

ISLAND QUILTERS GUILD  
CONSTITUTION AND BY-LAWS  
*REVISED NOVEMBER 19, 2009*

ARTICLE 1

NAME

The name of this organization shall be Island Quilters Guild.

ARTICLE II

PURPOSE

The Purpose of the Island Quilters Guild is:

1. To foster appreciation of fine quilts and the art of quilting among both quilters and the public.
2. To increase the knowledge of traditional and contemporary techniques of quilting.
3. To provide an encouraging environment in which quilters can practice and exchange ideas.
4. To educate the public as to the significance and history of quilting as an art form, as well as an on-going craft.

ARTICLE III

MEMBERS

- Section 1. Membership is open to any individual who has an interest in quilts.
- Section 2. Prospective members may attend two (2) meetings before joining, after two (2) meetings dues will be paid to the Membership Chairman.
- Section 3. The annual dues shall be \$25.00, payable in advance on or before February 1 of each year. The Membership Chairman shall notify members thirty days (30) in arrears, and those whose dues are not paid within 30 days thereafter shall be automatically dropped from membership in the Guild.
- Section 4. Members who join on or after July 1 shall pay half the annual dues for the balance of the membership year. This 50% payment represents a onetime discount for a new member. Renewing members, regardless of the date of renewal, must pay the full annual dues.

Section 5. Privileges of membership include:

1. The right to cast a vote in the election of officers, the approval of Guild policies, the approval of the budget, and the amendments of by-laws.
2. A subscription to the newsletter, which shall be mailed the 1<sup>st</sup> week of each month.
3. The right to hold an office in the organization.
4. The right to attend monthly meetings and to participate in Guild activities on a priority basis and at membership rates.
5. The right to attend Executive Board meetings as a non-voting member.
6. The opportunity to participate in a Guild sponsored quilting bee.

## ARTICLE IV

### OFFICERS

Section 1. The officers of the Guild shall be a President, a 1<sup>st</sup> Vice President, a 2<sup>nd</sup> Vice President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Guild.

Section 2. The 1<sup>st</sup> Vice President shall automatically become the nominee for President at the end of the 1<sup>st</sup> Vice President's term, with the right to decline. If the position is declined then the nominating committee will seek a new nominee.

Section 3. Nominations

1. At the General membership meeting in January, a Nominating Committee of three (3) members and two (2) alternates shall be elected by the Guild. It shall be the duty of this committee to nominate candidates for the officers to be filled. The Nominating Committee shall report at the March General Membership meeting.
2. After the presentation of the Nominating Committee Report at the March General Membership meeting, the President shall call for nominations from the floor. Those nominated from the floor must consent to perform the duties of the office if elected.
3. If there are no nominations from the floor, the Nominating Committee report shall be published in the subsequent newsletter. If there are nominees from the floor, a report shall be published in the subsequent newsletter that includes all nominees for each office.

- Section 4. Officers shall be elected by majority vote of the members present at the April meeting. Election of officers will be by written ballot. If only one candidate is present for an office, that candidate may be elected by general consent.
- Section 5. The officers shall serve for one year or until their successors are elected. Their term of office shall begin at the close of the May General Membership meeting at which they are installed.
- Section 6. No member shall hold more than one office at a time. No member shall serve more than two consecutive terms in the office. No member shall serve more than four consecutive years on the Executive Board.
- Section 7. Vacancy-in-Office
1. In the event of a vacancy in the office of President, the 1<sup>st</sup> Vice President will automatically become President. If the remaining Presidential term is less than six months, the 1<sup>st</sup> Vice President assuming the office of President may serve another term. If the remaining term is more than six months, this will serve as the 1<sup>st</sup> Vice President's Presidential term.
  2. Vacancies in the offices of 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, or Treasurer shall be filled by election.

## ARTICLE V

### DUTIES OF OFFICERS

- Section 1. All Officers shall:
1. Perform their duties in a timely manner and in such a way as not to delay another officer or committee in the fulfillment of their duties.
  2. Attend Executive Board meetings.
  3. Present reports and information for publication in the Newsletter to the Newsletter Editor at the General Membership meeting each month.
  4. Work together to coordinate their activities to serve the Guild as a whole.
  5. Turn over all materials of the office to his/her successor within 30 days of leaving office.
  6. Prepare a brief written report with recommendations to aid their successor.
  7. Present reports to the Secretary for inclusion in a permanent file and distribution to new officers.

8. Notify the President in advance of any inability to fulfill a specific duty.
  1. If the officer is not able to fulfill the duties of his/her office, a written resignation from the office should be given to the President.
  2. Elected officers may be removed from office for cause (misconduct or neglect of duties) by a majority vote of the membership. Thirty days notice must be given to the membership (including the reasons for removal) prior to the vote.

