

ISLAND QUILTERS GUILD
CONSTITUTION AND BY-LAWS
Amended August 2017

**ISLAND QUILTERS GUILD
CONSTITUTION AND BY-LAWS**

ARTICLE I

NAME

The name of this organization shall be *Island Quilters Guild*.

ARTICLE II

PURPOSE

The purpose of the *Island Quilters Guild* is:

1. To foster appreciation of fine quilts and the art of quilting among both quilters and the public.
2. To increase the knowledge of traditional and contemporary techniques of quilting.
3. To provide an encouraging environment in which quilters can practice and exchange ideas.
4. To educate the public as to the significance and history of quilting as an art form, as well as an on-going craft.

ARTICLE III

MEMBERS

- Section 1. Membership is open to any individual who has an interest in quilts.
- Section 2. Prospective members may attend two (2) meetings before joining, after two (2) meetings dues will be paid to Membership Chairman.
- Section 3. The annual dues shall be \$25.00, payable in advance on or before February 1 of each year. The Membership Chairman shall notify members thirty (30) days in arrears, and those whose dues are not paid within 30 days thereafter shall be automatically dropped from membership in the Guild. Members who are 75 years and older will be given lifetime membership and no longer need to pay yearly dues.
- Section 4. Members who join on or after July 1, shall pay half the annual dues for the balance of the membership year. This 50% payment represents a one-time discount for a new member. Renewing members, regardless of the date of renewal must pay the full annual dues.
- Section 5. Privileges of membership include:

1. The right to cast a vote in the election of officers, the approval of Guild policies, the approval of the budget, and the amendments of by-laws.
2. A subscription to the newsletter, which shall be mailed the 1st week of each month.
3. The right to hold an office in the organization.
4. The right to attend monthly meetings and to participate in Guild activities on a priority basis and at membership rates.
5. The right to attend Executive Board meetings as a non-voting member.
6. The opportunity to participate in a Guild sponsored quilting bee.

ARTICLE IV

OFFICERS

- Section 1. The officers of the Guild shall be a President, a 1st Vice President, a 2nd Vice President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Guild.
- Section 2. The 1st Vice President shall automatically become the nominee for President at the end of the 1st Vice President's term with the right to decline. If the position is declined then the nominating committee will seek a new nominee.
- Section 3. Nominations:
1. At the General membership meeting in January, a Nominating Committee of three (3) members and two (2) alternates shall be elected by the Guild. It shall be the duty of this committee to nominate candidates for the officers to be filled. The Nominating Committee shall report at the March General Membership meeting.
 2. After the presentation of the Nominating Committee Report at the March General Membership meeting, the President shall call for nominations from the floor. Those nominated from the floor must consent to perform the duties of the office is elected.
 3. If there are no nominations from the floor, the Nominating Committee report shall be published in the subsequent newsletter. If there are nominees from the floor, a report shall be published in the subsequent newsletter that includes all nominees for each office.

- Section 4. Officers shall be elected by majority vote of the members present at the April meeting. Election of officers will be written ballot. If only one candidate is present for an office, that candidate may be elected by general consent.
- Section 5. The officers shall serve for one year or until their successors are elected. Their term of office shall begin at the close of the May General Membership meeting at which they are installed.
- Section 6. No member shall hold more than one office at a time. No member shall serve more than two consecutive terms in the office. No member shall serve more than four consecutive years on the Executive Board.
- Section 7. Vacancy-in-Office
1. In the event of a vacancy in the office of President, the 1st Vice President will automatically become President. If the remaining Presidential term is less than six months, the 1st Vice President assuming the office of President may serve another term. If the remaining term is more than six months, this will serve as the 1st Vice President's Presidential term.
 2. Vacancies in the offices of 1st Vice President, 2nd Vice President, Secretary, or Treasurer shall be filled by election.
- Section 8. Officers must attend three quarters (3/4) of monthly board meetings (9 meetings) in the calendar year in order to remain on the Board. Exceptions may be considered by the board due to special circumstances.

ARTICLE V

DUTIES OF OFFICERS

- Section 1. All Officers shall:
1. Perform their duties in a timely manner and in such a way as not to delay another officer or committee in the fulfillment of their duties.
 2. Attend Executive Board meetings.
 3. Present reports and information for publication in the Newsletter to the Newsletter Editor at the General Membership meeting each month.
 4. Work together to coordinate their activities to serve the Guild as a whole.
 5. Turn over all materials of the office to his/her successor within 30 days of leaving office.

6. Prepare a brief written report with recommendations to aid their successor.
7. Present reports to the Secretary for inclusion in a permanent file and distribution to new officers.
8. Notify the President in advance of any inability to fulfill a specific duty.
 - a. If the officer is not able to fulfill the duties of his/her office, a written resignation from the office should be given to the President.
 - b. Elected officers may be removed from office for cause (misconduct or neglect of duties) by a majority vote of the membership. Thirty (30) days notice must be given to the membership (including the reasons for removal) prior to the vote.

