

BYLAWS OF THE COLONIAL QUILTERS GUILD

ARTICLE I – NAME

The name of the organization shall be Colonial Quilters Guild.

Colonial Quilters Guild is 501C-4 organization and carries indemnity insurance.

ARTICLE II- PURPOSE

The purpose of the organization shall be:

- 1. To promote good fellowship among quilters.**
- 2. To further the appreciation of quilting through education and training on an informal basis.**
- 3. To encourage high standards of quality workmanship through the association and exchange of ideas.**
- 4. To serve the community by sponsoring worthy causes.**

ARTICLE III – FISCAL YEAR

The fiscal year shall be from July 1st to June 30th.

ARTICLE IV – MEMBERSHIP

SECTION 1 – Members

A. Active Membership – In order for the Guild to continue to function effectively, promote growth and provide activities for members, the following membership requirements must be fulfilled to remain an active member in good standing.

- 1. Members are required to attend a minimum of 4 meetings per year.**
- 2. Members will participate in community service projects by donating at least one of the projects being coordinated by the community service committee.**
- 3. Members who are physically able will give a minimum of four (4) hours of service to the guild quilt show.**
- 4. Members will provide refreshments and help with hospitality as requested,**
- 5. Failure to fulfill these requirements will result in termination of membership.**
- 6. Exemption for these requirements may be permitted by a majority vote of the Executive Board for any member due to illness or unusual circumstance. A member must request an exemption annually by contacting the Vice President explaining the circumstances.**

SECTION 2 – NON MEMBERS

- 1. Members shall be given priority over non-members for all scheduled events (such as bus trips) provided registration deadlines are met.**
- 2. A guest fee, established by the Executive Board, shall be charged per meeting. Guests may attend two meetings per year.**
- 3. The guest may be put on a waiting list to become a member when the membership enrollment permits, said guest can become a member in order of the date their name is placed on the waiting list.**

ARTICLE V – DUES AND CHARGES

SECTION 1 – DUES

- 1. All members shall pay dues no later than the June meeting (or June 30th).**
- 2. Any member whose dues are not paid by June 30th shall be dropped from membership.**
- 3. The amount of dues shall be fixed from time to time by the Executive Board.**
- 4. New members joining during the year shall pay the full amount through January, after which they will pay one half the amount.**
- 5. There shall be no refund of dues for any reason.**

SECTION 2 – NAME PATCHES

- 1. A small patch (quilted or otherwise handmade) with the member's name shall be worn at each meeting. SA NEW MEMBER HAS THREE MONTHS TO MAKE A NAME PATCH.**

ARTICLE VI -OFFICERS

SECTION 1 –

- 1. The officers shall be President, Vice President, Secretary and Treasurer.**

SECTION2 –TERM OF OFFICE

Normal Term

- 1. Officers shall be selected to serve a two-year term and shall not be eligible for a second consecutive term.**
- 2. To provide continuity to the Executive Board, terms of officers will be staggered.**
- 3. The President and Secretary will be elected one year and the Vice President and Treasurer the following year.**

Interim Term

1. **If an officer fails to serve a full term, the Executive Board shall select a replacement to complete the term, and shall be presented to the membership for a vote of acceptance.**
2. **At the end of an interim term, an interim officer is eligible to run for a normal term in the same office.**

SECTION 3 – DUTIES OF OFFICERS

PRESIDENT

1. **The president shall preside at all meetings of the Guild and of the Executive Board; shall ask for volunteers from the membership to serve as committee chairmen. If there are no volunteers, then the president may appoint someone to serve.**
2. **The same procedure shall be followed if someone resigns their position mid term.**

VICE PRESIDENT

1. **The vice president shall perform the duties in case of the president's absence or disability; and shall act as the Guild hostess making guests and members welcome.**
2. **Record and maintain membership lists for Active and prepare the membership directory.**
3. **A letter of termination will be sent to any member not meeting the membership requirements as of June 30th.**

