

BY-LAWS
North Central Washington Quilt Guild

Article 1 - 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, history, knowledge, education and appreciation of quilting.

Article III - Membership

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.
2. Members shall be encouraged to participate in and support the projects and activities of the Guild.
3. Privileges of membership shall include:
 - a. The right to vote and hold office.
 - b. The right to attend monthly meetings.
 - 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 Guild Newsletter.

Article IV - Executive Officers

The officers shall be President, Vice-President, Secretary, Treasurer, and Vice-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, Vice Treasurer, Past President and at least one (1) representative from each of the five (5) specified committees groups.

The Executive Board shall have general supervision of the affairs of the Guild, make recommendations to the membership and shall perform other such duties as are specified in the By-Laws.

The Executive Board shall meet at timely intervals and as deemed necessary by the President of the Guild. A quorum of seven (7) Executive Board members shall be required for a valid board meeting.

Special meetings of the Executive Board may be called by the President and the President shall call a special meeting upon written request of three members of the Executive 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; and shall be authorized to co-sign checks.

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 Executive 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; shall be authorized to sign checks; and shall chair a Finance Committee meeting in September or October to prepare the annual budget for approval by the general membership at the November meeting.

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

Article VII - Committees

Committees shall be established by the Executive Board as required to satisfy the programs and needs of the organization for orderly and timely implementation by interested members. Committee expenditures shall be based upon budgeted items and will require Executive Board approval for additional expenditures. Should a requested additional expenditure be in excess of 20 percent of a budget or \$200.00, whichever is greater, it shall be approved by the membership. Members may serve on more than one committee, but can be the chairperson of only one committee at a time. The Executive Board shall supervise committee activities.

1. A Committee Chairperson shall volunteer and be approved by Executive Board.

2. Committee Chairpersons shall administer their respective activities and be responsible to the Executive Board.
3. In case of a committee chair vacancy, the Executive Board shall select a new Chairperson.

Article VIII - Nomination and Election

The Executive Board shall present its slate of nominees for election for the following year at the October meeting.

Nominations for office may be made from the floor preceding the election. In the event of more than one nomination for an office, selection shall be by written ballot and be presided over by the President. 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.

If there is only one nominee for an office a verbal vote of confirmation will be taken.

Article IX - Meetings

Meetings shall be held on the last Wednesday of each month, unless otherwise announced, and with these exceptions: no meetings will be held in 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 remain after the payment of, or provision for the payment of, all debts and liabilities shall be distributed to a non-profit organization agreed upon by the Guild at the time of dissolution.

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

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 6:30 p.m. unless otherwise announced. Location shall be determined by the Guild.
2. Dues shall be decided upon yearly by recommendation of the Executive Board to be approved by the membership.
3. There shall be a quarterly newsletter distributed to all paid members.

Committees

1. The committees of the Guild shall be organized into groups as follows:
 - a. **Quilt Show**
 - b. **Education / Outreach**
 - Programs
 - Workshops
 - Retreats
 - Trips
 - c. **Meeting**
 - Hospitality
 - Round Robin
 - Block of the Month
 - Librarian
 - d. **Communication**
 - Website
 - Newsletter /E-mail Administrator
 - Membership
 - e. **Community**
 - Comfort Quilts
 - Raffle / Auction Donations
2. Each group shall be represented at the Executive Board meetings.
3. The Quilt Show group shall be directed by co-chairs who shall serve staggered two-year terms. The Quilt Show sub-committees will be organized as deemed necessary by the co-chairs.
4. No committee chairperson may serve in the same capacity for more than two consecutive years. in the event there is not a volunteer to replace a position, the President may appoint the current chairperson to continue.