

BYLAWS OF THE ROWLETT QUILTERS' GUILD

ARTICLE I. NAME

- 1.01** The name of the guild shall be the Rowlett Quilters' Guild.

ARTICLE II. PURPOSE

- 2.01** The Guild is organized and will be operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue code. The purpose of the Rowlett Quilters' Guild is to preserve the heritage of quilting; promote the knowledge and understanding of all aspects of quilting; provide opportunities for continuing education among those interested in the art of quilting; be a source of information, education, and inspiration in our community and provide fellowship among quilters and service to our community.

ARTICLE III. MEMBERSHIP

- 3.01** Membership shall be open to anyone interested in the purposes and objectives of the guild. Any person shall be declared a member upon payment of annual dues.
- 3.02** Each member present at a meeting is entitled to vote on each matter submitted to a vote.
- 3.03** A member may be suspended or expelled for cause by a 2/3 vote of all members present at a regularly scheduled meeting after an appropriate hearing before the Executive Board and an affirmative vote of 2/3 of the full board.

ARTICLE IV. DUES

- 4.01** The amount of annual dues will be set by Standing Rule number seven.
- 4.02** Annual dues are due and payable by the July meeting. Members whose dues are not paid by the September meeting, will be considered as having voluntarily withdrawn from the Guild.
- 4.03** Dues are not refundable or transferable.

ARTICLE V. MEETINGS

- 5.01** Regular meetings of the members of the Guild shall be held each month for the purpose of transacting any business that may properly come before the membership. Such meetings shall be at the place and time designated by the Guild President, Executive Board or by majority vote of the Guild members present at the preceding regular meeting.
- 5.02** The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of officers and committees and for any other business that may arise.
- 5.03** Special meetings may be called by the President or by the Executive Board or may be called by the written request of at least twenty-five percent of the voting members of the Guild. The purpose of the meeting shall be stated in the request. Except in cases of emergency, at least three days notice shall be given.
- 5.04** A quorum shall be twenty-five percent of the current membership as determined by the Third Vice-president of Membership. If a quorum is not present at any meeting of members, no business shall be conducted except that a majority of the members present may adjourn the meeting. A majority vote of the members in attendance at the meeting shall rule unless otherwise noted in the bylaws.
- 5.05** The President votes only to break a tie.

ARTICLE VI. OFFICERS AND EXECUTIVE BOARD

- 6.01** Officers of the guild shall be President, First Vice-president of Facilities, Second Vice-president of Programs, Third Vice-president of Membership, Treasurer, Secretary and Newsletter Editor. These seven officers shall comprise the Executive Board. Terms shall be one year for all officers. Officers shall serve no more than two consecutive one-year terms in a particular office. Officers shall perform the duties prescribed by these bylaws or by the parliamentary authority adopted by the Guild as needed. All officers of the Guild shall be members in good standing.
- 6.02** The First Vice-president of Facilities shall fill a vacancy in the office of President. Vacancies in any office, other than President, shall be filled by a majority vote of the remaining members of the Board. An officer elected to fill a vacancy shall be elected for the unexpired term of her/his predecessor in office.
- 6.03** The Executive Board shall act as the Guild governing body and shall carry out the purposes of the Guild.
- 6.04** The Executive board shall meet quarterly as a minimum to plan the general meetings and discuss business. Any member of the Board can call an Executive Board meeting with a 72-hour notice.
- 6.05** A quorum of the Executive Board is required to discuss Guild business. A quorum shall be a majority of the Executive Board.
- 6.06** No member shall hold more than one office at a time.
- 6.07** Any officer may be removed for cause by the unanimous vote of the remaining members of the Executive Board and a 2/3 vote of the members present at the next regularly scheduled meeting. A full disclosure of cause is required before a vote may be taken.
- 6.08** An office may be declared vacant if the officer misses three consecutive Board meetings without just cause.

ARTICLE VII. DUTIES OF OFFICERS

- 7.01 President** – The President shall be the principal executive officer of the Guild and shall, in general, supervise and control all of the business and affairs of the Guild. The President must sign, along with the Secretary or other officer authorized by the Executive Board, all contracts, bonds, or other instruments which the Executive Board has authorized to be executed. The President shall preside at all meetings of the members and Executive Board. In addition, the President shall generally perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Board from time-to-time as well as any other duties designated elsewhere in these bylaws. In particular, the President:
1. Shall act as liaison between Executive Board and general membership,
 2. Shall appoint Standing Committee Chairs to serve one-year terms concurrent with the Executive Board terms,
 3. Shall appoint any temporary committee for a specific purpose,
 4. Shall serve as an ex-officio member of all committees except the nominating committee,
 5. Shall establish a schedule for Executive Board meetings,
 6. Shall audit the Treasurer's books with two volunteer members of the Guild at the end of the fiscal year.
 7. Shall prepare an annual report to be presented to her successor.
- 7.02 First Vice-president of Facilities** -- In the absence of the President or in the event the President is unable or unwilling to act, the First Vice-president of Facilities shall perform the duties of the President; and when so doing shall have the same powers, responsibilities,

and restrictions as the President. The First Vice-president of Facilities shall, also, perform such other duties as from time-to-time may be assigned by the President or Executive Board. In particular, the First Vice-president of Facilities:

1. Shall be responsible for scheduling the facility for all regular monthly meetings,
2. Shall be responsible for coordinating meeting room set-up and clean up,
3. Shall prepare an annual report to be presented to her successor.

