



**LEATHERCRAFT GUILD  
BY-LAWS**

**ARTICLE I  
NAME**

**Section 1.**

- (a) The name of the organization shall be the LEATHERCRAFT GUILD.
- (b) The headquarters of this organization shall be in the greater Los Angeles area, State of California, subject to the lawful change of the general assembly.
- (c) The LEATHERCRAFT GUILD is nonprofit, non-sectarian, non-political.

**ARTICLE II  
OBJECTS**

**Section 1.** To foster and promote interests in the art of leathercraft.

**Section 2.** To aid and assist its members in the improvement of their skills.

**Section 3.** To hold contests among the members.

**Section 4.** To issue a publication of interest to the general membership telling of the activities of the organization.

**Section 5.** To bring before the membership outstanding craftsmen in the field of leathercraft.

**Section 6.** To hold a Leatherama annually.

**Section 7.** To promote the recording in photographic or written form, the history of modern leathercraft.

**ARTICLE III  
MEMBERSHIP**

**Section 1.** All persons interested in leathercraft, interested in this guild. Interested in promoting harmony within this guild, and who have no history of disloyalty to, or disruption of, any guild of which they are, or have been, a member, are eligible for membership.

**Section 2.** Application for regular membership shall be made upon official application form, submitted to the membership committee accompanied by the dues as established under Article IV, Sections 1 and 2.

**Section 3.** Honorary membership may be issued to persons for special or outstanding service to the organization upon approval of the Board of Directors. Honorary members may have all rights and privileges of the LEATHERCRAFT GUILD except voting.

## **ARTICLE IV**

### **DUES**

**Section 1.** Registration fees due upon joining the LEATHERCRAFT GUILD and annual dues shall be set annually by the Board and announced in the November meeting and the December newsletter.

**Section 2.** Dues shall be set for individual membership, and for family membership.

**Section 3.** Dues of new members admitted after of during the month of October shall apply for the remainder of said year and until December 31 of the following year. All other dues payable on January 1. Dues are delinquent after 60 days and the membership rights are privileges are suspended on the 61st day.

**Section 4.** The fiscal year shall be from January 1 through December 31, inclusive.

## **ARTICLE V**

### **OFFICERS AND THEIR DUTIES**

**Section 1.** (a) The elected officers of this organization shall be: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

(b) Recording Secretary and Corresponding Secretary may be combined.

(c) The two appointed officers (Parliamentarian and Editor) shall be appointed by the President-Elect prior to installation of officers.

**Section 2.** The President shall:

(a) Preside at all the meetings of the LEATHERCRAFT GUILD. Appoint an Editor, Historian and Parliamentarian. Supervise and coordinate the activities of the LEATHERCRAFT GUILD. Appoint all chairmen of standing and special committees including the nominating committee chairman.

(b) Be an ex-officio member of all committees except the nominating, Bylaws and auditing committees.

(c) Shall have an agenda at all meetings for the president and recording secretary.

**Section 3.** The First Vice President shall:

(a) Serve as an aide to the President.

(b) Perform such duties as may be delegated to him by the President.

(c) In the absence of the President, assume the duties of the President.

(d) Become President in case of vacancy in the office of the President.

(e) Shall be Chairman of the Program Committee.

**Section 4.** The Second Vice President shall:

(a) Be Chairman of the Membership Committee and keep an up to date, official,

membership list, supplying updated lists to the officers, board members and editor as needed.

(b) Assume the duties of the First Vice President in case of vacancy of the office of First Vice President.

(c) In the event of the Second Vice President assuming the duties of the First Vice President, a Second Vice President shall be appointed (to fill out the term of office) by the President with the approval of the general assembly.

**Section 5.** The Recording Secretary shall:

(a) Keep a record of proceedings of all general meetings and board meetings, sending the President a copy before the next meeting.

(b) Keep one book in which the Constitution, By-laws, Rules of Order and Standing Rules shall be written. Whenever an amendment is made to any of them, in addition to being recorded in the minutes, an amended copy shall be inserted at the appropriate page, with a reference, to the date and page of the minutes were recorded and a copy of the amendment given to the Parliamentarian.

**Section 6.** The Corresponding Secretary shall:

(a) Conduct all correspondence as delegated by the President or the Board of Directors.

(b) Promptly notify the Second Vice President of any changes of address which he observes.

**Section 7.** The Treasurer shall:

(a) Be custodian of all funds belonging to the organization, by depositing them properly in the bank or trust company designated by the board.

(b) Shall give a financial report at each regular meeting.

(c) Promptly notify the Second Vice President of payment of dues by new or renewing members, and of any changes of address which he observes.

**Section 8.** The Parliamentarian shall:

(a) Attend all meetings of the organization, the Board of Directors.

(b) Advise WHEN REQUESTED by the President, Board of Directors and any committee, officer or member on parliamentary questions concerning the organization.

(c) Have an up-to-date copy of the by-laws and all amendments and revisions from the recording secretary.

**Section 9.** The Historian shall keep a record of any pictures and news items concerning the organization.

**Section 10.** The Editor shall send out every month a newsletter to all members complete with Carvin Corner and templates when available. Also all by-laws revisions shall be printed in the newsletter so every member gets a copy.

**Section 11.** Each officer shall deliver to his successor all official records pertaining to his office within 15 days after installation, taking receipt for same and give to the President.

**Section 12.** An officer, not able to attend a meeting, shall submit his required material to the President to cover his absence.

**ARTICLE VI**  
**NOMINATIONS AND ELECTIONS**

**Section 1.** To be eligible for the office of President, First Vice President, Second Vice President, a member shall have been a member in good standing in the LEATHERCRAFT GUILD at least one (1) year.

