

KAUFMAN QUILT GUILD

A Non-Profit Organization
(Revised May 2013)

BYLAWS

ARTICLE I – Name

- 1.01 The name of this organization shall be “Kaufman Quilt Guild”.

ARTICLE II – Object

- 2.01 The Kaufman Quilt Guild was formed August 10, 2002.
2.02 Its objective: To promote fellowship among persons interested in all aspects of quilting; to preserve our quilt making heritage and traditions; to participate in quilt related projects that are in service to our community.

ARTICLE III – Membership/Dues

- 3.01 The Guild shall have three (3) classes of members:
- A. Charter Member – a member who joined from August 2002 – September 2002 and has maintained active membership status continuously since that time. This member is entitled to attend regular Guild meetings, pay annual dues as provide in Section 3.03, participate in Guild activities, and/or work on committees, vote, hold office or committee chairmanship, and receive monthly newsletter.
 - B. Active Member – This member is entitled to attend regular Guild meetings, pay annual dues as provided in Section 3.03, participate in Guild activities, and/or work on committees, vote, hold office or committee chairmanship, and receive monthly newsletter.
 - C. Junior Member – A member who is age 10-17. This member is entitled to pay annual dues, attend regular Guild meetings, participate in Guild Activities, and receive monthly newsletter. Junior members shall not have the right to vote or hold office.
- 3.02 Annual dues shall be paid at the last regular meeting of the fiscal year. The Kaufman Quilt Guild fiscal year shall be September 1 to August 31. Returning members shall be rewarded for paying dues prior to the August Guild meeting. Returning guild members paying dues after the August Guild meeting will be penalized \$5.00 per month. Dues for new members joining the guild after March 1 shall be prorated 50% of annual membership dues.
- 3.03 The schedule payment of annual dues by Guild members shall be as follows:

Active Members	\$25.00
Active Members (Senior – 65+)	\$20.00
Charter Members	\$20.00

Charter Members (Senior – 65+) \$15.00
Junior Members \$25.00

- 3.04 The Executive Committee, by affirmative vote of two-thirds, may suspend or expel a member for cause after appropriate hearing. The Executive Committee also may, by majority vote of those present at any regular meeting, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who is in default of paying membership dues.

ARTICLE IV – Officers and Elections

- 4.01 The elected officers of the Kaufman Quilt Guild shall be President, 1st Vice-President, 2nd vice-President, Secretary and Treasurer.
- 4.02 The President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and President Emeritus shall be known as the Executive Committee. The Executive Committee reserves the right to contact Charter members and/or Committee chairs for advice, as needed.
- 4.03 The President's vote shall not be counted unless there is a tie, at which time it shall be counted as a tiebreaker. President Emeritus is a non-voting member.
- 4.04 Candidate for an officer position must be an active-member of the Guild in good standing for two (2) years, and attend the required amount of Board and Guild meetings as stated in Section 6.05.
- 4.05 At the regular May Executive Committee meeting, members shall appoint a Nominating Committee consisting of five (5) members, one (1) of which shall be Board member but not the President and four (4) of which shall be members at large. The duties of the Nominating Committee shall be to review candidates from the Guild roster to determine a member's qualifications and those suggested by the membership in writing no later than the June Guild meeting. They shall contact all candidates deemed qualified to ascertain if they will serve. From this group, they shall compile a list of candidates to present to the membership at the July meeting and published in the newsletter prior to the July meeting.
- 4.06 Voting for the new officers shall take place during the July meeting. Following presentation by the Nominating Committee of the chosen list of officers, the President shall ask if there are any additional nominations from the floor. Any such nominations shall meet the qualifications as stated in these By-Laws. Voting shall follow immediately. A simple majority of those present shall elect.
- 4.07 All officers and chairmen shall assume their duties at the September meeting.
- 4.08 If, during the fiscal year, a member of the Executive Committee should find that she is unable to fulfill her duties of office, a replacement shall be suggested by the Executive Committee and voted on at the next regularly scheduled Guild meeting. A simple majority vote of those present shall elect.