7.03 Second Vice-president of Programs - The Second Vice-president of Programs shall be responsible for the organization of meeting and workshop programs. The Second Vice-president of Programs shall, also, perform such other duties as from time to time may be assigned by the President or Executive Board. In particular the Second Vice-president of Programs:

1. Shall obtain a contract for programs and workshops given by Guild members and guest speakers. This contract will include subject, amount of time, fee, transportation costs (if any), and cancellation clause,
2. Shall prepare an annual report to be presented to her successor.

7.04 Third Vice-president of Membership -The Third Vice-president of Membership shall be responsible for promoting new membership. The Third Vice-president of Membership shall, also, perform such other duties as from time to time may be assigned by the President or Executive Board. In particular, the Third Vice-president of Membership:

1. Shall be responsible for providing guild information (i.e., bylaws, directory, current newsletter, membership cards, name badges, etc.) to new members.
2. Shall greet members at meetings.
3. Shall collect and forward dues received from Guild members to the Treasurer.
4. Shall be responsible for issuing annual membership cards to members.
5. Shall provide new membership information to the Newsletter Editor.
6. Shall keep a current record of members including names, addresses, phone numbers and birthdays and provide the President and the newsletter editor with the same.
7. Shall assemble the annual directory with the updated membership rolls as of the September meeting of each year and distribute the directory at the October meeting.
8. Shall prepare an annual report to be presented to her successor.

7.05 Treasurer – The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Guild; receive and give receipts for monies to the Guild from any source whatsoever, and deposit all such monies in the name of the Guild in such banks or depositories as shall be selected in accordance with procedures established by these bylaws and the Executive Board. The Treasurer shall, also, perform all the duties incident to the office of Treasurer and such other duties as from time-to-time may be assigned by the President or Executive Board. In particular, the Treasurer:

1. Shall pay bills and maintain Guild bank account and financial records ready for audit on request.
2. Shall provide financial reports to be given at each Board and Guild meetings and published in each month's newsletter,
3. Shall Prepare a projected budget for the fiscal year with the Executive Board and present it for acceptance at the July meeting.
4. Shall prepare an annual report to be presented to her successor.

- 7.06 Secretary** – The Secretary shall record meeting minutes to be reported at Guild and Executive Board meetings, give all notices in accordance with the provisions of these bylaws or required by law. The Secretary shall perform all duties incident to the office of Secretary and any other duties as assigned by the Executive Board or President. In particular, the Secretary:
1. Shall post and/or read minutes at the general meeting.
 2. Shall be responsible for all guild correspondence as directed.
 3. Shall send a copy of the minutes of the Guild meeting to the Newsletter Editor.
 4. Shall serve as custodian for all Guild documents.
 5. Shall maintain the record book(s) in which the bylaws, policies, official annual reports, committee reports, newsletters and minutes are entered.
 6. Shall provide a current copy of these Bylaws to the Third Vice-president of Membership for publication in the Directory.
 7. Shall prepare an annual report to be presented to her successor.

- 7.07 Newsletter Editor** - The Newsletter Editor shall act as a liaison to the local media, shall publish and distribute a monthly newsletter to each member, and shall be responsible for advertisements for the newsletter at a rate set by the Executive Board. The Newsletter editor shall perform all duties incident to the office of Newsletter editor and any other duties as assigned by the Executive Board or President. In particular, the Newsletter Editor:
1. Shall publish notification of Guild meetings, programs, and workshops (as provided by the Second Vice-president of Programs).
 2. Shall publish minutes of the last Guild meeting (as provided by the Secretary)
 3. Shall publish a financial summary (as provided by the Treasurer)
 4. Shall publish directory revisions and additions (as provided by the Third Vice-president of Membership)
 5. Shall send e-mail notifications as directed by the Executive Board
 6. Shall prepare an annual report to be presented to her successor.

ARTICLE VIII. STANDING COMMITTEES AND APPOINTED POSITIONS

- 8.01 Librarian** – The Librarian shall maintain the Guild library and shall have books, patterns, and tapes at each monthly meeting. In particular, the Librarian:
1. Shall keep an accurate record of items borrowed and for their return.
 2. Shall provide a current list of books, patterns, and tapes at meetings.
 3. Shall make recommendations for library purchases and provide a summary of new purchases for publication in the newsletter.
 4. Shall provide a list of library items owned by the Guild to be distributed at the end of her/his term.
 5. Shall notify the newsletter editor with a list of overdue books when articles are 2 months overdue.
 6. Shall from time-to-time remove unused books from the library, through sale or donation.
 7. Shall keep a record of monies received from sale of donated library items and purchases made from such monies and report to the Treasurer for inclusion in financial reports at least quarterly.
 8. Shall prepare an annual report to be presented to her successor.
- 8.02 Community Service Chairman** – The Community Service Chairman shall keep up with materials for community service projects and their distribution. In particular, the Community Service Chairman:
1. Shall keep a record of all community service projects which will include organization receiving items, number of items, description of items and volunteer hours.
 2. Shall prepare an annual report to be presented to her successor.