Section 2. President. It shall be the duty of the President to:

1. Conduct General membership, special, and Executive Board meetings.
2. Serve as liaison with other organizations.
3. Have the authority to countersign checks as directed by the Executive board or Guild membership.
4. Have the authority to enter into contracts in the name of the Guild.
5. Supervise the work of the Guild officers, check particularly with the Treasurer regarding the prompt payment of current bills.
6. Sign official correspondence of the Guild, except as such responsibility is delegated.
7. Deliver to her successor in office all official records as soon as feasible prior to the June Board meeting.
8. Serve as an ex-officio member (without vote) of all committees except the Nominating Committee.
9. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

Section 3. 1st Vice President. It shall be the duty of the 1<sup>st</sup> Vice President to:

1. Preside at all meetings in the absence of the President.
2. Serve as Program Chairman to execute programs for the current year.
3. Secure the Guild's gift for the retiring President.
4. Have the authority to countersign checks as directed by the Executive Board or Guild membership.

5. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

Section 4. 2<sup>nd</sup> Vice President. It shall be the duty of the 2<sup>nd</sup> Vice President to:

1. Serve as Vice Chairman of the Program Committee.
2. Plan programs for the following year.
3. Secure quilt experts to present programs for successive years.
4. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

Section 5. Secretary. It shall be the duty of the Secretary to:

1. Take minutes of all general membership, special, and Executive Board meetings.
2. Provide the newsletter editor with summaries of these meetings within three (3) days to facilitate informing the membership.
3. Maintain a file of Guild correspondence.
4. Maintain a file of officer and committee reports.
5. Send correspondence as directed by the Guild or Executive Board.
6. Send cards in the event of serious illness or death of a member of a member's immediate family.
7. Check the Guild's post office box once per week.
8. Keep the Guild post office box key.
9. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

Section 6. Treasurer. It shall be the duty of the Treasurer to:

1. Receive all monies collected by the organization and deposit these funds in a checking account maintained by the Guild for this purpose.
2. Pay from this account all expenditures of disbursements authorized by the membership or the Executive Board.
3. Countersign checks with one other designated Guild officer (President or 1<sup>st</sup> Vice President).

4. Maintain record of all Guild financial transactions.
5. Submit a monthly report to be published in the newsletter.
6. Close the books as soon as possible following the May General Membership meeting in order to present the books to the Audit Committee no later than 10 days after said meeting.
7. And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Guild.

## ARTICLE VI

### MEETINGS

- Section 1. A meeting of the General Membership shall be held once each month. The time and place of these meetings shall be the third Thursday of each month. Any time and/or place changes must be sent to the membership at least one week in advance of a meeting change.
- Section 2. Guild business will be conducted during the meeting according to the parliamentary authority adopted by the Guild.
- Section 3. Special meetings may be called by the President or by the Executive Board and shall be called upon the written request of ten members of the Guild. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven (7) days notice shall be given.
- Section 4. Twenty members of the Guild shall constitute a quorum.

## ARTICLE VII

### EXECUTIVE BOARD

- Section 1. The officers of the Guild shall constitute the Executive Board.
- Section 2. The duties of the Executive Board shall be to:
1. Set the time and place of general membership meetings as needed.
  2. Provide general supervision of Guild affairs between its business meetings.
  3. Make recommendations and introduce proposals for activities which will be voted on by the membership.

4. Appoint committees as required or needed except for the Nominating Committee.
5. Select the depositories for Guild funds.
6. Prepare an annual budget for membership approval by the July General Membership meeting, which will be published in the June newsletter prior to the July meeting.
7. Authorize expenditures not to exceed fifty dollars (\$50.00), which are not provided for in budget. Expenditure amounts over fifty dollars (\$50.00) not provided for in the budget must be brought before the membership for approval.

Section 3. The Executive Board shall be subject to the order of the membership and none of its acts shall conflict with action taken by the Guild.

Section 4. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held monthly prior to the general membership meeting with the location and time published to the general membership 30 days in advance. Special meetings of the Board may be called by the President or may be called upon the written request of three members of the Board; seven (7) days notice shall be provided to all guild members.

Section 5. A quorum shall consist of three (3) of the five (5) elected officers.

## ARTICLE VIII

### COMMITTEES

Section 1. Committee Chairman shall be appointed by the Executive Board for a one (1) year term.

Section 2. Committee Chairman shall attend Executive Board meetings to present information and reports.

