

## **The Gathering of Quilters Guild Bylaws**

(Revised March 2006)

### ARTICLE I Name

The name of the organization shall be "The Gathering of Quilters Guild".

### ARTICLE II Purposes

The purposes of this organization are:

1. To promote the development and art of quilting.
2. To educate interested persons in all aspects of quilting.

### ARTICLE III Membership

Section 1. Membership shall be by submission of name, address, and payment of required dues.

Section 2. Membership dues shall be set by the Full Board but shall be contingent upon approval of the general membership by majority vote.

Section 3. The membership year shall be September 1 through August 31.

- a. Members in good standing shall receive a reduced rate workshop fee.
- b. Members have voting privileges.
- c. Members shall be provided a copy of the by-laws.

### ARTICLE IV Officers

Section 1. Elected officers of the organization shall be President, Vice President, Secretary and Treasurer. They may serve a maximum of 2 consecutive terms in any one office. Elected officers of The Gathering of Quilters Guild shall be trustees. Trustees shall act as trustees only on those matters submitted to them as trustees by the members. The trustees shall have no other authority to act on behalf of the corporation.

Section 2. The term of office shall be from close of the May election through the election the following year and shall be elected annually during the organization's general membership meeting which is held in May.

### President

#### Duties

- b) preside at all meetings of the Executive Board, Full Board, general meetings of the organization, and any special meeting
- b) appoint committee heads
- c) co-sign with the Treasurer checks in excess of two hundred (\$200.00) dollars
- d) co-sign with the Secretary all contracts approved by the Executive Board
- e) serve as an ex-officio member of all committees except that of the nominating committee
- f) call special meetings when necessary.

### Vice President

#### Duties

- a) When necessary due to absence or other reason perform the duties of the president
- b) Introduce speaker
- c) Assist the program committee when required.

### Secretary

#### Duties

- a) record the minutes of all board and general membership meetings
- b) co-sign with the president all contracts approved by the Executive Board- have a record of members in good standing.
- c) submit minutes of board & general meetings to newsletter editor for publication.

### Treasurer

#### Duties

- a) keep a full and accurate account of all receipts and expenditures
- b) make a verbal financial report at each board meeting and a written report for publication in the newsletter following the board meeting
- c) make disbursements for non-budgeted funding requests up to two hundred (\$200.00) dollars as approved by a quorum of the Executive Board

- d) make the organization's financial records available for inspection to the Audit Committee between May and July of each year
- e) compile a projected budget from figures submitted by committee chairs for approval by the board & general membership in September each year.

#### ARTICLE V Executive Board

Section 1. The Executive Board shall consist of the organization's President, Vice-President, Secretary, and Treasurer.

Section 2. The Executive Board may handle the regular business of the organization and shall submit recommendations to the membership for consideration.

Section 3. Executive Board meetings will be held when necessary and shall be called by the President.

Section 4. A quorum for conducting the business of the Executive Board not be fewer than three (3) members.

#### ARTICLE VI Full Board

Section 1. The Full Board shall consist of the Executive Board and all Committee Chairpersons.

Section 2. The Full Board shall meet periodically at meetings called by the President of the organization. The Full Board shall meet no fewer than four (4) times each year.

#### ARTICLE VII Removal from Office

Section 1. Any organization officer, both elected or appointed, who does not faithfully fulfill the responsibilities of the office or otherwise comply with the requirements of the organization may be removed from the office by a majority vote of the Full Board and shall be given written notice of such removal.

#### Article VIII Committees

Section 1. The Executive Board may create standing committees as deemed

necessary to carry on the work of the organization.

Section 2. Committee Chairpersons shall be appointed by the President of the organization.

Section 3. An individual may serve no more than five (5) consecutive years as chairperson of the same committee.

Section 4. A Committee Chairperson shall keep a record of the committee's duties and expenses to be passed on to succeeding chairpersons.

Section 5. Submit proposed budget to Treasurer by August 1<sup>st</sup>.

Section 6. An Audit Committee is mandatory and will consist of a minimum of two (2) persons.

#### ARTICLE IX General Meetings

Section 1. There shall be a minimum of five (5) general meetings scheduled during the year: September, November, January, March, and May. Provisions shall be made for inclement weather as needed. Advance notice of the meetings shall be made to the membership by either newsletter or postcard.

Section 2. A quorum for conducting business at a regular or additional meeting of the membership shall be not fewer than one-third of the membership. In order for a resolution to pass, it must carry by a simple majority of members present.

#### ARTICLE X Elections

Section 1. Elections shall be conducted during the May general meeting.

Section 2. The Nominating Committee, having met prior to the May meeting, shall there present a slate of candidates for elected offices. Nominations from the floor will also be accepted.

Section 3. Notice of the annual meeting (for the election of officers) shall be

sent to all members not fewer than ten (10) days before the date of the annual meeting.

Section 4. The election shall be conducted by the nominating committee. Voting shall be by ballot of the membership present. If there is only one nominee for the office, voting may be by voice vote.

Section 5. Transition of administration- There shall be a meeting of the outgoing and newly installed Executive Board following installation. It should include outgoing and incoming officers for the purpose of turning over files, job descriptions and discussing continuing business.

Section 6. Each outgoing board member must turn over existing monies and records to incoming officers.

#### ARTICLE XI Office Vacancies and Special Elections

Section 1. Vacancies in an office will be filled by special election following the next meeting of the Executive Board. Candidates will be presented by the nominating committee. Nominations may also be made from the floor and voting shall be by ballot of the membership. If there is only one nominee for the office, voting may be by voice vote.

#### ARTICLE XII Funds

Section 1. Each year monetary donations may be made to the beneficiary(ies) recommended by the Full Board and chosen by majority vote of general membership present. Donations are aimed at furthering the art of quilting and/or the enrichment of the community in the geographical area encompassed by the members.

#### ARTICLE XIII Amendments

Section 1. These by-laws may be amended or revised by a two-third vote of those members present. Copies of the proposed amendments/revisions shall be given to members in writing no less than two (2) weeks prior to the meeting in which the vote will be taken.

Section 2. Amendments or revisions will become effective upon approval.

#### ARTICLE XIV Dissolution

Section 1. In the event of dissolution of The Gathering of Quilters Guild, the remaining assets after the satisfaction of all obligations, shall be distributed at the discretion of the Executive Board, but such distribution shall be limited to the furtherance of education relating to and/or the preservation of the art of quilting.