

MOUNTAIN LAUREL QUILTERS' GUILD - BY-LAWS

Approved at the March 19, 2019 Guild Meeting

ARTICLE I NAME AND LOGO

SECTION 1. The name of this organization shall be the "Mountain Laurel Quilters' Guild" (hereafter referred to as 'the Guild'). The logo shall be the Mountain Laurel flower.

ARTICLE II. PURPOSE

SECTION 1. It shall be the purpose and goal of the Guild to promote and perpetuate the art of quilting. The work of the Guild is designed to benefit and educate those interested in preserving, continuing and advancing this art. The Guild shall encourage a high standard of design and technique in all forms of quilting, and shall promote the art of quilting by sponsoring workshops and exhibits. The Guild is a 'Not For Profit' educational organization.

ARTICLE III. POLICIES

SECTION 1. The voting body shall consist of all members in good standing. A majority of the members present shall be needed to pass any vote.

SECTION 2. All regular meetings shall be open to guests. A visitor may attend one meeting and then must join the Guild to attend further meetings and participate in the Guild's activities or pay \$3.00 per meeting as a guest.

SECTION 3. For special events, a guest fee may be levied by determination of the Executive Committee.

ARTICLE IV. MEMBERSHIP AND DUES

SECTION 1. A person is eligible to become a member of the Guild upon payment of dues. A member shall attend meetings, shall participate in Guild activities and/or work on committee(s), shall have voting privileges, and shall have the right to hold office or chair committees.

SECTION 2. Members of the Guild shall pay dues in an amount determined annually by the Executive Committee and voted upon by membership. Annual dues shall commence to be collected the third Tuesday in November. The failure to pay dues and submit the annual information form, later than the 3rd Tuesday in March, shall be considered voluntary withdrawal as a member of the Guild. A membership form will be printed in the November and December Newsletters for those who cannot attend a meeting. Dues shall not be refundable.

SECTION 3. New members joining after the June meeting of each year will pay one-half (1/2) the yearly membership dues plus \$5.00 for the membership pin.

SECTION 4. At the discretion of the Executive Committee, members who have made extraordinary contributions to the Mountain Laurel Quilters' Guild may be nominated for Honorary Lifetime Membership. These nominations will be presented to the general membership for approval. Upon approval, these individuals will be exempt from paying yearly dues.

SECTION 5. "Members in good standing" are those whose dues are current.

SECTION 6. Each member is to have a copy of the Mountain Laurel Quilters' Guild By-Laws and Guild Policies and Procedures.

ARTICLE V. OFFICERS AND DUTIES

SECTION 1. The officers of the Guild shall be President, First Vice President, Second Vice President, Secretary and Treasurer. Vice President duties may be filled by more than one member.

SECTION 2. All Officer terms of office shall be for two (2) years, or until their successors have been elected. Officers may be elected to consecutive terms, not to exceed two consecutive terms. The unexpired term of any officer shall be filled by appointment of the Executive Board and approved by a majority vote.

SECTION 3. All officers shall fulfill their respective duties at each meeting or notify the President as to their replacement. Failure to fulfill their respective duties may lead to the President or the Board requesting the officer's resignation.

SECTION 4. The duties of the officers shall be as follows:

- A. The President shall be the official representative of the Guild and shall preside at all regularly scheduled Guild meetings. The President presides at all general and Executive Board meetings and Executive Committee meetings. The President may call additional Guild meetings or reschedule meetings as necessary. The President serves as ex officio member of all committees except the Nominating Committee. She shall sign checks in the absence of the Treasurer.
- B. The First Vice President(s) shall assist the President and preside in the absence of the President. The First Vice President(s) shall chair the Program Committee. She will be responsible for operating and maintaining the sound system, with help from the assistant assigned to the Second Vice President.
- C. The Second Vice President(s) shall assist the President and the First Vice President(s) and shall preside in the absence of both the President and First Vice President(s). The Second Vice President(s) shall chair the Workshop Committee and may have an assistant assigned to her to help with her duties. The Second Vice President(s) will be responsible for the facility, including, but not limited to, holding the keys for the building, setting up and taking down from workshops and programs, monitoring the thermostat, setting up coffee, taking out trash and cleaning both the room tables and the free table.
- D. The Secretary shall keep a record of all proceedings of the Guild, Executive Board and Executive Committee meetings, and shall prepare and distribute meeting notices. The Secretary shall keep the minutes of meetings on file and supply a copy of those minutes to the President and

Newsletter Editor prior to the newsletter deadline. The Secretary shall be responsible for maintaining, updating and distributing the Guild By-Laws and its Policies and Procedures and shall present them at the March meeting in writing or when needed. She shall serve as custodian of all Guild documents. The Secretary may conduct general correspondence for the Guild, as needed.