SECRETARY

1. **The secretary shall keep a record of all meetings of the Guild and Executive Board, and also conduct all correspondence.**

TREASURER

1. **The treasurer shall keep a record of all money received and disbursed and pay all bills approved by the Executive Board.**
2. **A financial report shall be given at the Guild and Executive Board meetings.**
3. **An annual audit shall be conducted by at least 2 members appointed by the president.**
4. **Prepare a proposed annual budget, to be presented to the Board for approval prior to the September meeting and to the membership for their approval, by a majority vote at the September meeting.**

5. To present the budget reconciliation at the June meeting.

ARTICLE VI – NOMINATIONS AND ELECTIONS

SECTION 1 – NOMINATIONS

1. The Nomination Committee shall consist of three members of the Guild.
2. The President shall ask for 3 volunteers (subject to approval by the Executive Board).
3. The committee shall present nominees for all offices at the April meeting, any additional nominations from the floor at the April and May meetings shall be added to the ballot for voting at the May meeting.

SECTION 2 – ELECTIONS

1. The vote shall be by voice unless there is more than one candidate for an office, in which case it shall be by written ballot.
2. A simple majority of members must be present to vote and elect the officers.
3. Those elected shall be installed at the June meeting, thus giving the new officers and committee time to get organized

SECTION 3 – REMOVAL FROM OFFICE

1. Any officer can be removed from office for cause by a majority vote of the Executive Board.

ARTICLE VIII – MEETINGS

Section 1 - REGULAR MEETINGS

1. Meetings shall be held monthly from September through June on the 2nd Tuesday of the month unless the availability of a speaker dictates otherwise.

Section 2 – SPECIAL MEETINGS

1 Special meetings may be called by the President or by the request of the Executive Board.

Section 3 – EXECUTIVE BOARD MEETINGS

1. The Executive Board shall meet from time to time as the committee may determine.

Section 4 – PROCEDURE

1. All meetings shall be conducted in accordance with ROBERT’S RULES OF ORDER, as revised from time to time.

ARTICLE IX - COMMITTEES

SECTION 1 – EXECUTIVE BOARD

1. The Executive Board shall consist of the elected officers and chairmen of the standing and special committees, as established by the Board.
2. The Executive Board shall have general charge and control of the affairs and funds of the Guild.

SECTION 2 – STANDING COMMITTEES

1. The standing committees shall be Community Service, Hospitality, Program and Quilt Show and such other as deemed necessary by the Executive Board.
2. All stand committees shall operate within the budget established by the Executive Board.
3. The program committee has the responsibility of presenting a program at every meeting. All programs shall be presented to the Executive Board.

ARTICLE X – PROPERTY

1. All Guild property shall be available for use for any Guild purpose.

ARTICLE XI – FUNDS AND FINANCE

1. The Guild programs and meetings shall be self supporting.
2. Both the president and Treasurer are authorizes to sign checks for the Guild. Either can sign. Only one signature shall be required.

ARTICLE XII – QUILT SHOW AND OTHER FUNDRAISERS

SECTION 1 – CHARITY

1. Active members may submit names for a charity.
2. The charity names will then be voted on with a majority rule.
3. This will be done for each quilt show and /or fundraiser.

SECTION 2 – DISTRIBUTION OF FUNDS TO CHARITY

1. Donation of funds to charity shall consist of :
 - a. A minimum of 15% of Net Profit from the Quilt Show and /or Fundraiser.
 - b. 100% of Tricky Tray ticket sales, if applicable.

ARTICLE XIII – AMENDMENTS

1. **Amendments shall be voted upon and approved by a simple majority of the members present at any meeting of the Guild, providing a notice of the proposed amendment or change has been announced to every active member at least one month prior to such meeting.**

ARTICLE XIV – DISSOLUTION OF GUILD

1. **In the event of the dissolution of the Guild, all property and funds of the Guild shall be distributed as the Executive Board shall determine, subject to laws of the Commonwealth of Pennsylvania.**

VOTED AND APPROVED: November 10, 2015