

Bylaws of the  
Gate City Quilt Guild  
A Non-Profit Organization

ARTICLE I: NAME

The name of this not-for-profit organization shall be the Gate City Quilt Guild.

The registered office of the Guild shall be P.O. Box 29196, Greensboro, NC 27429.

ARTICLE II: PURPOSE

The purpose of the Gate City Quilt Guild is to promote the art and tradition of quilting by:

Educating its members through lectures, workshops, demonstrations, classes, and mentoring.  
Supporting local charities with donated quilts, quilt related items, and/or monetary contributions.  
Sharing the beauty and pleasures of quilting with the community.

ARTICLE III: MEMBERSHIP

Section 1: Membership

Membership is open to anyone sixteen (16) years or older with an interest in quilts and quilting.

Section 2: Rights

A. All members are entitled to receive a Guild newsletter and to attend all meetings at no additional fee.

In addition, members are entitled to receive an electronic copy of the Guild By-Laws and an annual electronic copy of the Guild membership.

Each member in attendance at a membership meeting shall be entitled to one vote. There shall be no voting by proxy.

Section 3: Responsibilities

Members are expected to participate in Guild activities and to show at least one (1) piece in the Gate City Quilt Guild Show.

Section 4: Dues

The membership year is January through December.

Membership begins with the first payment of membership dues.

The membership dues will be reviewed annually by the Executive Board and may be revised by the Board.

Membership dues are non-refundable.

The annual dues shall be payable on or before the January meeting date.

F. Failure to pay annual dues will result in loss of membership.

#### ARTICLE IV: OFFICERS AND THEIR DUTIES

The officers of the Guild shall be President, President-Elect, Secretary, Treasurer, and Parliamentarian.

##### Section 1: President

The President shall:

Preside at all meetings of the Guild and be the Chairperson of the Executive Board.

Appoint the Chairperson of each Special Committee(s) and fill Standing Committee Chairperson vacancies with the approval of the Executive Board.

Be an ex-officio member of all committees except the Nominating Committee.

Be authorized to sign checks of the Guild.

Answer inquiries concerning the Guild and related matters.

Prepare and present an annual report of the year's activities.

##### Section 2: President-Elect

The President-Elect shall:

Assist the President in all matters.

Perform the duties of the President in the temporary absence(s) of the President.

Assume the Office of President upon the vacancy of the office.

Serve as President in the succeeding year.

##### Section 3: Secretary

The Secretary shall:

Record the minutes of the Executive Board meetings and Special Meetings, distribute the minutes via e-mail, and by mail if email is not available and present the minutes at the following respective meeting.

Record the minutes of Membership Meetings.

Maintain a file of minutes of Board and membership meetings and correspondence.

Be in charge of any communication given to her/him by officers or members.

##### Section 4: Treasurer

The Treasurer shall:

Have charge of all funds of the Guild, receive dues, deposit receipts, and disburse monies upon authorization of the Executive Board.

Report at the Executive Board Meetings and Membership Meetings as to the status of the treasury.

Prepare and present financial records of the Guild for the annual review.

Monitor the revenue and expenses to ensure financial solvency for the Guild.

Prepare a rolling two year budget for Board approval.

Be authorized to sign checks of the Guild.

#### Section 5: Parliamentarian

The Parliamentarian shall:

Assure that proper parliamentary procedure is followed at all membership and Executive Board meetings.

Serve as Chairperson of the Nominating Committee.

### ARTICLE V: NOMINATION AND ELECTION

#### Section 1: Nominating Committee

The Nominating Committee shall consist of:

The Parliamentarian, who will serve as the Chairperson.

The President-elect.

Three members from the membership who shall be selected at the August meeting.

If necessary, any vacancies will be filled by the Executive Board.

#### Section 2: Slate

The Nominating Committee shall:

Prepare a proposed slate of officers and standing committee chairpersons before the October meeting.

File the list of nominees with the Secretary.

Present the slate to the membership at the October and November meetings.

Publish the slate in October and November newsletters.

#### Section 3: Nominations from the floor

Nominations for the office may be made from the floor at the November meeting with the consent of the nominee.

#### Section 4: Election

Election will be held at the November meeting.

Election shall be by voice vote. If an office is contested a paper ballot will be provided at the November meeting.

## ARTICLE VI: MEMBERSHIP MEETINGS

### Section 1: Meetings

Meetings shall be held monthly from January through December.

