

TORRANCE CRAFTSMEN'S GUILD BY LAWS

ARTICLE I CHARTER

The Torrance Craftsmen's Guild is chartered by the City of Torrance and under the direction of Torrance Community Services, hereinafter referred to as the City.

ARTICLE II NAME AND PURPOSE

The name of this organization shall be the Torrance Craftsmen's Guild and hereinafter referred to as the Guild.

SECTION 1 The purpose of the Guild is to:

- 1.1 Promote interest in all handmade works of arts and crafts, exchange ideas, educate; inform and enrich the Community.
- 1.2 Promote community outreach programs.

SECTION 2 No part of the net earnings of the Guild shall inure to the benefit of, or be distributable to, its directors, officers, Members, or other private persons, except payments shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its objectives, including educational enrichment for members.

ARTICLE III MEMBERS

SECTION 1

- 1.1 Membership in the Guild shall be open to any person who is interested in the purposes of the Guild.
- 1.2 Any person may become a Member of the Guild by submitting a membership application and paying the established dues.
- 1.3 Failure to follow Guild By Laws, Policies and Procedures may result in termination of Guild Membership or rejection of Membership renewal by a majority vote of the Board of Directors.
- 1.4 Any member under 18 years of age will need to be supervised by an adult at all times.

SECTION 2 Types of Members

- 2.1 Advisory Member: An advisory Member of the Guild is that person appointed by the City to be the

representative of the City. This Member shall serve as an ex-officio Member of the Board of Directors.

2.2 Active Member (Member in Good Standing)

2.2.1 Must meet the requirements set forth in Current Membership Guide, Policies and Procedures.

2.2.2 Perform at least 3 service hours in a membership year.

2.3 Lifetime Member: An Active Member with 25 years of cumulative membership, exempt from service requirements

SECTION 3 Privileges of Membership

3.1 All Members whose participation meets the requirements for Active Membership set forth in these bylaws, may speak, make motions and vote at General Meetings.

3.2 All Active Members are eligible to submit an application to participate in Guild Arts and Crafts Faires.

ARTICLE IV OFFICERS

SECTION 1 Elected Officers

1.1 The officers shall be a President, Vice President, Secretary, Treasurer, Membership, Parliamentarian, and at least 3 Members at Large

SECTION 2 Eligibility

2.1 President must have served on the Board of Directors for at least one year prior to running for President.

2.2 Active Members in good standing may be elected to or retain office

SECTION 3 Terms of Office

3.1 The terms of office for the elected officers shall be for one year.

SECTION 4 Removal from Office.

4.1 Any Officer who is absent from three Board Meetings without having previously obtained the consent of the President, will be removed from Office.

SECTION 5 Board of Directors

5.1 The Board of Directors shall consist of all elected officers, hereinafter referred to as the Board.

5.2 The affairs of the Guild shall be conducted by the Board, consisting of a minimum of nine (9) Active Members who shall be elected annually from and by the Active Members. These officers will be: President, Vice President, Secretary, Treasurer, Membership, Parliamentarian, and at least three (3) Members at Large.

5.3 The Board shall have authority to vote and manage routine operation of the Guild's activities. It shall have the power to act on matters of routine business requiring action between meetings, and to make Policies and Procedures consistent with the By Laws of the Guild. Expenditures other than routine operating expenses shall be presented to the Guild's general membership.

5.4 A quorum of the Board is required to conduct Guild Business. A quorum consists of one more than one-half (½) of the total number of Members of the Board of the Guild

5.5 The Board will:

5.5.1 Meet monthly at the time and place chosen by the Board to transact all Guild business. Other meetings may be called by the President or at the request of any two or more Members of the Board.

5.5.2 Ensure that all Guild activities are within the scope of the By Laws.

5.5.3 Initiate and carry through projects and activities that shall hold the interest of Guild Membership.

5.5.4 Act as a Hearing Committee should any Guild Member, who has a grievance, request a hearing.

5.6 Any vacancies of the Board, apart from the annual election, shall be appointed by the President with the approval of the Board.

