

BY-LAWS

BLACK SWAMP QUILTERS GUILD Revised August 2007

Article I – Name

The name of this organization shall be the Black Swamp Quilters Guild

Article II – Purpose

The purpose of this organization is to promote the development of quilting in our community and to educate interested persons in all aspects of quilting.

Article III – Membership

All persons interested in quilting are eligible for membership.

Section 1.

Any person may become a member by paying annual dues.

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Section 2.

Annual dues shall be recommended by the Executive Board and voted upon by the membership at the December meeting. Dues shall be payable to the treasurer.

Section 3.

Membership year shall be January 1 to December 31.

- A. A member in good standing shall be eligible to vote on matters brought forth by the executive board.
- B. A member in good standing shall have first preference for all field trips and attendance to any function that may be sponsored by the Guild.

Section 4.

Renewal of membership shall be attained by paying the current membership fee. When the current fee is two months past due, membership shall be dropped. Membership shall be reinstated upon payment of outstanding dues.

Section 5.

Guests/visitors may attend two meetings before membership is required.

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Article IV – Executive Board

Section 1.

The executive board shall consist of all current officers, the immediate past president, the Historian, the editor of the newsletter, and three members at large.

- A: Board Member-at-Large shall serve an elected term of 3 years.
- B: Each year the third-year member-at-large will be replaced by a newly elected member.

Section 2.

The executive board shall handle the business of the organization as needed and submit recommendations for the membership's approval.

Section 3.

Executive meetings shall be held when necessary and called for by the president.

Section 4.

A quorum for conducting the business of the executive board shall be not less than 7 members.

Section 5.

Each outgoing board must turn over monies and records to incoming board members by the first meeting of the new term.

Article V – Elections

Section 1.

In July of each year, a nominating committee shall be appointed by the president, consisting of a chairperson and two members for securing a ballot of officers.

- A. The nominating committee is to offer a list of accepting candidates at the September meeting for an October election. The election will be for the positions of President, Vice President, Treasurer, Secretary and 3 members at-large for the Executive Board.
- B. The election shall be conducted by the nominating committee. Votes shall be secured by secret ballot of members present.

Section 2. Term of Office

- A. Officers shall be elected for a term of one year to serve from January through December.
- B. Elected Officers may not serve more than two consecutive terms in the same office, the exception being the treasurer who may not serve more than 4 consecutive terms.

Section 3.

Transition of Administration: There shall be a meeting of executive boards following installation. It shall include the outgoing and incoming members of the executive board and all files will be turned over to new officers.

Article VI – Officers

Section 1.

There shall be the following elected officers.

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

Section 2.

An officer who does not comply with assigned responsibilities may be relieved of office by majority vote of the executive board.

Section 3: A Board Member who is unable to complete their term for whatever reason, may be released for the remainder of their term. Their replacement shall be appointed by the President and approved by a majority vote of the Executive Board.

Article VII – Duties of Officers

Section 1.

The president shall:

- A. Preside at all meetings of the executive board and general meetings of the organization, and at any special meetings.
- B. Appoint the committee heads after installation.
- C. Make interim appointments as needed with approval of the executive board.
- D. Sign all contracts with the recording secretary after approval of the executive board when required.

Section 2.

The Vice-President shall:

- A. Perform the duties of an absent president and perform such duties as are assigned by the president.
- B. Serve as chairperson of the program committee and reserve a meeting place.

Section 3.

The secretary shall:

- A. Record the minutes of all proceedings of the board and membership meetings and, with the president, shall sign all contracts for the organization when required.
- B. Handle all the correspondence for the organization.

Section 4.

The treasurer shall:

- A. Have custody of all Guild funds, shall keep full and accurate accounts of the receipts and disbursements in the books which shall belong to the guild. All monies and other

- valuable effects in the name and credit of the Guild shall be deposited in a separate holding account under the name of the Guild for safekeeping.
- B. Disburse the funds of the Guild as may be ordered by the Board taking proper vouchers for such disbursements. The account held in the name of the Black Swamp Quilters will have two (2) authorized signatures. The second approval signature shall be designated by the Board or may fall to the President.
 - C. Render to the President and the Board, at regular meetings, or when the Board requires, an amount of all transactions and the financial condition of the Guild. All tax returns (as required) and financial statements will be prepared by this officer.
 - D. Provide membership packets to all new members upon payment of dues.
 - E. Make disbursements for non-budgeted funding requests up to \$ 50.00. Any expenditures over \$ 50.00 must be approved by the Treasurer and one other officer in advance of such expenditure.
 - F. Serve as a chairperson of the budget committee and supervise the Membership committee.

Article VIII – Committees

Section 1.

There shall be the following committees: Audit, Budget, Challenge, Historian, Hospitality, Membership, Newsletter, Nominating, Program, Retreat, and Special Speakers. These committees will be appointed by the President and conduct activities on an as-needed basis.

Section 2.

The audit committee will consist of at least 2 members. An audit of the financial books will be done each year after December 31 and before the January meeting. They will report their findings to the executive board or the general membership.

Section 3

The Budget committee reviews the financial records of the previous year and submits a budget for the upcoming year, to be approved by the Executive Board by the January meeting.

Section 4

The Challenge committee will present a quilt project to the members. Participation in this project is optional.

Section 5

The Historian committee shall consist of at least one member who shall keep a current and accurate scrapbook of activities, document quilt related projects made by our membership and make this information available to the membership.

Section 6

The Hospitality committee shall consist of at least one member who shall send cards and/or letters on behalf of the Black Swamp Quilters Guild. This committee is responsible for greeting and welcoming visitors at the meetings, as well as arranging for refreshments as needed.

Section 7

The Membership committee is responsible for keeping attendance records and keeping an accurate roster of members and their contact information. This committee is responsible for name tags for the meetings and will be supervised by the Treasurer.

Section 8

The Newsletter chairperson shall prepare a monthly newsletter for distribution before the second Thursday of the month and provide copies to the historian.

Section 9

The Nominating committee shall consist of 3 members and will be appointed in July. They will present a slate of officers and conduct an election as outlined in Article V. Besides officers, the election will include at-large member(s) to sit on the Executive Board.

Section 10

The Program committee shall plan and arrange programs for all of the general meetings throughout the year and publish program schedules. This committee is chaired by the current Vice President. The immediate past vice president will continue to serve as a regular member of this committee for one year.

Section 11

The Retreat committee will plan and make all arrangements for a quilt retreat (as interest permits).

Section 12

As needed, the president may appoint 1 or more members to a Special Speakers committee. This committee will plan and make all arrangements for a speaker to present a special program to the membership, separate from the regular meeting programs.

Article IX - Meetings

Section 1.

There will be regular meetings for the membership. Advance notice of meetings will be made available.

Section 2.

Special meetings may be called by the president as necessary.

Section 3.

A quorum for conducting business of a regular or special meeting of the membership shall be not less than a third of the current members. In order for a resolution to pass, it must carry by a simple majority of the members present.

Article X – Amendments

Section 1

The by laws shall be reviewed every two years by a committee appointed by the president.

Section 2

The by-laws may be amended or revised by an affirmative vote of a simple majority of all members present. Copies of proposed amendments or revisions shall be given to members in writing prior to the meeting.

Article Xli – Dissolution

Section 1.

In the event of dissolution of the Black Swamp Quilters Guild all monies are to go to a charity or charities of the groups choice.

Revised March 2006

Typed by Carol Hicks, March 2006