

BY-LAWS

THE TIADAGHTON QUILT GUILD

May 2007

ARTICLE I **NAME**

The name of this non-profit organization shall be the Tiadaghton Quilt Guild, PO Box 1712, Williamsport, PA 17703-1712.

ARTICLE II **PURPOSE**

The purpose of this Guild shall be:

1. To gather together persons interested in quilts and quiltmaking while promoting fellowship among Guild members.
2. To promote and preserve the art of quiltmaking in the community both today and historically.
3. To encourage each member to improve his/her own workmanship through the sharing of each others knowledge, skill and experience.
4. To teach and educate to keep the art of quilting alive.

ARTICLE III **MEMBERSHIP**

- Section 1. Guild membership shall be open to any individual interested in furthering the purpose of this organization upon payment of dues.
- Section 2. Membership year shall be September 1 through August 31 of the following year.
- Section 3. A yearly membership fee shall be paid by the October meeting. Any person who joins after March 1 may pay half year dues in the amount recommended by the Board and approved by the general membership. Half year dues are available only to a first-time member. After June 30th, full dues may be paid by a new member to cover the following year. Guests may attend two (2) meetings without charge; after that time membership dues must be paid.
- Section 4. The amount of the annual membership fee shall be determined by the Board, subject to the general membership. To consider a change in fees, members at large **MUST** contact a Board Member in writing by February. The Board will then meet to decide this issue. If it is not voted on at the May meeting it shall be the same as the preceding year.
- Section 5. Members shall be eligible to vote at general meetings, on amending by-laws, the election of officers, fiscal matters and any other issues brought properly before the group. No quorum shall be required; a majority shall rule.
- Section 6. Membership/Program meetings shall be held once a month. In the event the cancellation of the monthly meeting becomes necessary, it will be rescheduled, with notification by the Snow Chain. Additional meetings may be scheduled as required for workshops, programs or classes.

ARTICLE IV **ELECTED OFFICERS**

Section 1. The annual election of officers shall take place at the regular meeting in June of each year. Nominations for any office may be made from the floor by a paid member with the consent of the nominee in addition to the slate presented by the Nominating Committee. All incumbent officers shall continue in office until August 31, at which time the newly office shall be filled by the President in consultation with and approval of the Executive Board.

Section 2. A nominating committee shall be announced at the March general meeting for the purpose of selecting candidates to fill the offices which will be vacated in the coming year. The Nominating Committee shall consist of two (2) Board members and two (2) volunteers from the general membership. The past President shall serve as Chairman. The committee shall publish its proposed slate in the Newsletter prior to the June regular meeting. Serving on the Nominating Committee does not preclude a member from being nominated for office.

Section 3. Officers shall serve a two (2) year term. President and Secretary shall be nominated and voted in the odd years, with the Vice President and Treasurer nominated and voted in the even years. This will allow new officers to serve with current officers and eliminate the need to nominate a complete new slate of officers. If an elected officer is unable to fulfill his/her term, the Nominating Committee will find a replacement who will be appointed by the Executive Board.

Section 4. **Duties of Officers shall be as follows:**

A **President**

- 1 Shall preside at Board and general meetings of the Guild.
- 2 Shall call special meetings as deemed necessary.
- 3 Shall appoint all ad hoc and Standing Committee chairpersons.
- 4 Shall, with the Treasurer, sign all written contracts and obligations of the Guild.
- 5 Shall be an ex-officio member of each committee, with the exception of the Nominating Committee, and should be invited to attend each meeting.
- 6 Shall serve as liaison officer between Tiadaghton Quilt Guild and the host facility.

B **Vice President**

- 1 Shall assist the President as called upon and shall exercise all functions of the President in the latter's absence.
- 2 Shall oversee the functions of three standing committees: Program, Workshops & Quilt Show.
- 3 Shall organize yearly planning sessions of the Program, Workshops and Quilt Show Committees.
- 4 Shall receive year end written reports from all committees and file and maintain these reports.
- 5 Shall maintain the Quilt Guild's archives.

