

# **The Lupine Cottage Bylaws**

## **Accepted 11/1/04**

The Lupine Cottage is a co-op in the State of Maine. Membership in the organization is limited to Maine residents who produce handcrafted articles of art and utility.

### ***Article I: Name***

- A. The name of the organization is The Lupine Cottage.

### ***Article II: Purposes***

- A. To train and educate the members in the proper organization and conduct of a small, self-employed business venture. This educational objective is realized by providing a retail outlet, operated by the members, teaching them how to run a business. Various business functions such as budgeting, investment, advertising, display, customer relations, sales, quality control, etc., allow members to learn through experience.
- B. Upon the dissolution of the corporation, the manager shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation to the remaining members.

### ***Article III: Membership***

- A. All members must be residents of the state of Maine.
- B. Membership Classifications
  - 1. Worker – Individual member who pays dues each year, and pays a monthly rent, 10% of sales, and works 12 days.
  - 2. Worker II – Individual members pays dues each year, and pays a monthly rent, 20% of sales, and works 6 days.
  - 3. Consignor – pays dues each year equal to the worker dues plus 35% of sales.
- C. Membership Candidates
  - 1. Candidates for membership may be recommended by a current member, or they may be “walk-in” candidates.
  - 2. Candidates must present a sampling of the items they wish to be

judged for placement in the shop. The prospective member may not attend the meeting. Candidates for membership must complete an Application for Membership to accompany the items to be juried.

3. Members may be accepted at anytime during the year. After June 15, new members may join as consignors for the remainder of the selling season. They may change their status the following selling season.

#### D. Requirements for All Members

1. Each member shall pay dues the amount of which will be determined in the fall for the following year.
2. Each member shall submit a signed membership contract annually for the following year.
3. Members with no stock in the shop by the day allocated for setup will not have their craft displayed until the Committee has reviewed the situation and has voted to permit the delinquent members to continue.
4. If a member cannot work on one of her/his days, it is the responsibility of that member to find another member to work for her/him.
5. Membership may be terminated for the following reasons, the reason(s) for taking such action must be documented and a written explanation, signed by the general manager, must be provided to the terminated member.
  - a. Failure to adhere to these by-laws and other published procedures and policies.
  - b. Failure to adhere to the product quality accepted by the membership.

#### E. Jury:

1. All items sold in the shop must be juried acceptable, whether made by an existing member, or by a prospective member.
2. Any member in good standing may be appointed as a jury member.
3. All items offered for sale in the Lupine Cottage must be handcrafted. No commercial products, kits, or manufactured items are allowed unless considered a secondary component of the piece being offered.
4. The jury will recommend acceptance or rejection to the membership based solely on the quality of the product and its meeting the definition of hand-crafted.

## F. Categories

In order to ensure a balance to the inventory of products sold in the shop, each crafter's product shall be assigned to a category by the jury. Categories will be determined by the jury, published, and updated.

The number of categories per member and the number of members per category will be at the discretion of the group based on allowing a well stocked shop and with a wide variety of quality crafts.

## Duties

Manager - the duties of the manager shall be

1. To appoint all standing and special committees.
2. To prepare a proposed budget for the members for expenditures for the following year.
3. To hold all of the organizations funds, to record all income from shop sales, dues, rents, loans, etc.; to pay all bills; to maintain a balanced checking account; to purchase supplies, materials and equipment and/or to reimburse authorized members who make such purchases; to disburse the proper commission amounts to the crafters in a timely fashion.
4. To create and maintain a schedule of workers for the shop.
5. To ensure that all shop workers are trained properly and understand the correct procedures to be followed while working in the shop.
6. To develop and maintain a procedures manual documenting all duties and responsibilities of the shop workers.
7. To ensure the appearance of the shop and the products being displayed meet the expectations of the membership regarding ambiance, décor, accessibility, and quality.
8. To be responsible for all repairs, renovations and maintenance of the building and the grounds upon which it is located.
9. A pre-selected committee will help with the managing of the shop including jury, display, and advertisement.

## ***Article IV: Meetings***

The manager will call meetings with her committee as needed throughout the year. Meeting can be held in person, on the phone, or by e-mail.

***Article V: Method of Amending Bylaws***

- A. Amendments shall be presented in writing at a regular meeting.
- B. Amendments shall be acted upon at the next regular meeting following presentation, with 2/3 vote of committee.