

# **BYLAWS OF SEASIDE QUILTERS GUILD**

## **Membership approved April 3, 2007**

### **ARTICLE I: Name**

The name of this organization shall be the Seaside Quilters Guild, hereafter referred to as the Guild.

### **ARTICLE II: Purpose and Limitations**

**Section 1.** The purpose of this Guild shall be:

- A.** To promote cooperation and exchange of ideas among those interested in or engaged in quilting and fiber arts
- B.** To encourage and maintain high standards and techniques of creative quilting and fiber arts
- C.** To instruct the members in methods and techniques of creative quilting and fiber arts and to inspire personal achievement
- D.** To encourage the interest of young people in quilting

**Section 2.** This Guild is a nonprofit organization. All activities of the Guild shall be conducted in such a manner that no part of the net income benefit any individual member, except if that member is hired by the Executive Board.

**Section 3.** In the event of dissolution, any and all properties owned by the Guild shall be distributed only to organizations which qualify as nonprofit under the IRS code of the U.S. Government and as the Executive Board shall select.

### **ARTICLE III: Membership**

Membership in this Guild shall be open to anyone interested in quilting and fiber arts, upon payment of annual dues.

### **ARTICLE IV: Finances**

**Section 1.** The annual dues shall be payable as of the June meeting and delinquent after the September meeting

**Section 2.** Membership shall be on a prorated basis for new members who join later in the year.

**Section 3.** Charter Members may retain their Charter Member privilege by paying their dues by the June meeting. A break in membership constitutes revocation as Charter Member.

### **ARTICLE V: Election and Duties of Officers.**

**Section 1.** The elective officers of this Guild shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

- A.** All Officers shall be Seaside Guild members.
- B.** Officers shall perform the duties prescribed by these Bylaws and parliamentary authority adopted by this Guild.

#### **Section 2. Elections**

- A.** In January, the President shall appoint a Nominating Committee Chairman, who will select a committee of no more than four members, to prepare a slate of officers for presentation at the April meeting. The slate shall be published in the April and May Newsletters.

Additional nominations may be made from the floor with the consent of the nominee.

- B. Voting at the May meeting shall be by written ballot if there is more than one nominee for any office. If there is only one nominee for each office, the election may be by unanimous voice vote.
- C. All officers shall be installed at the June meeting.

**Section 3. Term of Office**

- A. Officers shall assume office immediately following installation at the June meeting of each year.
- B. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- C. Three consecutive unexcused absences from Board meetings will be sufficient cause for automatic removal from office.

**Section 4. Vacancies**

- A. In case of vacancy in the office of President, the First Vice President shall become President.
- B. Other vacancies shall be filled by election. Nominations will be requested from the floor at the next Guild meeting.

**Section 5. Duties of Elected Officers**

- A. The President shall:
  - 1. Preside at all meetings of the Guild and Executive Board
  - 2. Appoint the chairmen of all standing and special committees
  - 3. Be ex-officio member of all committees except the Nominating Committee
  - 4. Be authorized to sign checks with the Treasurer and Recording Secretary when necessary
  - 5. Convene the incoming and outgoing Boards at the June Board meeting for orientation and to exchange all Seaside properties and reports of duties for the incoming Board
- B. The First Vice President shall:
  - 1. Assume the duties of President in her absence
  - 2. Plan the next year's programs and workshops
  - 3. Serve as Program Chairman for the following year
- C. The Second Vice President shall:
  - 1. Be in charge of ways and means
  - 2. Oversee such committees as necessary to raise funds for the Guild. Those committees shall include the Chinese Auction, Opportunity Quilt and Opportunity of the Month.
  - 3. Perform other such duties as may be assigned
- D. The Recording Secretary shall:
  - 1. Record the minutes of the Guild and the Executive Board meetings
  - 2. Distribute copies of the Minutes to all Board members and post said Minutes at the follow Guild Meeting
  - 3. Keep a copy of the current Bylaws and the Standing Rules up to date

- E. The Corresponding Secretary shall:
  1. Conduct the correspondence of the Guild
  2. Send appropriate correspondence i.e., cards, thank you notes for donations, etc.
  3. Maintain an inventory list of all Guild property, with locations
- F. The Treasurer shall:
  1. Receive all funds for the Guild
  2. Prepare and submit a financial report at each Board meeting
  3. Sign all checks with the President or Recording Secretary as necessary and pay all bills as authorized by the Guild
  4. Submit to the Board a balanced budget to be recommended for member approval at the September meeting each year
  5. Submit the books for audit at the end of the fiscal year or at the direction of the Board. There shall be two (2) auditors. A written and signed report shall be presented to the Board at the August Board meeting.
- G. The immediate Past President shall serve in an advisory position.

**Section 6. Duties of Appointed Officers**

- A. Parliamentarian shall:
  1. Be appointed by the President and ratified by the Executive Board
  2. Serve the Guild in an advisory capacity in parliamentary matters
  3. Review the Bylaws and Standing Rules every 2 years
  4. Provide updated Bylaws and Standing Rules every odd year for distribution along with the membership directory
- B. Historian shall:
  1. Be appointed by the President and ratified by the Executive Board
  2. Maintain a record of Guild activities, pictures, news articles, etc. in a scrapbook to be available at Guild meetings

**ARTICLE VI: Guild Meetings**

- Section 1.** Guild meetings will be held the first Tuesday of the month. (Summer months to be agreed upon by the Board)
- Section 2.** Meetings impacted by the calendar may be rescheduled or canceled by the Board.
- Section 3.** All current members shall be entitled to vote. No proxies shall be allowed.
- Section 4.** A passing vote shall consist of two-thirds (2/3) of those members present.