Section 3. The Committees of the Island Quilters Guild shall be:

1. Membership. The membership chairman shall:
  1. Receive all dues and transfer those dues to the Treasurer for deposit;
  2. Maintain an up-to-date membership roster, furnishing lists of new members to the Newsletter Committee and to the Bee Coordinator as changes occur;
  3. Provide each member with a copy of the membership roster on or before the May general membership meeting;
  4. Keep an adequate stock of membership applications for distribution;

5. Serve as liaison with the public.
2. Quilting Bees. The Bee Coordinator shall:
  1. Aid in the selection of Beekeepers and keep a list of all Beekeepers;
  2. Act as liaison between Beekeepers and the Executive Board;
  3. Make bee activities known to new members;
  4. Form new bees;
  5. Inform all Beekeepers of any Guild activities and coordinate these activities; and
  6. Inform Guild of any bee activities.
3. Library. The Librarian shall;
  1. Maintain Guild-owned literature and materials;
  2. Keep library materials organized in a usable system;
  3. Make all materials available to members at monthly business meetings; and
  4. Recommend purchase of supplies and publications.
4. Newsletter. The Newsletter Editor shall:
  1. Publish and distribute the monthly newsletter which shall be mailed the first week of each month.
  2. Solicit ads from area business.
5. Historian. The Historian shall:
  1. Keep and maintain a scrapbook of the Guild's activities.
6. Hospitality. The Hospitality Chairman shall:
  1. Coordinate greeting and registering members and guests at membership meetings.
  2. Coordinate refreshments which will be provided by the membership on a voluntary basis; and
  3. Assist with coordination of any prize drawings at the membership

meeting.

7. Publicity. The Publicity Chairman shall:
  1. Publicize the purposes and activities of the Guild through all media; and
  2. Store and display any publicity-related property.
8. Special Events. Special Events may include various subcommittees such as Annual Bus Trip, Spring Retreat, Fall Retreat, July Sew-In and other special events as deemed necessary. Each individual committee coordinator shall:
  1. Coordinate all special projects that are included under their specific committee; and
  2. Collect all monies required for such events and transfer these funds to the Treasurer with accurate records.
9. Program. The Program Committee shall be chaired by the 1<sup>st</sup> Vice President. The Vice Chairman will be the 2<sup>nd</sup> Vice President. The Program Committee shall:
  1. Secure quilt experts to present programs for the Guild; and
  2. Plan a list of programs for the current year and into the coming year.
10. Audit. The Audit Committee shall:
  1. Consist of three (3) members appointed by the Executive Board at the April Guild meeting.
  2. Audit the Treasurer's accounts annually at the end of the Executive Board's term in May; and
  3. Present the Audit Report to the membership at the June Guild meeting.
  4. The fiscal year of Island Quilters Guild shall be June 1 to May 31.
11. Nominating. The Nominating Committee shall:
  1. A Nominating Committee of three (3) members and two (2) alternates shall be elected by the Guild at the January general Membership meeting.
  2. Secure nominees for each office;
  3. Report at the March general meeting the slate of nominees for the next year; and

4. Make arrangements for the installation of officers at the May General Membership meeting.
  5. In the event a member of the Nominating Committee desires to run for office, that member shall resign from the committee and shall be replaced by an alternate.
12. Parliamentarian. The Parliamentarian shall:
1. Be appointed by the President.
  2. Have no vote on the Executive Board.
13. Other Committees.
1. Such other committees, standing or special, shall be appointed by the President of Executive Board as the Guild shall from time to time deem necessary to carry on the work of the Guild.
  2. The President shall serve as an ex-officio member without vote of all committees except the Nominating Committee.

## ARTICLE IX

### DISSOLUTION

In the event the Island Quilters Guild is dissolved, the assets of the Guild shall be disposed of in a manner determined by the membership.

## ARTICLE X

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's rules of Order, Newly Revised* shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Guild may adopt.

## ARTICLE XI

### AMENDMENT OF BY-LAWS

These by-laws may be amended at any general membership meeting by a 2/3 majority vote of members present and voting, provided written notice of the proposed change(s) have been sent to the membership one month (30 days) prior and read at the previous general membership meeting.

**BY-LAWS AMENDED AND APPROVED MARCH 16, 2000.**

1. Policy concerning door prizes will be made by the Executive Board.  
Approved in General Membership Meeting 6/16/2005.

2. Members who join on or after July 1 shall pay half the yearly annual dues for the balance of the membership year.  
Approved in General Membership Meeting 3/16/2006.

3. Policy concerning reduced price membership for members of the Mainland Morning Guild will be made by the Executive Board and reviewed annually.  
Approved in General Membership Meeting 8/17/2006.

**BY-LAWS REVISED AND APPROVED IN 2009**

The Guild by-laws were reviewed in 2009; they were revised by vote of the general membership on September 17, 2009 and November 19, 2009; revisions were inserted in the body of the by-laws.