

# COASTAL QUILTERS GUILD OF NORTHEAST FLORIDA BYLAWS

## Article I Name

The formal name of this organization shall be “Coastal Quilters Guild of Northeast Florida.” Throughout this document the organization may simply be referred to as the “Guild.”

## Article II Purpose

The purpose of this Guild is to preserve the heritage of quilting, to be a source of information and inspiration, to perpetuate a high quality of excellence in quilting and related arts, and to be a gathering for people with a common interest. The Guild is a non-profit organization.

## Article III QuiltFest

Coastal Quilters of Northeast Florida shares the support of QuiltFest, Inc. of Jacksonville, Florida with several other northeastern Florida guilds. QuiltFest is an open judged show, held annually in Jacksonville.

## Article IV Membership

### Section A Definitions

1. A member is one who pays annual dues and buys 10 Opportunity Quilt tickets for QuiltFest at the time of renewal.
2. A charter member is one who paid dues by April 30, 1987.
3. A quorum shall consist of 30 Guild members.

### Section B Dues

1. The membership and fiscal year shall be from July 1 through June 30.
2. Dues will be charged annually. Dues for new members joining the Guild after January 1 may be less than the full annual dues. Dues for members living permanently outside the State of Florida may also be less than those for local members.
3. Dues will be reviewed each year by the Executive Committee (see Article V, Section A). Any changes to the current dues must be approved by a majority vote at a regular Guild meeting with a quorum present. Changes will not take effect until the beginning of the following fiscal year.
4. Failure to pay dues by August 1<sup>st</sup> shall be considered as voluntary withdrawal from the Guild and will result in being dropped from the Guild membership and mailing list.

### Section C Non-Members

1. A non-member may attend a maximum of two Guild meetings during a fiscal year; after that the person must become a member and pay the appropriate dues.
2. Non-Guild members may not participate in Guild workshops unless approved by the Executive Committee, and an appropriate fee has been set.

### Section D

The Coastal Quilters Guild of Northeast Florida is a non-discriminatory organization regarding race, color, creed, age, sex, and national origin.

### Section E Meetings

1. General meetings shall be held at a regular time each month all during the year.
2. The Annual Meeting will take place in February of each year.

### Section F Documents

1. The latest editions of the By-Laws and Handbook will be made available on the Guild website. Members may request a printed copy. The new Membership Roster is to be available at the October meeting. Absent members may request to have copies of these booklets mailed to them.
2. New members are to receive membership cards, nametags, and a Membership Roster as soon as possible following their payment of dues.
3. Each member is to receive a copy of the monthly Newsletter prior to the general meeting.

## **Article V. Officers and Duties**

### Section A Executive Committee

The elected officers shall be: President, First and Second Vice-Presidents, Secretary, Treasurer, and Bylaws Interpreter. These officers shall make up the membership of the Executive Committee.

### Section B Duties of the President

1. Presides at all General, Executive Committee and Board meetings.
2. Prepares an agenda for each General meeting.
3. Is an ex-officio member of all committees except the Nominating committee.
4. Appoints, with the approval of the Executive Committee, chairpersons of standing committees for a term of one year.
5. Appoints, with the approval of the Executive Committee, a person to chair the Nominating Committee (see Article VI). This must be done two months before the Annual Meeting.
6. Summarizes the Annual Reports from each of the officers and committee chairpersons, and reads this summary to the membership at the Annual Meeting.

### Section C Duties of the First Vice-President

1. Presides in the absence of, or at the request of, the President at the General, Executive Committee, and Board meetings.
2. Chairs the Program Committee, and appoints two assistants from the general membership to serve on this committee. The Program Committee is responsible for assembling, entertaining and providing educational programs or activities for each of the general meetings. Programs should be determined at least two months in advance, and published in the monthly Newsletter.
3. Prepares a written report covering the activities of the First Vice-President during the previous year, to be submitted to the President by the January Board Meeting (see Article VII, Section A).

### Section D Duties of the Second Vice-President

1. Presides in the absence of, or at the request of the President and First Vice-President at the General, Executive Committee and Board meetings.
2. Appoints chairpersons and oversees committees responsible for:
  - a. The Guild Opportunity Quilt for QuiltFest
  - b. The President's Quilt

These are ongoing Guild projects described more comprehensively in the Guild Handbook.

3. Appoints chairpersons and oversees committees responsible for other special committees as required by current Guild activities. These to include such things as ¼ Yard Drawing, Block of the Month, Charm Squares, etc., also described in the Guild Handbook.

4. Prepares a written report covering the activities of the Second Vice-President during the previous year, to be submitted to the President by the January Board Meeting.

