

BYLAWS OF THE DELTA QUILTERS GUILD

ARTICLE I

NAME

The name of the organization shall be the Delta Quilters Guild.

ARTICLE II

OBJECTIVES

The objectives of the Delta Quilters Guild shall be to:

Perpetuate the art and beauty of quilting; enhance the quilting arts through technology; broaden the horizons of members to new techniques of quilting and related arts; encourage members to share their expertise with other; expand Delta Quilters Guild to include young members and those new to the art of quilting to ensure an active and growing group; share with the public the history and beauty of quilting; strive for a spirit of cooperation to attain a unified membership; and support the community by donating quilts to charitable organizations.

ARTICLE III

POLICIES

The Delta Quilters Guild shall be non-sectarian, non-partisan and non-profit.

ARTICLE IV

MEMBERSHIP

Membership may be held by any person 12 years of age and over who supports the objectives and procedures of the Delta Quilters Guild and pays the annual dues.

ARTICLE V

DUES

SECTION 1: Annual dues shall be recommended by the Executive Committee at the March general meeting and passed by a majority of the members present.

SECTION 2: Dues are payable upon acceptance into membership and thereafter, annually by May 1. New members who join December through April will be prorated at 50% of the regular dues. Current members whose dues are not paid by June 15 will be charged a late fee as determined by the Board of Directors or, if not paid, dropped from the Delta Quilters Guild membership roster.

SECTION 3: Classification of Members

- a. Active Members: An active member shall participate in and support the projects and activities of Delta Quilters Guild; have the privilege of voting and holding office, receive a regular newsletter and pay dues as set forth by the Board of Directors.

- b. Junior Members: Perspective members between the age of 12 and 18 may become Junior Members with the sponsorship of a Delta Quilters Guild member. Junior Members shall pay 50% of regular yearly dues and will receive a regular newsletter and have the privilege of voting.
- c. Affiliate Members: Places of business, community organizations or individuals that support fiber arts and the objectives of Delta Quilters Guild that wish to support Delta Quilters Guild may be Affiliate Members. Upon joining, the Affiliate member shall be named in future newsletters and/or brochures. Affiliate Members shall pay annual dues as set by the Board of Directors. Affiliate Members shall not have voting privileges, hold office or constitute any portion of a quorum.

SECTION 4: Any member over age 80 shall pay no dues if a member of Delta Quilters Guild for more than one year.

ARTICLE VI

FISCAL YEAR

The fiscal year shall commence on the first day of May and shall end on April 30.

ARTICLE VII

ELECTED OFFICERS

The officers shall be a President, First Vice President, Second Vice President, Recording Secretary, Treasurer, and an Auditor.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

SECTION 1: The Nominating Committee shall consist of a minimum of five (5) members, one (1) of whom shall be appointed by the President and the remainder shall be elected in equal numbers by the membership and the board at their respective January meetings.

SECTION 2: No member shall serve more than two (2) consecutive years on the Nominating Committee.

SECTION 3: The Nominating Committee shall present a slate of one (1) or more nominees for each office at the March meeting. Nominations may be made from the floor with the prior consent of those so nominated.

SECTION 4: The election of officers shall be by ballot at the March general meeting. A majority of votes for an office shall constitute an election. If there is but one (1) nominee for each office, the Chair may call for a voice vote for the slate of officers.

SECTION 5: The Nominating Committee shall prepare and have ready a sufficient supply of ballots for the March election.

SECTION 6: A term of office shall be for one (1) year. No officer may serve more than four (4) consecutive terms in the same office.

SECTION 7: Officers shall assume their duties immediately following the April installation meeting.

ARTICLE IX

VACANCIES IN OFFICE

SECTION 1: In the event of the death, resignation or incapacity of the President, the First Vice President shall become President and the Second Vice President becomes First Vice President for the un-expired term.

SECTION 2: The Executive Committee shall fill vacancies of other officers.

SECTION 3: Six (6) months or more shall be considered a term of office in determining eligibility for re-election.

ARTICLE X

DUTIES OF OFFICERS

SECTION 1: The President shall be the principal officer of the Delta Quilters Guild.

President shall:

- a. Preside at all meetings of the membership, the Board of Directors and the Executive Committee.
- b. Appoint all Committee Chairpersons.
- c. Appoint a Parliamentarian.
- d. Serve as an ex-officio members of all committees, except the Nominating Committee.
- e. Be authorized to co-sign checks drawn on the treasury of the Delta Quilters Guild for disbursement or transfer of funds.
- f. Appoint one (1) member to serve on the Nominating Committee.
- g. Appoint one (1) member to serve with the Auditor for the yearly audit of the Treasurer's records.

SECTION 2: **Past President** shall:

Retain a voting seat on the Board of Directors. The term of the past president shall coincide with the President's term.

