

## ARTICLE I- NAME AND HISTORY

The name of the organization shall be the “Pocono Mountain Quilters’ Guild”, hereinafter called the “Guild”.

On April 12, 1989, the first meeting of area quilters was held at St. Matthew Church in East Stroudsburg, PA with 55 people attending. A steering committee was called for and formed prior to meeting in May. The meetings from May through September were organized by the steering committee with the first election of officers held in September. By-laws were drawn up, voted on and adopted in November 1989.

## ARTICLE II- PURPOSE

The purpose of the Guild is to promote friendship among persons interested in all aspects of quilting; to promote an interest in and appreciation of the art of quilt making; to share quilting information; and education and stimulation of high standards and technique.

## ARTICLE III- MEMBERSHIP AND ORGANIZATION

- Membership is open to anyone who has an interest in quilts upon payment of annual dues.
- Annual membership dues will be \$25 payable by Sept 1 of each year. Members joining March 1 – May 31 will pay half the yearly dues, those joining after June 1 will pay one quarter the annual dues.
- The membership year shall be Sept. 1 through Aug 31.
- “Active” membership is defined as attending at least half of the business meetings and participating in at least one office, committee, or other Guild sponsored activity during the membership year.
- Membership privileges include, but are not limited to:
  - Debate and vote on Guild questions
  - Hold office
  - Make motions for consideration of the membership
  - Nominate and vote for officers

- Members shall be given priority in attending Guild sponsored events such as workshops, before such events are opened to other guilds and the general public.
- Guest are welcome to attend two business meetings free of charge or pay a Program fee of \$5 if a speaker is featured. After two meetings, guests will be expected to join the Guild to continue attending.
- Those members who joined the Guild and paid dues from April 1989 through October, 1989 and have remained members shall be designated “Charter Members”

#### ARTICLE IV-MEETINGS

- Membership meetings will be held on the 2<sup>nd</sup> Wednesday of each month and will consist of Business discussion and/or Programs as planned by the Board.
- Board of Directors meetings shall be held as scheduled by the President. Members are welcome to attend Board of Directors meetings.
- A quorum for conducting business shall be those members present at the meeting.
- Meetings are to be governed by the current edition of Robert’s Rules of Order.

#### ARTICLE V- OFFICERS, EXECUTIVE BOARD, AND BOARD OF DIRECTORS

- Officers shall consist of President, Vice President, Secretary, Treasurer, and Financial Secretary.
- Nominees for Officers must be active members for at least one year.
- The Officers shall be elected at the July meeting, installed at the August meeting, and serve a term of one year from Sept. through August. Unexpired terms shall be filled by appointment of the Board.
- No Officer shall serve more than two consecutive terms in the same office.
- The Board of Directors, hereinafter called the Board, shall consist of all elected officers and all Committee Chairpersons. The Board shall manage the affairs of the Guild.

- Committee Chairs shall serve no more than 2 consecutive years in the same position.
- The Board may approve an expenditure of up to \$100 for Guild purposes. Expenses over \$100 must be approved by the membership.
- Committee Chairs may spend the approved budgeted amount on Committee supplies. Requests for additional funds must be approved by the membership.

- DESCRIPTION OF OFFICERS DUTIES

- PRESIDENT

- Shall set an agenda and preside at all meetings.
- Shall schedule Board meetings as needed.
- Shall appoint Committee Chairs.
- Shall serve as an ex officio member of all committees except the Nominating Committee.
- Shall appoint a member to stand in for any absent Officer as needed.
- Shall communicate to members any changes or cancellations of planned meetings.
- Shall schedule a joint meeting of out-going and in-coming Boards in August.
- Maintain a list of all Guild equipment and supplies and the location of all items.
- Maintain a President's notebook and present to the next President

- VICE PRESIDENT

- Shall preside at meetings at the request of or in the absence of the President.
- Shall serve as Chair of the Program Committee, arranging all Guild Programs with the approval of the Board.
- Shall present Program information to the Newsletter Editor monthly in time

for publication.

- Shall handle registration for Programs OR appoint a representative to do so.
- Shall maintain a Program notebook and present to the next VP in August.
- SECRETARY
  - Shall record attendance at each meeting
  - Shall record minutes of all meetings of the membership and Board.
  - Shall present minutes of all meetings to the Newsletter Editor monthly in time for publication.
  - Shall conduct all correspondence for the Guild.
  - Shall maintain a notebook of Correspondence and a notebook of Minutes and present both on to the next Secretary in August.
- FINANCIAL SECRETARY
  - Shall maintain a record of paid members.
  - Shall introduce new members and Guests to the Guild at each meeting.
  - Shall create a Directory of members to be distributed to members at the November meeting each year.
  - Shall collect all monies paid to the Guild, keep an accurate record of all monies collected, and turn all monies collected over to the Treasurer.
  - Shall present the Financial Records to the next Financial Secretary in August.
- TREASURER
  - Shall receive and bank all monies from the Financial Secretary
  - Shall keep an accurate record of all receipts and disbursements.
  - Shall provide a Financial Report to the Newsletter Editor monthly in time for publication.

- Shall serve as Chair of the Budget Committee.
  - Shall present the Treasurer's records to the Audit Committee in July of each year.
  - Shall file the 990N form via E Postcard with the IRS prior to January 1<sup>st</sup> each year.
- COMMITTEES
    - Nominating
      - Shall consist of one Board member and two members at large.
      - Shall be formed at the May meeting.
      - Shall present nominees to the membership for election at the July meeting.
      - Further nominations may be made from the floor at the July meeting.
      - The Board member shall be responsible for conducting the election at the July meeting.
      - If nominees are unopposed, the Secretary shall make a motion to elect the nominees as named and the membership shall vote by acclaim.
    - Budget
      - Shall consist of the Treasurer, another Board member, and a Member at large.
      - Shall prepare a Budget proposal for the upcoming Membership year based on input from the Board and past budgets.
      - Shall present the proposed budget to the membership in the July newsletter for approval at the July meeting.
    - Audit
      - Shall consist of two members at large
      - Shall review the Treasurers records in July of each year for accuracy and completeness.

- Shall present an Audit Report to the membership at the August meeting with any recommendations judged necessary for improvements.
- Shall present the Treasurers records to the next Treasurer in August.
- Ad Hoc
  - The Board may propose other Committees to meet the needs of the Guild.
  - Active members may recommend Committees to the Board of Directors.
  - Ad Hoc Committees shall exist for a specific purpose, until such purpose is fulfilled and may be continued annually at the discretion of the Board.

#### ARTICLE VI- DISSOLUTION

On dissolution of the Guild, all remaining funds shall be distributed to a recognized, charitable and/or non-profit organization according to the decision of a simple majority of the attending membership. No Guild funds shall be distributed to any member.

#### ARTICLE VII- AMMENDMENTS

These by-laws may be altered, amended, or repealed and new by-laws adopted by a 2/3 vote of the members present. The proposed changes shall be published in the Guild newsletter one month prior to the meeting at which a vote will take place.

ADOPTED: 12/6/2017

#### AMMENDMENT #1

No member may make a profit from the Guild without prior approval of the Board.

ADOPTED 12/6/2017