

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.