

BY- LAWS
Quilters Guild of East Texas

ARTICLE 1 - NAME

The name of this organization shall be The Quilters Guild of East Texas (QGET).

ARTICLE 2 - PURPOSE

The purpose of this organization shall be to preserve the heritage of quilting, to assist members in developing a high quality of excellence in quilting, to be a source of information and inspiration, and to provide a gathering of people with a common interest.

ARTICLE 3 - MEMBERSHIP

Section A - A member is one who pays annual dues. The Guild does not discriminate with regard to race, color, creed, age, sex, or national origin.

Section B - The Executive Board shall determine the amount of dues for the following year at the April meeting, and it shall be published in the May newsletter. By the opening of the Quilt Show, membership dues FOR THE REMAINDER OF THE GUILD YEAR will be offered at a discounted rate which shall be determined annually by the Executive Board.

1. Dues are payable in August and delinquent after the September meeting.
2. Failure to pay dues shall be considered a withdrawal from the Guild.

Section C - Small Group Formation

1. A member may belong to one or more small groups, dependent on size limitations of particular groups.
2. A new member group shall be organized each year for the purpose of orientation and education. These members may filter into existing small groups within a year, or form new small groups.
3. The small group leader communicates openings in the group to the Beekeeper.
4. Meetings will be held once a month unless determined not to be needed. The date and time of these meetings will be set at the convenience of the committee members.

Section D – Guests - A non-member may attend a maximum of two general meetings, after which time they must join the QGET to continue attendance. When the meetings include a guest speaker, guests will pay a fee to be determined by the Executive Board.

Section E - Life Members

The Executive Board may select QGET members for Life Membership in the QGET and may accept suggestions from the general membership. Those selected will be presented a Life Membership award at the September meeting. No dues will be charged from that point forward. This award is for exemplary service and may not necessarily be presented annually.

ARTICLE 4 - EXECUTIVE BOARD

Section A - The Executive Board shall consist of the elected officers and standing committee chairmen with voting rights. Special committee chairmen may be invited.

Section B - The Executive Board shall handle the regular business of the organization.

Section C - Executive Board meetings will be held once a month prior to the Guild meeting unless determined not to be needed. The date and time of these meetings will be set at the convenience of the Executive Board members. The President and two (2) members of the Executive Board may call additional meetings as necessary. Executive Board meetings are open to the guild members. Members wishing to address the Executive Board must be on the agenda.

Section D - Each outgoing Executive Board member must leave in the treasury a sum equal to the unpaid bills or obligations that they incurred and for which the Guild is responsible.

ARTICLE 5 - OFFICERS AND DUTIES

Section A - The elected officers shall be President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

Section B - Duties of the President:

1. To preside at all general meetings, Executive Board meetings, and any special meetings.
2. To serve as an ex-officio member of all committees except the Nominating Committee.
3. To appoint the chairmen of standing and special committees. The Quilt Show Chairman shall be appointed prior to date of the Quilt Show preceding the Quilt Show she will chair.
4. To receive and summarize annual reports of all officers and committee chairmen. These summaries shall be presented at the discretion of the President.
5. To sign all checks in the absence or at the request of the Treasurer.
6. To conduct the general correspondence of the Guild.
7. To reserve meeting space.

Section C - Duties of the First Vice-President shall be:

1. To preside in the absence of, or at the request of the President at general and Executive Board meetings.
2. To provide a monthly activities for members to aid them in quilting basics and orient them to the QGET.

Section D - Duties of the Second Vice-President shall be:

1. To preside at meetings in absence of the President and First Vice-President.
2. To serve as program chairman for the Guild's general meetings. She shall be responsible for planning future programs for the Guild.
3. To promote workshops through Guild announcements, Guild newsletter articles, and social media.
4. To take reservations for workshops.
5. To reserve facilities for workshops.
6. To arrange transportation and accommodations for speakers, assist with speaker item sales, and assist speaker at workshops.

Section E - Duties of the Secretary shall be:

1. To record the minutes of all general, Executive Board, and special meetings.
2. To keep all recorded minutes.
3. To send copies of minutes to the Executive Board within seven (7) days after a meeting of the Executive Board.
4. To send copies of the General Meeting minutes to the Executive Board within seven (7) days after the General Meeting. Minutes will be sent to the newsletter editor by the newsletter deadline.

Section F - Duties of the Treasurer shall be:

1. To have charge of all the funds of the Guild.
2. To sign checks for authorized disbursements.
3. To prepare a budget and present it to the Executive Board at the August meeting.
4. To present financial reports at all Executive Board meetings.
5. To post financial reports for the membership at all QGET general meetings.
6. To obtain bank forms for incoming officers.
7. To prepare an annual report for the membership and post it at the October general meeting.
8. To maintain and manage the safety deposit box for appropriate Guild records. Keys are to be held by Treasurer and President.
9. To maintain and manage Guild post office box. Keys are to be held by Treasurer and President.
10. To serve on the Quilt Show committee and handle Quilt Show finances.