### Section 2: Quorum

A Quorum shall be the number of members attending the meeting.

## ARTICLE VII: EXECUTIVE BOARD

### Section 1: Membership

The Executive Board shall consist of the elected Officers, the immediate Past President, and the Chairpersons of the Standing Committees.

### Section 2: Election

The Officers and Chairpersons shall be elected at the November meeting and will serve from January through December of the next year.

### Section 3: Quorum

Fifty percent (50%) of the Executive Board shall constitute a quorum. Chairpersons of Standing Committees represent one position and have one vote in those cases where there are co-chairpersons.

### Section 4: Duties

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

### Section 5: Vacancies

The Executive Board shall fill any vacancy on the Board for the unexpired term, with the exception of the office of President.

## Section 6: Meetings

Regular meetings of the Executive Board shall be held at least once per quarter, unless otherwise ordered by the Board. Special meetings of the Board may be called by the President or upon the written request of three (3) members of the Board or ten (10) members of the Guild.

## ARTICLE VIII: STANDING COMMITTEES

### Section 1: Committees

The Standing Committees shall be:

Membership

Hospitality

Newsletter

Program/Workshops

Quilt Show

Publicity

History

Library

Community Service

Webmaster / Social Media

### Section 2: Chairpersons

The Chairpersons of the Standing Committees shall be selected by the Nominating Committee, with the exception of the Chair of the Nominating Committee and the Chair of the Quilt Show Committee. The Chair of the next Quilt Show Committee shall be appointed by the current Quilt Show Committee Chair and the Executive Board within three (3) months of the current quilt show.

### Section 3: Duties of the Chairpersons

The duties of the Chairperson of each Standing Committee shall be to:

- A. Recruit and select committee members.
- B. Serve on the Executive Board.
- C. Assure fulfillment of Committee responsibilities.

### Section 4: Committee Responsibilities

A. Membership Committee shall:

Maintain a list of all members and provide an electronic copy of that list to all members on an annual basis.

Maintain an updated listing of the membership roster and email distribution list.

Enroll new members at each membership meeting.

Collect dues for new and continuing members and submit funds to the Treasurer.

B. Hospitality Committee shall:

1. Greet members and welcome guests at each membership meeting.
2. Plan pre-meeting and off-site activities to facilitate group interaction.
3. Prepare and distribute welcome packet for new members.

C. Newsletter Committee shall:

Develop the monthly newsletter with information of interest to the Gate City Guild membership.

Distribute the newsletter electronically to membership at least one (1) week prior to each membership meeting.

D. Programs/ Workshops Committee shall:

Plan and arrange programs for monthly membership meeting.

Plan and arrange workshops.

Publicize program and workshop plans and details to Guild members.

Plan the July and December meeting activities.

E. Quilt Show Committee shall:

Plan and arrange all details of the show including location, schedule, publicity, outside help (such as judging), staffing, and any other arrangements necessary to produce a show.

Manage retrieval and return of all show materials owned by the Guild to storage.

Enlist active participation of all Guild members in the show.

F. Publicity Committee shall:

Publicize the activities of the Guild within the local community and to the quilting community.

Develop materials for distribution in quilting stores and other community locations.

G. Library Committee shall:

Solicit or purchase books for the library and purge books that are no longer in demand.

Maintain catalog records of library books.

Maintain records of books on loan.

Generate interest in the library.

H. Community Service Committee shall:

Research local organizations in need and decide which organizations to support.

Plan workshops or projects in support of the chosen organizations.

3. Enlist active participation of all Guild members to support these Guild projects.

I. History Committee shall:

1. Collect materials of historical significance.

2. Archive these materials in a paper or electronic format.

J. Web Master / Social Media Committee shall:

Design and update the website.

Establish and update advertising guidelines for website.

Post relevant material on the Gate City Quilt Guild Facebook page to reach a broader audience.

## ARTICLE IX: PROPERTY

### Section 1: Title

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: Disposition

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 X: 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 or any special rules of order the Guild may adopt.

## ARTICLE XI: AMENDMENT OF BYLAWS

These Bylaws may be amended or revised at any membership meeting of the Guild by a two-thirds (2/3) vote of the membership present, provided that the proposed amendments have been read at two (2) Membership Meetings and publicized prior to voting.

Adopted: May, 2009

Revised: February 2011

Revised and approved by membership, October 2012.

Revised and approved by membership, December 2013.

Revised and presented to membership, December 2016.