

# **By-Laws of Cherokee Rose Quilters Guild**

## **ARTICLE ONE - NAME**

This organization shall be known as the Cherokee Rose Quilters Guild, herein referred to as the Guild.

## **ARTICLE TWO - PURPOSE**

It shall be the purpose of the Guild to promote and perpetuate the art of quilting. The work of the Guild is designed to benefit and educate all persons interested in quilting, to promote fellowship by meeting together, sharing knowledge and encouraging high standards in all forms of quilting.

## **ARTICLE THREE - TERRITORY AND HEADQUARTERS** The Guild

shall be located in Douglas County, Georgia. **ARTICLE FOUR -**

## **MEMBERSHIP**

Section One: A person 15 years or older is eligible to become a member of the Guild on payment of dues.

Section Two: A person joining after June 30, shall pay one-half the amount of annual dues.

Section Three: If a visitor attends three meetings within three consecutive months, they will be encouraged to become a member.

## **ARTICLE FIVE - OFFICERS AND ELECTIONS**

Section One: The officers of the Guild shall be:

- President
- Vice President (Day Chairperson)
- Treasurer
- Secretary for each Group (Day and Night)

Section Two: Officers' terms of office shall be one year. A person must be a member for one full year and at least 21 years of age before accepting an Officer position. Officers may be elected to consecutive terms. Vacancies may be filled by the Board of Directors.

Section Three: Elected officers shall constitute the Board of Directors and together with Standing Committee Chairpersons and the immediate Past-President, serving as Ex-Officio shall comprise the Executive Committee.

Section Four: A simple majority of the Executive Committee shall constitute a quorum.

## **ARTICLE SIX- STANDING COMMITTEES**

Section One: There shall be the following Standing Committees, the Chairperson of which shall serve on the Executive Committee.

- A. Program
- B. Membership
- C. Newsletter Editor
- D. Publicity
- E. Ways and Means
- F. Historian
- G. Librarian
- H. Sunshine

Section Two: A member must be at least 21 years of age to be a committee chairperson.

## **ARTICLE SEVEN - DUTIES OF OFFICERS AND STANDING COMMITTEES**

Section One: Officers

1. The President shall be the official representative of the Guild and preside at all meetings. The President shall appoint Chairpersons of Standing and special Committees, with the approval of the Board of Directors, and serve as Ex-Officio member of all committees. The President shall hold regular meetings of the Executive Committee. (Minimum 2 times per year)
2. The Vice President shall serve as Chairperson of the Day Group, presiding over and conducting business of the Day Group. The Vice President shall assist the President in representing the Guild and shall perform duties of the President in the absence of the latter. The Vice President shall act as Liaison, or appoint a Liaison to the Night Group.
3. The Treasurer shall have charge of Guild funds, keeping accurate records of receipts and disbursements and will make monthly reports to the membership. The Treasurer serves both the Day and Night groups. All monies received shall be deposited into the Treasury no later than 30 days from the date received. All disbursements for reimbursement shall be paid within 30 days from the time the receipts or invoices are submitted. Records from previous years shall be turned over to the incoming Treasurer.
4. The Secretary for each group shall keep permanent records of Guild meetings and conduct official correspondence of the Guild. Previous minutes shall be passed on to incoming Secretaries.
5. In the event that the President is not able to preside over a Night Meeting, Board Meeting or Executive Committee meeting, the Vice President shall preside. In the event the Vice President is unable to preside over the Day Meeting, the President shall preside. If the President and Vice President are both unable to preside over these meetings, the Treasurer shall preside. If the Treasurer is unable to preside, then the Night Secretary shall preside over Night meetings and the Day Secretary over Day Meetings.

## Section Two: Standing Committees

A. Program: The Chairperson(s) for each group shall have the responsibility of booking and scheduling programs for the Guild. Chairperson(s) shall plan and coordinate workshops, handle registration and related matters.

B. Membership: Shall seek to expand Guild membership, maintain an accurate membership roster, greet and introduce visitors. The Membership Chairperson shall prepare and distribute membership packets to those members who are unable to access the Internet and shall be responsible for collecting dues and accounting to the Treasurer. Monies collected by Membership shall be turned in to the Treasurer no later than 30 days of being received. The Membership Chairperson shall appoint a member of the committee, or another member, to telephone those members that request to be called for meetings and special events.

