



# Guild of Canadian Weavers

## CONSTITUTION

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## ARTICLE I

### **Name and Purpose**

#### **Section 1**

A non-profit, organization composed of hand weavers to be known as the GCW.

#### **Section 2**

The purposes of this organization are:

- a. To stimulate interest in the artistic and technical development of hand weaving.
- b. To encourage weavers in general to set the highest possible standards for their work with emphasis on careful selection of materials, colour and design, and superior workmanship.
- c. To encourage the teaching of hand weaving through the listing of courses and instructors in The Bulletin.
- d. To encourage the pursuit of excellence in hand weaving through establishing the GCW tests. Examinations will be set and examiners appointed by the Board of Management to enable members to qualify at the Basic, Intermediate, Senior and Master levels.
- e. To encourage the pursuit of further education among members by awarding scholarships. The Board of Management shall accept and administer, distribution of monies designated for scholarship purposes. It shall publicize, in at least alternate Bulletins of the GCW, that scholarship funds are available along with the guidelines for application and acceptance. Candidates will be selected by the Scholarship Chair and approved by the Board of Management.
- f. To facilitate communication among Canadian and international weavers through the various activities of the Guild.
- g. To perpetuate hand weaving through
  - i. the preservation of our Canadian weaving heritage
  - ii. the recognition of the contributions of all weavers.
  - iii. the study of traditional and contemporary techniques



## ARTICLE II

### **Membership**

#### **Section 1**

Membership shall be available in the following categories:

- a. **Charter Membership:** available only to founding members of the GCW
- b. **Life Membership:** awarded by the Board of Management to those individuals deserving of recognition for years of service, exceptional achievement in hand weaving or contribution to and excellence in weaving education. Life members have the same privileges as an individual member.
- c. **Individual Membership:** full membership privileges apply.
- d. **Affiliate Guild Membership:** restricted privileges apply.

#### **Section 2**

Any member of the Guild may be expelled, for good and sufficient reasons, by a two-thirds vote of the Board of Management after having received due notice of the meeting to be held which notice shall specify the object for the meeting.



## ARTICLE III

### **Officers**

#### **Section 1**

The Officers of the GCW shall be a President, Vice-President, Second Vice-President, Third Vice-President, elected by postal mail or electronic methods. They shall serve a two year term, but may not serve (in the same office) more than two consecutive terms. They shall assume office April 1, following the completion of the count of the ballots by the Secretary at the final session of the annual meeting at which they are elected.

Other voting officers of the board shall include the Treasurer, Secretary and the provincial representatives.

The retiring President shall be a member of the Board of Management for one year immediately following retirement but does not exercise voting privileges.

#### **Section 2**

The President shall preside at all meetings of the Guild, shall be Chairman of the Board of Management, and ex-officio, a member of all committees. The President shall ensure that a quorum of 50% of the Board members is present for Board meetings. The President shall sign all written obligations of the Guild. In the absence of the President, the First, Second or Third Vice-President, in said order, shall discharge the duties of the President. The Secretary shall be responsible for emailing the meeting agenda, emailing the meeting summary and other duties as provided in the job description.

#### **Section 3**

Under the direction of the President and the Board of Management, the Treasurer, shall direct and be responsible for keeping the accounts of the guild and for disbursing the funds. Prior to May 1 of the current year the Treasurer shall submit a financial statement for the previous year to the Board of Management, following a thorough independent review by a person with sound recognized financial skills. A summary financial statement and budget will be published in the June issue of the Bulletin. The collection of all membership dues shall be the responsibility of the Membership Secretary

The President, Vice-Presidents, Treasurer and Secretary can have signing authority on financial documents, two signatures are required and no two signing authorities can be related or live at the same address.



## ARTICLE IV

### **Board of Management**

#### **Section 1**

A Board of Management consists of the Officers, Provincial, Territorial, and US Representatives, and the Past President during the first year of her retirement. The Provincial and Territorial reps shall be elected by the membership at large by ballot, assuming office for a three year term on April 1, following the completion of the count of the ballots by the Secretary at the final session of the annual meeting at which they were elected. No person shall serve more than two consecutive terms in one position. The duties of the Board will be to formulate and initiate policies and administer the affairs of the Guild. The Board will publish any major changes of policy in The Bulletin.

#### **Section 2**

The fiscal year shall date from January 1 through to December 31.

The Board of Management shall receive and act upon reports of Officers, Committees and recommendations from the membership at large by mail or electronic methods at the earliest possible time.

An annual meeting shall be called by the President or Officers of the Board and shall be conducted by electronic methods with the Board of Management. Additional meetings shall also be held at the discretion of the President.

#### **Section 3**

Following each annual meeting of the GCW the Board of Management through its Secretary shall submit to The Bulletin a report of the affairs of the guild and, at other times if called upon to do so by a majority of all members of the Guild. This report shall include the expenditures of the past year and an estimate for the expenses for the coming year.

#### **Section 4**

Individual members of the Board of Management shall not be liable for any debts of the GCW.



## ARTICLE V

### **Committees**

#### **Section 1**

The Board of Management, led by the President, shall have the authority to appoint such committees as they deem advisable to meet the requirements of the guild, encouraging participation of the membership at large.