ARTICLE V – Duties of Officers

- 5.01 The President shall preside at all regular and board meetings. She shall appoint special committees as needed, and be a member ex-officio of all committees. The President shall communicate monthly with each committee chairperson to receive an update on committee activity. She shall fulfill all responsibilities described in the Officer and Committee Job Descriptions.
- 5.02 The 1st Vice-President shall preside in the absence of the President. She shall be responsible for all membership needs and fulfill all responsibilities described in the Officer and Committee Job Descriptions.
- 5.03 The 2nd Vice-President shall be responsible for scheduling monthly programs and compiling this information in the form of a Yearbook and fulfill all responsibilities described in the Officer and Committee Job Descriptions.
- 5.04 The Secretary shall keep accurate records of the regular and executive board meetings, and shall conduct the general correspondence of the Guild and fulfill all responsibilities described in the Officer and Committee Job Descriptions.
- 5.05 The Treasurer shall collect all monies and keep accurate account of all receipts and disbursements of the Guild. She shall maintain the Guild bank account, and present a monthly financial statement to all members. She shall be required to prepare all Federal and State Financial and/or Information reports and fulfill all responsibilities described in the Officer and Committee Job Descriptions.
- 5.06 The President Emeritus shall advise the Board, is a non-elected, non-voting member and shall fulfill all responsibilities described in the Officer and Committee Job Descriptions.
- 5.07 An elected officer's term of office shall be one (1) year, but she may serve an additional one (1) year term, if elected. Elected officers shall not serve more than two (2) years consecutively in the same position.
- 5.08 The Executive Committee may approve any expenditure of Guild funds up to \$300.00. Any expenditure above \$300.00 must be approved by the Guild.

ARTICLE VI – Meetings

- 6.01 The regular meeting of the Guild shall be held on the 1st Tuesday of each month unless deemed necessary to reschedule by the Executive Committee.

- 6.02 The regular meeting in August shall be known as the annual meeting and shall be for the purpose of installing officers, receiving annual reports and for any other final business.
- 6.03 One-third of the membership shall constitute a quorum for the transaction of the business at the regular meeting of the Guild.
- 6.04 All Executive Committee meetings are open to membership; the location, date and time to be communicated to the Guild members prior to the meeting.
Officers are expected to attend a minimum of nine (9) regular meetings and nine (9) Executive Committee meetings when held. If an officer misses more than three (3) meetings, the officer's position may be submitted to the members for a new election to fill the position.
- 6.05 Committee chairs are expected to attend a minimum of nine (9) regular Guild meetings. Any committee chairman missing more than three (3) meetings may be replaced by the Executive Board if deemed necessary.
- 6.06 Due to the communal nature of sleeping and bathing facilities at most retreats attended by Guild members, all retreat participants must be of the same gender and must be 18 years or older to attend.

ARTICLE VII – Standing Committees

- 7.01 The standing committees as listed in the Officer and Committee Job Descriptions shall be appointed by the incoming President, approved by the Executive Committee and published in the yearbook annually.
- 7.02 The chairs of these committees will be on a volunteer basis and be approved by the Executive Committee. Any appointee shall be a member in good standing for at least two (2) years.
- 7.03 All chairmen shall contact the President prior to each monthly Guild meeting with a report via written or electronic communication.

ARTICLE VIII – Amendment of Bylaws

- 8.01 These Bylaws may be amended at any regular monthly Guild meeting by a simple majority of those in attendance, provided the amendment has been submitted in writing at the previous meeting and printed in the newsletter. These changes shall take effect immediately after the vote.
- 8.02 These By-Laws shall be reviewed and revised, as necessary, every three years.
- 8.03 Procedures not covered herein shall be governed by Robert's Rules of Order.
- 8.04 Any amendment adopted by the Guild shall be published in the next Guild yearbook.