- 8.03 Texas Area Quilt Guilds Representative** - The Texas Area Quilt Guilds Representative shall represent the Rowlett Quilters' Guild at the meetings of the TAQG and report back to the guild.
- 8.04 Retreat Committee Chairman**- The Retreat Committee Chairman shall coordinate plans for guild retreat(s). All costs of retreat shall be paid by the attendees and no cost shall be incurred by the Guild. A financial report including all income and costs shall be presented to the Treasurer. An annual report shall be prepared and passed to their successor(s).
- 8.05 Quilt Show Committee Chairman** - The Quilt Show Committee Chairman shall coordinate plans for all Guild shows. The Quilt Show Chairman will be the liaison to the City of Rowlett festivals. The Chairman shall prepare an annual report to be passed to her successor.
- 8.06** New standing committees can be created at the discretion of the Executive Board.

ARTICLE IX. FISCAL

- 9.01** The Guild fiscal year shall be July 1 through June 30.
- 9.02** Non-budgeted disbursements of \$50.00 or less shall be approved by the Executive Board at a Board meeting, any non-budgeted amount exceeding \$50.00 shall be approved by the membership at large. The President, First Vice-president of Facilities and Treasurer shall have signature authority on the Guild's checking account. Two signatures shall be required on each disbursement check.
- 9.03** A budget shall be presented to members at the annual meeting in July by the newly elected Executive Board.
- 9.04** The Treasurer's books shall be audited in August of each year. The president shall appoint an audit committee consisting of two members at large. The President and Treasurer of the year being audited shall, also, serve as ex officio members of the committee.

ARTICLE X. NOMINATIONS, ELECTIONS AND VOTING

- 10.01** A nominating committee shall be formed at the March meeting. The committee shall consist of three members and one alternate. The three members shall include only one member of the current Executive Board. The alternate shall attend the committee meeting(s) but shall not vote unless a committee member must resign. Members from a nominating committee may be a candidate for an Executive board position, but if they accept a nomination, they must resign from the nominating committee and be replaced by the alternate.
- 10.02** The nominating committee shall consider for the office of President someone who has had previous board experience.
- 10.03** The nominating committee shall present the proposed slate of officers at the May general meeting. Said slate of officers shall be published in the June newsletter prior to the general meeting.
- 10.04** The slate of officers shall be voted on during the June general meeting. Nominations from the floor will be accepted provided consent to serve has been obtained.
- 10.05** A majority vote of members in attendance and voting at the meeting shall elect the new officers.
- 10.06** The newly elected Executive Board shall take office on July 1. A joint meeting of the new and old board will be held prior to that date.

ARTICLE XI. TERMINATION

- 11.01** If for any reason the Guild is terminated, monies and physical assets remaining (except for the library contents) shall be donated to another Guild or charitable organization at the discretion of the Guild members. The library contents shall be donated to the Rowlett Public Library.

ARTICLE XII. ADMENDMENTS

- 12.01** The bylaws may be amended at any regular scheduled meeting by two-thirds vote of the members present. The proposed changes shall first be presented to the Executive Board and then published in the newsletter, once, prior to the scheduled voting date.

ARTICLE XIII. PARLIMENTARY AUTHORITY

- 13.01** The rules contained in the most recent edition of Robert's Rules of Order shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Guild may accept.

STANDING RULES OF THE ROWLETT GUILD

1. The general membership shall meet on the third Saturday of the month from 10:00 am to 12:00 pm unless otherwise notified of a change in the newsletter.
2. The total fee for workshops is due upon registration. No refund is made unless the space can be filled from a waiting list. Registration is open to nonmembers 15 days prior to the scheduled workshop. If the required number needed to cover the costs of the workshop is not met 12 days prior to the workshop, that workshop will be canceled and fees refunded. An additional fee for workshops may be charged to non-members of the Guild.
3. Library privileges are available to Guild members only. The checkout period for items is one month. Members will be contacted and reminded of overdue items during the second month. Items not returned after 2 months will be assessed at \$1.00 per item per month. After 2 months, the title and the borrower's name will be published in the newsletter. After 6 months, the member will be charged the replacement value of the item, in addition to late fees. All fees collected will go to the replacement and expansion of the library.
4. In order to be reimbursed for expenses already approved by the Executive Board, an itemized receipt with name and date on it must be submitted to the Treasurer.
5. Guests will be charged a fee of \$3.00 per meeting after one complimentary meeting.
6. Guild members will receive no compensation for presenting a program at Guild meetings, but may be compensated for workshops.
7. Membership dues are \$25.00. Membership dues are prorated to \$15.00 in January for new members.
8. Each Executive Board position shall have only one vote, even if held by two or more people in a co-chair arrangement.