

Revised Bylaws of the Hummingbird Stitchers Quilt Guild

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ARTICLE I

These are the Bylaws of the Hummingbird Stitchers Quilt Guild, hereafter referred to as the Guild.

ARTICLE II - PURPOSE

The Guild, a non-profit organization, exists for the purpose of promoting interest and appreciation of quilting and fiber arts, teaching high standards of design and techniques, and contributing quilts to the community.

ARTICLE III – MEMBERSHIP

- Section 1. Any person sharing the purpose of the Guild may become and remain a member in good standing through the payment of dues as established by the Guild. Membership shall be open to all interested persons without regard to age, sex, race, religion, national origin, or sexual orientation.
- Section 2. The Guild's fiscal year will be from the first (1st) of April to the thirty-first (31st) of March. Adult membership dues are to be paid in-full in March of each year. New members joining after the thirtieth (30th) of September will pay half of the annual dues.
- Section 3. Youth Membership – individuals between the ages of 10 and 18 may become members.
- A. They may not hold office or chair committees.
 - B. They may not vote for officers or Bylaw changes.
 - C. Youth membership dues are one-half adult membership dues.
- Section 4. A prospective member may attend two (2) meetings in a year as a guest before payment of dues is required.

ARTICLE IV – OFFICERS

- Section 1. The officers of the Guild shall consist of:
- A. President
 - B. First Vice President – Publicity
 - C. Second Vice President – Education and Programs
 - D. Secretary
 - E. Treasurer
- Section 2. These officers will comprise the Executive Board.
- Section 3. Any adult member shall be eligible to hold office.

ARTICLE V – DUTIES OF OFFICERS AND EXECUTIVE BOARD

- Section 1. The President shall:
- A. Organize meeting agendas.
 - B. Chair all meetings.
 - C. Appoint and be an ex-officio member of all committees except the Nominating Committee.
 - D. Coordinate the work of appointed committees.
 - E. Act as liaison with other needlework groups or community authorities.

- Section 2. The First Vice President – Publicity shall:
- A. Arrange publicity for the business meetings and monthly Program Meetings.
 - B. Serve as Chairperson of the Nominating Committee.
 - C. Assume the duties of the President when the President is unavailable.
- Section 3. The Second Vice President – Education and Programs shall:
- A. Arrange for a speaker, film, or demonstration at each monthly Program Meeting.
 - B. Assume the duties of the President, whenever the President and First Vice President are not available.
 - C. Coordinate Guild programs and other educational activities, e.g., Blottos, BOM (Block of the Month), and workshops.
- Section 4. The Secretary shall:
- A. Record the minutes of each business and Executive Board meeting and provide a synopsis to the Newsletter Editor.
 - B. Be custodian of the records of the Guild, i.e., assures proper transfer between newly elected and outgoing officers.
 - C. Maintain a list (including location) of the Guild’s property and provide updated copies to the Executive Board members.
 - D. Handle correspondence and all duties incident to the office of Secretary.
- Section 5. The Treasurer shall;
- A. Receive, disburse, and maintain all Guild funds and records.
 - B. Prepare quarterly and annual financial statements. The Executive Board may be given monthly financial reports on request.
 - C. Make any necessary tax reports, to include a copy of any changes to the Bylaws.
 - D. Ensure that books are audited annually by two non-Executive Board members within sixty (60) days after the end of the fiscal year, or upon change of the Treasurer.
- Section 6. The Executive Board:
- A. Shall prepare a proposed budget.
 - B. Shall meet as necessary to set agendas, discuss issues and projects, and to make recommendations to the membership.
 - C. The Executive Board shall not:
 1. Amend the Bylaws.
 2. Make major decisions on Guild projects, e.g., whether or not to have a quilt show.
 3. Make monetary disbursements exceeding \$100.00 not covered in approved budget.
 4. Elect officers.
 5. Determine the amount of dues.
 - D. The time and place for the Executive Board meetings shall be announced in the Guild Newsletter and be open to all members.
 - E. A quorum of the Executive Board shall consist of three (3) officers.

