

EVERETT Quilt Guild BY-LAWS

ARTICLE.I Name

This organization shall be known as Everett Quilt Guild.

ARTICLE II Purpose

Everett Quilt Guild is organized for educational purposes to encourage all interested individuals in the study of quilting in all its forms and to prepare and provide finished quilts to service / charitable organizations of the Snohomish County community.

ARTICLE III Membership and Dues

Membership is open to all interested person paying current annual dues as set by the Executive Board. See specifications in the Standing Rules, Article V.

All adults (over 18) pay full dues and enjoy full membership.

Juniors (under age 18) pay 50% reduced annual dues and enjoy a limited membership in that they may not hold office, vote, spend guild money or attend guild retreats without a guardian. Other limitations as determined by the Board may apply.

Members aged 80 years or older are granted free lifetime membership and are to be considered active members with all the rights and responsibilities of active members.

Eligibility requirements for participation in guild sponsored activities (retreats, day camp, quilt show exhibits, workshops) are: Dues must be current.

ARTICLE IV. Officers

Officers of the organization shall be the **President, Vice President, Secretary and Treasurer**. The above named officers comprise the **Executive Board** and have the power to make decisions of an immediate nature between meetings.

An Officer's term shall be 1 year beginning at the October Executive Board meeting. Officers may only hold office for two (2) consecutive **terms** in their current position. This provision may be waived in the absence of a new candidate, and with the agreement of the continuing officers.

All retiring Officers are expected to attend the October and November Executive Board meeting and to hand over all up-to-date documentation relating to the office to the new Officer.

When an Officer's term expires, said Officer will serve in Advisory capacity for his or her replacement for a period of no more than three (3) months after elections.

Removal of Officer: The Executive Board with the concurrence of majority of the members voting at the **General** meeting may remove any Officer of the Executive Board. No Officer of the Executive Board shall be expelled without an opportunity to be heard and notice of such motion to expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be present, setting forth the reason of the Board for such expulsion.

Duties of the Executive Board:

- The Executive Board has the following powers:
- To appoint a replacement for any Officer who is unable to complete the term of office

- To appoint all Committee Coordinators (Chairpersons).
- No elected Officer shall serve as a Committee Coordinator (Chairperson) during his or her elected term. However, elected Officers may serve on any committee.
- Set the membership dues for the following year.
- Approve expenditures under \$25.00 without approval by the general membership.
- Make changes to the signatories on the guild's bank account following the September elections.
- Develop Everett Quilt Guild polices, to set the organization's plans in line with the Executive Board's overall vision, and to ensure that the activities of the committees are mission driven and vision oriented.

Duties of each elected Officer:

The **PRESIDENT** presides at meetings, keeps members informed of club activities, and monitors what is happening with the various committees.

The **VICE PRESIDENT** presides at meetings in the President's absence and monitors monthly programs related to quilting, educational workshops related to quilting and scheduling of any follow-up events.

The **SECRETARY** keeps written records of Board meetings and General meetings. The Secretary will be the keeper and head of any and all vote tallies for auditing purposes. Results will be noted in the meeting minutes. These minutes go into the official records of the guild and will be available to all guild members at General meetings. The Secretary provides a general summary of the minutes of the General meeting for the monthly newsletter.

The **TREASURER** keeps accurate records of all monetary receipts, receives all payments for dues and other fees pays all bills, and submits records for audit once a fiscal year.

The Treasurer will provide a monthly report of checking and savings account balances income and expenditures for the prior month. This report will be published in the monthly Newsletter.

The Treasurer shall be responsible for submitting any necessary reports or fees to Government Agencies for the continuance of Everett Quilt Guild non-profit status.

All expenditures over \$25.00 must be approved by a majority vote of members attending a General meeting before the Treasurer can authorize a Guild member or Guild Officer to make a for-the-guild purchase. When an authorized for-the-guild purchase is made the receipts must be submitted to the Treasurer within 30 days of the purchase. Reimbursement will be approved by the Executive Board and the Treasurer will issue a check for reimbursement.

At each monthly Executive Board Meeting the Treasurer will submit for approval by the Executive Board any bills received in the prior month. Such expenditures will be included in the Treasurer's report. On those occasions when expenditures must be made prior to the next meeting of the Executive Board, a minimum of two Officers would be required to authorize payment.

ARTICLE V. Nominations and Elections

The Nominations and voting for all elected offices will take place during the September General meeting.

