



# **Sheboygan County Quilters Guild**

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## BY-LAWS

### ARTICLE I

#### NAME

The name of the organization shall be Sheboygan County Quilters Guild (Hereafter referred to as SCQG)

### ARTICLE II

#### PUPOSES

The purposes of the SCQG are:

1. To promote the art of quilting:
2. To provide educational opportunities to its members and the community:
3. To provide a forum for those interested in quilting:
4. To arrange and sponsor events of interest to quilters:
5. To enhance the quilting skills and knowledge of its members:

## ARTICLE III

### BOARD OF DIRECTORS

#### Section 1. General Powers

A Board of Directors shall manage the property, affairs and business of SCQG.

#### Section 2. Composition of the Board

The Board of Directors shall be comprised of the following executive officers: the president(s), vice-president(s), secretary, and treasurer. Any executive officer may be removed for cause by the affirmative vote of two-thirds majority of the whole Board of Directors. Additional board members shall include the program committee chairperson and assistant-chairperson, the membership committee chairperson, the newsletter editor, and the quilt show coordinator(s). The rest of the board will include every committee chairperson, one representative from each recognized quilt club within the SCQG and at least one representative from the members at-large within the SCQG. (To be recognized as a club there needs to be 3 or more guild members in the club.)

#### Section 3. Fiscal Year

The fiscal year of SCQG shall be from January 1 to December 31. Terms of office for the Board of Directors shall begin during the first meeting of the new year.

#### Section 4. Quorum

Six members of the Board of Directors in attendance at a regularly scheduled meeting shall constitute a quorum for the transaction of business. At least one of the executive officers must be present to conduct the meetings.

## Section 5. Board Meetings

Meetings of the Board of Directors shall be held at such time and place, as the officers shall determine. The president shall notify directors and it shall be the duty of each director to attend.

## Section 6. Compensation

Directors will receive no compensation for their services.

## Section 7. Order of Business

All board meetings shall be conducted in accordance with Robert's Rules of Order, revised.

## Section 8. Voting at Board Meetings

One vote per club, up to 3 members-at-large representatives, and board members outlined in Article III, Section 2. (Co-positions get one vote per position.) The President(s) cannot vote except in the case of a tie vote.

Current yearly dues must be paid to be a voting member. Absentee voting is not permitted. Any member may call for, or demand, a count (a paper ballot or a "show of hands".)

# ARTICLE IV

## Executive Officers

### Section 1. Number, Elections

The executive officers of SCQG shall consist of president, vice-president, secretary, and treasurer. Executive officers shall be elected at the October meeting prior to their term of office.

### Section 2. President

The term of president shall be one fiscal year and shall begin after serving a term as vice-president for one fiscal year. The president shall serve as a mentor to the vice-president during their terms. The president shall preside over and set the agenda for all meetings of SCQG

and the Board of Directors. The president shall be co-signer of the SCQG accounts and will work with the treasurer to develop a yearly budget. The president shall oversee chairpersons of the various committees and work with the newsletter editor to get the newsletter edited and distributed.

### Section 3. Vice-President

The term of vice-president shall be one fiscal year. At the end of this term, the vice-president shall become president for one fiscal year. In the absence of the president, the vice-president shall function as president.

### Section 4. Secretary

The term of secretary shall be for at least one fiscal year, or more, if the candidate so desires. The secretary shall keep all minutes of board meetings and general membership meetings, put minutes of board meetings in the newsletter, handle all business correspondence, and keep all records of SCQG.

### Section 5. Treasurer

The term of treasurer shall be for at least one fiscal year, or more, if the candidate so desires. It shall be the treasurer's duty to keep regular books and handle all monies held or collected by depositing and disbursing funds through the accounts of SCQG, subject to the control of the board. The treasurer shall prepare a financial statement for presentation at each board meeting and shall give the current balance at each general membership meeting. The treasurer shall work with the budget committee to prepare an annual budget. The treasurer shall prepare an end of year report to present at the first board meeting of the new fiscal year. Copies of the quarterly financial statement, the annual budget and end of year report shall be available to members upon request.

## ARTICLE V

### Representatives

Each quilt club in SCQG has the opportunity to elect or appoint a representative to the Board of Directors. At least one and up to 3 members-at-large representatives shall be appointed by the SCQG president. A two-year term for the representative is recommended. Club and members-at-large representatives shall be determined by the October meeting. Representatives or their designated alternate shall attend board meetings, be regularly attending members of their quilt club, act as the source of communication between their group and the board, and contribute an article of pertinent club news to each newsletter.

