

By Laws

Article I Name

The name of this organization shall be the Lee's Summit Quilters' Guild

Article II Purpose

The Purpose of this guild shall be to preserve and promote the art of quilt making. To conduct and support lectures and workshops for the education of our members. To contribute materials and services for community projects.

Article III Membership

Membership shall be open to anyone interested in quilting arts. Each member present shall be entitled to one vote on each matter submitted to a vote of the membership. Each member shall pay annual dues in such amount as recommended by the membership.

Article IV Officers

Officers of the organization shall be president, vice president, immediate past president, recording secretary, corresponding secretary, treasurer, historian, newsletter editor, quilt show coordinator and ways and means director. (adopted May 2010)

(1) Elections

No person shall be an officer who has not been a member of the guild for at least one (1) year. Officers shall be elected by a majority vote of the members present at the July meeting from a slate presented by the nominating committee and any nominations from the floor. (adopted May 2010)

(2) Term of Office

Officers shall serve a term of one (1) year or until their successors are chosen and qualified. No person may hold the same office for more than two (2) successive years, except the Newsletter Coordinator (Adopted Aug 2009). The term shall begin at the close of the annual meeting in September.

(3) General Powers

These officers shall manage the property, affairs and business of the guild and shall submit an annual budget for membership approval.

(4) Duties

- a. The President shall preside at all meetings of the guild and appoint committee chairpersons.
- b. The Vice-President(s) shall be responsible for programs and workshops.
- c. The Recording Secretary shall keep a record of all the proceedings of the guild; act as custodian of the records and any legal documents of the guild; post regular meeting minutes.
- d. The Corresponding Secretary shall conduct the correspondence of the guild. (Adopted May 4, 1998)

- e. The Treasurer shall have the supervision of the funds, receipts and disbursements of the guild and shall reconcile bank statements monthly and shall post written monthly financial reports for the membership and shall prepare documents for the audit at the end of the fiscal year. A petty cash fund shall be given the treasurer for use in guild business not to exceed \$25.00. (Adopted November 9, 1998)
 - f. The Historian shall keep a book of newspaper articles, notices, pictures and other publicity relating to the guild. The historian shall also maintain copies of all minutes of the guild, newsletters to the members and membership directories. These files may be maintained electronically. (adopted May 2010)
 - g. The Newsletter Coordinator shall publish and distribute the monthly newsletter to the members. (adopted May 2010)
 - h. The Quilt Show Coordinator shall coordinate all elements necessary for the production of our quilt show. Coordinator shall also review and make recommendations for the next year's chairperson.
 - i. The Ways and Means Director shall choose projects and coordinate their completion to raise funds to support the operation of the guild.
- (5) Vacancies
- a. Any vacancy of an officer, not the president, shall be filled by an appointee agreed upon by the remaining officers.
 - b. The immediate past president shall assume the duties of the president during the absence of the current president and if necessary, appoint a nominating committee for the purpose of electing a new president to finish the president's term of office. (adopted August 2010)

Article V Committees

Committees, standing or special, shall be appointed by the president.

Article VI Amendment of By-Laws

These by-laws may be amended by 2/3 majority vote of the members present at a regular meeting of the guild, providing the proposed changes have been mailed to the membership prior to the meeting at which they are to be acted upon.

Article VII Authorization

The president and recording secretary shall be authorized to act on behalf of the guild for signing all documents of record. All checks, drafts, notes or financial documents shall be signed by the current treasurer or president.

Article VIII Dissolution

The object and purpose of this organization, being entirely educational, and no part of its earning shall inure to use or benefit of an individual. Reimbursement for expenditures or the reasonable

compensation for services rendered shall be deemed to be distribution of income or principal. In the event of dissolution of the guild, any and all of its funds and any other property then owned by it shall be distributed to or for the use of such charitable or educational organizations exercising some function with respect to quilting as the officers shall select and determine.

Article IX Fiscal Year

The fiscal year of the guild shall extend from October 1 to September 30

Article X Memorial

A memorial not to exceed \$25.00 shall be sent in case of the death of a member (adopted July 12, 1993)

Article XI Standing Rules

The Standing Rules shall be published in the newsletter prior to the effective changes (Adopted October 2, 1993)

Article XII Audit of the Books

The President shall appoint a committee of not more than two (2) persons to audit the books at the end of each fiscal year (adopted October 2, 1995)

Article XIII Parliamentary Procedure

The parliamentary authority in all matters not covered by these by-laws shall be the Robert's Rules of Order (newly revised)

Standing Rules

The executive board is made up of the elected officers and nonvoting committee chair persons and meets monthly. The executive meeting dates are announced in the newsletter. All members are welcome and encouraged to attend.

A regular meeting will be defined as the business meeting not to include any paid programs, lectures and trunk shows. (adopted May 2010) Guild meetings are the second Monday of each month beginning at 9:00 am. In case of inclement weather, if the Lee's Summit school district does not hold school or delays start, we will not meet. If for any other reason the meeting needs to be canceled, the membership committee will contact each member.

No person may attend more than 2 regular meetings without becoming a member of the guild. (adopted May 2010)

Show and tell is a special time for members to show quilts or quilt related items. Projects in progress are also welcome.

Membership cards are available by request from the membership chairperson. Always wear your name tag or be subject to a \$0.25 fine.

The guild newsletter is sent to each member before the monthly meeting. Members are encouraged to turn in club related articles to the newsletter coordinator for publication. The deadline is the 18th of the month.

The annual dues for the guild fiscal year change from \$20 to \$30 effective October 2011. The increase would take place of the opportunity quilt until a change is deemed necessary by the executive board. The dues would be ½ (one half) the annual dues for members joining in April. (adopted July 2010)
Therefore dues would be:

Dues for 2010/2011 annual year are \$20

Dues for 2011/2012 - \$30 October thru March; \$15 April through September.

Renewing members are considered delinquent after the November meeting and will be dropped from the membership roster and the mailing list at this time.

A \$5 (five) fee is charged for non-members attending any guild meeting featuring a paid lecturer or trunk show. If a guest pays the \$5 (five) fee to attend a guild meeting with a paid lecturer or trunk show that fee can be applied to membership dues at that meeting only. (adopted April 2010)

The guild library is for the benefit of our members. The library is open before and after meetings and during break. The book rental is free for the first month and \$0.25 for each month on the second and third months. If the books are not returned at the beginning of the fourth month, a member will be charged the purchase price of the book.

Workshop policy. Workshops taught by guild members will be open to members first (\$5.00 fee) and non-members (\$10.00 fee) as space is available. Workshop fees for guest instructors will be determined by the program chairperson.

Quilt show entries are open to all guild members.