

**Association of Northwest Weavers' Guilds Standing Rules**  
Amended at Annual Membership Meeting Online Vote  
Completed May 15, 2020

I. MEMBERS

1.1 The following States and Provinces are included in the eligible region of northwest North America: Alaska, Idaho, Montana, Oregon, Washington, Wyoming, Alberta, British Columbia, Northwest Territories, Saskatchewan and Yukon.

1.2 Only organized guilds or associations defined in the Bylaws are eligible for guild membership in ANWG.

1.3 The application for guild membership in ANWG shall include the following:

- a. The names and contact information of the applicant guild's President and Representative to ANWG.
- b. Full payment of the annual dues.

1.4 The application for individual or association affiliate membership shall include the name and address of the individual or association and other information requested on the membership form with dues.

1.5 Dues.

a. Annual dues for member guilds shall be payable September 1 and assessed at the rate of one dollar (\$1) per member based on the total number of members as of the end of the most recent membership year, June 30.

b. Dues for affiliate members shall be \$25 for individuals and \$35 for associations, payable September 1 of each year.

1.6 Each guild's representative shall be provided by website link:

- a. The current Articles of Incorporation, the Bylaws and the Standing Rules;
- b. Instructions for accessing the ANWG website;
- c. A current list of member guilds with the names of their Representatives and the member guild's contact information, and
- d. A current list of the ANWG officers and Board members, with their contact information and areas of responsibility.

1.7 An ANWG annual membership roster shall be prepared and posted to the guild pages on the website no later than January 30th of each year.

1.8 The Representative shall maintain a record of ANWG materials to be passed to incoming Representatives, and shall include:

- a. Newsletters.
- b. A current copy of the Articles of Incorporation, Bylaws and Standing Rules.
- c. All correspondence between the member guild and the ANWG Executive Board and committees.

- d. A current list of the ANWG member guilds.
- e. Instructions for accessing the ANWG website, and
- f. Minutes of ANWG Annual Membership Meetings.

1.9 Each member guild is responsible for providing accurate and current information to the ANWG Webmaster, for posting on the ANWG website. This information should include the names of the officers and ANWG Representative with contact information for the member guild, as well as current and on-going activities, meeting schedules, program topics and any other information that might be of interest to other member guilds or the public.

1.10 If a member guild maintains its own website, it may provide a link between the ANWG website and its website in lieu of having a web page on the ANWG website.

1.11 ANWG is not responsible for reimbursement to Representatives for the expense of attending any ANWG meeting.

## II. MEETINGS

### 2.1 Annual Membership Meetings.

Notice of the Annual Membership Meeting shall contain the following: The time and location of the Meeting; a proposed agenda for the Meeting, instructions for introducing new business, and proxy forms.

- a. Member guilds that do not receive proper notice of membership meetings must file a written objection of improper notice with the ANWG Secretary upon being informed of the meeting. Attendance at the meeting without filing such an objection shall constitute a waiver of notice.
- b. The ANWG Secretary or the President shall prepare a proposed agenda for the Annual Membership Meeting. This agenda will serve as notification of intent to address said items at the Meeting, so that attending Representatives may consult with their guilds, and non-attending guilds may prepare instructions for the use of their proxy.
- c. Any ANWG member guild or ANWG Executive Board member may place an item on the proposed agenda by providing the ANWG Secretary with notification, specifying the item to be considered. The ANWG Secretary must receive this written notification at least forty (40) days in advance of the Annual Membership Meeting.
- d. Any item that requires advance notice, in order to be considered at the Annual Membership Meeting, must be received by the ANWG Secretary, in writing, at least forty (40) days prior to the Annual Membership Meeting.
- e. At the Annual Membership Meeting, any certified delegate may introduce from the floor in accordance with the procedures outlined in "Robert's Rules of Order", items for consideration which do not require notice.
- f. The proposed agenda shall include: A certification by the Secretary as to whether a quorum is present, in person or by proxy; Formal adoption of the proposed agenda; Reading and approval of the minutes; Reports of the officers, Executive Board and Standing Committees; Reports of special committees, if any; any unfinished business; any new Business, and Announcements.

- g. The individual listed as a member guild's ANWG Representative, as of January 1st of the current year, will be certified as that guild's delegate for that year's Annual Membership Meeting unless the ANWG Secretary is notified, in writing, of the appointment of an alternate delegate by the guild's presiding officer.
- h. The Annual Membership Meeting shall be scheduled so as not to conflict with Conference workshops or seminars, nor shall attendance at the Annual Membership Meeting require registration at the Conference.

2.2 Any ANWG member guild may choose to vote by proxy rather than send a delegate to a membership meeting. It is the responsibility of the member guild and its Representative to choose a holder for its proxy, who will best represent it, from the attending guild Representatives. Proxy forms must be signed by the guild's Representative and must designate which other ANWG member guild Representative is holder of the proxy. Completed proxy forms may be delivered to the ANWG Secretary ten (10) days prior to the meeting for which it is designated in order to validate the proxy, or may be hand-delivered at the meeting by the designated proxy.