C Secretary

- 1 Shall record and maintain minutes of all general meetings.
- 2 Shall record and maintain minutes of all Board meetings and shall distribute copies to all Board members before the subsequent Board meeting.
- 3 Shall answer inquiries concerning the Guild and related matters with assistance of the Board.
- 4 Shall maintain a file system of all correspondence, inquiries and reports for future reference.
- 5 As the communications officer, she shall oversee the functioning of three (3) standing committees: Newsletter, Publicity and Historian.

D Treasurer

- 1 Shall be custodian of the funds.
- 2 Shall bank all monies due the group in an account designated for the group and keep records of such funds.
- 3 Shall pay bills authorized by the Board, or by a vote of the general membership. Any expenditure exceeding \$500 must be preapproved by a majority vote at a general membership meeting.
- 4 Shall receive, maintain and complete financial records as are necessary to the Guild, shall give a monthly report at each Board and General meeting, and shall issue a cash flow statement at the close of each fiscal year, August 31.
- 5 Shall have available all books and records to be submitted for audit at the close of her term of office. The audit shall be made by a past Treasurer or another approved by the Board. The Board shall require two (2) copies of the audit; one to be retained by the Treasurer, the second shall go to the Vice President for filing with the Guild records.
- 6 Shall oversee the functioning of two (2) standing committees: Membership and Hospitality.

ARTICLE V

EXECUTIVE BOARD

Section 1.

The four (4) elected officers plus chairpersons of all standing and ad hoc committees shall comprise the Executive Board. The terms of the chairmen shall run concurrently with that of the President.

Section 2.

All day-to-day internal affairs of the Guild are to be handled by the Executive Board, as the governing body of the Guild. Advise and consent of the membership-at-large shall be sought whenever possible.

Section 3.

The Executive Board shall meet monthly at the President's discretion. Two-thirds of the Board shall constitute a quorum; with each member having one (1) vote, majority rules.

ARTICLE VI

COMMITTEES

Section 1.

Ad hoc committees may be established at the discretion of the President. Chairpersons of ad hoc committees shall be appointed by the President with the approval of the majority of the Executive Board and shall function for the time required to accomplish the purpose of the committee, but in no case shall extend beyond the current President's term of office. Chairpersons of each such committee shall become a voting member of the Executive Board. (Example: By-Laws)

Section 2.

Standing Committee Chairpersons shall be appointed by the President and shall become members of the Executive Board. The tenure of all chairpersons shall terminate with the installation of a new President *with the exception of the two (2) year term for the Quilt Show Chairperson. Each committee chairperson shall be responsible for:

- A. Securing her own committee.
- B. Informing the President of all meetings.
- C. Maintaining communication with her supervising Officer, Board and General Membership,
- D. Furnishing the Vice President with a written Annual Report of her committee's activities by the end of the administrative year, August 31.

Section 3.

Standing Committees shall perform their duties as outlined by the Executive Board:

A Program

- 1 Shall consist of a Chairperson and at least two (2) committee members.
- 2 Shall be responsible for planning, scheduling and implementing programs at all monthly membership meetings.
- 3 Shall give a monthly report at each Board and membership meeting and submit a yearly written report to the Vice President prior to August 31.

B Workshop

- 1 Shall consist of a Chairperson and at least two (2) committee members.
- 2 Shall be responsible for scheduling and running workshops, demonstrations and other educational events of interest to Guild members. Shall endeavor to implement at least two (2) such workshops a year, subject to Board approval.
- 3 Shall give a monthly report at each Board and Membership meeting and submit a yearly written report to the Vice-President prior to August 31.

C Quilt Show

- 1 The chairperson shall be appointed by the current President immediately following the Quilt Show.
- 2 The Quilt Show Chairman shall serve a two (2) year term.
- 3 Shall consist of a Chairman and as many members required to produce a show biannually. Effort should be made to involve as many members as possible in the many aspects of such an event, be it display, staffing, bazaar, etc.
- 4 The Chairman shall serve as Community Relations liaison for the event and delegate other tasks as she sees fit.
- 5 A written report shall be submitted two (2) months after the Quilt Show to the Vice-President.

