

MIDWEST FACETERS' GUILD BY-LAWS

(As amended July 28, 2007)

I. The standing committees of this Guild shall be as follows:

- A. Show Committee
- B. Rules Committee
- C. Membership Committee
- D. Historian and Archives
- E. Bulletin Editor
- F. Education Committee

II. DUTIES OF COMMITTEES

- A. The Show Committee shall secure the site of the show, plan the show, set up the show and take it down. This Committee shall keep the Board of Directors advised as to the progress of the oncoming show. The Show Chairperson shall prepare a show budget for submission to the Board of Directors—for approval prior to committing any expenditure for said show. The Show Chairperson may not over-spend the budget unless this has gone before the Board and the Board has given approval for the over-expenditure.
- B. The Rules Committee shall at all times keep the Guild up to date on judging and show rules for the Guild. The Guild must approve the original rules and any subsequent rule changes. This is done by a simple majority (over one half) of the members present and voting at the meeting.
- C. The Membership Committee shall receive all applications to this Guild and shall accept them for full membership and fellowship upon the payment of dues. Further, the Membership Committee shall recruit new members. The Membership Committee shall turn over all dues collected to the Treasurer. After the initial influx of members into this Guild, the Membership Committee shall make up an application for and submit it to the Guild for approval. At anytime that the application form needs to be changed, it must be submitted to the Guild for approval. This is done by a simple majority vote (over one half) of the members present and voting at this meeting.
- D. The Historian and Archives Committee shall be in charge of keeping a current history of the activities of the Guild and turning these records over to the new succeeding chairperson. The history of the Guild should include the Guild Bulletin.

- E. The Bulletin of the Midwest Faceters' Guild shall be "The Midwest Faceter." The Editor shall publish all Board minutes, General Membership Meeting minutes, Annual Guild Meeting minutes and all other pertinent information of different chairpersons, as well as the annual membership status of the Guild. The Editor shall make "The Midwest Faceter" attractive and informative regarding the activities of the Guild. Every effort should be made to further the purpose of the Guild.
- F. The Education Committee shall be in charge of presenting an educational program at each regular Guild meeting, and shall be in charge of the educational portion of the show. The Committee shall also be in charge of the content of the educational presentation at any seminar, workshop or program of any kind in which the Guild participates.

III. OPERATING PROCEDURES

Details of operation not included in the Constitution or the By-Laws of this Guild that are of a continuing nature, to be made mandatory on succeeding administrations until amended, suspended or rescinded, shall be authorized by operating procedures, upon approval of the Board of Directors. Suggested operating procedures may be submitted by any member of the Guild.

IV. MEETINGS

- A. This Guild shall have an Annual Meeting each year of the membership. Time, date, place shall be established by the Board of Directors. The Secretary shall notify the membership at least 60 days prior to the date of the Annual Meeting.
- B. There shall be four (4) General Membership Meetings of the Guild per year; time, date and place to be established by the Board of Directors. The Secretary shall notify the membership at least 30 days prior to the meeting.
- C. Special Meetings shall be called at the discretion of the Board. The Secretary shall notify the membership at least 30 days prior to the meeting.
- D. The Board shall meet prior to all meetings, Annual, General and Special and at any time as the president deems necessary. A Board Meeting may be held by joint congregation; by mail; by telephone or whatever other means the Board deems necessary.

V. DUES

Each member shall pay Annual Dues, as set forth in the Guild's meeting minutes, for the operation of this Guild. Dues are due by January 1 of each year. The Membership Chairperson shall send all delinquent members (30 days in arrears) one notice. If the dues are not paid for by the end of the month (approximately 60 days from the end of the fiscal year for the Guild) then the member shall be dropped from the rolls. To become a member again, this person shall have to re-apply for membership. Members coming in

during the year shall pay a full years membership dues. Dues shall not be pro-rated. However, a person joining the Guild the last month of the fiscal year of the Guild shall have dues paid for 13 months. The Fiscal Year for this Guild shall be January 1 through December 31.

VI. EXPENSES

The Guild shall reimburse costs expended by members for Guild purposes up to \$50. If the expense is over \$50, the member shall be required to complete an expense voucher to be approved by the Board. This voucher shall be forwarded to the president who shall consult with Board Members and upon their approval, shall forward same to the Treasurer for payment.

VII. AMENDMENTS

These By-Laws may be amended by a simple majority vote (over one half) of the membership present and voting at the particular meeting.

VIII. The President shall appoint a nominating committee of three members to poll the membership for persons who are willing to serve as an elected Officer of this Guild. Nominations must have the consent of the nominee. This Committee must be appointed at least 60 days prior to the Annual Meeting.

IX. The President shall appoint a Tally Committee to tally elections and special mail votes and the membership shall be advised to the results of a mail vote through the Guild Bulletin.

X. If this Guild decides to liquidate, the assets of the Guild shall be donated to an organization which is exempt as contained in Section 501(c)(3) of the Internal Revenue Code.

XI. AFFILIATION

This Guild may form affiliations with other Societies, Organizations or Groups with similar interests or objectives.