

Bylaws

ARTICLE I: NAME

The name of this organization shall be Hearts 'n' Hands Quilt Guild.

ARTICLE II: OBJECT

The object of the Guild shall be to promote the art of quilting through education and social interaction.

ARTICLE III: MEMBERSHIP

Section 1: Membership in the Guild will not be restricted. .

Section 2: Members shall be in good standing upon payment of dues of \$20.00 per annum. Members joining after March 1st shall pay dues of \$10.00.

Section 3: The Executive Board, hereinafter referred to as the board, will recommend the amount of annual dues payable to the Guild for ratification by the general membership at the July meeting effective September of the same year. If the proposal is not ratified, the dues shall remain at the current rate.

Section 4: Annual dues are payable before or at the September meeting. Members who have not paid their yearly dues by the first day of October will be dropped from membership of the guild.

Section 5: Guests may attend two regular meetings gratis. Upon arrival at the third meeting, the Membership Chairperson will request they pay dues or a \$5 meeting fee.

Section 6: When special programs are held, guests will be charged the appropriate fee, which will be set by the board and posted in the newsletter prior to the meeting.

ARTICLE IV: OFFICERS

Section 1: Officers of the Guild shall be President, Vice President, Recording Secretary, Newsletter Editor, Treasurer, Membership Chairperson and Parliamentarian. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority of the organization.

Section 2: Officers shall be nominated by committee and elected by the membership at large. At the regular meeting in March, a Nominating Committee of two shall be appointed by the Parliamentarian. No person shall serve two consecutive terms on the Nominating Committee. It shall be the duty of the Nominating Committee to identify candidates for each office and to announce the nominations at the April meeting. All members in good standing, except members of the Nominating Committee, are eligible to run for office. Nominations will also be accepted from the floor during this meeting. Nominations will be closed in April and voting will occur in May.

Section 3: The term of office shall be one year or until successors are elected. Term of office begins at the close of the election meeting. A joint board meeting of the incoming and outgoing officers shall be held within 30 days of the election and prior to the June meeting of the membership. The purpose of this meeting shall be for the outgoing officers to coordinate the Guild's business with the incoming officers. Committee folders including job descriptions will be maintained and passed on to incoming officers.

Section 4: No officer shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V: OFFICERS' DUTIES

Section 1: President – The President shall preside over all meetings, call board meetings, appoint standing committee and special committee chairpersons as the business of the Guild dictates, as well as coordinate all activities of the Guild.

Section 2: Vice President – The Vice President shall serve as chairperson of the program committee, assist the President in any capacity requested by the President, and serve in the President's absence, if needed.

Section 3: Recording Secretary - The Recording Secretary shall keep minutes of all meetings, regular and board. The minutes of the regular meeting shall be forwarded to the Newsletter Editor for inclusion in the monthly newsletter prior to the deadline. Board minutes will be approved by board members at their next scheduled meeting.

Section 4: Newsletter Editor – The Newsletter Editor shall produce a monthly newsletter which will be postmarked at least ten days prior to the next Guild meeting date. The board may elect to omit the newsletter for January. Minutes of the previous monthly Guild meeting and the treasurer's report will be included.

Section 5: Treasurer – The Treasurer shall collect all funds of the Guild and deposit them into the Guild's checking account. The Treasurer shall promptly pay all invoices and bills of the Guild upon presentation of a valid receipt.

The Treasurer shall provide a monthly statement to the Newsletter Editor prior to the deadline for publication in the newsletter. This statement shall include an itemized account of all income and all expenditures made by the Guild.

The Treasurer shall maintain an up-to-date financial ledger and a file of receipts for all income and expenditures.

The Treasurer shall prepare an annual recap statement of all expenses and incomes which occurred during her tenure. Records shall be audited by an individual appointed by the board at the end of each board year.

All requests for reimbursement must be accompanied by a receipt and turned in within 45 days of expenditure. Exceptions must be approved by the board in advance.

The outgoing Treasurer will work with the incoming Treasurer to prepare the annual budget, which shall include all forecasted financial commitments and incomes for the coming year. The budget year shall be September 1 through August 31. This shall be presented in the August newsletter and voted on at the August meeting.

Section 6: Membership Chairperson –The chairperson will maintain updated membership packets and make these available to each new member. The Chairperson will collect Guild dues and turn these over to the Treasurer. She will maintain a current Guild membership list.