The Nominating Committee (suggested 3 persons) shall be formed from members in good standing.

The Nominating Committee will prepare a slate of nominees to be considered for each Office. Any member in good standing (current year's dues paid) may be nominated by the committee or from the floor during the September business meeting.

A majority vote of attending members shall be required to elect an Officer.

A proxy vote can be mailed or e-mailed to the Nominating Committee Chairperson seven (7) days prior to the September Guild meeting.

ARTICLE VI. Committees

The Executive Board may create committees as needed as well as disband any committees that are no longer needed/useful. The Executive Board will bring all committee changes to the guild before final action is taken.

The Executive Board will review and appoint the Committee Chair.

ARTICLE VII. General Meetings

Guild business is presented for discussions at Executive Board meetings, which shall be open to all members, with time and place, announced at the monthly general meetings and in the guild's Newsletter.

Business at general meetings will be confined to topics previously introduced at Executive Board meetings and listed on the general meeting agenda provided by the President.

Any member who wishes to bring a topic to the general meeting should e-mail the President seven (7) days before the meeting to have the topic added to the Business agenda.

All members are responsible for making his or her nametag and must wear the nametag at every general meeting. If a member should fail to wear their nametag, the member will pay \$.25. All monies are to be placed in the Treasurer's piggybank and deposited into the general fund.

ARTICLE VIII. Disbursements of Funds

All funds accumulated by Everett Quilt Guild in excess of necessary operating costs for one (1) year are available for charitable and educational purposes.

Expenditures of Everett Quilt Guild moneys by any member must be approved in advance by both the Executive Board and a majority of voting members in attendance at a general meeting.

All checks must have two (2) Executive Board member's signatures.

There will be a strict accounting of income and expenses for revenue events. Each Committee Chairperson will keep track of income and expenses associated with the event including a detailed accounting of all monies for deposit and all expenditures for payment or reimbursement, which are to be given to the Treasurer and Secretary for publication.

No purchases or expenditures are to be made out of incoming monies.

Bills and / or receipts submitted for reimbursement to the guild Treasurer for any event must include the signature of the Committee Chairperson.

If the organization is disbanded, all funds remaining after all bills are paid shall be donated to a charitable organization, such organization to be determined by the Executive Board.

ARTICLE IX. By-Laws and Standing Rules

The Bylaws may be amended at the September general meetings by majority vote of those present, provided the amendment has been submitted and accepted by the Executive Board two (2) months prior to the vote and is published two (2) consecutive months in the guild's Newsletter.

The Standing Rules of Everett Quilt Guild may be amended at any regular meeting of the organization by a majority of the membership attending that meeting. The proposed Standing Rule shall be submitted in writing and published in the Everett Quilt Guild newsletter prior to the meeting at which the voting is to occur. The proposed change/addition will be read before the vote is to occur.

ARTICLE X. Bank Signatures

Current Officers must have valid signature cards on file with the bank that authorize monies to be spent from the Everett Quilt Guilds funds.

After the annual election of Executive Board Officers:

- a. New Officers will complete the banks "Business Relationship Change Form" adding them to the signature card.
- b. Old Officers will complete the "Business Relationship Change Form" to remove themselves from the signature cards.

ARTICLE XII. Roberts Rules of Order

Roberts Rules of Order shall be followed in all matters not covered in these Bylaws. By-Laws are the highest -ranking rules of Everett Quilt Guild. The Standing Rules are a supplement to the By-Laws of Everett Quilt Guild. Refer to Article X No Robert Rules of Order or Standing Rules can be enforced, if they conflict with the Bylaws.

Everett Quilt Guild Standing Rules

Article I. Standing Rules Definition

The Standing Rules are a supplement to the By-Laws of Everett Quilt Guild. The Standing Rules may be amended as per the By-Laws, Article X. Standing Rules are more flexible than bylaws and are adopted by the membership as a need arises. Standing Rules are procedural rather than parliamentary.

Article II. Tax Exempt Status

Everett Quilt Guild shall remain in compliance with all current State and Federal Laws requirements for nonprofit tax exempt status as per code 501(c)(3).

Article III. Fiscal Year

The Fiscal Year for Everett Quilt Guild shall be January 1 through December 31.

Article IV. Meetings

Section 1. General Meeting held every 4th Monday of the month. Date can change as needed.

Section 2. Yearly Calendar set according to the Mission of the Guild.