**Section 2.** The officers shall serve a term of two (2) years and until their successors take office. No member shall be eligible in the same office for more than two (2) consecutive terms, but after an interim of two (2) years shall be eligible for re-election.

**Section 3.** Officers shall be installed at the regular meeting in January and shall assume their respective offices immediately after installation except the recording secretary who shall complete the minutes of that meeting.

**Section 4.** (a) Nominating Chairman shall be appointed by the President at the September meeting. A member to be eligible for nominating chairman shall have been a member of this organization for at least one (1) year. The nominating chairman and his committee shall not serve during consecutive terms.

(b) The Nominating Committee shall present to the membership a slate of candidates for office at the November meeting.

(c) Candidates for regular election to open offices may be nominated from the floor at November meeting only.

(d) The slate of nominees shall be published in the December newsletter.

**Section 5.** (a) Election shall be by secret ballot which shall be mailed to ALL MEMBERS in good standing by the corresponding secretary immediately after the November meeting and returned to the corresponding secretary by the December meeting, at which time they will be opened and the results announced.

(b) The candidate for a given office receiving the highest number of votes shall be elected to that office. In case of a tie vote, the candidate receiving the most votes by a show of hands by member present shall be elected.

(c) If, because of election to another office, an officer or board member will vacate his office prior to the normal expiration of his term of office, a replacement for the unexpired portion of his term may be selected by nomination and election by show of hands at the December meeting.

(d) The officers-elect shall be presented at the December meeting.

**ARTICLE VII**  
**BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of up to fifteen (15) members: Six (6) elected officers, up to three (3) junior board members, up to three (3) senior board members, two (2) appointed officers and the most immediate past president who is still a member.

(a) Up to three (3) junior board members will be elected each term.

(b) The junior board members will step up to senior board members at the end of the two year term.

(c) The senior board members term of office shall be one two year term.

(d) The Parliamentarian and editor's term shall run concurrent with the president.

**Section 2.** The Board of Directors shall be empowered to adopt Rules of Procedure for only routine business not covered by, nor in conflict with, these By-Laws, the standing rules or the parliamentary authority adopted by the LEATHERCRAFT GUILD. Such rules may include duties of officers, board of directors and standing committees.

## **ARTICLE VIII**

### **STANDING COMMITTEES AND THEIR DUTIES**

**Section 1.** The Standing Committees of the LEATHERCRAFT GUILD shall be Budget and Finance, By-Laws, Membership and Publicity, and the Leatherama.

(a) Committees shall incur no expense without the authorization of the Board of Directors with the approval of the general assembly.

(b) Each committee chairman shall appoint members to his committee, taking into consideration location of member and his qualifications.

**Section 2.** A By-Law Committee consisting of two (2) or more members shall:

(a) Present to the general assembly after consideration by the committee, amendments submitted to the committee by members or Board of Directors.

(b) Copies of amendments or revisions shall be sent to all members after approval of the general assembly by being printed in the next month's newsletter by the editor.

**Section 3.** A Membership Committee consisting of the Second Vice President as Chairman shall:

(a) Promote membership in the LEATHERCRAFT GUILD.

(b) Investigate membership which has expired and if deemed advisable encourage retention and re-instatement of membership in the Leathercraft Guild.

**Section 4.** A Publicity Committee consisting of three (3) members shall:

(a) Promote publicity for the LEATHERCRAFT GUILD in newspapers, trade catalogues and in dealer's showrooms, etc.

**Section 5.** A Leatherama Committee consisting of the President, Leatherama Chairman, and selected members shall plan and coordinate the Leatherama.

(a) The Leatherama shall be held annually, if feasible.

(b) The Leatherama chairman shall submit receipts for all expenditures, plus an itemized statement of expenditures and funds received at the close of the Leatherama, before the second Guild meeting following the close of the Leatherama.

(c) Copies of letters sent to companies seeking donations, thank yous, dinner programs, and anything pertaining to the Leatherama shall be kept in a notebook for future reference.

## **ARTICLE IX**

### **MEETING AND QUORUMS**

**Section 1. MEETINGS:**

- (a) The regular meetings of the LEATHERCRAFT GUILD shall be held the third Sunday of every month.
- (b) The regular meetings of the Board of Directors shall be held at immediately before the regular meetings of the LEATHERCRAFT GUILD.

**Section 2. QUORUMS:**

- (a) A quorum for the transaction of business at the regular meeting shall consist of eight (8) members while the total membership is less than twenty-five regular members and twelve (12) members while the total membership is twenty-five or more regular members.
- (b) A quorum for the Board of Directors meeting shall consist of seven (7) members.

**ARTICLE X**  
**PARLIAMENTARY AUTHORITY**

ROBERTS RULES OF ORDER REVISED shall govern the proceedings of this organization in all cases not provided for in these By-Laws or Standing Rules.

**ARTICLE XI**  
**AMENDMENTS OR REVISION**

Amendments to these By-Laws may be made at any regular business meeting by two-thirds (2/3) vote of the membership present, after such proposed amendment has been published once in the newsletter.

**ARTICLE XII**  
**ORDER OF BUSINESS**

Section 1. The following order of business is recommended for all regular and special meetings.

- A. House called to order
- B. Salute to the flag
- C. Introduction of new members and guests
- D. Reading of the minutes
- E. Treasurer's Report
- F. Communications
- G. Reports of the Committees
- H. Old Business
- I. Unfinished Business
- J. New Business
- K. Adjournment

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## **Legislative History**

1. Adoption:
2. Revised February 17, 1974
3. Revised April 18, 1993
4. Revised August 16, 1998 \*  
\* lgbylaws.doc