Section 7: Parliamentarian - Assist the board members and Guild with parliamentary issues according to Roberts's Rules of Order. Head of Nominating Committee and a non-voting member of the board.

ARTICLE VI: EVENTS AND ACTIVITIES

Section 1: The regular meetings of the Guild shall be held on the second Tuesday of each month, unless otherwise ordered by the board. There will be a social period from 6:30 to 7:00 pm. The meeting will be called to order at 7:00 pm.

Section 2: The May meeting shall be known as the annual meeting and shall be for the purpose of electing officers.

Section 3: Special meetings may be called by the board or a quorum of members with 30 days prior notice and announcement in the newsletter.

Section 4: One-third of the current membership shall constitute a quorum.

Section 5: The Guild may sponsor special events such as workshops, retreats, and trips. A deposit of 50% of the event fee is required for registration. In the event a member cancels her registration, her deposit will be refunded only if the Guild is able to fill the opening created by the cancellation. Space permitting, non-members may participate in special events for an additional fee. Unforeseen circumstances may be considered for refund by Vice President.

Section 6: Guild members may create a raffle quilt to support Guild programs. The Raffle Quilt Chairperson, appointed by the board, is responsible for coordinating the completion and marketing of the quilt, including ticket printing, distribution, and accounting for tickets distributed and money collected. Each member is expected to purchase or sell at least \$10 in tickets.

Section 7: The Guild conduct may conduct additional fundraisers such as auctions and raffles. Proceeds from these fundraisers support Guild programs and activities.

Section 8: The Guild may hold a quilt show periodically to showcase the works of the membership. In the year preceding a scheduled show, the Show Chairperson will be responsible for the organization of a show planning committee. The Chairperson will report monthly to the board. The planning committee will be provided an initial budget of \$2500. Show income and expenses will be maintained in a separate account. The Guild will supplement the show account as needed to provide the initial \$2500. Financial records from the show shall be transferred to the Guild Treasurer and proceeds in excess of the original \$2500 will be transferred to the Guild's regular account at the conclusion of the show.

ARTICLE VII: EXECUTIVE BOARD

Section 1: The board shall consist of the President, Vice President, Recording Secretary, Newsletter Editor, Treasurer, Membership Chairperson and Parliamentarian (a non-voting member).

Section 2: The board shall have full power to make necessary decisions on behalf of the membership. The board may be overruled by fifty percent of the membership.

Section 3: The board will meet as often as is deemed necessary by the President.

ARTICLE VIII: STANDING RULES

Standing rules shall be adopted at any Guild meeting by a majority of the members present and voting.

ARTICLE IX: DISSOLUTION

In event of dissolution, all funds remaining in the treasury will be divided equally between the Museum of the American Quilter's Society in Paducah, Kentucky and the National Quilting Association.

ARTICLE X: AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Guild by a two-thirds majority vote of those present, provided the amendment has been submitted to the membership by the board in writing at least ten days prior to the meeting.

AMENDMENTS TO THE BYLAWS:

- I. Made at the January 2002 Guild meeting to include the Membership Chairperson as an elected Board member – this change became effective May 2002.
- II. Changed budget year to June 1st – May 31st (previously September 1st – August 31st). Approved at the June 2003 meeting.
- III. Numerous nominal edits were made to correct grammatical and typographical errors and streamline text, as well as the following substantive changes:
 - Changed timing for presentation of the budget to June to correspond with previous change in budget year and added requirement for outgoing and incoming Treasurers to work together on budget to support this change;
 - Incorporated reimbursement policy into Article V;
 - Eliminated presentation of committee reports at annual meeting to reflect current practice;
 - Revised Article VI to include policies for Guild-sponsored events with significant financial implications, including workshops, raffles/auctions, and the quilt show.Approved at the February 2008 meeting
- IV. Article VI, Section 8 was modified to allow flexibility in the scheduling of quilt shows. Approved at the March 2008 meeting.
- V. Rewording and additions of several articles:
 - Parliamentarian added to several articles
 - Nominating Committee is appointed by Parliamentarian;
 - Closing of nominations in April and voting in May;
 - Committee folders will be passed on to incoming officers;
 - Parliamentarian will assist board and Guild with issues according Robert's Rules;
 - May meeting is election of officers;
 - Refunds from workshops, retreats and trips will be considered by Vice President;
 - Parliamentarian is a non voting member of the board.Approved at the August 2008 meeting: