

# **HAVERFORD GUILD OF CRAFTSMEN BYLAWS**

**Created July 23, 2009, Revision March 14, 2016**

## **ARTICLE I - Organization and Purpose**

1.01. The name of the organization shall be the Haverford Guild Of Craftsmen, a chapter of the Pennsylvania Guild of Craftsmen, and hereinafter referred to as the 'HGC.'

1.02. The fiscal year shall correspond with the calendar year.

1.03. The purpose of the 'HGC' is to come together on a local level in fellowship to promote the aims and purposes of the Pennsylvania Guild of Craftsmen as well as to increase networking between local members, to provide educational and sales opportunities for fine crafts and to share information about the fine craft community on a local level.

1.04. The dividend or accumulated savings of the 'HGC' shall not be paid or distributed to members but reserved for craft purposes according to the mission.

## **ARTICLE II - Membership**

2.01. Membership in the 'HGC' is open on a non-discriminatory basis without regard to race, color, religion (creed), gender, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sex, sexual orientation, guide dog, ethnic origin, familial status or military status to any interested persons who are in accord with and who will aid in the promotion of the aims and purposes of the 'HGC.' All 'HGC' members must also be members in good standing in the Pennsylvania Guild of Craftsmen.

2.02. Craftsmen members are those actively working in craft at any level and who are creating and/or sharing their work with the public at events, exhibitions, galleries, online etc.

2.03. Craftsmen members could potentially participate in any or all opportunities at the chapter, state or national level and are eligible to apply for juried status from chapter or state. Each is honored and recognized in his/her own right as a full craftsperson member.

2.04. Friend members are those who are not actively working in craft. Friend members may be any one of the following: a family member, students 17 & under, a "retired from craft" individual, collector, friend, supporter, etc. This category is designed for the individual who wishes to be connected with the Pennsylvania Guild but not participate as a

craftsperson. A Friend may upgrade to a “Craftsmen” membership at any time to enjoy Craftsmen benefits.

2.05. Within Craftsmen, approved subcategories for dues payment are:

- a) Active Senior Craftsmen members are individuals, aged 65 or older, who are active in craft;
- b) Adult Student Craftsmen members are individuals, ages 18 to 25, who are full time students at a university or college setting, who are active in craft.

These individuals are eligible for all of the same benefits of the Craftsmen member and may receive a discounted membership.

2.06. Termination of membership may occur for any of the following: death of member, resignation submitted by a member, failure to pay annual dues on time, and for causes inconsistent with membership following written notice and an opportunity to be heard. Dues are not refundable.

2.07. Dues are paid directly to the Pennsylvania Guild of Craftsmen and the chapter portion forwarded to the chapter. All ‘HGC’ members shall pay dues, as determined by the ‘PGC’.

2.08. Dues paid by new members joining the ‘HGC’ are effective for 365 days from receipt by the ‘PGC’.

2.09. A member whose renewal dues have not been paid in full by 60 days following the due date is no longer considered a member in good standing, and becomes subject to the same dues and procedures (including jurying) as a new member.

### **ARTICLE III - Meetings**

3.01. The presence at any meeting of fifteen (15) percent of the members in good standing or two of the Board of Directors shall constitute a quorum.

### **ARTICLE IV - Officers**

4.01. The Officers of the ‘HGC’ shall consist at minimum of a President and two other officers who fulfill the duties of Vice President, Secretary and Treasurer. Each officer shall be a member in good standing. The President and Treasurer may not be the same person. Not more than 2 members can share the same office. All offices are to be a one (1) calendar year term. Elections shall be held at the discretion of the board prior to the start of a new year.

4.02. 'HGC' Board of Directors shall consist of the President, Vice-President(s), Treasurer, Recording Secretary, Membership Secretary, Corresponding Secretary and Vice-President of Standards.

4.03. The President shall have general powers and duties of management usually vested in such an office:

- a) Preside over all meetings
- b) In the absence or inability of treasurer, affix the necessary signatures or endorsements to checks, drafts, notes and records
- c) Approve all transactions, correspondence and actions of the 'HGC'
- d) Promote a favorable image of the Pennsylvania Guild of Craftsmen and 'HGC'

4.04. The Vice President shall act in the absence or disability of the President, performing all duties of the President in such an occurrence. The Vice President shall perform all duties as assigned by the President in keeping with these bylaws.

