

9/30/2023

Bay Oaks Quilt Guild Bylaws

Mission The mission of this guild shall be to promote the art and appreciation of quilting through various programs, workshops, and special events.

Membership Any person interested in any form of quilting may become an Active Member by payment of annual dues. A guest may attend no more than two (2) meetings, after which membership is required if they desire to continue. Active members have the right to vote, hold office and/or serve on committees. Members not in good standing will be dropped from the current rolls as of March 1 of the current year if their dues are not paid. Bay Oaks Quilt Guild membership is extended to permit girls and boys ages 15 years and younger who show an interest in quilting to join the Guild if they are sponsored by an Active Member. Their annual dues are \$1.00. Junior membership entitles them to attend all guild meetings and classes, as long as they are accompanied by a sponsor. Junior members are not permitted to vote on any Guild business.

Dues Annual dues are \$15.00 and payable until the last day of February of the current year. New members joining the guild on or after July 1st will pay \$7.50 for the current year dues.

Meetings Meetings shall be held semi-monthly. One meeting of the month will encompass the business meeting of the guild, Secretary's minutes, Treasurer's report, committee reports, show and tell, and other special projects. The other meeting of the month will be an educational program.

Executive Board Bay Oaks Quilt Guild Board shall consist of the President, the Vice-President, the Treasurer, and the Secretary. It shall meet before each month's business meeting to prepare and report on upcoming agendas. The membership chair, newsletter editor, webmaster, quilt show chair, and charity donation chair will be appointed by the Executive Board and shall also serve on the board. Members of the board and holders of appointed positions are to attend all business meetings and all board meetings.

Elected Officers

President Will conduct all meetings of the guild, has the ability to sign checks for disbursements, and appoints a three-person nominating committee in October.

Vice President Conducts guild meetings in the absence of the president.

Works to establish educational programs utilizing both professional teachers and in-house quilters with exceptional skills and techniques. Serves as contact with Gulf States Quilting Association.

Secretary The secretary shall take notes at the business meetings and the board meetings to prepare minutes of both meetings, to then email or present each board member with copies of the minutes. The secretary shall also read the previous month's minutes at each guild business meeting.

Treasurer Will maintain the financial records, change signature cards at the bank, be responsible for the deposits and disbursements of guild funds, provide supporting documents for the annual financial audit, and provide all board members with the monthly treasurer's report.

Charity Donation Chairperson Attends all Board meetings, researches charitable donation opportunities in our community, coordinates sewing days to complete projects as needed, facilitates and/or delegates collection, and delivery of the items from the guild to the designated organization.

Appointed Positions

The Executive Board may create additional positions and/or committees on an as-needed basis.

Membership The membership chair serves as guild "greeter" at all meetings, keeps an eye out for visitors, welcomes them, and follows up with information about joining the guild. The incumbent has membership forms available at all functions, collects completed forms and dues, and records the information. New members' names are communicated to the designated member for name tags. Dues are forwarded to the treasurer. The membership chair also makes and distributes membership cards, maintains a current roster of members' information, and makes the roster available to new and current members.

Newsletter Editor Attend board meetings to collect information that needs to be disseminated to the membership. Produce newsletter and email to membership monthly prior to the business meeting (recommended at least 3-4 days prior when possible). Ensure newsletter gets posted on the Bay Oaks website by the webmaster. Use the Bay Oaks email account to distribute newsletters. Ensure the email distribution list remains current with the help of the membership chair.

Webmaster Attend board meetings to collect information that needs to be published on the website. Update website at least once per month by adding the current newsletter and minutes from the last business meeting. Ensure program night information is posted as well as upcoming Bay Oaks or other major quilting events that our membership would find interesting. Update photos

periodically to keep website fresh. Respond to emails generated from the “contact us” link on the website. Ensure website “domain” and “builder” is renewed by payment annually. Provide invoice to treasurer for reimbursement.

Quilt Show Chairperson Plan and coordinate all phases of the biennial Quilt Show.

Election of Officers The President shall appoint three (3) current members at the October business meeting to serve as a Nominating Committee for the end of the year election of officers. The Nominating Committee shall present their recommendations to the Executive Board by the November board meeting. The ballot shall be discussed at the November Guild business meeting. Election of Officers will be held in December and new officers installed at the business meeting in January.

The term of an officer shall be one year for all elected officers. No officer shall hold the same office for more than two consecutive terms.

Expenditures Any expenditure of \$.01 - \$99.99 requires prior approval from the Treasurer and President of the Guild. Expenditures of \$100.00 or more require prior Executive Board approval and the majority of the members attending the next business meeting.

At each November business meeting the President of the Guild shall appoint two (2) active members to conduct an audit of all monies of the Guild. The audit is to be completed by January 31st of the following year.

Amending ByLaws Bylaws may be amended by complying with the following procedures:

- Presenting proposed change(s) in writing to the Executive Board
- The Board will then present the proposed change(s) to the members at the next business meeting and via the newsletter one month prior to a final vote.
- Proposed change(s) will be voted on at the next business meeting. To be approved the change(s) must be passed by an affirmative vote of a majority of the members present.

Traditions

- If a member teaches a full day class, they may be paid \$75.
- Bay Oaks Quilt Guild will not facilitate or participate in the sale of quilts in conjunction with the biennial quilt show. Any such transactions are considered private between the seller and buyer.

Miscellaneous

No individual may advertise or represent Bay Oaks Quilt Guild as a sponsor for any activity unless approval received from the Executive Board.

A membership list shall not be given or sold to persons or organizations to be used for solicitation, sales, or political purposes.

If the Guild disbands by a membership vote of more than 2/3 vote of the current roster all monies in the treasury will be donated to a charitable organization decided by a majority of the same membership.