

Sample By-Laws

Article 1 – Name

The name of this organization will be _____

Article 2 – Purpose

The purpose of this guild shall be to preserve and foster the art of quilting and relative activities through friendship, charity, education, communication and quality workmanship.

Article 3 – Membership

Section 1 – Membership is open to ___ members and confirmed by the payment of dues. Members shall have all the rights and privileges of membership, which include:

- to vote on guild matters,
- to hold office, and
- to participate in guild functions.

New members will receive a copy of the bylaws. Members are encouraged to participate in charity work, fund-raising, and fulfilling the guild's commitment to a quilt show through time, supplies, and/or assistance.

Section 2 - Dues

- a.** The Guild year runs from October to September. All members shall pay annual dues either in person or by mailing a check to the Treasurer prior to or at the October meeting. A member whose dues are not paid by the October meeting will be dropped from membership.
- b.** Annual dues and guest fees will be set by the Officers (see Article 5, Section 3.)

Section 3 – Guests

Upon payment of the stipulated fee per visit, guests may attend monthly meetings (with the exception of December and September dinner meetings), but will not be entitled to the rights and privileges of membership. (See Article 3, Section 1)

Article 4 – Officers

Section 1 – Officers of the Organization shall be: President, Vice-President, Secretary, and Treasurer. Offices may not be held concurrently.

Section 2 – Terms of Office

The term of office shall be two years, with an election at the end of the term. If the President resigns or otherwise is unable to fulfill the term, the Vice-President will automatically assume the office of President. In the event that any officer is unable to complete their term of office, the President shall appoint an interim officer. (See Article 5, Section 3)

Section 3 - Election Years

The election of President and Secretary shall take place in even years. The election of the Vice President and Treasurer shall take place in odd years.

Section 4 – Duties of Officers

- a.** President – Shall preside at all meetings of the Guild; may call the meetings of the Officers, if needed; shall appoint all committee chairpersons and be considered a member of all committees; be responsible for originating and signing all contracts; be responsible for preparing the agendas and making them available for monthly meetings.
- b.** Vice-President – Shall assist the President as needed. Shall perform the duties of the President in case of the President's absence or disability. Updates the guild website and/or information on <https://quiltguilds.com>.
- c.** Secretary – Shall be responsible for the permanent records of the Guild including minutes of all business meetings; shall keep a current roster of the membership information and attendance; set up emergency phone tree, and communicate minutes of business meetings to all members at the next meeting. The secretary shall send email or snail-mail on Guild related information when requested by Officers and/or Committee chairpersons. The Book of Minutes shall contain a copy of the By-Laws and any amendments.
- d.** Treasurer – Shall be the custodian of all funds; including the collection of dues and the issuance of membership cards upon payment of said dues; handle the Guild checkbook and keep records of all financial transactions; keep and provide an itemized account of receipts, disbursements, and balance of any and all accounts on a monthly basis; satisfy all Guild's approved financial obligations; chair Budget Committee. Two signatures (President and Treasurer) shall be required on each check for the payment of said obligations. The books are to be audited annually in August by an auditor's committee appointed by the President. All records will be delivered to the Treasurer's successor within fifteen days following the expiration of the term of office.

Section 5 - Responsibilities of Officers

Officers shall have the power to act on behalf of the membership between meetings as needed. They shall have the authority to set both membership dues and guest fees.

Section 6 - Meetings

Meetings of the Officers may be called by the President as needed.

Article 5 – Nominations and Elections

Section 1 – Nominations

The President shall appoint a nominating committee in June made up of two guild members. A member of the Nominating Committee shall report the proposed slate at the July meeting. Any member shall be eligible to serve as an officer. A full slate of at least one nominee for each Office is required. Nominations from the floor will be accepted at the July meeting. The nominations will then be closed.

Section 2 – Elections

- a.** Elections shall be held at the August meeting.
- b.** The vote shall be by paper ballot. The Chairperson of the Nominating Committee will provide the paper ballots to members present to complete. Absentee ballots by request will be mailed out two weeks in advance and opened at vote count. Ballots will then be collected and counted by the Nominating Committee who will report the results to the President.
- c.** Those elected shall take office at the beginning of October of the election year.

Article 6– Meetings

Section 1 – The guild shall meet on the second Friday of each month. In the event of a cancellation, members will be notified via the phone tree and email. The meeting will then be rescheduled for the third Friday upon confirmation of availability of the location.

Section 2 – The **Quorum** for the transaction of business at any meeting shall be 51% of the membership with each member having one vote.

Section 3 - Meetings will be conducted following Roberts Rules of Order.

Article 7 – Committees

Section 1 – Committees shall include:

- a. Nominations** - responsible for the slate of officers to be presented at the July meeting
- b. Hospitality** – will consist of two members who oversee refreshments sign-up for each meeting and are responsible for December and September party meetings.
- c. Sunshine** - sends cards or notes on behalf of the Guild to members to express sympathy, get well wishes, congratulations, etc. Memorial flowers and donations to favorite charities will be limited to members spouse or child.
- d. Community Service**- organize service projects to be completed throughout the Guild year.
- e. Finance** – Audits Treasurer’s books annually in August.
- f. Program** - assists the President with teachers, speakers, and programs.
- g. Quilt Show**
- h. Fundraising** - open for suggestions and volunteers.

Article 8 – Amendments

Section 1 - Guild Bylaws

Guild bylaws will be reviewed every two years in August by a committee appointed by the President. If said committee proposes any revisions to the by-laws, changes will be presented to the membership in August for discussion and a vote following Roberts Rules of Order in October .

Section 2 - By laws may be amended by a two-thirds majority vote of total guild membership. All members will receive a copy of the newly amended by-laws.

Article 9 - Dissolution of Organization

Upon dissolution of this organization, the assets of the organization will be distributed as follows: Liquidation of material goods or distribution to a similar non-profit organization doing charity work. Distribution of cash to the guild’s current charities.