## ARTICLE VI

### Membership

#### Section 1. Membership

Membership shall be open to anyone interested in the art of quilting, age 18 and over.

#### Section 2. Membership Meetings

Meetings of the membership shall be held monthly.

#### Section 3. Quorum

At all meetings of the general membership, the members in attendance shall constitute a quorum. A simple majority of a quorum may decide any question coming before such a meeting.

#### Section 4. Dues

Annual membership dues shall be paid by the start of the fiscal year. New members joining after July 1 shall pay one-half of the annual membership. Annual memberships shall run from January 1 through December 31. Guest will be allowed to attend two meetings per calendar year at no charge, after which payment of membership dues will be required for meeting attendance. All candidates for office must have paid their dues for the fiscal year in order to be considered for said office.

## Section 5. Voting

Current yearly dues must be paid to be a voting member. Absentee voting is not permitted. Any member may call for, or demand, a count (a paper ballot or a “show of hands”.)

## ARTICLE VII

### Committees

#### Section 1. Program Committee

A chairperson and an assistant chairperson shall direct the program committee. The program committee chairperson shall serve a two-year term. The first year shall be served as assistant chairperson and the second year as chairperson. The president shall appoint an assistant chairperson each year. It shall be the responsibility of the program committee chairperson and assistant to appoint a program committee to serve with them. The program committee shall be responsible for social and educational functions of the SCQG, to be held at least four times a year. The program committee's planning year shall be from January 1 to December 31. It shall be the duty of the program committee chairperson and/or assistant chairperson to attend board meetings and provide a report of their projects to the board. They shall make site, date, and time arrangements for all meetings and special events. They shall coordinate all programs, lectures, and workshops and shall write an article for each newsletter about upcoming events. They shall place all meeting notices in available news media. They shall contact teachers and speakers, sending them contracts and maps and making overnight and meal arrangements if needed. They shall contact hospitality volunteers, to provide lunch at special events as determined by the committee. Additional duties include setting up designated sites for workshops and arranging for a clean-up committee after special events.

## Section 2. Membership Committee

The membership committee shall consist of a chairperson and other SCQG members as appointed by the president. The committee shall be responsible for receiving and processing all membership applications, maintaining a membership list, informing the newsletter editor of changes or additions, and attending SCQG.

## Section 3. Newsletter Committee

The editor of the newsletter, appointed by the president, shall serve as the chairperson of the newsletter committee. The editor may form a committee to assist her/him in soliciting, gathering, writing and editing material and to help with the publication and distribution of the SCQG newsletter.

## Section 4. Quilt Show Committees

The option of having a quilt show shall be decided each year by the Board of Directors. The president shall appoint a quilt show chairperson. It shall be the chairperson's responsibility to oversee the efforts of each committee of the quilt show.

## Section 5. Nominating Committee

The nominating committee shall consist of the president, the vice-president, and three SCQG members appointed by the president. These persons shall be responsible for preparing a slate of nominations for the offices of vice-president, secretary and treasurer. This slate of officers shall be presented at the October meeting at which time the election will be held. Also, at this time nominations may be made from the floor with the consent of the nominee.

## Section 6. Budget Committee

The budget committee shall consist of the treasurer as chairperson, the president and two SCQG members appointed by the president. The committee shall be responsible for preparing a budget for each fiscal year to be approved by the board at the first board meeting of the year. Copies of the budget shall be available to members upon request.

## Section 7. Auditing Committee

The president shall appoint two SCQG members who are not members of the budget committee to serve as an auditing committee. At the end of the fiscal year it shall be their responsibility to examine all books and financial records kept by the treasurer to certify that they are in order.

## ARTICLE VIII

### BY-LAWS

These by-laws may be amended by a two-thirds majority vote of those members attending a regularly convened meeting. Proposed amendments will be presented to the membership at least seven days prior to this meeting. Where practical, this will be accomplished as part of the newsletter.

## ARTICLE IX

### DISSOLUTION OF SHEBOYGAN COUNTY QUILTERS GUILD

Upon dissolution of SCQG, the net assets will be distributed to charitable organizations as voted by two-thirds majority of those members attending a regularly convened meeting.

Revised 7/2013