

# **Santa Rosa Quilters Guild Bylaws**

## **Article I Name**

**This Guild shall be named Santa Rosa Quilters Guild**

## **Article II Purpose**

The object of this guild is to promote the appreciation of quilts and the art of quilt making by conducting educational programs, lectures and workshops and to perform community service projects with and emphasis on Santa Rosa County.

## **Article III General Information**

The Guild shall meet on a day available at a designated meeting place each month with the meeting being called to order at 09:30 AM until 1200 PM for the General Membership meeting and the fourth (4<sup>th</sup>) Thursday for Quilting BEE.

The mailing address for the Guild shall be that of of the current President.

The Guild currently is not a 501(c)(3) organization and is not organized for any member's personal profit, unless that member is temporarily hired as a principal lecturer/teacher.

The Membership roster is for use within SRQG only and shall not be used for any commercial/advertising purpose by current or past members or by any individual.

## **Article IV Officers**

Election of Officers:

At the September meeting the President shall appoint a chairperson for the Nominating Committee, who shall appoint two (2) additional members (not a current board member ) to serve on the committee. The purpose of the nominating committee is to compile a slate of candidates for office. All members in good standing shall be eligible for such nominations and there may be more than one candidate for each office. The slate of proposed officers shall be presented to the membership at the monthly meeting in October, with the elections to take place in November. The election of officers shall be conducted by the Nomination Chairperson. Nominations from the floor may be taken at the October with the prior consent of the proposed nominee. In the event of multiple candidates, a written ballot shall be prepared with the candidates listed according to office and nominees listed alphabetically. The votes shall be tabulated by the Secretary. Newly elected officers shall assume their duties at the January meeting. \*\*\*The term for elected Board members will be two (2) years. Elections shall be every year beginning with President and Treasurer elected in the same year then Vice-President and Secretary the following year. Board positions, in any capacity, are limited to four (4) consecutive years, with a one (1) year break in service before a member can run for a Board position again. The immediate past President shall become an ex-officious member of the Board for two (2) years. If the President

declines, the ex-officious will be filled by the most recent Vice-President, then Treasurer then Secretary.\*\*\*

### **Duties of the Officers**

#### **President:**

The President shall preside at all meetings of the Guild the Executive Board and the quarterly Board meetings. She/He shall appoint all Committee Chairpersons and shall be an ex-officious member of all Committees except the Nominating Committee.

#### **Vice-President:**

The Vice-President shall act in the absence of the President and shall arrange for programs and determine any funds necessary for a program with the approval of the Board.

#### **Treasurer:**

The Treasurer shall conduct financial matters for the Guild, collect and deposit funds. Keep a balanced account of all receipts and expenditures.

#### **Secretary:**

The Secretary shall record the minutes of all meetings.

### **Article V Membership**

Membership in the Santa Rosa Quilters Guild shall be open to any person who subscribes to the Purpose of the Guild, set out in the Bylaws.

Only members in good standing shall be eligible to vote on any matters pertaining to policy and procedures governing the Guild. A member in good standing refers to one who is current in payment of dues and who acts and behaves in a manner which upholds the reputation and integrity of the Guild.

Any member attempting to intimidate, bully, threaten, or harass any member of

said Guild is subject to immediate suspension of membership, without refund of dues. Said member will be notified by the Board of pitality by Certified Mail.

The Guild's facial year runs from January 1<sup>st</sup> to December 31<sup>st</sup>, with dues payable before January 1<sup>st</sup>. \*\*\*Annual dues will **not** be prorated.\*\*\*

\*\*\*Once the Annual membership drive begins in October, any prospective new member who joins during the this time will have dues for the remainder of the year waived with paid membership for the upcoming year.\*\*\*

### **Article VI Executive Board**

The Executive Board shall be comprised of the President, Vice-President, Treasurer and Secretary and shall conduct business for the Guild. The Board shall meet quarterly or at the discretion of the President and shall be open to the membership. At the beginning of each fiscal year, which runs from January 1<sup>st</sup> to December 31<sup>st</sup>, the Board shall establish a budget. The proposed budget shall be presented to the membership in February and voted on at that time.

### **Article VII Committees**

The Standing Committees

Community Quilts  
Door Prizes  
Facebook/Chat Group  
Get-r-Done  
Heart to Heart  
Historian  
Hospitality  
Library  
Membership  
Programs  
Quilt Challenge  
Quilt University  
Quilts of Valor  
Website  
Workshops

The President shall appoint Committees as necessary

**Article VIII Amendments to the Bylaws**

Proposed Amendments to the Bylaws shall be published in the Newsletter prior to being presented to the Membership for a vote. Amendments must be passed by (2/3<sup>rd</sup>) two thirds vote of the Membership present at the meeting. The Bylaw shall take effect immediately upon their adoption. Revisions, additions, deletions are to be effective upon the date voted on by the Membership

\*\*\* Changes voted on by the Membership at the August 11, 2016 meeting