SECTION 3: **First Vice President** shall:

- a. Perform the duties of the President in the absence of the President.
- b. Become President for the un-expired term in case of the death, resignation, or incapacity of the President.
- c. Assist the President in such capacity as needed or directed.
- d. Be authorized to co-sign checks drawn on the treasury of the Delta Quilters Guild for disbursement or transfer of funds.
- e. Responsible for support and guidance for the following committees: Programs, Membership, Newsletter, Public Relations, Quilt Show, and Ad Hoc Committees.

SECTION 4: **Second Vice President** shall:

- a. Perform the duties of the President in the absence of the President and the First Vice President.
- b. Assist the President or the First Vice President in such capacity as needed or directed.
- c. Responsible for support and guidance for the following committees: Opportunity Quilt, Workshops, Donations, Quilts Honoring Veterans, Historian, Hospitality, and Library.

SECTION 5: Recording Secretary shall:

- a. Take and record accurate minutes of the proceedings of all meetings of the membership, the Board of Directors, and the Executive Committee.
- b. Present the President a copy of the previous meeting minutes at least one week prior to the upcoming meeting to assist the President in making an agenda.
- c. Preserve in a permanent file all records of meetings and activities.
- d. Be authorized to co-sign checks drawn on the treasury of Delta Quilters Guild for disbursement or transfer of funds.
- e. Conduct the correspondence of the Delta Quilters Guild.
- f. Preserve in a permanent file all letters of value to the membership.

SECTION 6: Treasurer shall:

- a. Have an understanding of accounting principles and be computer literate.
- b. Have charge of all monies of the Delta Quilters Guild and shall report thereon at all meetings.
- c. Make one copy of the treasurer's report for the recording secretary
- d. Pay all authorized bills.
- e. Be authorized to co-sign checks drawn on the treasury of the Delta Quilters Guild for disbursement or transfer of funds.
- f. Keep an itemized record, in a permanent file, of all receipts and expenditures.
- g. Serve as an ex-officio member of all committees except the Nominating Committee.
- h. Deliver to the successor within thirty (30) days after the expiration of the term of office, all books, records, and papers, requesting a receipt therefore.
- i. Have charge of all matters relating to insurance.
- l. Be responsible for the general care, custody and filing of the required legal and tax forms each year, with the assistance of the CPA, to ensure Delta Quilters Guild retains its tax-exempt status.
- k. Be responsible for backup of all accounting files and for providing copies to CPA within 45 days of the end of the fiscal year.

SECTION 7: Parliamentarian shall:

- a. Have an understanding of and a copy of *Roberts Rules of Order* available at all meetings.
- b. Serve at all meetings of the Delta Quilters Guild. Serve as a non-voting member of the Executive Committee and Board of Directors.
- c. Be familiar with the Bylaws and be able to express an opinion on points in question when requested by the presiding officer or a member.
- d. Have the right to make motions and vote at general meetings but should refrain from entering into discussions which might be controversial and upon which an opinion may be sought.
- e. Call the meeting of the Nominating Committee, instruct the committee upon its duties and serve as ex-officio Chairman for the meeting.
- f. Shall be responsible for maintaining a list of all keys for the storage unit and mailbox.

SECTION 8: Auditor, with a committee of one (1) member, shall:

- a. Audit the Treasurer's records within thirty (30) days after the close of the Treasurer's term of office and report to the membership at the June meeting.
- b. Audit the Treasurer's records during the term of office should the need arise and the Executive Committee so direct.
- c. Have an understanding of accounting principles

Section 9: Records of Office

- a. Each outgoing officer must relinquish all documents, records, reports and paper pertaining to the office held to the incoming officer or Board of Directors within thirty (30) days of the fiscal year or upon leaving office.
- b. The President shall retain a copy of an outline of duties of each Board and Committee position.

ARTICLE XI

EXECUTIVE COMMITTEE

SECTION 1: The elected officers of the Delta Quilters Guild shall constitute the Executive Committee and have authority to vote on any guild matters.

SECTION 2: The Executive Committee shall have the authority to act for the Board and shall report thereon at the next meeting of the Board.

SECTION 3: The Executive Committee shall meet on call by the President, or by any two (2) members of the Committee, for the consideration of special matters between regular meetings of the membership and the Board.

SECTION 4: A majority of the Executive Committee shall constitute a quorum for a meeting.

SECTION 5: The Executive Committee shall prepare a proposed annual budget for the Delta Quilters Guild which shall be submitted first to the Board of Directors for approval and then presented to the general membership for approval.

ARTICLE XII

BOARD OF DIRECTORS

SECTION 1: The elected officers and standing committee chairpersons shall constitute a Board of Directors.

SECTION 2: The Board shall:

- a. Supervise the affairs of the Delta Quilters Guild.
- b. Make recommendations for growth and prosperity.
- c. Make recommendations regarding proposed amendments to the Bylaws.
- d. Transact any business between regular general meetings and report thereon at the next regular general meeting.

SECTION 3: The Board shall hold a minimum of six (6) meetings during the year.

SECTION 4: Special meetings of the Board may be called by the President or by one third (1/3) of the Board members provided two (2) are elected officers.