SECTION 6 President

6.1 The President shall:

6.1.1 Act as Chairperson of the Board and preside at all general and board meetings.

6.1.2 Initiate and help develop activities for the betterment of the Guild.

6.1.3 Appoint committees as necessary, subject to the approval of the Board of Directors on these appointments.

6.1.4 Be an authorized signer of Guild checks.

6.1.5 Perform all duties incidental to the office.

SECTION 7 Vice President

7.1 The Vice-President shall:

7.1.1 Assist the President

7.1.2 Perform duties of the President if the President is unable to act.

7.2.3 Succeed the President if the President is unable to act.

7.2.4 Be an authorized signer of Guild checks.

7.2.5 Act as a coordinator where assistance is deemed necessary.

7.2.6 Chair the Nominating Committee.

7.2.7 Perform all duties incidental to the office.

SECTION 8 Secretary

8.1 The Secretary shall:

8.1.1 Keep all Guild records.

8.1.2 Record the minutes of each monthly general and board meetings.

8.1.3 Conduct all correspondence as required by the office.

8.1.4 Perform all duties incidental of the office.

SECTION 9 Treasurer

9.1 The Treasurer shall:

9.1.1 Receive and deposit in the bank all monies of the Guild.

9.1.2 Maintain accurate records of disbursements and receipts and present a written record of same at each monthly meeting of the Board and to the general membership.

9.1.3 Be an authorized signer of Guild checks.

9.1.4 Present bills to be paid, and requests for reimbursement for approval by the Board.

9.1.5 Provide a receipt for monies received (as applicable).

9.1.6 Coordinate a yearly audit of the Guild's books.

9.1.7 Perform all duties incidental to the office.

SECTION 10 Members at Large

10.1 Members at Large shall:

- 10.1.1 Serve as a committee chairperson as appointed by the President.
- 10.1.2 Perform duties as may be directed by the President.
- 10.1.3 Serve as Members of the nominating committee.
- 10.1.4 Assist the Faire Chairperson as needed.

SECTION 11 Membership

11.1 Membership shall:

- 11.1.1 Receive and keep records of Membership Applications
- 11.1.2 Prepare Service Hour Tracking Cards each membership year
- 11.1.3 Collect dues and send them to the Treasurer
- 11.1.4 Provide newsletter input regarding membership
- 11.1.5 Communicate with prospective members regarding membership
- 11.1.6 Maintain current Membership Guide for publishing on Guild Website

SECTION 12 Parliamentarian

12.1 Parliamentarian shall:

- 12.1.1 Ensure all meetings are in accordance with Robert's Rules of Order
- 12.1.2 Ensure all other matters not specifically covered in Robert's Rules of Order are in accordance with these By laws and procedures are followed during meetings.

ARTICLE V NOMINATIONS AND ELECTIONS

SECTION 1 Nominations

1.1 The Nominating Committee shall:

1.1.1 Contact Active Members for interest in running for an elected office.

1.1.2 Make an effort to recruit two or more Active Members for each prospective Guild office in preparation for the coming election.

1.1.3 Present the slate for each office at the general Guild meeting in October, and open nominations to individual Members at that time.

1.1.4 Present list of duties to respective candidates.

SECTION 2 Elections

2.1 The Nominating Committee shall:

2.1.1 Prepare ballots.

2.1.2 Conduct election at the November general meeting.

2.1.3 Collect and count all ballots. Report results of election to Membership.

2.1.4 New officers shall be installed in December and take office at the January general meeting

ARTICLE VI MEETINGS

SECTION 1 General Meetings will be held the first Thursday of each month except July.

SECTION 2 The Board meetings will be held the third Thursday of each month except July and December.

