

Tri-County Quilt Guild

By-Laws and Policies

September 15, 2005
Revised October 4, 2005
Revised July 2007
Revised November 2008
Revised December 1, 2009

Article I. NAME

This organization shall be called Tri-County Quilt Guild.

Article II. PURPOSE

The purpose of this Guild is to preserve and encourage the art of quilting, provide instruction for its members and education for the public, and to be a gathering for people with this common interest. The Tri-County Quilt Guild is a not-for-profit, charitable organization and as such shall only consider making distributions to other such organizations.

Article III. MEMBERSHIP

Membership is open to all persons interested in quilts and quilting.

Article IV. DUES

Section 1. The payment of yearly dues shall be required at the October meeting.

Section 2. Dues for renewing members shall be the full amount of the annual dues regardless of the month of renewal.

Section 3. Dues for new members joining between October 1 and May 31 shall be a full year's dues. New members joining after June 1 shall receive a discount of \$10.00.

Section 4. Payment for mailed copies of the newsletter shall be paid at the time of the annual dues.

Section 5. The amount of annual dues and mailing fees for newsletters is to be reviewed and posted on the website.

Section 6. Money collected by the Tri-County Quilt Guild shall not be applied to the benefit of a member, trustee, officer, or any private person except in reasonable compensation for services rendered or to pay for the furtherances of the Guild's purpose as stated in Article II of these By-Laws. Money collected by the Tri-County Quilt Guild shall not be applied to propaganda, nor shall it be used in any attempt to influence legislation or in any political campaign be it for or against any public office, including the publishing or distribution of statements for any of these. This organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of its stated purpose.

Article V. MEETINGS

Section 1. The Guild shall meet on the first Tuesday of each month.

Section 2. The Executive Board may change the date and/or location of any regular meeting when necessary. Membership will be notified of any change through the website and through email notice.

Article VI. OFFICERS

Section 1. The elected officers of the Guild shall be President, Vice-President, Secretary, Treasurer, Program Chairman, Program Co-Chairmen, and Membership Chairman.

Section 2. The officers shall be elected by a majority vote of the members present at September Guild Meeting, shall be installed at the October meeting, and shall assume their duties at the October meeting.

Section 3. An officer shall be elected for a term of one year, with the exception of the Program Chairman and Co-Chairman, and may be re-elected to serve the following year.

A. The President must have served on a previous year's executive board.

B. Term Limits: All elected officers can serve two years consecutively in the same office, and then can be elected to another office. If any officer fills an unexpired term, she/ he can still serve for another two years.

C. The Program Chairman and Co-Chairman shall serve a staggered term of two years; the Chairman shall guide the Co-Chairman, and the Co-Chairman shall become Chairman the second year of her term. For this transition year of 2007-2008, the Chair will serve for one year and the Co-Chair will serve for two years. Thereafter, the election of only Program Co-Chairman will be held to keep the staggered commitment.

Section 4. Duties of the officers:

A. The President shall call all Executive Committee and Executive Board meetings; shall preside at all Guild, Executive Committee and Executive Board meetings; shall appoint all Standing Committee and Audit Committee Chairs; shall serve as ex-officio member of all Standing Committees; and shall sign checks in the absence of the Treasurer.

B. The Vice-President shall preside in the absence of/or at the request of the President at Guild Executive Committee and Executive Board meetings. The Executive Board shall appoint a Quilt Show Chairman for a term to be for two years before the Quilt Show until the show is concluded. The Vice-President shall be responsible for the monthly Show and Tell segment of each meeting.

C. The Secretary shall keep the records of the Guild, Executive Committee, and Board meetings; and shall conduct general correspondence of the Guild.

D. The Treasurer shall prepare the budget; shall make monthly and annual reports to the Guild.

- E. The Membership Chairman will keep a record of all members, receive all membership forms, transfer funds to the Treasurer, maintain a current member roster, provide membership cards to all paid members, and disperse membership information to appropriate parties. The Chair or a designee shall be responsible for the guild email account. The Chair shall be responsible for the monthly mailing of newsletter to members who pay for this service. The Chair or the designee will also be responsible for web inquiries; the inquiries and the responses to these inquiries will be copied to the President.
- F. The Program Chairman and Co-Chairman shall be responsible for monthly presentations, guest speaker arrangements and all workshops.

Article VII. EXECUTIVE BOARD

The Executive Board shall meet at the request of the President.

If the office of the President becomes vacant, the Vice-president will assume the office of President. The Executive Board shall appoint an individual to fulfill any other vacated elected office.

Any changes in the responsibilities and/or guild policies of Standing Chairs shall be approved by the Executive Board.

Article VIII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Executive Board and the Chairs of the Standing Committees.

Section 2. All members of the Executive Board will be deemed voting members at the Executive Committee meetings.

Article IX. COMMITTEES

Section 1. The Standing Committees, which can be changed by a majority vote of the Executive Board, shall be as follows: Bee Keeper, Block of the Month, Charity, Community Service, Fabric Exchange, Historian, Hospitality, Librarian, Newsletter, Publicity, Ways and Means, Web Site, Story Book Quilt, and Holiday Bash.

Section 2. Special Committees shall be Parliamentary Procedures, By-Laws, Election, and Audit.

- A. The Election Committee shall consist of three members. The President shall appoint, and the Executive Committee shall approve, three active guild members to serve on the Election Committee. The Committee shall nominate at least one eligible person (dues must be current and the member should be in good standing) for each office and present the slate at the August Guild meeting. Additional nominations may be made from the floor at the September meeting prior to the election, with the consent of the one nominated. Additionally, the election committee shall prepare paper ballots for the annual elections and will

be responsible for their collection and tallying of votes. The Secretary shall keep ballots for one year.

- B.** The Audit Committee, appointed by the President and approved by Executive Committee in September, shall consist of three members of the Guild. The Committee shall report to the Guild at the October meeting prior to the installation of the officers.
- C.** Appointed by the President and approved by the Executive Committee, the Parliamentary procedures and By-Laws Committees shall be created as needed.

Article X. AMENDMENTS

These By-Laws may be amended or revised, upon the recommendation of the Executive Board; by a two-thirds majority vote of the members present at the regular Guild meeting, providing notice of the proposed change has been made at the previous meeting and in the current newsletter.

Article XI. DISPOSITION OF FUNDS

In the event of the dissolution or disbanding of the Tri-County Quilt Guild, any and all funds remaining in the Treasury of the Tri-County Quilt Guild will be turned over to a 501c3 charitable organization. A recipient organization will be recommended by the Tri-County Quilt Guild's Executive Board and determined by a majority vote of the members present at a regular Guild meeting. Any funds not disposed of in the manner described shall be disposed of by a Court of Competent Jurisdiction, in the county in which the principle office of the Tri-County Quilt Guild was most recently located, to organizations determined by the court.

Adopted: December 1, 2009