

Bylaws of
The Wiltwyck Quilters Guild

ARTICLE I

Name

The name of this not-for-profit organization shall be the Wiltwyck Quilters Guild Incorporated.

ARTICLE II

Purpose

The purpose of this organization shall be to preserve traditions and history of quilt making. To foster an awareness of and be receptive to creative innovations in the art. To promote and sponsor interest and appreciation in all areas of quilt making among our members and the general public, and to promulgate fellowship and the exchange of ideas.

ARTICLE III

Members

Section 1. Any adult resident of New York State, 16 years of age or older, who has a basic knowledge of the skills and techniques of quilt making shall be eligible for membership.

Section 2. Dues-paying members who move to a locale outside New York State may retain their membership as an associate and shall be entitled to all privileges of the Guild, except that of holding office.

Section 3. The annual dues shall be payable by all members on or before the September meeting date, or September 1 if no meeting is scheduled in September.

ARTICLE IV

Chapters

Members of the Wiltwyck Quilters Guild shall be encouraged to form autonomous affiliated chapters. The purpose the chapters shall be to meet the individual needs of members and assist in the functioning of the Guild. The Guild will supply assistance to the Chapters.

ARTICLE V

Officers and Their Duties

The officers of the Guild shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian.

Section 1. The officers shall be elected at the bi-annual meeting in May, shall take office commencing June 1, and serve for a term of two years. No member shall be eligible to serve more than two consecutive terms in the same office. However, if no candidate is available for an office, the nominating committee shall have the power to ask an officer to stay on for an additional term.

Section 2. The President shall:

- A. Preside at all meetings of the Guild and be Chairperson of the Executive Board.
- B. Be Chief Administrative Officer of the Guild and make a report of the work of the organization at its annual meeting.
- C. Appoint the Chairperson of each Standing Committee and Special Committee, with the approval of the Executive Board.
- D. Be ex-officio member of all committees except the Nominating Committee.

- E. Be authorized to sign the checks of the Guild.
- F. In case of resignation of the President, the Vice-President automatically assumes the Office of President.

Section 3. The Vice-President shall:

A. Assist the President in all matters and in the absence of the President shall serve in the order of that office and perform such duties as assigned to the President.

Section 4. The Recording Secretary shall:

- A. Record the minutes of Regular, Special, and Executive Board meetings, and present them at the following respective meeting.
- B. Maintain a file of all meeting records for reference.

Section 5. The Corresponding Secretary shall:

- A. Be in charge of any communication given to her/him by the officers or members of the Board and answer inquiries concerning the Guild and related matters.
- B. Mail notices, announcements, and other information.
- C. Maintain a file of all correspondence, inquiries, and reports for reference of her/his office.

Section 6. The Treasurer shall:

- A. Have charge of all funds of the Guild, receive dues, deposit receipts, and disburse monies upon authorization of the Executive Board.
- B. Make reports at the General Meetings as to the status of the treasury.
- C. Be prepared to present financial records of the Guild for an annual audit.
- D. Be authorized to sign checks of the Guild.

Section 7. The Parliamentarian shall:

- A. Assure that proper parliamentary procedure is followed at all meetings.
- B. Be Chairperson of the Nominating Committee.

ARTICLE VI

Nomination and Election

Section 1. The Nominating Committee shall consist of:

- A. The Parliamentarian, who will serve as Chairperson.
- B. The immediate past President.
- C. Three members from the active membership, who shall be elected at the bi-annual meeting.
- D. The Executive Board shall fill any vacancies in the Nominating Committee.

Section 2. The Nominating Committee shall prepare a proposed slate of officers and present it to the Executive Board at the March meeting. The list of nominees shall be filed with the Recording Secretary and be presented to the membership at the April meeting. The slate shall also be published in the April and May newsletters.

Section 3. Nominations for office may be made from the floor at the bi-annual meeting and shall be accompanied by the written consent of the nominee.

Section 4. Election shall be by voice vote, except when a nomination is contested, in which case the vote for the contested office shall be by ballot provided by the Recording Secretary.

ARTICLE VII

Meetings

Section 1. There shall be eight to ten meetings per year to be held between September 1 and July 1 with the bi-annual meeting being held in May.

Section 2. A quorum shall be fifteen percent of the active membership.

ARTICLE VIII

Executive Board

Section 1. There shall be an Executive Board consisting of the elected Officers, the immediate Past President, and Chairpersons of the Standing Committees. The Officers of the Guild shall be elected at the bi-annual meeting in May.

Section 2. Membership on the Executive Board in any capacity shall be limited to eight consecutive years.

Section 3. Five members of the Executive Board shall constitute a quorum.

Section 4. The Executive Board shall have full control and management of the affairs, funds, and property of the Guild.

Section 5. Vacancies on the Board shall be filled by the Executive Board for the unexpired terms, with the exception of the office of President.

Section 6. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held prior to each general meeting. Special meetings of the Board may be called by the President and shall be called upon the written request of three members of the Board or ten members of the Guild.

ARTICLE IX

Standing Committees

Section 1. The chairpersons of all Standing Committees shall be appointed by the President with the approval of the Executive Board.

Section 2. The duties of the Chairperson of each Standing Committee shall be to appoint committee members, serve on the Executive Board, and assure fulfillment of Committee responsibilities.

Section 3. The Standing Committees shall be

- A. Membership
- B. Newsletter
- C. Program
- D. Quilt Show

Section 4. Special Committees, not to serve on the Board, but to report to the Board, shall be:

- A. Publicity
- B. Librarian
- C. Historian
- D. Community Service
- E. Hospitality
- F. Meeting Raffle

ARTICLE X

Property

Section 1. The title to all property, funds, and assets of the Guild shall at all times be vested in the Guild for the joint use of the members, and no member or group of members shall have any severable right to all or any part of such property.

Section 2. In the event this Guild should be dissolved, after payment of all outstanding bills, the Executive Board shall have final authority for disposition of its property, funds, and assets.

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 any special rules of order the Guild may adopt.

ARTICLE XII

Amendment of Bylaws

These Bylaws may be amended or revised at any regular meeting of the Guild by a two-thirds vote of the active membership present, provided that the proposed amendments had been read at two General Meetings and publicized prior to voting.

Adopted:

- September 18, 1978

Amended:

- November 21, 1981
- May 23, 1981
- May 7, 1983

Revised:

- May 4, 1985

Amended:

- October 19, 1991
- November 16, 1996

Revised:

- May 20, 2000

Amended:

- November 19, 2005
- May 19, 2007
- March 21, 2009

Amended:

- May 15, 2010