ARTICLE 6 - NOMINATIONS, ELECTIONS, AND VACANCIES**Section A - Nominations**

1. The Nominating Committee shall consist of a chairman and four (4) members of the Guild, two of which must have no less than five years of active membership. Any Guild member may submit a name to the Nominating Committee after obtaining the permission of the person whose name will be submitted. The immediate Past President shall serve on the Nominating Committee in an advisory capacity.
2. The Nominating Committee shall present a slate of officers at the July meeting.
3. Nominations may be made from the floor at the July meeting providing the consent of the nominee has been secured in advance.

Section B - Elections

1. The President, First Vice President, Second Vice President, Secretary, and Treasurer shall be elected at the August meeting for a term of one year.
2. A majority vote of members present elects each officer.
3. Officers are installed at the September meeting and assume their responsibilities on October 1.
4. An elected officer may hold only one office at a time. Standing committee chairmen may hold a maximum of two offices at one time.

Section C - Vacancies

Vacancies in office shall be filled by a vote of the Executive Board and approved by the general membership.

ARTICLE 7 - STANDING COMMITTEES AND APPOINTMENTS

Standing positions shall be Beekeeper, Community Projects, Hospitality, Library, Life Membership, Membership, Newsletter, Nominating Committee, Parliamentarian, Quilt Show, Reception, Social Media/Publicity, Sunshine/Shadows, and Special Events.

Section A - Beekeeper

1. Shall assist in placing members in small groups.
2. Shall work with the First Vice-President in placing new members in small groups.
3. Shall monitor the need for group formation and assist in that formation when necessary.

Section B – Community Projects

1. Shall plan and coordinate quilt-related philanthropic activities of the Guild.

2. Shall track monthly service hours by the membership.
3. Shall report quarterly to the Executive Board.

Section C – Hospitality

1. Shall prepare coffee and monitor supply needs.
2. Shall aid those preparing, serving, and cleaning up after refreshments at the meetings.

Section D - Library

1. Shall serve on the Executive Board and have voting rights.
2. Shall be in charge of Guild lending resources.
3. Shall keep all checkout records up-to-date.
4. Shall acknowledge all additions and donations to the Guild library in the newsletter.
5. Shall operate within the budget provided.
6. Shall periodically conduct a resource inventory.
7. Shall provide current Library information to the Webmaster

Section E - Membership

1. Shall serve on the Executive Board and have voting rights.
2. Shall keep up-to-date record of members' contact information.
3. Shall provide members' updates to Executive Board
4. Shall Provide membership renewal notice and renewal form in the QGET Newsletter.
5. Shall publish and distribute an annual directory.

Section F - Newsletter Editor

1. Shall serve on the Executive Board and have voting rights.
2. Shall publish and distribute the Guild newsletter.
3. Shall note membership changes in the newsletter.

Section G - Quilt Show Chairman

1. Shall serve on the Executive Board and have voting rights during the current Quilt Show year.
2. Shall have responsibility for the organization of the annual Quilt Show.
3. Shall appoint Quilt Show Area Chairmen from members of the Guild.
4. Shall keep records of current Quilt Show and pertinent records of past Quilt Shows.
5. Shall secure and contract for the use of exhibit hall one year or more in advance.

Section H - Reception

1. Shall greet members and visitors at general meetings.
2. Shall track membership attendance.
3. Shall collect speaker fees.
4. Shall collect and award door prizes.

Section J- Social Media/Publicity

1. Shall serve on the Executive Board and have voting rights.
2. Shall be responsible for the promotion of Guild events through appropriate media.
3. Shall coordinate with those responsible for photography, newsletter, social media and the Guild website.
4. Shall maintain and update the Guild website.

Section K - Special Events

1. Shall serve on the Executive Board and have voting rights.
2. Shall be responsible for organizing and managing events other than our regular monthly programs.
3. Shall make arrangements for special events and be authorized to sign contracts pertaining to special events with Board approval.

Section L – Sunshine/Shadows

1. Shall report noteworthy events in the lives of QGET members and make appropriate responses on behalf of the Guild.
2. Shall submit to the newsletter editor any appropriate notices about Guild members.

ARTICLE 8 - PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Revised shall govern the proceedings in all cases not provided in these By-Laws. A Parliamentarian shall be appointed to assist the QGET in this area. She shall attend the Executive Board meetings.

ARTICLE 9 - QUORUM

A quorum shall consist of a majority of those in attendance at a regularly scheduled meeting of the Guild or Executive Board.

ARTICLE 10 - BY-LAWS**Section A - Distribution**

1. By-Laws shall be printed in the membership directory.
2. By-Laws shall be posted on the QGET website.

Section B - Amendments

The By-Laws may be amended or revised at a regularly scheduled meeting by two-thirds of the attending members provided that a copy of the amendment(s) or revision(s) has been furnished to each member at least thirty days prior to the meeting. This may be done by publication in the newsletter.

ARTICLE 11 - DISSOLUTION

In the event of the dissolution of The Quilters Guild of East Texas, all assets shall be assigned to an organization chosen by the membership in accordance with Section 501(c) (3) of the Internal Revenue Code.

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