#### Section E Duties of the Secretary

1. Keeps records/minutes of all General, Executive Committee and Board Meetings.
2. Is custodian of all documents related to Executive Board activities.
3. Gives copies of all minutes of Board Meetings to all Board members at the next Board Meeting.
4. Sends minutes of the General Meeting to the Newsletter Editor by the appointed deadline.
5. Keeps on record a copy of the Annual Report Summary prepared by the President for the Annual Meeting.
6. Prepares a written report covering the activities of the Secretary during the previous year, to be submitted to the President by the January Board Meeting.

#### Section F Duties of the Treasurer

1. Is responsible for all fiscal matters as directed by the Executive Committee.
2. Obtains two authorized signatures for disbursements. (Only the President, Secretary, and Treasurer may be authorized to disburse Guild monies.)
3. Chairs a Budget Committee consisting of the President, First Vice-President, Immediate Past President, and one member from the general membership.
4. Leads the Budget Committee in preparing a budget to become effective on July 1. It must be ready for approval by the Board at its May meeting and presented to the entire Guild at the June meeting. The budget must be approved by a majority of the members at this meeting (a quorum must be present).
5. Obtains all bank forms for the incoming Treasurer-elect.
6. Prepares Quarterly Reports at the end of September, December, March, and June and presents each at the following general meeting.
7. Prepares an Annual report for the membership to be given at the Annual Meeting.
8. Has the records ready for audit by a committee consisting of the President, Treasurer, Immediate Past President and Treasurer-Elect by February 28.

#### Section G Duties of Bylaws Interpreter

1. Assists the President in maintaining order at the General, Executive Committee and Board meetings.
2. Gives Bylaw interpretations when called upon by the President at the General, Executive Committee and Board meetings.
3. Appoints a committee to assist in reviewing the Bylaws as well as the Guild Handbook. (The Guild Handbook explains the activities of the Guild, and documents many of the rules and regulations pertaining to these activities. Changes to this booklet may be made by a majority vote of the Guild Board.)
4. Notifies the membership of any proposed changes to the current Bylaws (see Article X).
5. Oversees the printing and distribution of the Bylaws and Guild Handbook booklets.
6. Prepares a written report covering the activities of the Bylaws Interpreter during the previous year, to be submitted to the President by the January Board Meeting.

## Section H Meetings

The President and/or two Executive Committee members may call Executive Committee meetings as necessary. Four of the six members must be present in order to make any Executive Committee decisions.

## **Article VI Elections**

### Section A Nominations

1. The Nominating Committee shall consist of the Chairperson and four representatives from the general membership chosen by the Chairperson.
2. The Nominating Committee shall recruit at least one person (preferably more) who will consent to serve in each of the Executive Committee positions. This slate is to be presented at the January General Meeting and published in the February Newsletter.
3. Nominations may be made from the floor at the Annual meeting, provided that the consent of the nominee has been secured in writing prior to that meeting.
4. The Nominating Committee must be prepared with ballots for voting by the general membership at the Annual Meeting.

### Section B Elections

1. The members of the Executive Committee shall be elected each year at the Annual Meeting for a term of one year. A quorum must be present for this election.
2. Voting shall be by written ballot and counted by three members not on the Nominating committee.
3. Should there be no more than one nominee for any of the Executive Committee positions; the President will announce that the nominees have been elected by acclamation.
4. Each of the nominees must be elected by a majority of the members present. Written ballots will continue to be used until the tie is broken.
5. An elected officer may hold only one office at a time.
6. No member shall be allowed to hold more than two consecutive terms in the same office.

### Section C Vacancies

1. All resignations, whether of an elected or appointed office, shall be submitted in writing to the Executive Committee.
2. It will be the responsibility of this Executive Committee to appoint a replacement for the vacant office.

## **Article VII Guild Board**

The Guild Board shall consist of the Executive Committee and all of the Standing Committee chairpersons. Each chairperson or designated representative is entitled to one vote during a Board meeting.

### Section A Meetings

There shall be one meeting each month. The date and time shall be set at the first Board Meeting of the incoming officers.

### Section B Duties

1. The Board will oversee matters relating to the management and development of the Guild.
2. The Board may create, direct, and dissolve Special Committees as needed for the work of the Guild.
3. The Board may authorize as much as \$150.00 for the unbudgeted expenditures of any one Standing or Special committee. Expenditures greater than this amount must be approved by a majority vote at a regular Guild meeting with a quorum present.

### Article VIII Standing Committees

1. There will be 12 Standing Committees: Community Service, Education, Exhibits, Website, Hospitality, Charity Quilts, Membership, Newsletter, Publicity, QuiltFest, Telephone, and Sunshine. Committee members will be appointed by the Committee chairpersons as needed.
2. All Standing Committee chair-persons must obtain a consenting vote from the members at a regular meeting before committing the Guild to any project.
3. Each chairperson must prepare a written report covering the activities of their committee during the previous year, to be submitted to the President by the January Board Meeting.