### III. OFFICERS

3.1 The President, as principal officer of ANWG, shall:

- a. Supervise or oversee all the affairs of ANWG.
- b. Preside at all meetings of the membership and of the Executive Board, unless he/she designates another.
- c. Act as an ex-officio member of all committees, excepting the Nominating Committee.
- d. With the approval of the Board, fill any officer position left vacant between elections due to resignation or removal.
- e. Appoint the chairpersons of all Standing Committees, except the Nominating Committee.
- f. Appoint the chairperson of all Ad Hoc committees and the webmaster.
- g. Assume the office of Second Vice President upon completion of his/her term as President, after turning over the Office of President to his/her successor as provided for in the Bylaws.
- h. Perform other duties as may be prescribed by the Bylaws, the Standing Rules and by "Robert's Rules of Order."

3.2 The First Vice President shall:

- a. Perform all the duties of the President, in the absence of the President, or in the event of the President's inability to act, and shall have all the powers and be subject to all the restrictions upon the Office when acting as President.
- b. Become President of ANWG if a sitting President resigns or is removed from office.
- c. Perform other duties as may be prescribed by the Bylaws, the Standing Rules and by "Robert's Rules of Order."

3.3 The Secretary shall perform or oversee the performance of the following duties:

- a. Record and keep the Minutes of the meetings of the members, the Executive Board and all the committees in electronic format.
- b. Ensure that all notices and proxy forms are duly given in accordance with the Bylaws.

- c. Act as custodian for all organizational and corporate records.
- d. Obtain from the Membership Chair a current list of all ANWG member guilds, including the names and contact information of the presiding officer and the guild Representative.
- e. Prepare the proposed agenda for the Annual Membership Meeting if asked; prepare the list of registered delegates for the Annual Membership Meeting; certify and keep all completed proxy forms, and certify a quorum at the Annual Membership or Special Meetings.
- f. Perform all duties as may be prescribed by the Bylaws, the Standing Rules and by "Robert's Rules of Order."

3.4 The Treasurer shall perform and oversee the performance of the following duties:

- a. Ensure proper management and control of all funds of ANWG. All monies in the ANWG treasury shall be placed in financial institutions in federally insured accounts.
- b. Keep full and accurate financial records for ANWG. The Treasurer's books shall be examined at the end of each two-year term by an authorized individual or ad hoc committee appointed by the President.
- c. Prepare a full and accurate semi-annual financial report for the Executive Board, the Annual Membership Meeting and upon request of any ANWG member guild.
- d. Provide and file financial reports to State and Federal government agencies.
- e. Perform all duties as may be prescribed by the Bylaws, the Standing Rules and by "Robert's Rules of Order."

3.5 The Second Vice President shall perform and oversee the performance of the following duties:

- a. Appoint the chairperson of the Nominating Committee.
- b. Take over the office of the First Vice President if the First Vice President resigns, is removed from office, or takes over the position of President, until the next regularly scheduled election of officers.

#### IV. EXECUTIVE BOARD

4.1 Executive Board responsibilities shall include:

- a. General supervision of affairs within ANWG between Annual Membership Meetings.
- b. Determine the time and place of Board meetings.
- c. Schedule, arrange and conduct the Annual Membership Meeting.
- d. Make recommendations to the general membership.
- e. Ensure that a summary of Minutes of Executive Board meetings is published in the following ANWG newsletter.
- f. Arrange for the biennial examination of ANWG financial records by an ad hoc committee, or if necessary, a licensed accountant, or other authorized individual.
- g. Perform other duties as prescribed by the Bylaws and Standing Rules.
- h. Set ANWG's share of any excess income over expenses in negotiation with the Member Guild sponsoring a conference.

4.2 The Executive Board shall be subject to the wishes of the ANWG membership and shall take no action which conflicts with action taken by the ANWG Membership.

4.3 Proper notice and methods for holding Executive Board meetings shall be determined by the Executive Board at its first meeting at the beginning of an incoming president's term.

4.4 Special meetings of the Executive Board may be called by the President, or by the written request of at least three (3) Board members. Proper notice must be given.

4.5 Any member of a member guild may attend an Executive Board meeting. The Executive Board shall provide information and facilitate inclusion for non-Board members upon written request.

4.6 Executive Board meetings may be held electronically by agreement of the board members for any or all meetings. The Board shall adopt and follow procedures for electronic meetings based on principles of Roberts Rules of Order.

4.7 The following policy applies to all meetings which require attendance by Executive Board members and is subject to adequate funds being available.