ARTICLE VI – ELECTIONS

- Section 1. A Nominating Committee shall be selected in October and chaired by the First Vice President. The Nominating Committee shall consist of five adult members. The Nominating Committee will nominate at least one candidate for each office. The slate of Officers will be presented at the January Business meeting. Nominations will be accepted from the floor only if the nominee is in agreement.

- A. Elections shall be by written ballot to be mailed in January with the February newsletter. Ballots must be mailed to the Guild post office box and postmarked no later than the fifteen (15th) of February. They will be given to the Secretary for tabulating. The March newsletter will announce the results of the election. Newly elected officers will assume their duties the first (1st) of April.
- B. If only one (1) person is selected to run for each office and there are no nominations from the floor, the need for a written ballot can be eliminated and a vote of acclamation can be proposed. This will require a call for two motions:
 - 1. The cancellation of the written ballot.
 - 2. A motion to accept nominations by a vote of hands. A majority vote of those in attendance will be required.
- C. All outgoing Officers shall turn over all material/books pertinent to their office no later than the thirty-first (31st) of March.

Section 2. The term of office shall be one year. If a vacancy occurs it may be filled by appointment of the President until the next regular election. No officer shall be eligible to serve for more than four (4) consecutive terms in the same office.

ARTICLE VII – COMMITTEES

The following standing committee chairpersons shall be appointed. Other committees, temporary or permanent, may be appointed as needed for special events and activities.

- A. The Community/Charitable Activities Chair shall coordinate the community service projects.
- B. The Historian shall maintain the written and pictorial record of the Guild's activities.
- C. The Librarian shall keep records of and make available to the members books and other resources held in the Guild Library.
- D. The Membership Chair shall provide information to prospective members, accept dues, prepare and distribute membership lists, and ensure that all members receive a copy of the approved Hummingbird Stitchers Quilt Guild Bylaws.
- E. The Newsletter Editor:
 - 1. Is responsible for publication and distribution of the monthly newsletter to all Guild members.
 - 2. Shall maintain a file of all published newsletters.
 - 3. Shall establish a policy for accepting paid ads in the newsletter with the money going into the general treasury.
- F. The Webmaster shall maintain and update the Guild website and email account.

ARTICLE VIII – MEETINGS

Section 1. Regular business meetings shall be held four (4) times a year on a quarterly basis (January, April, July, and October). The membership present at a meeting shall constitute a quorum.

Section 2. To accommodate all members, the Guild shall have meetings to include:

- A. Programs, demonstrations and show-and-tell by members.
- B. Sewing bees for working on community service projects, or time for individuals to work on their own projects.

ARTICLE IX – OPERATIONS

- Section 1. The fiscal year of the Guild shall be from the first (1st) of April to the thirty-first (31st) of March.
- Section 2. Accurate books and records of account, a copy of these Bylaws, and all minutes of the Guild shall be kept from year to year and shall be in safekeeping of the current officers. Every member shall have access to the records of the Hummingbird Stitchers Quilt Guild upon request.
- Section 3. A proposed budget shall be presented to the members by the Executive Board at the April business meeting. It shall reflect the general operating expenses and all projects the Guild wishes to fund that year. It must be voted on and adopted by the general membership.
- A. The budget may be revised, as needed, at any quarterly business meeting or a meeting specifically called that gives all Guild members thirty (30) days written notice prior to the meeting.

ARTICLE X – DISSOLUTION

In the event of dissolution, the net assets of the organization shall be distributed to a 501(c) (3) organization whose purpose is similar to this Guild. No funds shall inure to the benefit of any ~~of the~~ Guild members.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and other rules which the Guild may adopt.

ARTICLE XII – AMENDMENTS OF BYLAWS

These Bylaws may be amended at any regular business meeting of the Guild by two-thirds (2/3) vote of the members present provided that the amendment has been submitted in writing to all regular members at least 30 days prior to the meeting.

Adopted by the membership October 1, 2008