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**CONSTITUTION**  
of  
**The SUNSHINE COAST SPINNERS' AND WEAVERS' GUILD**  
March 1987.

1. **NAME:** The organisation shall be known as "THE SUNSHINE COAST SPINNERS' AND WEAVERS' GUILD.
2. **PURPOSES:** The pursuit of the fibre arts such as spinning and weaving and to provide an opportunity for the sharing of knowledge, skills and ideas among the members of the Guild and with other Guilds and their members, the collection of literature and other materials relating to the fibre arts and making these available to the members of the Guild, the organisation of workshops and field trips for members of the Guild to further their knowledge and skills in the relevant arts.

**BY-LAWS**

1. **MEMBERSHIP:**

1. Membership is open to those interested in the fibre arts, regardless of age, sex, race, colour, creed, physical or mental capacities. Membership becomes effective upon payment of the designated fee.

2. There shall be three classifications of membership:

a) **ACTIVE:** Active members shall have access to all meetings and programs, have voting privileges, shall receive the Guild's Newsletter, shall have the opportunity to purchase supplies and rent equipment, if available, through the Guild and use the Guild Library.

b) **ASSOCIATE:** Individuals whose privileges shall be limited to the receipt of the Newsletter. An Associate Membership may be granted at the discretion of the Executive.

c) **HONOURARY:** Persons who have contributed outstandingly to the fibre arts on the Sunshine Coast may be granted an Honourary Life Membership subject to the approval of Active Members by a vote of at least 75% of those present at a General Meeting. Honourary Membership carries all the privileges of membership but is exempt from paying dues.

3. A person shall cease to be a member of the Guild:

a) by delivering his resignation in writing to the Secretary of the Guild or by mailing or delivering it to the address of the Guild.

b) on his death or in the case of a corporation on dissolution.

c) on being expelled; or

d) on having been a member not in good standing for twelve consecutive months.

4. A member may be expelled by a special resolution of the Membership passed at a General meeting. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the General Meeting before the special resolution is put to a vote.

2. **FEES:**

1. A schedule of fees for all classes of members shall be drawn up by the Executive and shall be

presented to the Membership for approval. this schedule may be altered from time to time with the approval of the Membership.

2. The annual fee shall be payable prior to 31 December. The fiscal year shall be 1 November through 31 October of the following year. Applicants wishing to join the Guild after 30 April shall pay half of the annual fee and their membership shall remain in effect until 31 October of the same year. Members who have not renewed their annual dues by the end of December will not have their names included in the membership list.

3. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Guild and he is not in good standing so long as the debt remains unpaid.

3. **MEETINGS:**

1. REGULAR MEMBERS' MEETINGS shall be held every month except when changed by general agreement. No voting shall take place at these meetings.

2. The ANNUAL GENERAL MEETING shall be held in October of each year in place of the Regular Members' Meeting, to elect a new Executive and to attend to other matters that may require a vote.

3. A GENERAL MEETING may be called at any time at the discretion of the Executive, preferably coinciding with a Regular Members' Meeting, should urgent business requiring voting be the case. General Meetings shall also be called if so requested in writing by at least 10% of the Active Members. Notice of and the reason for a General Meeting shall be given at least four weeks in advance of the meeting.

4. EXECUTIVE and COMMITTEE MEETINGS shall be called as the need arises.

4. **QUORUM:** A quorum at a General meeting shall be one third of the Active Membership, but never less than ten persons. A quorum at an Executive Meeting shall be 50% of the Executive Committee.

5. **VOTING:** Voting at General Meetings shall be done by a show of hand, unless the President decides on voting by ballot. Proxy voting shall not be allowed. Active Members have one vote each. In general, a simple majority shall decide the outcome of the vote, except in case of granting an honorary membership (see above) and in case of changes to this Constitution and these By-laws (see below). In the event of a tie the President shall cast the deciding vote.

6. **EXECUTIVE:**

1. The Executive shall consist of President, Vice-President, Immediate Past President, Secretary, Treasurer, Editor of the Guild Newsletter and others as required.

2. Such officers shall be elected at the Annual General Meeting in October or at any General Meeting if so desired by the Membership and shall take office immediately. A joint Executive Meeting, embracing the old and the new slate of officers, shall be held within two weeks following the Annual or General Meeting, at which time audited records shall be turned over to the new Executive. The auditing shall be done by any person or persons deemed suitable by the Executive and approved by the Membership. Should a vacancy occur in the Executive, such vacancy shall be filled by election at the next Annual General Meeting or General Meeting, whichever comes first.

3. The members may by special resolution remove a member of the Executive before the expiration of his term of office, and may elect a successor to complete the term of office.

7. **DUTIES:** The duties of the Members of the Executive are as follows:

1. The PRESIDENT shall preside at all meetings of the Guild and Executive Committee, shall be ex-

2. Sunshine Coast Spinners & Weavers Guild Constitution and By-Laws

officio a member of all committees, shall give a casting vote in case of a tie and shall prepare in conjunction with the Treasurer an annual budget to be presented at the Annual General Meeting in October.

2. The VICE PRESIDENT shall perform all the duties of the President in her or his absence and shall assist the President in the discharge of the duties of that office.

3. The IMMEDIATE PAST PRESIDENT shall serve as advisor to the new Executive in order to further facilitate the continuity of the business of the Guild.

4. The SECRETARY shall keep a correct record of all meetings including Executive meetings and shall carry out the general correspondence of the Guild.

5. The TREASURER shall act as Custodian of the funds of the Guild and shall receive and disburse all funds as authorized by the Guild, shall be, together with the President, signing officer in financial matters, either jointly or separately as the case may be, shall present a financial statement at the Annual General Meeting, shall in conjunction with the President prepare an annual budget to be presented at the Annual General Meeting for the approval of the Membership and shall hand over audited records to his or her successor at the joint Executive Meeting following the Annual General Meeting. The books and records of the Guild may be inspected upon application to the Executive by any member of the Guild at any reasonable time.

6. The EDITOR of the GUILD NEWSLETTER shall collect copy for the Newsletter have it typed, multiplied and distributed in time to be received by Members of the Guild prior to the upcoming Regular Members' meeting.

8. **LIBRARY:** The President shall appoint a RESOURCE PERSON, who shall keep a record of books and periodicals available to the Membership and those on loan to Members, shall inform the Membership of new publications and acquisitions through the Newsletter and shall order books and renew subscriptions under the direction of the Executive.

9. **COMMITTEES:** The Executive shall appoint Ad Hoc Committees as the need arises for such events as Exhibitions and Workshops.

10. **BORROWING:** The Executive shall not in the name of the Guild borrow any monies without the prior approval of the Membership. Members shall be advised of any proposed borrowing prior to a General Meeting through notice in the Newsletter. No debenture shall be issued without the sanction of a Special Resolution.

11. **CHANGES:** This Constitution and these By-laws may be changed by special resolution, by a vote of a least 75% of the Active Membership. Members shall be advised of any proposed changes in the Constitution at least four weeks prior to a General Meeting.

12. **DISSOLUTION:** The Guild may be dissolved under the same rules as applicable to changes in this Constitution. Any assets belonging to the Guild shall be auctioned at the General Meeting following the Meeting in which the decision to dissolve the Guild is taken. Any proceeds of the auction, in which Members have priority, shall be used to reimburse equally those who were members at the time of the dissolution of the Guild.