

HAND WEAVERS, SPINNERS AND DYERS OF ALBERTA

- i The name of the Society is “Hand Weavers, Spinners and Dyers of Alberta”. This organization shall be a non-profit benevolent organization.
- ii (a) The object of the Society, for both professional and amateur artisans, is to foster and promote the development of fine crafts in the Province of Alberta.
(a) The Society sees implicit in its objectives, an active involvement in governmental, social, economic and educational issues as they affect the arts in Alberta, and to distribute available information pertaining to the craftsmen.

BY-LAWS

1. **Preliminary:** In these By-Laws, the expressions defined in the Societies Act of 1924, or statutory modifications thereof, shall have the meanings defined; the words importing the singular shall include the plural and vice-versa, and words importing masculine gender shall include females. The word “member” or “members” pertains to membership in the Society.

2. **Terms of Admission of Members and Their Rights and Obligations**

There shall be four (4) classes of membership in the Society:

(a) Artisans

Individual residents of Alberta, for a minimum of six (6) months annually, who are either professional or amateur weavers, spinners or dyers shall have full voting privileges and be entitled to all membership benefits.

Membership amendment: “By special dispensation, those members of the Hand Weavers, Spinners and Dyers of Alberta who belong to the Lloydminster Hand Weavers Guild and who have Lloydminster, Saskatchewan addresses be allowed active membership with voting privileges.”

(b) Associate Member

Individual persons, regardless of geographic location, interested in supporting Alberta crafts but not directly engaged in production: and weavers, spinners and dyers residing outside of Alberta, shall have voting privileges and all other membership benefits, but shall not be eligible to hold Executive positions.

(c) Sustaining Members

Individual person, groups, business firms or corporations wishing to support the work of the Society by pledging a minimum designated amount in Canadian funds shall not have voting privileges but shall be entitled to all other membership benefits.

(d) Associate Society

A Society whose members are engaged in weaving, spinning or dyeing in Alberta shall be allowed to send two members as delegates but shall have only one vote at the Annual Meeting. They shall be entitled to all other benefits of membership.

Membership in any class shall be completed upon submission of application form and payment of the fee proper to that class. Any member may withdraw from the Society by resignation in writing.

3. Payment of Dues

- (a) Artisan members shall pay an annual fee in Canadian funds as may be decided upon at a general meeting of the Society.
- (b) Associate members shall pay an annual fee in Canadian funds as may be decided upon at a general meeting of the Society.
- (c) A Sustaining member shall annually pledge the minimum amount as may be decided upon at a general meeting of the Society.
- (d) An Associate Society shall pay an annual fee as may be decided upon at a general meeting of the Society.

- (e) Membership fees are due April 1 and cover a period of one year. All memberships, regardless of payment date, will expire March 31.

**Mode and Time of Calling General and Special Meetings of the Society,
Number in Quorum, and Rights of Voting.**

4. The Society shall hold an Annual Meeting on or before August 31 of each year of which due notice shall be given to all members.
5. A special general meeting may be convened at the discretion of the Executive or upon written requisition by not less than eight (8) members of the Society.
6. Seven (7) days notice at least, specifying the day, hour and place of meeting, and in the case of special business, indicating its general nature, shall be given in writing and sent to all members by the Secretary. A mailed notice shall be deemed to be served on the day estimated to reach the addressee.
7. No business shall be transacted at any general meeting unless a quorum of one quarter (1/4) of the members be present either in person or by proxy.
8. The President or a Vice-President shall preside as chairman at any general meeting of the Society.
9. If the President or Vice-Presidents are not present within fifteen minutes of the appointed time, or are unwilling to act as chairman, the members shall choose one of their number to be chairman.
10. The chairman may, with consent of a quorum, adjourn the meeting from time to time or place to place to transact only the unfinished business. After ten days or more of adjournment, notice of time and place of meeting shall be given.
11. At any general meeting a resolution shall be voted on by a show of hands, unless a poll is demanded (either before or after the show of hands) by at least one eligible member. A declaration by the chairman that a resolution either by a show of hands or poll has been carried, or carried by a particular majority, or lost, shall be recorded as conclusive evidence.
12. In case of equality of votes, the chairman shall be entitled to a deciding vote. In all other cases the chairman shall not vote.
13. A poll demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be at the time of the chairman's discretion.
14. On a show of hands every eligible member present shall have one vote. On a poll, eligible members may vote in person or by proxy.
15. The instrument appointing a proxy shall be in writing by the appointer or his authorized attorney. A proxy shall be an eligible member.
16. An eligible member shall have fees paid for the current year. (April to March 31).