### Section A Community Service

This committee has the responsibility for finding appropriate charity or charities to be approved and supported by the Guild membership. It will also establish goals for Guild assistance and coordinate activities necessary to meet those goals.

### Section B Education

This committee will be responsible for obtaining and hosting Workshop Instructors. This includes arranging any necessary travel and accommodations for the instructor, as well as securing a location for the program or workshop. The committee will also be responsible for setup and takedown of the facility.

### Section C Exhibits

1. This Committee will oversee all Guild exhibits, including the Guild's booth at Quiltfest, and assist members who would like to plan an exhibit.
2. The Chairperson will arrange and narrate the "Show and Tell" portion of the meeting program, as well as make sure that all the participants are mentioned in the following Newsletter.

### Section D Website

The Site Administrator will maintain the Guild's website.

### Section E Hospitality

1. The Hospitality Committee shall provide greeters to welcome new members, guests, and visitors to all General Meetings.
2. The Committee will be responsible for organizing all Guild social activities, parties, etc. This includes any refreshments scheduled for General Meetings.
3. The Committee will provide advance notice of Guild social activities (together with the particular individuals involved), to be published in the Newsletter.

### Section F Charity Quilts

The Chairperson will oversee the organization, production and distribution of charity quilts.

### Section G Membership

1. The Membership Chairperson shall keep up-to-date records of all the members, including names, addresses, phone numbers, email addresses, and birth dates. All this information, together with a list of current officers and committee chairpersons is to be assembled, printed, and ready for distribution at the October General Meeting.

2. The Membership Chairperson will be responsible for collecting all the membership dues, which will be passed on to the Treasurer.

3. The Membership Chairperson shall inform the Newsletter Chairperson of any changes to the roster.

4. The Membership Chairperson is responsible for providing membership cards, nametags, a copy of the Membership Roster, and information on how to access the Bylaws, and Guild Handbook on the Guild website to all new members.

### Section H Newsletter

1. The Newsletter Chairperson is to establish a deadline for receiving news and to make certain that all the members are aware of this date.

2. The Chairperson will be responsible for publishing and mailing the monthly newsletter no later than one week prior to the General Meeting of the Guild.

### Section I Publicity

1. The Publicity Chairperson shall prepare publicity notices for Guild-sponsored events upon recommendation of the Executive Committee.

2. The Chairperson is to keep a file of appropriate publications or other media for Guild news, together with their requirements (particularly due dates) and resource people.

3. The Chairperson will, each month, send notices of newsworthy activities to all appropriate media. Any resulting publicity must then be passed along to the Historian.

### Section J QuiltFest

1. The QuiltFest Committee is to be composed of the Chairperson and five other Guild members chosen by the Chairperson.

2. This committee will be responsible for representing our Guild at QuiltFest meetings and reporting back to our Guild all pertinent information.

### Section K Telephone

The Telephone Chairperson and her committee shall assume any special duties as requested by the Executive Committee to inform the membership of any immediate and time sensitive information. She shall notify everyone of abrupt meeting time/place changes, and sudden deaths or funerals of members. The Telephone Chairperson will also remind members of their QuiltFest responsibilities.

## Section L Sunshine

1. The Committee will make certain that the Guild membership is informed of any ailing members or their families and that fitting greeting cards are sent.
2. Gifts are to be sent to members undergoing major surgery or illness. A Guild member may receive only one of these gifts during any six month period.
3. Flowers or other memorials should be sent to an appropriate family charity to commemorate the death of a Guild member.

## **Article IX Parliamentary Authority**

*Robert's Rules of Order Modern Edition* shall govern our Guild proceedings in all cases not provided for in these Bylaws.

## **Article X Amendments**

1. A copy of the Bylaws containing the proposed revisions and amendments must be provided to the membership prior to any vote on changes.
2. These Bylaws may then be amended at any regular meeting with a quorum of members in attendance. A two-thirds vote of members attending will be necessary for the revisions/amendments to be deemed accepted.

## **Article XI Dissolution**

In the event of the dissolution of the "Coastal Quilters Guild of Northeast Florida," all assets should be assigned to an organization chosen by the general membership in accordance with Section 301 (e) (3) of the Internal Revenue Code.

Formed	February	1987
Revised	February	1988
Revised	November	1989
Revised	September	1990
Revised	December	1994
Revised and Amended	September	1995
Revised	July	1996
Revised and Amended	May	1998
Revised and Amended	August	2002
Revised, Amended and Reprinted	February	2006
Revised, Amended and Reprinted	August	2008
Revised and Amended	April 2011\On Website	May 2011