

## **Bylaws of the Bedford Friendship Quilt Guild**

### **Article I: Name**

The name of the organization shall be the Bedford Friendship Quilt Guild, hereafter referred to as BFQG or the Guild.

### **Article II: Purpose**

The mission of the BFQG shall be to assist quilters in the pursuit and development of their craft; to enhance their knowledge and enjoyment of quilting through the sharing of resources in an encouraging and supportive manner; and to participate in charitable projects through quilt making and quilt-related events.

### **Article III: Membership and Dues**

3.1 MEMBERSHIP: Membership shall be open to anyone interested in the mission of the Guild. Membership will not be denied to anyone because of age, race, sex, or religion. Upon payment of annual dues, members are entitled to all benefits of the Guild. Benefits include participation in Guild functions, electronic access to the Newsletter, and voting privileges at general meetings.

3.2 CHARTER MEMBERS: Members who join prior to September 2006 are charter members.

3.3 DUES: Dues shall be collected annually to meet the operational expenses of the Guild and will be reviewed by the Board as needed. Dues may be changed by a two-thirds (2/3) vote of the active members present at any general meeting, provided that the proposed adjustment has been included with the notice of the meeting. Dues of renewing members are payable no later than the October meeting. New members may join at any time by written application and payment of dues.

### **Article IV. Meetings**

4.1 MONTHLY MEETINGS: Meetings shall be held on the third Tuesday of the month throughout the year, with exceptions for holidays, inclement weather, and conflicting schedules at the meeting hall. The September through May meetings shall be general meetings; the June, July, and August meetings shall be workshops only.

4.2 QUORUM: A quorum of all meetings shall be the members present. A simple majority of members present shall be accepted for the passage of any motion.

4.3 ANNUAL MEETING: The annual meeting of the Guild shall be in May. The Purpose of the Annual meeting of the members shall be for the election of Officers and Standing Committee chairpersons and for the transaction of other such business as may come before the meeting.

4.4 VOTING: Each member shall be entitled to one (1) vote on all matters submitted to a vote of the members.

## **Article V: Officers and Their Election**

5.1 OFFICERS. Officers of the Guild shall be the President, Vice-President, Secretary, and Treasurer. Nominees shall be elected at the annual meeting by a majority vote of members present. Officers may be removed from office at any meeting by a two-thirds vote of members present.

5.2 TERM: Officers shall hold office for a term of one year and shall be installed immediately following election.. No officer shall serve more than three consecutive terms in the same office. Any vacancy shall be filled by vote of the Membership.

5.3 DUTIES: The duties of the officers shall be as follows:

**PRESIDENT:** The President shall preside over and direct all meetings of the Guild, call and preside over Board meetings, coordinate all officers and committees and shall carry out any duties as assigned by the Board. The President shall be an ex-officio member of all committees of the Guild. The President shall have the power to appoint chairpersons of ad hoc committees. The President shall chair the nominating committee, or may appoint a chairperson.

**VICE-PRESIDENT:** The Vice-President shall assist the President as needed and preside over monthly meetings in the absence of the President. The Vice-President shall be chair of the BFQG Programs committee and shall coordinate all programs and activities of the Guild. The Vice-President is President-elect and shall move into that position at the end of the President's term(s).

**SECRETARY:** The Secretary shall record and keep a file of the minutes of both monthly and Board meetings and shall submit the minutes to the Newsletter committee for publication. The Secretary shall handle general correspondence and record keeping.

**TREASURER:** The Treasurer shall receive and dispense all monies for the Guild, keep a record of all receipts and expenditures, balance the checkbook, receive dues from the Membership Chair, and present a financial report at monthly Guild meetings. The Treasurer shall present an annual projected budget for approval by the Board and, at the annual meeting, by the membership. The Treasurer shall make available the books for an annual audit.

## **Article VI. Board of Directors**

6.1 MEMBERSHIP: The Board of Directors shall be comprised of the Officers and the Standing Committee chairpersons. The Board shall handle the internal affairs of the Guild as a governing body of the organization. A majority of the members of the Board of Directors shall constitute a quorum.

6.2 PURPOSE: The purpose of the Board of Directors shall be to decide all matters of policy and to administer routine business of the Guild.

6.3 MEETINGS: Meetings of the Board shall be held at such times as deemed necessary by the President. The general membership is invited to attend the meetings but not entitled to a vote.

## **Article VII. Committees**

7.1 STANDING COMMITTEES: The standing committees shall be Membership, Programs, Community Service, Hospitality, Quilt Show, Newsletter, Publicity/Historian, Library, Sunshine, and Web Master.

7.2 COMMITTEE CHAIRPERSONS: Committee chairs are volunteer positions. However, the President may appoint a member to fill any vacancy. All committee chairpersons shall bring their recommendations to the Board for discussion and input, shall notify the newsletter committee of any pertinent information for the group or for the membership, and will participate in the annual budget process. Committee chairpersons shall appoint committee members as needed.

## **Article VIII. Fiscal Year**

The fiscal year of the Guild shall begin on June 1.

## **Article IX. Rules of Order**

The rules contained in 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 the bylaws or any special rules of order of this Guild.

## **Article X. Amendments**

The Bylaws may be amended by the membership. Any proposed change shall be presented at a monthly meeting, and the newsletter shall carry notice of the proposed change prior to the general meeting at which the vote will be taken. A two-thirds (2/3) majority of the members present shall be necessary for adoption of such change. Any new amendments will be published in the newsletter following the adoption.

## **Article XI. Disposition of Property**

The Board of Directors, upon dissolution of the organization, shall pay from the Guild treasury all liabilities of the Guild. In the event of dissolution, the Board of Directors shall dispose of all assets to the benefit of charitable non-profit or educational organizations.