- a. Receipts are required for all expenditures.
- b. Travel will be determined by economy air (plus parking) and/or the federal business reimbursement rate per mile/ km. Mileage will be based on actual miles. When carpooling, the driver will claim the mileage.
- c. Motel rooms are to be in reasonably priced accommodations.
- d. Food, except alcohol, will be reimbursed.
- e. In conference years reimbursement for food and lodging will not be provided.
- f. The international monetary exchange rate on the day of the meeting will be used to determine payment amounts.
- g. For budgeting purposes each director will submit to the treasurer a travel expense estimate.
- h. The board will review the dollar amounts on food and mileage figures (subsections b and d) every even numbered year and more often if price changes indicate a need for adjustments. These adjustments can be made without an amendment to the Standing Rules.

## V. COMMITTEES

5.1 Communications Committee: The chairperson of this Committee shall be appointed by the President upon election, and shall serve a two-year (2) term. The chairperson shall appoint the committee members, with the approval of the President. The duties of this Committee shall be:

- a. Gather the material for, prepare and publish the ANWG newsletter.
- b. Distribute the newsletter to every member, by email and post on the ANWG website.
- c. Include in the newsletter accurate and full summaries of all meetings, as well as dates, times and locations of upcoming meetings.
- d. Distribute the newsletter to other organizations approved by the Executive Board.
- e. Perform other duties as assigned by the President or Executive Board, or as prescribed in the Bylaws and Standing Rules.

5.2 Membership Committee: The chairperson of this Committee shall be appointed by the President upon election, and shall serve a two-year (2) term. The chairperson shall appoint the committee members as needed. The duties of the Membership Committee shall be:

- a. Receive and keep a record of all ANWG member guilds, including the name and contact information of the guild's ANWG Representative and President.
- b. Distribute membership rosters to each member guild on an annual basis if requested.
- c. Distribute membership applications upon request, and process completed applications.
- d. Provide the Communications Committee and the Secretary with membership list updates as requested.
- e. Perform other duties as assigned by the President or Executive Board, or as prescribed in the Bylaws and Standing Rules.

5.3 Education Committee: The chairperson of this Committee shall be appointed by the President upon election, and shall serve a two-year (2) term. The chairperson shall appoint the committee members, and should include individuals who have had experience with previous ANWG educational activities, e.g., educational conferences. The duties of the Education Committee shall be:

- a. Evaluate requests for grant monies and other ANWG resources for educational needs, with recommendations for action to the Executive Board.
- b. Other duties as assigned by the President or Executive Board, or prescribed in the Bylaws or Standing Rules.

5.4 Webmaster: The webmaster is responsible for managing ANWG's website. This is a non-voting, appointed position on the Executive Board. Responsibilities include:

- a. Generate and revise website content as needed.
- b. Respond to inquiries submitted via the website's contact forms.
- c. Ensure the website's infrastructure is up to date.
- d. Ensure the website is functioning properly; troubleshoot issues.
- e. Update the visual design as needed to keep the website appearance fresh.

5.5 Conference Committee: The Executive Board shall actively seek and encourage member guilds to host a biennial educational conference to be held during the odd-numbered years. Guilds willing to host such an event should submit a proposal for the conference, including a request for seed monies to the Executive Board. The Executive Board's approval of this proposal shall include the signed ANWG Host Agreement documents and the agreement by the member guild to hold the ANWG Annual Membership Meeting in conjunction with the conference. The Member guild(s), hosting a conference, shall designate an individual to act as liaison between the conference committee and the Executive Board, usually the Conference Chair or Co-Chairs. This person shall become an ex officio member of the Executive Board.

The profits accruing to ANWG from the host guild of any conference shall be designated at 20% unless otherwise agreed to. If no member guild(s) propose to host a biennial conference, the Executive Board may seek other means to provide such conferences or alternative educational events.

5.6 Nominating Committee: The Second Vice President shall appoint the chairperson of the Nominating Committee. The Committee shall consist of three to five (3-5) members. The members

of the Committee shall be appointed by the chairperson, and shall include members from throughout the ANWG region. No current officer may serve on this Committee. The chairperson shall select the Committee members prior to the Annual Membership Meeting and will announce their names at that Meeting. It is the duty of the Nominating Committee to present to the ANWG membership a slate of officers for election. The chairperson of the Nominating Committee shall provide the Communications Committee chairperson and the Secretary with the recommended slate of officers and their statements to the membership in time to be included in the notice of the Annual Membership Meeting at which the election is to take place. There is no restriction to the number of candidates for each office the Nominating Committee may put forward, as long as there is at least one candidate per office.

The chairperson or President shall conduct elections at the Annual Membership Meeting.

The Nominating Committee will assemble a list of prospective chairpersons to serve at the request of the incoming President, with the approval of the Executive Board.

5.7 The President and the Committee chairperson, with the approval of the Executive Board, may include an individual who is not a member of a member guild, as a Committee member where required technical skills cannot be found within the ANWG membership.