Section 2. President. It shall be the duty of the President to:

1. Conduct General membership, special, and Executive Board meetings.
2. Serve as liaison with other organizations.
3. Have the authority to countersign checks as directed by the Executive Board or Guild membership.
4. Have the authority to enter into contracts in the name of the Guild
5. Supervise the work of the Guild officers check particularly with the Treasurer regarding the prompt payment of current bills.
6. Sign official correspondence of the Guild, except as such responsibility is delegated.
7. Deliver to her successor in office all official records as soon as feasible prior to the June Board meeting.
8. Serve as an ex-officio member (without vote) of all committees except the Nominating Committee.
9. And such other duties applicable to the office a prescribed by the parliamentary authority adopted by the Guild.

Section 3. 1st Vice President. It shall be the duty of the 1st Vice President to:

1. Preside at all meetings in the absence of the President.
2. Serve as Program Chairman to execute programs for the current year.
3. Secure the Guild's gift for the retiring President.
4. Have the authority to countersign checks as directed by the Executive Board of Guild membership.

5. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

Section 4. 2nd Vice President. It shall be the duty of the 2nd Vice-President to:

1. Serve as Vice-Chairman of the Program Committee.
2. Plan programs for the following year.
3. Secure quilt experts to present programs for successive years.
4. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

Section 5. Secretary. It shall be the duty of the Secretary to:

1. Take minutes of all general membership, special, and Executive Board meetings.
2. Provide the newsletter editor with summaries of these meetings within three (3) days to facilitate informing the membership.
3. Maintain a file of Guild correspondence.
4. Maintain a file of officer and committee reports.
5. Send correspondence as directed by the Guild or Executive Board.
6. Send cards in the event of serious illness or death of a member or of a member's immediate family.
7. Check the Guild's post office box one per week.
8. Keep the Guild post office box key.
9. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

Section 6. Treasurer. It shall be the duty of the Treasurer to:

1. Receive all monies collected by the organization and deposit these funds in a checking account maintained by the Guild for this purpose.
2. Pay from this account all expenditures of disbursements authorized by the membership or the Executive Board.
3. Countersign checks with one other designated Guild officer (President or 1st Vice-President).
4. Maintain record of all Guild financial transactions.
5. Submit a monthly report to be published in the newsletter.

6. Close the books as soon as possible following the May General Membership meeting in order to present the books to the Audit Committee no later than 10 days after said meeting.
7. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

ARTICLE VI

MEETINGS

- Section 1. A meeting of the General Membership shall be held once each month. The time and place of these meetings shall be the third Thursday of each month from 6:45 pm to 9 pm at the Moody Memorial United Methodist Church. Any time and/or place changes must be sent to the membership at least one week in advance of a meeting change.
- Section 2. Guild business will be conducted during the meeting according to the parliamentary authority adopted by the Guild.
- Section 3. Special meetings may be called by the President or by the Executive Board and shall be called upon the written request of ten members of the Guild. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven (7) day notice shall be given.
- Section 4. Twenty (20) members of the Guild shall constitute a quorum.

ARTICLE VII

EXECUTIVE BOARD

- Section 1. The officers of the Guild shall constitute the Executive Board.
- Section 2. The duties of the Executive Board shall be to:
1. Set the time and place of general membership meetings as needed.
 2. Provide general supervision of Guild affairs between its business meetings.
 3. Make recommendations and introduce proposals for activities which will be voted on by the membership.
 4. Appoint committees as required or needed except for the Nominating Committee.
 5. Select the depositories for Guild funds.
 6. Prepare annual budget for membership approval by the July General Membership meeting, which will be published in the newsletter prior to the July meeting.

7. Authorize expenditures not to exceed one hundred dollars (\$100.00), which are not provided for in budget. Expenditure amounts over one hundred dollars (\$100.00) provided for in the budget must be brought before the membership for approval.
- Section 3. The Executive Board shall be subject to the order of the membership and none of its acts shall conflict with action taken by the Guild.
- Section 4. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on the second Tuesday of each month prior to the general membership meeting. Special meetings of the Board may be called by the President or may be called upon the written request of three members of the Board. Except in cases of emergency, seven (7) days notice shall be provided by Board members.
- Section 5. A quorum shall consist of three (3) of the (5) elected officers.

ARTICLE VIII

COMMITTEES

- Section 1. Committee Chairman shall be appointed by the Executive Board for a on (1) year term.
- Section 2. Committee Chairman shall attend Executive Board meetings to present information and reports.
- Section 3. The Committees of the *Island Quilters Guild* shall be:
1. Membership. The membership chairman shall:
 - a. Receive all dues and transfer those dues to the Treasurer for deposit;
 - b. Maintain an up-to-date membership roster, furnishing lists of new members to the Newsletter Committee and to the Bee Coordinator as changes occur;
 - c. Provide each member with a copy of the membership in May;
 - d. Keep an adequate stock of membership applications for distribution; and,
 - e. Serve as liaison with the public.
 2. Quilting Bees. The Bee Coordinator shall:
 - a. Aid in the selection of Beekeeper and keep a list of all Beekeepers;
 - b. Act as liaison between Beekeepers and the Executive Board;
 - c. Make bee activities know to new members;
 - d. Form new bees;
 - e. Inform all Beekeepers of any Guild activities and coordinate these activities; and,

