

BY- LAWS

North Central Washington Quilt Guild

Article I – Name

The name of the organization shall be North Central Washington Quilt Guild (the Guild), a non-profit organization.

Article II – Purpose

The purpose of this organization is to preserve and continue the traditions, culture and history of quilting; to contribute to the knowledge of and to promote the appreciation of the art of quilt making; to sponsor and support quilting activities by exhibitions, lectures and workshops offered to the general public; to encourage quilt making and collecting.

Article III – Membership

Section 1: Membership shall be open to all persons interested in quilts and quilting who have paid annual dues. Dues shall be paid at or before the January meeting, or upon entry into the Guild, for that calendar year. Individuals who have not paid the current year's dues by March 31st will be dropped from membership.

Section 2: Members shall be encouraged to participate in and support the projects and activities of the Guild.

Section 3: Privileges of member shall include:

- a. The right to vote and hold office.
- b. The right to attend monthly meetings and in-house Guild workshops.
- c. The right to participate in Guild activities on a priority basis over non-members.
- d. The right to attend Executive Board meetings as a non-voting member.
- e. A subscription to the N.C.W.Q.G. Newsletter.

Article IV – Executive Officers

The officers shall be President, Vice-President, Secretary, and Treasurer. Officers shall be elected at the October meeting and will take office at the first meeting in January for a term of one year with the exception of the Treasurer who shall be elected for a two-year term. No officer shall serve in the same office for more than two consecutive terms. The Past President shall serve on the Executive Board.

Article V – Executive Board

There shall be an Executive Board consisting of the President, Vice President, Secretary, Treasurer, Past President and Committee Chairs.

The Executive Board shall have general supervision of the affairs of the Guild between its business meetings, make recommendations to the Guild, and shall perform other such duties as are specified in the By-Laws. The Board shall be subject to the orders of the Guild. If the Board's actions are in conflict with the will of the Guild, said action may be rescinded by a two-thirds vote of the membership in attendance at a general meeting.

The Executive Board shall meet at timely intervals and as deemed necessary by the President of the Guild.

Special meetings of the Board may be called by the President and can be called on written request of three members of the Board or ten members of the Guild.

Article VI – Duties of Officers

The President shall be responsible for presiding at all Executive Board and General Membership meetings; shall be the chief administrative officer of the Guild; shall make a report of the Guild at its annual meeting in October; and shall be authorized to co-sign checks. The President, Vice President, or President's appointee shall serve as ex-officio member on all committees.

The Vice President shall, in the absence of the President, serve in the order of that office and perform such duties as assigned to the President; shall assist the President in matters necessary to the functioning of the Guild.

The Secretary shall record minutes of the Executive Board and General Membership meetings and present them at the following meeting; shall be in charge of any correspondence given her by the officers or members of the Board; shall provide the newsletter editor with summaries of the meetings prior to the newsletter deadline; shall perform such other duties as are incidental to that office and are properly required.

The Treasurer shall be the chief financial officer; shall have general care and custody of all securities and funds of the Guild; shall collect and disburse the funds of the Guild; shall present a financial report at Executive Board meetings and to the General Membership; shall cause an annual audit; shall receive and maintain such reports as necessary to file tax returns as required; and shall be authorized to sign checks.

Article VII – Committees

Committees shall be established as required to satisfy the programs and needs of the organization for orderly and timely implementation by interested members. Committee activities shall be based upon budgeted items and will require Executive Board approval for additional expenditures. Members may serve on more than one committee, but Chairs may head only one committee at a time. The Executive Board shall supervise committee activities.

Section 1: Committee Chair shall volunteer or be selected by Executive Board or by said Committee.

Section 2: Committee Chair shall administer their respective activities and be responsible to the Executive Board.

Section 3: In case of a committee chair vacancy, said committee or Executive Board shall select a new Chair.

Section 4: Finance Committee shall bring before the membership a yearly budget for approval.

Section 5: Funds allocated to a committee by the Finance Committee shall be specified and the general purposes for which it can be used shall be stated. Disbursement of funds in excess of allocated budget shall be approved by the general membership.

Section 6: A committee may ask for assistance from another committee in order to realize the successful attainment of their venture.

Article VIII – Nomination and Election

By the September meeting, a nominating committee of three shall be chosen annually by the Executive Board. The committee shall consist of one Board Member and two members from the general membership.

The nominating committee shall present its slate of nominees at the October meeting.

Nominations for office may be made from the floor preceding the election.

Selection shall be by written ballot and be presided over by the Nomination Committee. The President shall ask two members who are not running for office to count ballots. The votes will be counted and the results

announced. The President shall vote only if a tie should occur. The ballots shall be sealed in an envelope and kept by the President for at least two months. Election results may not be challenged after the January meeting.

Article IX – Meetings

Meetings shall be held on the last Wednesday of each month with these exceptions: no meetings will be held in July or December; the November meeting will be held on the third Wednesday if there is not a fifth Wednesday in that month.

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 or any special rules which the Guild may adopt.

Article XI – Amendment of the By-Laws

These By-Laws may be amended at any regular meeting of the Guild by a two-thirds vote of the membership present, provided the amendment has been submitted in writing at the previous regular meeting.

Article XII – Dissolution of the Guild

Upon the dissolution of the Guild, its assets remaining after the payment of, or provision for the payment of, all debts and liabilities shall be distributed to a non-profit organization agreed upon the General Membership at the time of dissolution.

Physical assets shall be auctioned to the General Membership with the proceeds going to charitable organization(s) as agreed upon by the General Membership.

STANDING RULES

Standing Rules are designed to take care of the administrative details of the Guild in a practical manner. These rules can be amended as necessary per Robert's Rules of Order, Newly Revised.

General Membership:

1. Regular meetings shall start at 7:00 p.m. unless otherwise announced. Location shall be determined by the Guild.
2. Dues shall be decided upon yearly by recommendation of the Finance Committee to be approved by the membership.
3. There shall be a quarterly newsletter, distributed to all paid members.

Committees:

1. The Quilt Show Committee shall be directed by co-chairs who shall serve staggered two-year terms.
2. The Program Committee shall be directed by co-chairs who shall serve staggered two-year terms. The Program Committee shall be responsible for programs at monthly meetings.
3. The Workshop Committee shall be directed by co-chairs who shall serve staggered two-year terms.
 - a. Workshop topics may be proposed by the members and/or the Workshop Committee.
 - b. The general membership shall vote upon all prospective professional workshop teachers and make recommendations for the selection of these teachers.
 - c. Guild members shall have priority to register for workshops prior to the published deadline, after which the workshop will be advertised to the public.
 - d. If a member cannot attend, the Workshop contact person would be notified as soon as possible; the deposit may be forfeited. It will not be possible to substitute another person in one's place if a waiting list exists.
 - e. A deposit shall accompany all registration forms.