

# VILLAGE QUILTERS BYLAWS

## ARTICLE 1: NAME AND PURPOSE

Section 1: The organization shall be known as *Village Quilters* (hereinafter referred to as the "Guild.")

Section 2: The purpose of the Guild is to share our enthusiasm, creativity and knowledge of quilting with fellow members, to use our quilting skills for community service and to educate members through programs and workshops. (This also shall be the Guild's *Mission*.)

Section 3: The Guild is not organized for profit, and no member shall directly profit financially from membership in the Guild.

## ARTICLE 2: MEMBERSHIP

Section 1: Each new member of the Guild shall be issued a copy of the *Bylaws and Policies and Procedures*.

Section 2: A member must be current in payment of dues to enjoy the rights and privileges of membership in the Guild.

Section 3: Annual membership dues are payable at the September meeting. New members who join in the months of September through January must pay the full membership dues. Starting in February, new members may pay half the annual dues for the second half of the fiscal year.

Section 4: A nominal per-meeting fee may be charged for guests at any program so designated by the President or the Executive Committee. All non-members attending the program shall be considered guests.

## ARTICLE 3: OFFICERS

The following positions shall be the elected officers of the Guild and will serve as the *Executive Committee* of the Board of Directors:

*President:* Coordinates activities and ideas of members. Develops the agenda for and chairs the meetings of the Executive Committee, Board of Directors and the members. Appoints committees and committee chairs as necessary to implement Guild activities and programs. Oversees fund raising and other Guild activities and events.

*President-Elect:* Assists the President as requested. Conducts meetings of the Executive Committee, Board of Directors and the members in the absence of the President. Serves as Acting President if the President is unable or unavailable to undertake the duties and responsibilities of the office. Prepares in all ways to assume the position of President in the subsequent year. In addition, the President-Elect will make name tags for all members, and distribute/collect the tags at the meeting, including guest tags for people who visit Guild meetings.

*Immediate Past-President:* Serves as a consultant for the Guild and especially for the current President.

*Secretary:* Collects dues and membership forms and forwards dues to the Treasurer. Distributes informational material to members. Maintains and distributes the membership list. Provides attendance and guest forms at each meeting. Welcomes and introduces guests at Guild meetings. Coordinates Guild correspondence. Records minutes of meetings of the Executive Committee and Board of Directors. Maintains and preserves the official business records of the Guild.

*Treasurer:* Maintains financial records. Dispenses Guild funds based on submitted bills and reimburses members for approved expenses. Submits accounts for an annual internal audit conducted by other members of the Guild. Provides a monthly report to the membership via the newsletter, including monthly income, expenses and balance in the Guild account.

*Program Coordinator:* Plans and executes the programs for the monthly meetings and coordinates all arrangements for guest speakers and workshops. Submits an annual budget for programs and workshops for approval by the Board of Directors. Manages speakers' contracts and letters of confirmation. Confirms arrangements prior to meeting. May select one or more members to work with her.

#### **ARTICLE 4: APPOINTED POSITIONS**

The following *Standing Chairs* shall be appointed by the Executive Committee and will serve as part of the board:

*Publicity Chair:* Conducts all Guild publicity, including (but not limited to) news releases, posters, flyers and general marketing of the Guild and its programs and workshops.

*Quilt Show Chair:* Plans and administers the Guild's Quilt Show. Submits a budget for the Quilt Show for approval by the Board of Directors. Appoints committees to execute the plans.

*Website Chair:* Creates and maintains the Guild website under the direction of the Board of Directors.

The following *Standing Chairs* shall be appointed by the Board of Directors and will not serve on the board:

*Bee Chair:* Maintains contact with each Bee, keeps a schedule of the Bee meetings and matches members with a Bee of their choosing. Reports on the activities of each Bee at the Guild meetings, including the date, location and activities of upcoming meetings.

*Community Service Chair:* Acts as liaison between the Guild and its charities. Collects items to be donated and arranges for delivery of those donations.