Appointment of Officers, Area Representatives and Their Duties and Powers

17. (a) The Executive shall consist of Past-President, President, First Vice-President, Second Vice-President, Secretary and Treasurer, elected at the annual General Meeting for a one-year term from the Artisan membership.
- (a) The Nominating Committee shall consist of Past-President as chairman with power to appoint at least two other members. Nominations to be submitted to general membership with notice of general meeting.
- (b) The President shall have been a member of the Executive for not less than one year.
18. (a) The Area Representatives shall be five eligible members elected for a term of one year.
- (a) The Five Provincial Areas:
1. Northern Alberta, horizontal across the Province
2. Edmonton city and districts
3. Central Alberta - between Edmonton and Calgary
4. Calgary city and districts
5. Southern Alberta - south of Calgary
- (b) Retiring officials to hold office until successors are elected. A vacancy to be filled by the Executive at the next Executive meeting and ratified at the next general meeting for the remainder of term of the replaced person.
19. (a) The Secretary shall keep minutes of meetings of the Society and perform other duties of a Corporation Secretary.
- (a) The Treasurer shall receive and have custody of society funds and perform the duties of a Corporation Treasurer. Dispersed funds shall require the signatures of two Executive members.
- (b) Area Representatives shall promote membership in the organization, attend at least two Executive meetings, report area activities to newsletter Editor and publicize events.
- (c) The Society shall fix remuneration for services rendered.
20. (a) The Executive shall have power to appoint such standing or special committees as it sees fit; by resolution to direct what persons shall have power to sign cheques and other negotiable instruments; fix the powers and duties of the officers and to conduct the affairs of the Society (except as fixed by the By-Laws).
- (a) Executive meeting decisions shall be decided by majority votes, with chairman casting vote in case of equality.
- (b) Three (3) members shall be an Executive quorum.

Exercise of Borrowing Powers

21. Subject to the provisions of “The Societies Act”: the Executive with the Area Representatives shall have the power to borrow money for the purposes of the Society with the sanction of a special resolution of the Society.

Audit of Accounts

22. The Treasurer, with Executive consent, shall engage an auditor or auditors to hold office until next Annual Meeting.
23. No Executive member or Area Representative shall be appointed Auditor of the Society.
24. (a) Every appointed auditor shall have access to the books, accounts and vouchers of the Society and to such information from the Executive and Officers necessary to his duties. The auditors shall sign certification on each and every balance sheet stating whether or not their requirements have been complied with; and whether or not their report exhibits a true and correct view of the Society’s records. The report shall be read before the Society general meeting.
(b) March 31 shall be the end of the fiscal year of the Society.

Custody of Seal

25. By resolutions the Executive shall adopt the design of the Seal of the Society and provide for its custody, and authorize its use by officers or other persons and prescribe the attestation of such affixing of the seal.

Preparation and Custody of Proceedings of Meetings of the Society and of the Executive and Other Books and Records of the Society.

26. True and correct minutes of the proceedings of the Society and of the Executive shall be taken by the Secretary or appointee. Such minutes signed by the Secretary or appointee shall be read at the next regular meeting of the Society or Executive, confirmed with or without amendment, and signed by the Chairman.
27. The Executive shall require current membership records of the Society to be kept.
28. By resolution, the Society may prescribe the time, place and conditions under which members may inspect the books and records of the Society.
29. The By-Laws may be rescinded, altered, or added to by a Special Resolution passed by a majority of not less than three-fourths (3/4) of such eligible members as are present in person at a General Meeting of which twenty-one days written notice specifying the intention to propose the resolution as a “Special Resolution” has been duly given.

Dated this 26th day of May, 1976

Registered with the Societies Branch, August 24, 1976

Amended May 14, 1977

Amended May 4, 2000

Amended May 13, 1978

Amended June 7, 2000

Amended May 5, 1989

Policies of HWSDA (as adopted September, 1993)

1. We do not give out names and addresses, etc. of our members to anyone outside the guild (Government agencies excepted).
2. Suppliers must be a member or sustaining member to receive a membership list.
3. Membership:
 - a. All executive members are expected to be current members of HWSDA.
 - b. Area Representatives are officers of the guild with voting powers at executive meetings.
 - c. Membership dues are due April 1 and run from April 1 to March 31 of the following year.
 - d. Members shall include a stamped, self-addressed envelope when paying membership fees by mail (March 11, 2006).
4. Meetings:
 - a. The hostess at the executive meeting will be reimbursed \$5.00 for each person attending the executive meeting.
5. Travel Expenses:
 - a. We pay \$0.40 a kilometer for members of the executive to attend executive meetings (May 11, 2008).
 - b. If the road conditions are hazardous and/or the weather is inclement, the winter meeting may be cancelled and a conference call of the executive (president, vice-president, secretary, and treasurer) held instead, with a report going to area reps later.
6. Newsletter:
 - a. Newsletters will be mailed 4 times per year. The newsletter editor will set the deadlines for copy and inform the members and executive.
 - b. 1 or 2 sets of samples should be kept on hand, to use if regular samples are not forthcoming.
 - c. Newsletters will not be sent to members after August 1 if they fail to renew their membership.
 - d. Newsletter Editor gets an honorarium of \$200.
7. Conference:
 - a. The chairman of the conference committee will be invited to attend the fall and winter meetings, and reimbursed the same way as other executive members if expenses are incurred.
 - b. Information re conference will be sent by the conference committee to the members.
 - c. Refunds for cancellation of part or all of the conference will normally not be made after the registration deadline.
 - d. Non-members pay an additional fee of \$10 more than current membership fee and will only be allowed to register at the late registration date (October 4, 2008).
8. Library:
 - a. Members within Canada may borrow items from the library which will be mailed with HWSDA paying the postage to the member. The member is expected to pay the postage to return the book to the library.
 - b. Items to be borrowed for a one month period.
 - c. The fine for overdue items is \$1 per month.
 - d. A rental fee may be charged for videos.
9. Annual Reports:
 - a. Minutes of the previous Annual General Meeting, Annual Report of the President, Proposed Budget for the following year are published in the newsletter, after they have been presented at the Annual General Meeting.
 - b. Agenda for the current Annual General Meeting will be mailed.