.

Section 2 Annual Convention General Business Meeting

- A. There will be one Annual Convention, which will include a general business meeting and elections.
- B. A quorum shall consist of the members of the MBG present and eligible to vote.
- C. The Annual Convention will be held the last weekend in July or the first or second weekend in August at a location in Missouri to be decided by the Convention Committee with the approval of the Board.

Section 3 Special Membership Meetings

- A. Special General Membership Meetings may be called by the President when determined necessary.
- B. Location of the meeting and its purpose shall be published in the Twining Times or sent by e-mail not less than ten (10) days or more than sixty (60) days prior to the meeting.
- C. A quorum shall consist of the members of the MBG present and eligible to vote.

ARTICLE IX STANDING COMMITTEES

Section 1 Finance Committee

- A. The Finance Committee shall consist of the following members: current President and Treasurer of the MBG and one other Board member appointed by the President.
- B. If determined necessary by the Board, the Finance Committee shall prepare the annual budget to be approved by the general membership at the Annual Convention General Business Meeting if necessary.
- C. Review and approve the proposed budgets submitted by officers and standing committee chairpersons.
- D. Review and complete an audit of the Treasurer's financial records annually.

Section 2 Convention Committee

- A. The Convention Chair or Co-Chairs shall be appointed by the President and work closely with the President in the scheduling of convention events. No contract or financial agreement shall be entered into by the Convention Chair(s) without prior discussion of such with the President.
- B. The Convention Chair(s) shall appoint and assist committees in the planning and implementing of plans for the Annual Convention in accordance with the MBG Convention Guidelines and shall advise committee members of final reporting duties.
- C. The Convention Chair(s) will submit articles in a timely manner to the Twining Times newsletter regarding the status of Convention planning.
- D. Each Convention Committee chairperson shall keep detailed, accurate records of the convention process for that particular committee including copies of all donations, revenues and expenses and shall turn in a written report to the Convention Chair(s) no later than fifteen (15) days following convention.
- E. The Convention Chair(s) shall combine all reports and upload to electronic repository (Dropbox or Goggle Docs) and give notice to the President of such within sixty (60) days following convention and shall authorize access to these electronic documents when the following year's Coordinator is appointed.
- F. The Annual Convention Treasurer shall not also be the MBG Treasurer, but will work closely with the MBG Treasurer when dealing with revenues and expenses of the convention.
- G. A final Annual Convention financial report and list of donors shall be published in the Twining Times no later than the October issue following convention.
- H. The Convention Chair(s) shall call meetings of the Convention Committee as deemed necessary in the planning of the convention.

Section 3

Nominations and Election Committee

- A. Shall consist of no less than two (2) Guild members appointed by the President in addition to the Chairman of the Board and the Parliamentarian. (No member of the Committee shall be a candidate for office.)
- B. The Chairman of the Board shall serve as the Committee Chairperson.
- C. Nominations and Election Committee shall follow the procedures outlined in Article VII, Section 1 of these bylaws.

ARTICLE X DISSOLUTION

Upon the dissolution of the corporation, the Board will, after paying or making provisions for payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations operating exclusively for charitable, educational, religious, or scientific purposes which at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code, as the Board determines. Any such assets not disposed of will be disposed of by the court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court determines.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

ARTICLE XII METHOD OF AMENDING

These bylaws may be amended at any Annual Convention General Business Meeting or Special General Membership Meeting by a two-thirds (2/3) vote of those present and eligible, provided the amendment has been submitted to all MBG members not less than thirty (30) days prior to the meeting.

MISSOURI BASKETWEAVERS GUILD STANDING RULES

1. Every Annual Convention General Business Meeting shall begin with the Pledge of Allegiance.
2. The Curry Scholarships will be awarded each year at the Convention. The MBG will reimburse one (1) first time convention attendee and one (1) returning attendee their registration fee for the current convention. Names will be drawn by lot from the registered convention participants.
3. The Founding Members Memorial Scholarship will be awarded each year at the Convention. The MBG will award two (2) registration fee scholarships to be drawn by lot from the entire MBG membership. The Founding Members Memorial Scholarship will be valid for only the next convention is non-transferable and the recipient's membership dues must be current at the redemption of the scholarship.
4. The Convention Chair (or Co-Chairs) will receive free convention registration for the year that is chaired. The cost of one hotel room for the duration of the convention (Wednesday through Saturday night) will be paid by MBG convention funds if not provided complimentary by the host hotel. Convention Co-Chairs shall receive their first choices in classes for the year following their year as Convention Co-Chairs.
5. Business card-size ads per issue may be submitted to the Newsletter Editor for Publication in the *Twining Times*. by members only. No charge for ads.
6. Any person wishing to teach classes at the Annual Convention must be a member of the MBG by the submission date of the jury basket deadline.
7. Any person wishing to participate in the Annual Convention, e.g. students, teachers or vendors, must be a member of the MBG and must register for the Convention. If a member or non-member signs up to volunteer for a total of six (6) or more hours, he/she will be entitled to the free convention lunch when a free lunch is offered to all registered attendees. At the discretion of the Convention Coordinators those same volunteers can be give a "welcome" bag.
8. Members in good standing are entitled access online to:
 - a) The *Twining Times* newsletter.
 - b) A copy of the membership directory for the current year. A member has the option to not be included in the directory.
 - c) A copy of the bylaws and standing rules..
9. When published, the convention brochure will be on the MBG website. Any non-member wishing to attend the convention will need to pay dues and register prior to attending the convention. All members will need to view the information and print out the paperwork in order to register for convention.
10. All fundraising activities held at the Annual Convention shall have prior approval of the Board.
11. No officer or chairperson may obligate the MBG for a debt in excess of their budget or \$100.00, whichever is less, without the approval of the President and Treasurer.
12. Any person(s) providing the MBG membership roster to any individual or organization without the prior written permission of the Board will have their membership terminated and will become ineligible for future membership. Person(s) providing the MBG membership roster without permission will be subject to prosecution and will be held responsible for restitution to the Guild.
13. In the event the Membership or Newsletter duties are to be delegated to a volunteer Chair, and if only one volunteer should come forward for the position, the President can appoint that person without consultation of the Board. If there is more than one volunteer for a position, the Board will determine by majority vote who is selected for the position.
14. A majority vote is necessary to suspend a Standing Rule. A two-thirds (2/3) vote is needed to rescind or amend a Standing Rule. No prior notice is necessary.