*Facilities Chair:* Maintains contact with the meeting facility. Arranges for building access and room setup.

*Raffle Basket Chair:* Recruits members to bring baskets to Guild meetings. Confirms participation of the members prior to the meetings. (Baskets are raffled and money donated to a charity.)

## **ARTICLE 5: BOARD OF DIRECTORS**

Section 1: The governing body of the Guild shall be its *Board of Directors*. The Board of Directors shall supervise, control and direct the business and affairs of the Guild, subject to the consent of the members, shall actively promote its purposes and shall supervise the disbursement of its funds. The Board of Directors may not amend the *Bylaws* or elect officers, which are responsibilities reserved for the general membership.

Section 2: The Board of Directors shall consist of the Executive Committee and these Standing Committee Chairs: Publicity Chair, Quilt Show Chair, and Website Chair.

## **ARTICLE 6: ELECTIONS AND TERMS OF OFFICE**

Section 1: The President shall select and announce a Nominating Committee of three non-Executive Committee members at the March meeting of the Guild. The President will select one of the three committee members to be its chair and will serve as a consultant to the committee.

Section 2: The Nominating Committee shall recommend candidates for the offices of President-Elect, Secretary, Treasurer and Program Coordinator.

Section 3: Individuals recommended for office shall be contacted by representatives of the Nominating Committee to verify willingness to accept nomination, until a minimum of one and a maximum of three members are offered to the general membership for each office. The committee will present its nominations at the April meeting of the members and voting will take place at the May meeting.

Section 4: At the close of the June meeting, the President-Elect will assume the office of President, and the newly elected Secretary, Treasurer and Program Coordinator will assume office.

Section 5: If an officer position is vacated, the Executive Committee will appoint a Guild member to complete the term.

## **SECTION 7: PROGRAMS AND WORKSHOPS**

Section 1: The Program Coordinator will submit a budget for programs and workshops for approval by the Board of Directors.

Section 2: The fee for attending each program and workshop will be determined by the Program Coordinator in accordance with the budget approved by the Board of Directors. If workshop attendance is limited, members will be given priority over non-members.

## **ARTICLE 8: FINANCES**

Section 1: The fiscal year for the Guild will be September 1 through August 31.

Section 2: The Board of Directors, together with the Treasurer, will present an annual budget for approval by the members at their September meeting.

Section 3: Any request for monetary reimbursement by a Guild member must be pre-approved by the President or Vice-President.

Section 4: An Audit Committee shall consist of three members, including a chair, appointed by the President and Vice-President. This committee shall annually audit the books of the Guild with the Treasurer, within 30 days after the June meeting of the members.

## **SECTION 9: FUND RAISING**

Section 1: The Guild shall fund the costs of its operations and activities from membership dues, fees collected for workshops, and Quilt Show admission and exhibitor fees.

Section 2: Additional fund-raising activities may be conducted as necessary as proposed by the Board of Directors and voted by the general membership.

## **ARTICLE 10: LIABILITY**

The Guild, including its members, officers and directors, assume no responsibility for any accident or injury occurring during, or in transit to and from, any Guild activities.

## **ARTICLE 11: DISBANDMENT**

The Guild can be disbanded by a majority vote of the members. After all outstanding debts are paid, any remaining funds will be donated to one or more charities selected by majority vote of the Board of Directors.

## **ARTICLE 12: AMENDMENTS**

These *Bylaws* may be amended by a two-thirds vote of the members present at any meeting of the members. However, the proposed amendment must be announced and read or distributed in a regular meeting one month prior to the vote on the amendment.

## **ARTICLE 13: PARLIAMENTARY AUTHORITY**

Section 1: The proceedings of the Guild, unless otherwise stated in these *Bylaws* or rules of order adopted by the Board of Directors, shall be conducted in accordance with *Robert's Rules of Order Revised*.

Section 2: These *Bylaws* shall be liberally interpreted, keeping in mind the general welfare of the Guild.