#### **Section 2**

There shall be a Committee on Nominations to prepare a ticket of nominations consisting of one or more candidates for each office to be filled and who have consented to serve if elected. Candidates must be a member of the GCW for two years prior to nomination. The committee shall prepare the ballot to be sent by mail or electronic methods in the fall issue of The Bulletin.

The Committee on Nominations shall request from the members of the Guild at large a list of names of persons qualified to fill vacancies in office. The Committee shall prepare the ballot to be mailed to members at least two months previous to the close of the fiscal year.

#### **Section 3**

Guild committees shall prepare a report on their deliberations at the end of the year, or at the end of their working session, such report or resume subsequently to be published in The Bulletin at the discretion of the bulletin editor.

#### **Section 4**

Special permission may be voted on by the board for a candidate to be nominated to serve on the board with one year membership prior to nomination, if a candidate exhibits exceptional credentials or experience and has a two year paid membership for their term.



## ARTICLE VI

### **Membership Fees**

#### **Section 1**

Annual membership fees are set by the Board of Management and shall be published in The Bulletin. Full fees are required upon acceptance to the Guild. Members who join or renew after October 1 will have their dues applied to the following year.

Membership renewal is due January 1 of each year. Payment to the Guild of Canadian Weavers shall be forwarded to the Membership Secretary prior to December 31 to maintain membership in good standing.

#### **Section 2.**

Any member who is in arrears for fees by March 1 shall be deleted from the Guild membership.



## ARTICLE VII

### **Publicity**

#### **Section 1**

A Guild publication, i.e. The Bulletin, covering the activities of the Guild, containing news and articles of interest to members, and a handwoven sample created for each issue by volunteers shall be maintained at the discretion of the Board of Management. The GCW has a web page available to members and the public. Other means of promoting the GCW may be recommended by the Board of Management.





## ARTICLE VIII

### **Changes to the Constitution**

#### **Section 1**

The constitution of the GCW shall be reviewed every five years by a committee of three or more Guild members, preferably from the eastern, central and northern/western areas of Canada. Recommended changes will be assessed by the Board of Management. Major changes will be published in The Bulletin for consideration by members. Two months following publication, the Board of Management shall, considering comments from the membership, make appropriate changes to the Constitution. Minor changes approved by the Board of Management shall be published in The Bulletin for members' information. Major changes are those that affect the rights of members, minor changes do not affect member's rights. Individual members interested in constitutional change may, at any time, submit their proposals, in writing, to the Board of Management for consideration.



## Article IX

### **Exit Strategies**

In the event that the GCW is no longer viable, its debts must be paid, books audited, and remaining funds distributed according to the predetermined wishes of the membership.

Financial funds are to be distributed to colleges and universities in Canada offering textile programs for the purpose of establishing a scholarship or bursary (to be managed by the institution)

The contents of the library are to be sold to members or guilds (for the cost of postage) with a limit of the number of library items/per request for a specified time period. Any items left are to be donated to institutions or museums with textile programs.

Individual members of The GCW Board of Management at the time of dissolution shall not be liable for any debts of the GCW.



## Article X

### **Privacy Policy**

On January 1, 2004, the federal Personal Information Protection and Electronic Documents Act (PIPEDA) came into force for all organizations in Canada not otherwise covered by provincial legislation. This Act deals with the collection, disclosure and storage of personal information and how organizations deal with it. The Canadian Guild of Weavers (also referred to as GCW) respects the privacy of its members and in order to protect their privacy, the Board of Management approved the following Privacy Policy in 2006.

The Guild of Canadian Weavers has examined PIPEDA and determined that it adheres to the current legislation. The information collected is used solely for the delivery of services to the members of the Guild and within those parameters the GCW protects the privacy of its members.

The information that is required to deliver our services is the member's name and email address. Optional information collected is telephone number(s) and postal address. This information is kept as accurately as possible and under controlled circulation. The services for which it is used are:

- a. Publication and delivery of a quarterly magazine, The Bulletin
- b. Maintenance of a membership list which is circulated to members of good standing, as defined by the constitution, for their personal use only
- c. Provision of a circulating library to members of good standing, as defined by the constitution
- d. Provision of scholarships and awards to members of good standing, as defined by the constitution
- e. Provision of a test program to members of good standing, as defined by the constitution

Members are provided with a membership number for "life", which is used in the test program. For this reason membership information is kept on file indefinitely, although information pertaining to non-renewed members is kept in a dormant file, for retrieval if and when the membership is re-activated.

Members are provided with the option of having some of their personal information suppressed from the membership list. PIPEDA defines "personal information" as including information that identifies you as an individual but does not include that which is available in a business directory or telephone book.

The GCW will honour any request by a member to review his or her data currently held in the database and will correct any errors. Members who have questions regarding their personal information or the way that personal information is collected, stored and used may contact the Membership Convenor. Please direct concerns or questions for further information regarding the GCW Privacy Policy to the Board of Management.

Copies of this Privacy Policy may be obtained from the Membership Convenor and it will be published on our website, [www.thegcw.ca](http://www.thegcw.ca), and sent to new members as part of the new member's package.