E. The Treasurer shall gather all income, disburse funds as the Guild directs, and report such collections and disbursements at each regular business meeting. A voucher shall be used by all members to request payment for monies expended on behalf of the Guild. Receipts shall be attached to the voucher when possible. A year-end financial report shall be submitted to the Newsletter Editor for publication in January. Other duties include: assist in preparing the annual budget, collect and maintain records of Opportunity Quilt ticket sales; collect membership information forms annually; and assist or train the incoming Treasurer. Any discretionary monies expended during the year (e.g., monies that were not already included in the budget approved for the current fiscal year) must have prior approval of the Executive Committee or of the membership if they exceed \$200.00.

ARTICLE VI. EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary and Treasurer.

SECTION 2. Each member will attend all Board Meetings as called. Decisions of the Board will be final.

SECTION 3. The Executive Board may authorize the expenditure of discretionary funds, not to exceed \$200.00 for any single disbursement, without a vote of the general membership.

SECTION 4. A quorum of three (3) is necessary to transact business.

ARTICLE VII. EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the elected officers and Committee Chairpersons.

SECTION 2. Each member should attend Executive Committee meetings as called. Each attending member has one (1) vote on matters submitted to the vote of the Executive Committee. Board meetings shall be held in February (review of the By-Laws), June, and October (Budget to be presented at the November General Meeting and organizing for the coming year).

SECTION 3. A quorum of five (5) is necessary to transact business.

SECTION 4. The Executive Committee shall prepare a proposed budget for the coming year.

ARTICLE VIII. COMMITTEES

SECTION 1. Each person heading a Committee shall be responsible for having a representative at the monthly business meeting to make a report and/or carry out duties. Some committees may be:

Membership, Newsletter, Books and Tools, Historian, Community Service, Sunshine, Show & Tell, Publicity, Web-site, Basting, Educational, Parliamentarian and others as needed.

SECTION 2. Special committees may be appointed by the President to complete a specified task or duty.

ARTICLE IX. ELECTIONS

SECTION 1. A nominating committee chairperson shall be appointed by the President each year. The Chairperson is responsible for appointing members to the committee. This committee shall present a slate of officers for the following year in October. The slate shall be published in the newsletter preceding the November meeting. No nominations shall be made without the consent of the nominee. The chairperson of the nominating committee shall preside over the election of the officers.

SECTION 2. All officers shall be elected at the November meeting and installed at the December meeting.

SECTION 3. Outgoing officers shall pass on all records to incoming officers by January 1.

SECTION 4. Should a vacancy occur in any elected office, The Executive Board, by majority vote, shall appoint someone to fill the unexpired term.

ARTICLE X. MEETINGS

SECTION 1. Meetings shall be held once a month.

SECTION 2. Special meetings may be called by the President or Chairperson of the various committees

ARTICLE XI. FINANCES

SECTION 1. The fiscal year for the Guild shall begin on January 1 and shall end December 31.

SECTION 2. A proposed budget shall be set yearly by the Executive Committee. This proposed budget shall be presented to the membership at the November meeting. The proposed budget shall be voted on at that time.

SECTION 3. The Guild Treasurer and President are authorized signers of the Guild's checking account.

ARTICLE XIII AMENDMENTS

SECTION 1. These By-Laws may be amended by printing the proposed changes in the newsletter, presenting the amendments to the membership at the following business meeting and voting on the proposed amendments at that meeting. To carry, it must have a majority vote of the membership present at that meeting.

ARTICLE XIV. DISSOLUTION

In the event that dissolution of the Guild appears necessary for any reason, approval of the membership shall be obtained by ballot. Simple majority prevails. Assets shall be applied and distributed first to the final payment and discharge of any liability or obligation of the Guild. Any remaining assets shall be distributed by the approval of the membership.

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