

# **By-Laws for the New Traditions Quilt Guild**

## **Marion, Virginia**

### **September, 2009**

#### **Name of Guild**

The name of this organization shall be **The New Traditions Quilt Guild**. It is a non-profit organization referred to as the Guild. The Guild was formed in March, 2004.

#### **Purpose**

1. To promote the art of quilting and quilt making by workshops, lectures, and exhibitions offered to members.
2. To provide a source of inspiration and fellowship for quilt enthusiasts.
3. To enrich our lives by the commitment of donations related to quilts and to fiber arts (i.e. quilts, scholarships, time or efforts) to deserving organizations, hospitals, groups, or individuals.
4. Provide educational opportunities through programs and workshops.

#### **Membership**

1. Membership is open to all people with an interest in quilts and quilting.
2. The amount of the annual dues shall be established by the Executive Board upon approval of the membership. Dues will be pro-rated for partial year membership as determined by the Executive Board.
3. Membership is based on the fiscal year beginning January 1 and ending December 31.
4. Members are welcome to bring guests to any meeting.
5. Membership dues are nonrefundable. Members may be dropped whose membership dues are unpaid as of the March meeting.

#### **Officers**

1. The officers of the Guild shall be President (1 year), Vice-President (1 year), Secretary (2 years), and Treasurer (2 years). They shall be nominated by the Nominating Committee and elected by the general membership.
2. The Executive Board shall consist of the President, Vice-President, Secretary, and the Treasurer. This board shall meet for planning purposes not less than 3 times per year.
3. The Board shall have two members from the Guild to serve. One for two years, and one for one year.
4. Any expenditure by the Executive Board without the approval of the general membership shall not exceed \$200.
5. The Executive Board must have a minimum of a simple majority of the Board to vote on monetary items.

#### **President: Duties are as Follows:**

1. Coordinate ideas and activities of members.
2. Prepare Board Meeting and guild meeting agenda.
3. Preside over monthly meetings and Board meetings.
4. Appoint special committees and committee chairs as approved by the Board.
5. The President shall inform the Secretary regarding issuing of notices, minutes, newsletters, and general correspondence with the membership.
6. The duties of the President may be exercised by the Vice-President in the absence of such person.
7. The Past President shall serve as an ex-officio member of the Board for one year.

#### **Vice-President**

1. The VP shall assist the President in matters necessary to the functioning of the organization and shall assume the duties of the President in the absence of that officer.
2. Serve as Program Chairperson assuring that programs and workshops of interest to the membership shall be offered and shall perform all other duties as may be incidental to the office.
3. The Program Chairperson (VP) shall meet with the Program Committee not less than two times a year: once in October to plan programs for the coming year and again in April/June.
4. The VP will assume the duties of President for the next term.

#### **Secretary**

1. The Secretary shall keep minutes at all general membership and Executive Board meetings, shall present these orally as applicable.
2. Email minutes to the Executive Board in a timely fashion.
3. Prepare the monthly NTQG Newsletter in coordination with the President.
4. Use electronic mail to communicate with guild members the NTQG Newsletter.
5. Maintain a file for future reference.

#### **Treasurer**

1. The treasurer shall have all funds of the NTQG, deposit receipts, and disburse money upon authorization of the Executive Board.
2. Collect dues and distribute membership cards and a copy of the by-laws to members.
3. Prepare and present a budget with Budget Committee to show plans for distribution of NTQG funds.

#### **Nominating Committee/Elections**

1. A nominating committee shall be selected by the Executive Board for the purpose of selecting nominees for the offices of President, Vice-President, Secretary, and Treasurer. This committee should meet by June to recommend officers to present to the September general meeting.
2. The Nominating Committee shall post names of candidates for each office in the September newsletter. The names will be submitted orally at the September meeting to the general membership. Nominations from the floor shall be accepted at this time. Following nominations from the floor, the election of officers will be held by secret ballot (if other nominations are offered). They will be tabulated by the nominating committee.
3. Election of officers shall be determined by the majority of membership attending. A proxy vote may be sent in writing by a Guild member if a member is unable to attend.
4. The terms of office shall be from January 1 to December 31.
5. Office of President (one year term), Vice-President (one year term), Secretary (two year term), treasurer (two year term).
6. The incoming Board and outgoing Board should meet before the installation of officers to help with the transition of these offices.

#### **Audits**

1. The Executive Board shall appoint two (2) members, neither of which shall be officers, to make annual audits of the financial records.
2. The annual audit shall take place in December, prior to the Treasurer taking or continuing in the office. Audits may be called at any time necessary for such reasons as vacation of office during a term of office or for any suspect reasons as deemed by the Executive Board.

#### **Meetings**

1. Meetings shall be held monthly on the fourth Monday of the month. These meetings may be switched at the discretion of the Executive Board to allow for scheduling desired programs with date conflicts. Meetings may be canceled due to holiday conflicts.

2. Fees for program nights shall be determined by the teacher/speaker providing the program. Members providing programs will be paid an applicable rate with a minimum of \$25.
3. NTQG meetings are held at First United Methodist Church in the Fellowship Hall unless plans have been made to meet elsewhere. The President must make arrangements with the church office to obtain a key to unlock the building and also make sure that use of the facility (meetings) are scheduled on the church calendar.
4. NTQG members will receive email informing them of programs and other information pertinent to the Guild meeting.

#### **Finances**

1. The President and Treasurer will co-sign all checks over the amount of \$100.
2. The Treasurer will donate a minimum of \$150 to First United Methodist Church to help defray cost of using the building. This should be paid by the April meeting.
3. A budget committee shall consist of no less than four (4) members. The current President, Treasurer, and two members from the general membership should submit a budget to the general membership by the February meeting.

#### **Committees**

1. The Program Committee members shall be appointed by the President to plan program and meetings with the Vice-President. This committee shall meet not less than two times a year to plan programs.
2. Annual Challenge Chairperson shall coordinate the Annual Challenge.

#### **Workshops**

1. Workshops shall be scheduled by the Vice-President and offered to the membership first and the general public and other guilds when space is available.
2. Fees for the workshop will be determined by the cost of the instructor.
3. Attendance at the workshop requires full payment of the fees at the Guild meeting following the signup meeting. If a paid participant must cancel, the fee is not refunded. However, the participant may find a substitute to take the participant's space and assume the fee.

#### **Amendment**

1. The Guild shall have the power at any regularly scheduled business meeting to amend these By-Laws by a two-thirds vote of the members present.
2. An amendment shall be proposed to the Executive Board in writing. All members must be notified at least one month prior to the vote for adoption of an amendment, either orally or via newsletter.

#### **Dissolution**

1. In the event of disbandment of the Guild: any and all properties owned by the Guild shall be distributed to clubs with similar objectives or properties sold and money donated to charity. The decision would be determined by a majority vote of the remaining membership.
2. A proxy vote could be mailed or sent by a member of the Guild.

**These By-Laws were voted by the membership of the New Traditions Quilt Guild in September, 2009.**