SECTION 5: A majority of the Board of Directors shall constitute a quorum.

SECTION 6: No member shall have more than one (1) vote, and voting by proxy shall not be allowed.

ARTICLE XIII

COMMITTEES

SECTION 1: The Delta Quilters Guild shall have standing committees that have ongoing responsibilities throughout the year and directly impact the functioning of the guild.

SECTION 2: The Delta Quilters Guild may have ad-hoc committees to accomplish a specific project or event.

STANDING COMMITTEES

SECTION 1: **Workshops**

It shall be the duty of the Workshop Committee to plan and arrange Delta Quilters Guild workshops.

SECTION 2: **Donation Quilts**

It shall be the duty of the Donations Quilts Committee to plan and oversee the construction and delivery of quilts for donation by Delta Quilters Guild.

SECTION 3: **Quilts Honoring Veterans Committee**

It shall be the duty of the Quilts Honoring Veterans Committee to communicate with local veterans organizations, receive nominations, and schedule construction and presentation of specially made quilts.

SECTION 4: **Membership Committee**

It shall be the duty of the Membership Committee to promote the guild, expand the membership, and inform the new members. The committee shall collect dues, giving all monies to the Treasurer, create and publish the annual roster as needed throughout the year. The roster may not be sold or used for purposes other than Delta Quilters Guild activities.

SECTION 5: **Program Committee**

It shall be the duty of the Program Committee to plan programs. The Program Chairperson shall present the programs to the Board of Directors for approval.

SECTION 6: **Historian**

It shall be the duty of the Historian to keep an historical record of Delta Quilters Guild through photographs, news clippings, and other noteworthy publicity. At the May membership meeting each year, the out-going Historian shall present to the in-coming Board, the historical records for all past years.

SECTION 7: **Library/Property Committee**

It shall be the duty of the Library/Property Committee to: keep an up to date list of all books belonging to Delta Quilters Guild; make the books available to the membership; check books in and out, making an effort to see that all are returned in a timely fashion.

SECTION 8: **Newsletter Committee**

It shall be the duty of the Newsletter Committee to oversee the production of Delta Quilters Guild's newsletter once a month and email or mail it to all members, subscribers, and others following the board meeting.

SECTION 9: **Quilt Show Committee**

It shall be the duty of the Quilt Show Committee to plan and execute a Quilt Show.

SECTION 10: Opportunity Quilt Committee

It shall be the duty of the Opportunity Quilt Committee to oversee the production of at least one (1) quilt per year. It shall be the aim of the committee to involve as many members as possible in the quilt construction. The Opportunity Quilt Committee shall look for opportunities and events where it can present the quilt and sell raffle tickets. The committee shall be in charge of quilt raffle drawing, notifying the winner and completing the Raffle reports required by law. The Opportunity Quilt Committee shall submit all such reports to Treasurer prior to August 1 of each year.

SECTION 11: Hospitality Committee

It shall be the duty of the Hospitality Committee to organize Delta Quilters Guild's annual Christmas party and coordinate with other Committees for other social events. The Hospitality Committee shall solicit members to act as hostesses to provide refreshments for regular and special events.

SECTION 12: Public Relations Committee

It shall be the duty of the Public Relations Committee to develop and maintain the Delta Quilters Guild website to educate and inform the public of the activities of the Delta Quilters Guild, and to promote these activities as appropriate through available electronic and printed media.

SECTION 13: Retreats Committee

It shall be the duty of the Retreats Committee to plan and oversee local and other retreats for the Delta Quilters guild.

ARTICLE XIV

MEETINGS

SECTION 1: The Delta Quilters Guild shall meet regularly on the second Monday of each month, unless otherwise ordered by the membership or the Executive Committee.

SECTION 2: The Program Chairperson shall present the programs at the June meeting.

SECTION 3: Special meetings of the general membership may be called by the President or by any ten (10) members of the guild, provided all members are notified at least ten (10) days in advance of time, place, and purpose of the meeting.

SECTION 4: Any change of meeting date shall require notification of all members.

SECTION 5: Twenty-five percent (25%) of the Delta Quilters Guild members shall constitute a quorum.

ARTICLE XV

AMENDMENTS

SECTION 1: All proposed amendments to the Bylaws and Standing Rules shall be presented to the Board of Directors for review and approval prior to the presentation to the Delta Quilters Guild members.

SECTION 2: All proposed amendments to the Bylaws and Standing Rules shall be sent in writing to every member following acceptance and approval by the Board of Directors prior to the general meeting where they will be voted upon.

SECTION 3: These Bylaws and Standing Rules may be amended by a two-thirds (2/3) vote of the members present at any regular meeting.

ARTICLE XVI

DISSOLUTION

Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposed and which has established its tax-exempt status under IRC Section 501(c)(3).

ARTICLE XVII

PARLIMENTARY AUTHORITY

For assistance to officers, chairpersons and members of the Delta Quilters Guild, Robert's Rules of Order is recommended.