D Newsletter

- 1 Shall consist of a committee of at least three (3) members, one of whom shall serve as Editor.
- 2 Shall see that the publication contains accurate and timely information of interest to the membership.
- 3 Shall solicit, gather and edit material appropriate for publication.
- 4 Shall print an issue prior to each general meeting.
- 5 All materials used for publication shall be kept and filed for present or future use.
- 6 Shall give a monthly report at each Board meeting and at each general meeting.
- 7 Shall submit a written yearly report to the Vice-President prior to August 31.

E Publicity

- 1 Shall consist of the chairperson and at least one (1) other committee member.
- 2 Shall have responsibility of making contact with magazines, newspaper, radio and television stations in order to place notice of monthly meetings and to adequately advertise the benefits and special activities of the Guild.
- 3 Shall be aware of deadlines for submitting copy and be able to meet deadlines.
- 4 Shall keep a copy of material submitted for publication and, if possible, a copy of the published article. This may be kept on file with the Publicity Committee as long as desirable, and shall then be given to the Historian for the archives of the Guild.
- 5 Shall give a monthly report at each Board meeting and at each general meeting.
- 6 Shall submit a written yearly report to the Vice-President prior to August 31.

F Historian

- 1 Shall consist of a chairperson and be responsible for maintaining a history of the Guild, via a scrapbook, provided by Guild funds, of all Guild activities, newspaper clippings, snapshots, quilt show programs and other items of interest pertaining to the Guild.
- 2 Shall give periodic reports to Board and Membership and shall submit a written yearly report to the Vice-President prior to August 31.

G Librarian

- 1 Shall consist of a chairperson and such other committee members as deemed desirable or necessary.
- 2 Shall accept, catalog and collate all books, magazines and articles donated to or bought by the Guild and maintain a Guild lending library.
- 3 Shall maintain a list of current books and stencils to be made available to all members.
- 4 Shall give periodic reports to Board and Membership and submit a written report to the Vice-President prior to August 31.

H Membership

- 1 Shall consist of a chairperson and co-chairperson who shall receive all new and renewal applications.
- 2 Shall be responsible for collecting annual dues and accounting for same to the Treasurer.
- 3 Shall be responsible for welcoming prospective members and introducing them at Membership meetings.
- 4 Shall see that each new member receives a nametag, Guild pin, copy of the By-Laws and a Guild brochure.
- 5 Shall maintain a list of current members and shall publish that list in November.
- 6 Shall see that all new members throughout the year be published in the Newsletter of that month.
- 7 Shall be responsible for issuing and updating of the snow chain, and implementing same.
- 8 Shall give a monthly report at each Board meeting and at each general meeting and shall submit a written yearly report to the Vice-President prior to August 31.

I Hospitality

- 1 Shall consist of a chairperson and such other committee members as deemed necessary.
- 2 Shall be responsible for securing hostesses to provide and serve refreshments at general meetings.
- 3 Shall be responsible for the care and maintenance of the meeting place.
- 4 The Chairperson will be responsible to coordinate the refreshment facility for the Quilt Show as needed by the Quilt Show Committee.
- 5 Shall submit a written yearly report to the Vice-President prior to August 31.

ARTICLE VII AMENDMENT TO BY-LAWS

- Section 1. These by-laws may be amended as follows:
- A. May be proposed in writing by a member.
 - B. May be proposed in writing by Executive Board.
 - C. May be recommended by an ad hoc committee.
- Section 2. After approval of a majority of the Executive Board, proposed amendment or amendments shall be published in the Newsletter and shall be voted on by membership at the following meeting.
- Section 3. Amendments to By-Laws shall be approved by two-thirds (2/3) of the members voting.

ARTICLE VIII DISPOSITION OF PROPERTY

- Section 1. The Executive Board, upon dissolution of the Guild by the Executive Board and by vote of the membership, shall pay or make provisions for payment of all liabilities of Tiadaghton Quilt Guild.
- Section 2. In the event of dissolution, the Executive Board shall dispose of all assets of the organization exclusively for the purposes of charitable educational organizations provided they qualify as an exempt organization.