

**Amendment to Constitution and By-Laws
Western North Carolina Fibers/Handweavers Guild, Inc.**

This Amendment made this 8th day of September 2012, by Western North Carolina Fibers/Handweavers Guild, Inc., a North Carolina non-profit corporation to the Constitution and By-Laws dated August 14, 2012.

CONSTITUTION:

Article IV Officers
Section 1

Shall be amended to:

The Officers of the Guild shall be President, Vice President, Secretary, Treasurer and one At-Large Director.

BY-LAWS

ARTICLE II DUTIES OF OFFICERS & BOARD OF DIRECTORS

Section 1. Duties of Officers

The Duties of Officers on the By-Laws dated August 14, 2010 are hereby amended to read as follows:

A] President: The President shall preside at Guild Meetings and Board of Directors Meetings. The President shall perform all duties incident to the office of President. The President shall call Board of Directors Meetings and appoint committee chairs as needed. The President shall be able to sign any legal documents, such as checks, contracts or other binding agreements.

B] First Vice President: The First VP shall assume the duties of the President in the event the President is absent or unable to fulfill the responsibilities of the office.

C] Secretary: The Secretary shall keep and publish detailed minutes of all General Meetings. The Secretary shall keep minutes for Board of Directors Meetings and Special Meetings. The Secretary shall have custody of the seal, handle correspondence and have charge of such books and papers as are determined appropriate by the Board of Directors.

D] Treasurer: The Treasurer shall keep full and accurate accounts of the books of the Corporation and publish monthly reports in the Guild newsletter. The Treasurer shall deposit to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select, all funds of the Corporation not otherwise employed. All checks of the Corporation shall be signed by the Treasurer or the President. Checks in the amount of \$2,000 or more require the signatures of both the Treasurer and the President. The Treasurer shall, with the advice of the Board of Directors and Committee Chairs, present an annual budget in writing to the Board of Directors and the membership.

An audit shall take place no later than January 31 of the calendar year.

Treasurer's records must be made available within seven days of a request made by any member to any member of the Board.

E] At-Large Director: The At-Large Director shall serve as a member of the Board of Directors. They shall represent the Guild membership, and perform duties as assigned by the Board of Directors.