ARTICLE VII COMMITTEES

SECTION 1

1.1 Standing Committees shall be appointed by the President with the approval of the Board.

1.2 Committee Chairpersons must be Active Members.

1.3 Standing Committee Chairpersons appoint their own committee Members.

1.4 Standing Committee appointments shall be for a one year term and run concurrently with the election of the Board.

1.5 Standing Committees shall include:

Cherry Blossom Festival	Community Outreach	Jury	Refreshments
Christmas Ornaments	Faire	Newsletter	Scholarships
Christmas Tree	Historian	Programs	Social Media
Comfort Bears	Hospitality	Publicity	Website

1.6 Standing committees shall coordinate with other committees and attend Board meetings when requested or when presentation is desired.

SECTION 2 Standing Committees Responsibilities

2.1 Program Committee Chairperson plans and coordinate programs for Guild meetings.

2.2 Refreshments Chairperson is responsible for refreshments served at the meetings and oversees General Meeting Setup and Cleanup.

2.3 Hospitality Chairperson sends cards and/or flowers to Members as appropriate. Oversees the General Meeting Welcome Table.

2.4 Newsletter Chairperson publishes and distributes the Guild's monthly newsletter.

2.5 Historian Chairperson keeps records of the Guild's activities and events.

2.6 Scholarship Chairperson coordinates with the local Torrance High Schools for annual scholarship awards.

2.7 Christmas Tree Chairperson coordinates set up and take down of Guild Christmas Tree at the Fall Arts and Crafts Faire, and the pediatric ward of Harbor UCLA Medical Center..

2.8 Christmas Ornament Chairperson collects child friendly ornaments and delivers ornaments to the Christmas Tree Chairperson. Any ornaments not suitable for children shall be donated to an appropriate entity. And shall maintain possession of all completed ornaments and all supplies.

2.9 Website Chairperson keeps the website up to date with current information, forms and member information and coordinates anything needed by the Social Media Chairperson.

2.10 Social Media Chairperson coordinates social media activities to include Guild Facebook Page, Instagram and other social media promotion opportunities

- 2.11 Faire Chairperson shall coordinate the annual Faires and maintain records of activity.
- 2.12 Publicity Chairperson shall publicize the events of the Guild through postcards, flyers and/or other appropriate mediums.
- 2.13 Community Out Reach – Coordinate philanthropic opportunities in the community.
- 2.14 Cherry Blossom Festival Chairperson shall coordinate with the City's representative on all things related to Cherry Blossom Festival.
- 2.15 Jury Chairperson shall coordinate with any member that needs to be juried.
- 2.16 Comfort Bear Chairperson shall maintain possession of all completed bears and all supplies and coordinate delivery to appropriate organizations.

SECTION 3 Other Committees as deemed necessary in the interest of the Guild may be appointed by the President or the Board.

ARTICLE VIII DUES AND FEES

SECTION 1 The Fiscal and Membership Year shall be January 1 through December 31.

SECTION 2 Annual Dues and Fees.

- 2.1 Dues shall be collected per individual membership and due January 1 of each year. New Members may join at any other time during the year.
- 2.2 Dues and Fees for any events shall be set by the Board

ARTICLE IX ACTIVITIES

1. The Guild may sponsor one (1) or more Craft Faires per year.
2. The Guild may use the facilities of the Torrance Cultural Arts Center as permitted and scheduled by the City or their authorized agent.
3. Craft Faire items for sale must be handcrafted by Active Members and juried by the Board.
4. Members must be Active to be eligible to participate in Guild Craft Faires.
5. The Board along with the Faire Chairperson shall establish policies for booth assignment priority.

6. Participants in the Craft Faires must have a valid California sellers permit (resale number).

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters not specifically covered in these by laws and Guild Procedures.

ARTICLE XI ADOPTION OF THE BY LAWS

These By Laws shall be adopted and become effective when approved by a majority vote of the Members present at the general meeting at the time of adoption.

ARTICLE XII DISSOLUTION

In the event of dissolution of the Guild, any assets of the Guild shall go to Community Services to be used for related craftsmen's programs.