- f. Inform Guild of any bee activities.
3. Library. The Librarian shall:
 - a. Maintain Guild-owned literature and materials;
 - b. Keep library materials organized in a usable system;
 - c. Make all materials available to members at monthly business meetings; and,
 - d. Recommend purchase of supplies and publications.
 4. Newsletter: The Newsletter Editor shall:
 - a. Publish and distribute the monthly newsletter which shall be mailed the first week of each month; and,
 - b. Solicit ads from area business.
 5. Historian. The Historian shall:
 - a. Keep and maintain a scrapbook of the Guild's activities.
 6. Hospitality. The Hospitality Chairman shall:
 - a. Coordinate greeting and registering members and guests at membership meetings;
 - b. Coordinate refreshments which will be provided by the membership on a voluntary basis; and,
 - c. Assist with coordination of any prize drawings at the membership meeting.
 7. Publicity. The Publicity Chairman shall:
 - a. Publicize the purposes and activities of the Guild through all media; and,
 - b. Store and display any publicity-related property.
 8. Special Events. The Special Events coordinator shall:
 - a. Coordinate all special projects including the Fall and Spring Retreats; and
 - b. Collect all monies required for such events and transfer these funds to the Treasurer with accurate records.
 9. Program. The Program Committee shall be chaired by the 1st Vice-President and the Vice Chairman will be the 2nd Vice-President. The Program Committee shall:
 - a. Secure quilt experts to present programs for the Guild; and,
 - b. Plan a list of programs for the coming year.
 10. Audit. The Audit Committee shall:
 - a. Consist of three (3) members appointed by the Executive Board at the April Guild meeting;

- b. Audit the Treasurer's accounts at the close of the fiscal year; and
 - c. Present the Audit Report to the membership at the June Guild meeting.
11. Nominating. The Nominating Committee shall:
- a. A Nominating Committee of three (3) members and two (2) alternates shall be elected by the Guild as the January general Membership meeting;
 - b. Secure nominees for each office;
 - c. Report at the March general meeting the slate of nominees for the next year; and,
 - d. Make arrangements for the installation of officers at the May general Membership meeting; and,
 - e. In the event a member of the Nominating Committee desires to run for office that member shall resign from the committee and shall be replaced by an alternate.
12. Parliamentarian. The Parliamentarian shall:
- a. Be appointed by the President; and,
 - b. Have no vote on the Executive Board.
13. Other Committees:
- a. Such other committees standing or special, shall be appointed by the President of Executive Board as the Guild shall from time to time deem necessary to carry on the work of the Guild; and,
 - b. The President shall serve as an ex-officio member without vote of all committees except the Nominating Committee.

ARTICLE IX

DISSOLUTION

In the event the *Island Quilters Guild* is dissolved the assets of the Guild shall be disposed of in a manner determined by the membership.

ARTICLE X

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Guild may adopt.

ARTICLE XI
ADMENDMENT OF BY-LAWS

These by-laws may be amended at any general membership meeting by a 2/3 majority vote of members present and voting, provided written notice of the proposed change(s) have been sent to the membership one month (30 days) prior and read at the previous general membership meeting.

I. BY-LAWS AMENDED AND APPROVED MARCH 6, 2000

1. Policy concerning door prizes will be made by the Executive Board.

Approved in General Membership meeting – 6/16/2005

2. Members who join on or after July 1 shall pay half the yearly annual dues for the balance of the membership year.

Approved in General Membership meeting – 3/16/2006

3. Policy concerning reduced price membership for members of the Mainland Morning Guild will be made by the Executive Board and review annually.

Approved in General Member meeting – 8/17/2006

II. BY-LAWS REVISED AND APPROVED IN 2009

The Guild by-laws were reviewed and revised by vote of the general membership in August 2009 and November 2009; revisions were inserted in the body of the by-laws.

III. BY-LAWS AMENDED AND APPROVED – FEBRUARY, 2014

The Guild by-laws were reviewed and revised by vote of the general membership in February 2014 concerning dues. Members who are 75 years and older will be given lifetime membership and no longer need to pay year dues.

IV. BY-LAWS AMENDED AND APPROVE – APRIL, 2017

The Guild by-laws were reviewed and revised by vote of the general membership in April 2017 concerning the following items:

1. The amount the Executive Board is allowed to authorize for expenditures is not to exceed one hundred dollars (\$100.00), which are not provided for in the budget. Expenditure amounts over one hundred dollars (\$100.00) not provided for in the budget must be brought before the membership for approval.

2. The addition of Section 8 under Article IV regarding officers requires that officers attend 3/4 of monthly board meetings to remain on the Board. Exceptions may be considered due to special circumstances.

V. BY-LAWS AMENDED AND APPROVED – AUGUST 2017

The Guild by-laws were reviewed and revised by vote of the general membership in August 2017 concerning door prizes. The previous by-law under Article IV, Section 5 requiring the winner of the door prize to provide the door prize for the next meeting was removed.