**ARTICLE VII: Executive Board**

**Section 1. Membership**

- A. The Executive Board shall consist of all elected and appointed Officers. The Immediate Past President may serve on the Board in an advisory position with full voting privileges.
- B. All members of the Executive Board shall have voting privileges.
- Section 2.** The Executive Board shall determine policies, manage property and the business of the Guild.

**Section 3. Duties**

- A. The Executive Board shall approve the annual budget to be recommended for member approval at the September meeting each year. Expenditures over one hundred dollars (\$100) outside the budget shall be presented to the Board for recommendation to the membership for approval. Any transfer of funds shall be approved by a majority of the Guild.
- B. The Executive Board shall ratify the appointments of the incoming Committee Chairmen, Parliamentarian, and Historian at the first board meeting after installation of officers.

**Section 4. Meetings and Quorum**

- A. An Executive Board meeting will be held every month.
- B. A special meeting of the Executive Board may be called by the President or upon request of two members of the Executive Board.
- C. A quorum shall consist of half of the elected and appointed Officers. No proxies shall be allowed.

**ARTICLE VIII: Standing Committees**

**Section 1.** The Standing Committees shall be: Block of the Month, Bulletin Board/Information Table, Challenge Project, Community Service, Door Prize, Fat Quarters, Free Table, Hospitality, Library, Membership, Newsletter, Programs, Public Relations, Quilting Sisters, Southern California Council of Quilt Guilds Representative, Secret Pals, and any other committee as needed. Each committee Chairman, incoming and outgoing, shall attend the June Board Meeting.

**Section 2.** The Membership Committee shall:

- A. Collect dues
- B. Keep all membership records and lists up to date
- C. Advise the Treasurer, Quilting Sisters and Newsletter Editor of membership changes for monthly publication
- D. Provide current roster of members, current Bylaws and Standing Rules for distribution to Guild members in October

**Section 3.** The Newsletter Committee shall:

- A. Edit the newsletter
- B. Report all Guild meetings, workshops, functions, new members, and address/telephone changes of current members

**Section 4.** The Hospitality Committee shall:

Arrange refreshments and other items as needed to promote a social atmosphere at all meetings and functions of the Guild

**Section 5.** The Librarian shall:

- A. Have books and patterns available for the membership to check out
- B. Remind members to donate books/patterns for our files
- C. Collect fines for delinquent books/patterns
- D. Purchase new books/patterns as funds are appropriated
- E. Dispose of duplications, worn and/or dated books/patterns at a reasonable fee to members annually
- F. Provide an updated book list every even year for distribution with the membership directory.

- Section 6.** Block of the Month shall plan and organize the year's projects
- Section 7.** Community Services shall plan and organize the year's projects.
- Section 8.** Bulletin Board/ Information Table shall bring to each Guild meeting announcements, fliers, materials and community activities pertinent to the Guild.
- Section 9.** Door Prizes shall be responsible for obtaining appropriate door prizes for regular meetings.
- Section 10.** The Program Chairman shall facilitate the programs and workshops.
- Section 11.** Quilting Sisters shall welcome guests and provide support for new members.
- Section 12.** Sergeant at Arms shall assign set-up and take- down committees.

**ARTICLE IX: Affiliations**

Seaside Quilters shall maintain its membership in Southern California Council of Quilt Guilds.

**ARTICLE X: Amendments**

These Bylaws may be amended at any Guild meeting by a two-thirds (2/3) vote provided that the amendments have been submitted in writing and read at the previous Guild meeting.

**ARTICLE XI: Authority**

The Modern Edition of Robert's Rules of Order shall govern all matters of procedure not covered by these Bylaws.

**STANDING RULES**

**General Standing Rules:**

1. Annual dues shall be \$15 for charter members and \$25 for all other members. Dues for new members shall be prorated from February at one-half regular dues.
2. Any member, upon reaching her 90<sup>th</sup> birthday, shall be declared a "Quilting Treasure" and will no longer be required to pay yearly dues. Membership will keep an updated list of our Quilting Treasures.
3. Guests are welcome at \$3.00 per meeting plus any special event fee.
4. Members and guests are eligible for the door prize drawing.
5. All members are asked to wear a nametag. Those without a nametag must contribute \$0.25 to the general fund.
6. Cellular phones must be turned off during meetings.
7. Refrain from handling quilts and other articles on display.
8. Refreshments should be kept away from articles on display and carpeted areas.
9. Be responsible for clearing your table at the end of the meeting.
10. Workshops shall be self-supporting. The fee charged will be determined by the cost of the workshop. Space is reserved by payment only and is nonrefundable. If a member or guest cannot attend, it is that member or guest's responsibility to fill the space. Workshops are open to nonmembers at an additional fee, if space permits.
11. The hostess of a guest speaker is invited to participate in that month's workshop free of charge. She shall be reimbursed for both the speaker's and her dinner.
12. The Program chairman or her representative may also attend the workshop free of charge.

13. Members presenting a mini-workshop program for the Guild shall receive an honorarium of \$25 each, plus expenses incurred for supplies/printing.
14. All officers and chairmen will pass on to the next President and Chairmen a detailed list of all specific duties that position entails.
15. After being audited, the Treasurer's books shall be transferred to the incoming Treasurer.
16. The Southern California Council of Quilt Guilds Representative may request reimbursement for travel to Council meetings per current IRS guidelines.

***Rules of the Library***

1. The library will include books, magazines, and a quilt pattern file.
2. Members may suggest items for purchase by giving the title and author to the Librarian.
3. Executive Board members will assist the Librarian in the choice and purchase of items.
4. Free donations will be accepted.
5. Library items may be checked out for one month. Fines are \$1.00 per month per overdue item.
6. Library items may only be renewed for one month.
7. In order to check out books from the Seaside Library, one must be a member in good standing.