Section 3. Executive Board Meeting held every 1st Thursday of the month. This date can be changed, if needed.

Section 4. The Business meeting component of the general meeting should be kept to a maximum of twenty (20) minutes.

Article V. Member Participation and Responsibilities

Section 1. Members of Everett Quilt Guild are encouraged to participate in guild activities by serving on a standing committee, as a committee chair, a co-chair or as a guild officer.

Section 2. Members are encouraged to volunteer work on community quilts.

Article VI. Workshops

Section 1. A workshop is defined as a presentation or class that is offered at a time separate from a general meeting.

Section 2. Participation in a workshop is offered to members on a first come basis. If space is available participation in a workshop may be opened to non-members for the fee as determined by the Executive Board.

Section 3. Workshops are self-sustaining and fees are set accordingly. If there is not sufficient participation to cover the cost of workshops 60 days prior to the scheduled event, it will be cancelled. Workshop fees are non-refundable less than 60 days prior to the workshop. However, should an unforeseen circumstance arise, and you are not able to attend, you may transfer your registration to another guild member.

Article VII. Dues

Section 1. Annual dues are \$30.00

Section 2. Dues are payable on or before July of each year and will be considered delinquent if not paid by July 31. The names of paid members will be listed in the annual guild roster to be published after July 31.

Article VIII. Committees

Section 1. Committees shall consist of a chair and members as necessary.

Section 2. Standing Committees Chairs will receive and maintain a notebook containing current information on responsibilities and duties of their respective committee.

Section 3. Standing Committee Chairs will return notebooks, updated and in good order, at the end of their term as chair.

Section 4. Chairs in charge of workshops, trips, retreats, etc. will establish that participating members are current with their annual dues.

Section 5. The term of office for Committee Chairs has no time limit. No Executive Board Member can chair any committee, but an Executive Board Member can be on the committee. Refer to By-Laws, Article IV.

Article IX. Committee Responsibilities

6" Fabric Swap: Maintain for the purpose of selecting of the monthly theme for the exchange of the square. One square will be collected to give to Community for any future community quilts.

Christmas Party: Maintained for the purpose of organizing the annual Christmas Potluck in December.

Community: Maintained for the purpose of selecting a quilt pattern/design and for coordinating the entire quilt project

Hospitality: Maintained for the purpose of greeting members and guests, and ensuring a guild member hosts unaccompanied guest for the evening. This committee also introduces them to the activities and functions of the guild. This committee maintains the snack sign-up sheet. Sends out Welcome notes and any Thinking of You cards. Once the Welcome card/note has been sent the form will be given to Membership.

Membership: Maintained for the purpose of accepting applications for membership, compiling the roster of current members and collecting the annual dues in accordance with Article VII of the Standing Rules. All monies collected are to be turned in to the Treasurer in a timely manner for deposit in the guild's account. The names of members will appear in the guild roster published after July 31. This committee oversees sign-ins of members and guests at monthly meetings. Names of new members and guests will be provided to the presiding officer at guild meetings so they may be recognized and welcomed.

Newsletter: Maintained for the purpose of publishing and distributing the monthly newsletter. Monthly newsletters will be posted on the guild website. Articles intended to be included in the newsletter must be submitted to the editor by the Monday after the Board meeting or as requested by the chairperson.

Nominating: Maintained for the purpose of selecting the annual slate of officers to be elected to the next fiscal year. The Nominating Committee will be selected by the current President. The committee is to follow the nominating schedule as outlined in Article V., of the By-Laws. Members may make

recommendations to this committee. The Nominating Committee shall recommend qualified candidates, for the vacant office, and shall submit this list at the Executive Board Meeting prior to the general membership vote. The current President and Vice President may not serve on this committee.

Publicity: Maintained for the purpose of getting the Guild's name out to other resources, ie. Newspaper articles, library displays.

Retreat: Maintained for the purpose of coordinating a retreat for members of Everett Quilt Guild. The committee is responsible to reserve and to make all necessary arrangements with the site of the retreat, for registering participants, and for collecting the designated fees. Retreats are self-sustaining and fees are set accordingly. All monies collected are to be submitted to the Treasurer in a timely manner for deposit in the guild's account.

Small Groups: Maintained for the purpose of encouraging knowledge of quilting and friendships among quilters' through participation in small groups. These groups may meet weekly or monthly at various locations within the community.