

Wichita Mountains Quilt Guild Bylaws

Title

This organization will be known as the Wichita Mountains Quilt Guild, Inc.

Purpose

The purpose of the Wichita Mountains Quilt Guild, Inc. (hereafter “the Guild”) is to stimulate an interest in quilts, promote and advance the art of quilt making, and preserve our quilting heritage through educational programs and community activities.

Character

The guild will be non-profit and its assets used solely to further the objectives of the organization. No part of its assets will be used for the benefit of any individual member.

Membership

Any person 10 years of age or older with an interest in quilts is eligible for membership in the Guild with full voting privileges upon payment of dues. No one may attend more than two regular meetings of the Guild without becoming a full voting member. Interested persons who are unable to participate actively in Guild activities may be eligible for non-voting associate membership as determined by the Executive Board. Honorary membership without voting privileges may be awarded by the president of the Guild with the approval of the Executive Board. Membership in the Guild will be renewed annually.

Dues

The fiscal year of the Guild will be from May 1 through April 30. The Executive Board will recommend dues for ratification by the general membership. Dues may be reduced for associate members and for persons over 65 or under 18 years of age. Initial dues for new members joining the Guild after the 30th of October will be one half of the annual dues. Dues are payable annually on the first of May. Members whose dues are delinquent on the first of June will automatically be dropped from the roll.

Meetings

The Guild will meet monthly at a time and place to be announced by the Executive Board. Any meeting may be cancelled or rescheduled with the approval of the Executive Board and no less than ten days notification of members.

The president may call a special meeting; or, five members submitting a written request to the secretary can call a special meeting. Previous notice of the meeting shall be sent to the members at least three days prior to the meeting. The notice can be given by e-mail, postal mail, telephone, or fax.

No less than one third of voting members will constitute a quorum for the approval of decisions requiring a vote of the membership.

Administration

Routine affairs of the Guild will be administered by an Executive Board comprised of the five elected officers, the functional committee chairmen, and the Quilt Show chairmen. The Executive Board may decide any matter not specifically prohibited or otherwise restricted by these bylaws. No less than two thirds of the elected and appointed members of the Executive Board will constitute a quorum for the transaction of business.

The outgoing Executive Board and the newly-elected Executive Board will have a joint transitional meeting in April after the general membership meeting to convey after action reports and other duties. The Executive Board will prepare no later than the April combined board meeting a proposed annual budget. The proposed budget will be reviewed and may be amended by the newly elected Executive Board prior to ratification by the general membership at the May general meeting.

Officers

Elected officers of the Guild will consist of president, vice president, secretary, and treasurer, and program director. All officers will serve for one fiscal year from May 1 through April 30. No member may hold more than one elected office concurrently, nor may any member hold the same elected office for more than two years in succession. Should the office of the president become vacant mid-term, the vice president will assume the title and duties of president for the remainder of that term. A vacancy occurring during mid-term in any other office will be filled by appointment from the general membership by majority vote of the Executive Board.

Elected officers will perform duties as follows:

(1) The president will preside over all general and Executive Board meetings, coordinate Guild activities, and represent the Guild to other organizations and agencies.

(2) The vice president will assist the president, preside in his/her absence, and serve as Guild parliamentarian, oversee after action reports from all board members, facilitate the end of the fiscal year transition meeting(s), and the transfer of procedural guideline books and other materials.

(3) The secretary will maintain all Guild records other than financial records, produce and distribute minutes of the general, special, and Executive Board meetings, and manage all Guild correspondence.

(4) The treasurer will receive and maintain written accountability of all funds accruing to the Guild from any source. The treasurer will disburse funds in accordance with the approved annual budget, except that no single disbursement greater than \$250.00 will be made without the specific approval of the Executive Board. The treasurer will prepare and file tax records for the Guild's fiscal year. The treasurer will report the status of Guild funds monthly to the Executive Board and the general membership. The treasurer will prepare and submit all financial records for independent review no later than the close of the Guild's fiscal year.

(5) The program director will solicit program recommendations from the general membership, propose a calendar to the Executive Board, schedule and coordinate educational programs, arrange guest speakers and presentations, and inform Guild membership of forthcoming programs.

Functional Committee Chairmen

The Functional Committee chairmen will be appointed by the President with the approval of a majority of the elected officers. They will be members of the Executive Board for a one year term. Those chairmen will represent the Newsletter, Ways and Means, Membership, Community Service, TLC, Historian, Publicity, and Hospitality Committees. Each committee chair will have one vote on the Executive Board.

Quilt Show

The Quilt Show Committee will be a sub-committee of the Guild. The Quilt Show chairman will be approved by the general membership of the Guild and will have a vote on the Executive Board. The chairman will be responsible for reporting all progress and planning to the Executive Board, be responsible for an audited financial report submitted to the Executive Board, and payment of any required expenses and taxes within sixty days after the conclusion of the Quilt Show. The Quilt Show Committee chairman for the next show will be approved by the general membership.

Elections

The Executive Board will appoint no later than the first of February of each year a Nominating Committee consisting of five members, at least three of whom must be selected from the membership at large. The president will designate the Committee chairman from among those appointed by the Executive Board. The Nominating Committee will prepare a slate of nominees for each elective office for the coming year to be voted upon by the general membership at the April general meeting. Each candidate must consent to his/her nomination prior to inclusion on the slate. The Nominating Committee will notify the general membership of the proposed slate no later than 14 days prior to the April meeting.

At the April meeting, following presentation of the official slate, the president will call for nominations from the floor. Any such nominations must have prior consent of the candidate and be seconded by at least one other member. Election to any contested office will be by secret ballot. Uncontested nominees may be elected by acclamation.

Newly elected officers will be installed at the conclusion of the April general meeting.

Procedures

Robert's Rule of Order (Newly Revised) will govern all parliamentary procedures not specifically addressed in these Bylaws. Policies will be written by the Executive Board with the approval of the general membership.

Amendments

These Bylaws may be amended at any general meeting provided those voting, together with written proxies, are comprised of no less than one-third of the recorded Guild voting membership. All members must be informed in writing of the proposed amendment(s) not later than 30 days prior to the meeting. Amendments must be approved by two-thirds majority vote of those present or represented by written proxy.

Termination

Should the Guild dissolve, all assets remaining after satisfaction of outstanding obligations will be used to purchase quilts for museums and historical societies and/or given to charity as determined by a vote of the general membership.

Effective Date

These Bylaws are effective upon ratification by the general membership.

Ratified by the General Membership on December 9, 1991; Revised May 1997; Revised 2004; Revised September 12, 2008; Revised April 2011; Revised July 2013