

BYLAWS OF THE CHAMPLAIN VALLEY QUILT GUILD, INC.

ARTICLE I – NAME

The name of the Guild shall be known as the Champlain Valley Quilt Guild, Inc. (CVQG)

ARTICLE II – OBJECT

The purpose of this Guild shall be to promote an interest in the art of quilting for the members and the community, to educate members and the community in all aspects of quilting and to provide an encouraging environment in which members may share, practice, and exchange ideas related to quilting. Outreach efforts include providing quilts to those in need.

ARTICLE III – MEMBERSHIP

Section 1 All persons interested in the art of quilting shall be eligible to join the Guild.

Section 2 Membership dues shall be set by the board and approved by the Guild with a 2/3 vote of members attending at the Annual Meeting. Annual dues shall run from July 1st to June 30th and are due at or before the September meeting. Soon after the October meeting the Membership Chairperson shall notify members whose dues are in arrears and will drop anyone whose dues have not been paid by the time the official membership rolls are prepared for distribution at the November meeting.

Section 3 Classification of Members

- a) **Active Members** – An active member shall participate in and support the activities of the guild, have the privilege of voting and holding office, receive newsletters and pay annual dues.
- b) **Honorary Members** – Members of the executive board and the quilt show chairs shall be granted honorary membership. The Board may appoint other honorary memberships with the approval of the general membership. Honorary members will have the privileges of an active member but will not be obliged to pay annual dues.
- c) **Non-members** – Non-members shall be admitted to general meetings twice as a guest before they must pay dues in order to continue attending meetings. Non-members may not vote at any general meeting. Guests – A nominal fee will be assessed each guest.

ARTICLE IV – OFFICERS AND CHAIRPERSONS

Section 1 The elected officers of the Guild shall be a President, Vice-President/President Elect, two Program Chairs, Secretary, and Treasurer. Chairpersons shall be appointed by the President as appropriate. The Officers shall perform their duties prescribed by these Bylaws, Guild Policies and the parliamentary authority adopted by the Guild.

Section 2 Nominations for officers will take place at the regular meeting in May. Officers shall be elected by a show of hands vote at the Annual Meeting in June. A written vote will be used in the case of a tie vote.

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Section 3 Officers and Chairpersons will serve a one year term. Officers and chairpersons may serve more than one term consecutively. New officers and chairpersons shall assume their duties at the end of the Annual Meeting in June.

Section 4 Vacancies shall be filled by appointment of the Executive Board.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1 Duties of the President shall include

- To reside at all general and Executive Board meetings
- To call the meeting to order at the appointed time
- To announce business to the membership
- To state and put all questions properly brought by the membership
- To decide all questions of order
- To appoint Chairpersons as necessary
- To appoint Special committees
- To appoint a Nominating Committee of at least three members no later than the March meeting
- Must appoint someone annually to evaluate the financial records of the guild for apparent discrepancies
- To present the results in writing to the guild board
- To be informed of communications
- To preserve order and decorum
- To be an ex-officio member of all special committees
- To provide signature when necessary
- Store the Guild banner and sound system and bring them to meetings.

Section 2 Duties of the Vice President/President Elect shall include

- To preside and perform the duties of President in the absence of the President
- To maintain and make available for use the Guild's projector and screen
- To schedule use of the meeting hall

Section 3 Duties of the Program Chairs shall include

- To develop and schedule programs and workshops for the monthly meetings as far in advance as possible (generally 1-1/2 to 2 years)

Section 4 Duties of the Secretary shall include

- To keep minutes of general meetings and the Executive Board meetings -Minutes of Executive Board meetings will be recorded in full and archived with the Historian. Highlights of these minutes will be published in the newsletter.
- Minutes of general meetings will be recorded in full, archived with the Historian, and published in the newsletter.
- To preside in the absence of the President and Vice-President
- To maintain a list of all Executive Board members, Chairs, and Committees

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-To conduct correspondence as directed

Section 5 Duties of the Treasurer shall include

- To receive and bank all monies due the organization
- To keep bookkeeping records of such funds
- To disperse funds according to the approved budget
- To prepare a written budget with the assistance of the Executive Board and Chairpersons for presentation and adoption at the Annual Meeting in June
- To pay any donations or rental fees required for use of meeting place (s) or other fees necessary for the functions of the Guild
- To ensure that proper documentation is presented for items for payments
- To make all financial records available for inspection to the person so appointed by the president for annual evaluation.

ARTICLE VI – DUTIES OF THE CHAIRPERSONS AND COMMITTEES

All Chairpersons and Committees shall follow the guidance of the Guild Policies.

ARTICLE VII – MEETINGS

Section 1 The regular meetings of the Guild shall be held on the first Tuesday evening during the months of September through June unless alternative plans are agree upon by the membership. Meeting times and meeting locations shall be established by the membership as necessary. The official year end shall be June 30th.

Section 2 The regular meeting in June shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of the Executive Board and committees, adoption of a budget and for any other business that may arise.

Section 3 Each paying member has one vote at any and all meetings and must be present at the meeting to cast a vote. Decisions made at a meeting are considered official with a majority vote of the members present.

ARTICLE VIII – EXECUTIVE BOARD

Section 1 The Executive Board shall consist of all officers and the past President. Chairpersons of standing committees and chairpersons of special committees will be encouraged to attend Board meetings. If necessary, the President shall cast the deciding vote.

Section 2 The Executive Board shall meet at the discretion of the President. Meetings will generally take place before newsletter deadlines.

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Section 3 The Executive Board shall conduct business on behalf of the Guild. Duties shall include setting dues to be approved by the membership at the annual meeting, to update and revise the bylaws of the Guild, and to set policies that govern the Guild. Matters requiring membership approval will be addressed at the next general meeting.

Section 4 Actions prohibited by the Board

- a) Annual Budget is to be approved by the membership
- b) Cannot authorize any payment over \$500.00 unless provided for in the budget

ARTICLE IX – COMMITTEES

Section 1 A Nominating Committee of at least three members shall be appointed by the President no later than the March meeting. It shall be the duty of this committee to solicit candidates for the offices of President, Vice President/President Elect, two Program Chairs, Secretary and Treasurer. This committee may be asked by the President to solicit candidates for various chairpersons. The committee will accept nominations from the floor at the May meeting and will present a slate of candidates at the Annual Meeting in June.

Section 2 Other such committees, standing or special, shall be appointed by the President as the Guild shall, from time to time, deem necessary to carry out the work of the Guild. The President shall be an ex-officio member of all committees.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern in all cases in which they are not consistent with these bylaws and any special rules of order that the Guild may adopt.

ARTICLE XI – DISSOLUTION

The Champlain Valley Quilt Guild shall cease to exist when and only when a two-thirds majority of the membership votes by written ballot to dissolve the organization. In the event of dissolution, the net assets of the organization shall be distributed to a 501(c)(3) organization whose purposes are similar to this organization. No funds shall inure to the benefit of any of the organization's members.

ARTICLE XII – AMENDMENT OF THE BYLAWS

These bylaws may be amended at any regular meeting of the Guild by a two-third (2/3) vote of those paid members present, provided that the amendment has been submitted in writing at the previous regular meeting.