4.05. The Secretary shall keep all of the current records of the 'HGC': record and circulate minutes of all meetings via email. The Secretary shall perform all duties as assigned by the President in keeping with these bylaws.

4.06. The Treasurer shall have charge and custody of all funds of the 'HGC' and shall collect, deposit and disburse all funds under the direction of the President and Vice President, maintain adequate and correct accounts under the 'HGC' legal tax identification, submit and explain the finances of the 'HGC' to members at the annual meeting, submit full disclosure of balance of funds and annual budget to the Pennsylvania Guild of Craftsmen annually, preside over an annual audit or review of the 'HGC' funds according to recognized accounting practices and shall perform all duties as assigned by the President in keeping with these bylaws.

4.07. The Vice President of Standards shall preside over the Jury Process for Master Artisan Status, be the liaison between jurors and applicants and floor jury 'HGC' show events. The Vice President of Standards shall maintain qualifications of the Standards committee members and shall nominate new members of the committee for approval by the 'HGC' Board. The Vice President of Standards shall also schedule a minimum of one Master Artisan's session per year.

4.08. The 'HGC' will follow the guidelines in the Pennsylvania Guild Of Craftsmen's "Chapter Formation Guide" concerning the election of officers.

4.09. Removal. Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors, upon vote of (2/3) two-thirds of the Directors then in office, whenever, in its judgment, the best interest of the 'HGC' would be served thereby,

but such removal will be without prejudice to the rights, if any, of the officer so removed.

4.10. Vacancies. Unless otherwise provided in these Bylaws, a vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the un-expired portion of the term.

4.11. Committees. The President is empowered to appoint such ad hoc committees as deemed necessary for specific functions. Such committees shall continue to exist only for the term of office of the appointing President, but may be re-appointed by the President's successor.

#### **ARTICLE V - Indemnification**

5.01. Officers and others who are acting on behalf of the 'HGC' shall be indemnified and held harmless against any and all costs and/or expenses as a result of civil or criminal claims, actions, suits in which they may be threatened by reason of having served on behalf of the 'HGC' for approved activities and purposes. For this purpose, the 'HGC' shall hold an adequate amount of liability insurance, as well as directors and officers insurance.

#### **ARTICLE VI - Dissolution or Revocation**

6.01 Decision to disband shall be by majority vote of those members present at a meeting whose purpose to disband the chapter has been made by mail or email to all members at least two weeks prior to the meeting. Funds in the treasury and other assets of the chapter shall not be distributed among chapter members, but shall be disbursed to the Pennsylvania Guild of Craftsmen. Up to (1/3) one-third of the chapter's assets of funds may be distributed to a non-profit organization that focuses on craft and art as determined by the majority present at the final meeting.

#### **ARTICLE VII - Amendments and Revisions To The Bylaws**

7.01. The procedure for amendment to or revision of these Bylaws of the 'HGC' shall be as follows:

- a) Proposals for amendment or revision shall be presented in writing to the Vice-President Administration. All such proposals shall include the endorsement of at least two members of the Board of Directors.
- b) Every practical and reasonable effort to inform 'HGC' members of a petition to amend the bylaws will be undertaken by the Board. A thirty (30) day period will be allowed for this communication and the return of written comments or proposed amendments to the Vice President Administration.
- c) The Vice President Administration shall present said proposals to the Board of Directors for action.

- d) Once the final form of the proposed amendment or revision has been presented to the Board of Directors, a period of not less than thirty (30) days shall elapse before said amendment or revision may be voted upon.
- e) The proposed amendment or revision will become part of these Bylaws upon an affirmative vote of two-thirds of the members of the Board of Directors present at a meeting of the 'HGC' Board of Directors.

Adopted July 23, 2009

Amended for any future occurrences, dates get listed here: January 26, 2012,

February 27, 2016

March 14, 2016