C. Newsletter Editor: Shall publish and mail a monthly newsletter for Guild members and visitors. It will be available electronically to all members no later than seven days before the upcoming Day meeting. A copy of the newsletter will be sent by regular mail as provided in Article Ten, Section Two.

D. Publicity: Shall disseminate information to the Community regarding Guild activities and dates of meetings. Publicity Chairperson shall prepare and make available a Guild brochure.

E. Ways and Means: Shall be responsible for fund-raising activities for the Guild.

F. Historian: Shall maintain historical records and scrapbook of newspaper articles, pictures, programs and assorted memorabilia of guild activities. The Historian shall be in charge of Record Book of quilts made by members and awarded golden scissors and will document the history of Cherokee Rose Quilters Guild and include in the scrapbook. The Historian will be given the golden scissors form. After recording them in the scrapbook, the forms will be destroyed.

G. Librarian: Shall purchase books, patterns, and maintain Guild library.

H. Sunshine: Shall send cards, call and check on absent members.

## **ARTICLE EIGHT - ELECTIONS**

Section One: A nominating committee of three shall be appointed by the President in August. The slate of officers shall be reported and presented to the membership at the October meetings and voted on at the November meeting by ballot. At the December meeting, newly elected officers will be installed and newly appointed Committee Chairpersons will be recognized.

Section Two: Vacancies shall be filled by the Board of Directors.

Section Three: A simple majority of ballots cast by members will constitute a legal election. Absentee ballots will be accepted if received by the presiding officer prior to the second meeting at which the vote is taken.

## **ARTICLE NINE - MEETINGS**

Section One: The Guild shall hold two meetings a month, a Day meeting and a Night meeting.

Section Two: In order to transact business, a matter must be voted on at two consecutive meetings, one of which is a Night Meeting and one a Day Meeting. Members may vote only at one meeting. Matters will be decided by a simple majority of those voting.

Section Three: Meetings are intended for enjoyment by adult quilters, both members and visitors. Members may bring visitors 15 years and older to visit and participate.

Section Four: It is understood that if the Douglas County Schools are closed due to inclement weather, that any guild activity for that same day is cancelled as well. If there is any question, the President or his/her designee shall be responsible for the final decision. To ensure that all members are made aware, the President/designee shall send an email or appoint members to telephone the membership to advise of the decision.

## **ARTICLE TEN - FINANCES**

Section One: The fiscal year shall be from January to December.

Section Two: Members shall pay yearly dues in an amount determined by the vote of membership. Dues, along with a membership form, are payable at any time during the year except during the Christmas Party. Members may elect to read their newsletter online by so indicating on the membership form. Members who request that their newsletters be mailed will be assessed an annual mailing fee to cover materials and postage. The mailing fee will be reassessed each year and adjusted as supplies and/or postage costs change. Only members whose dues are paid by December 15<sup>th</sup> will be included in the membership directory for the following year.

Section Three: New members joining after June 30 shall pay one-half the amount of annual dues.

Section Four: Any over-budget expenditures shall be approved by a simple majority of the Board of Directors. These approved over-budget expenditures will be published in the next Newsletter with an explanation.

Section Five: The outgoing Executive Committee shall present a proposed budget for consideration by the incoming Executive Committee. The new budget is to be published in the newsletter for review prior to the membership vote.

Section Six: Funds collected by any committee shall be turned in to the Treasurer no later than 30 days after being received.

Section Seven: Receipts for reimbursement shall be turned in to the Treasurer no later than 30 days after the event for which expenses were incurred.

## **ARTICLE ELEVEN - DISSOLUTION**

In the event that dissolution of the Guild appears to be desirable for any reason, approval of the membership shall be obtained by ballot. Assets remaining after payment of obligations shall be distributed by approval of the membership.

## **ARTICLE TWELVE -AMENDMENTS**

Section One: Upon recommendation of the Board of Directors, a committee shall be appointed to review the bylaws and to recommend revisions they deem necessary.

Section Two: Proposed amendments shall be presented to the Board of Directors in writing and these shall be published in the newsletter preceding the regular meetings at which the amendments shall be read, discussed and voted upon.

Section Three: In order to amend these bylaws a vote must be taken at two consecutive meetings, one of which is a Night Meeting and one a Day Meeting. Members may vote only at one meeting. The vote will be decided by a simple majority of those voting.

Section Four: Not more than three months shall pass before a vote is taken on a proposed amendment.