

ASHE COUNTY PIECEMAKERS QUILT GUILD
BYLAWS

Article I - Name

This organization shall be known as the Ashe County Piecemakers Quilt Guild, herein referred to as ACPQG.

Article II - Non-Profit Organization

ACPQG is a non-profit organization, but is not a registered 501(c)3 organization.

Article III - Purpose

The purpose of ACPQG shall be to educate the members, to preserve the heritage of quilting, to be a source of information and inspiration, to perpetuate a high quality of excellence in quilting and related arts and to be a gathering of people with a common interest.

Article IV - Membership

- A. Membership shall be limited to individuals over the age of twelve who are active in some phase of the art of quilting or genuinely interested in the development and preservation of this art.
- B. Individuals seeking membership will complete a membership information form.
- C. Members will pay yearly dues in June. Any member who fails to pay dues by the August meeting will be dropped from the membership and newsletter list beginning in September.
- D. Honorary membership may be conferred upon persons who continually contribute exceptional time and effort to the good of the guild. Honorary membership constitutes life-long membership, free of dues. Nominations for Honorary members must be submitted to the Executive Board in writing and will be approved by majority vote of the Executive Board.
- E. A guest may attend three meetings within a twelve month period without becoming a regular member. If the individual desires to continue attending meetings, dues must be paid before the start of the next meeting attended by the individual. Guest may not attend any scheduled workshops, etc. unless space is available after regular and honorary members have registered.
- F. All members are encouraged to wear the ACPQG nametag.
- G. Members age 80 or older are exempt from paying dues.
- H. See Standing Rules.

Article V - Meetings

- A. Regular meetings shall be held on the second Thursday of each month unless otherwise ordered by the Executive Board. Regular business will be conducted at the scheduled meetings.
- B. The regular meeting in June shall be known as the Annual Meeting and shall be for the purpose of installing officers. Outgoing reports from certain officers and committee chairpersons may be included.
- C. For the purposes of conducting business, twenty-five percent of the membership shall constitute a quorum.
- D. If Ashe County Schools are closed due to inclement weather, any scheduled ACPQG activity will be cancelled, unless the President, at her discretion, overrides this rule. Affected members would be notified by phone.
- E. See Standing Rules

Article VI - Dues

- A. Annual dues shall be due by June of each year.
- B. Dues are subject to change with a two-thirds (2/3) vote of the paid members present.
- C. Dues shall be nonrefundable
- D. Members joining ACPQG on or after December 1, shall pay one-half the amount of annual dues the first year of membership.

- E. Members who joined October, 2002 through May 31, 2003 are designated as Charter Members.
- F. See Standing Rules.

Article VII - Officers and Duties

- A. The officers of this organization shall be: President, Vice President, Recording Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization as stated in Article XIII.
- B. The officers shall be elected to serve for one year or until their successors are elected. All elections shall be by ballot and a majority vote shall elect.
- C. Term of office shall begin at the close of the June installation meeting, with the exception of the Treasurer who shall assume duties at the close of the Fiscal year (July 1 to June 30).
- D. No member shall hold more than one office at a time and no officer shall be eligible to serve more than two terms in succession in the same office.
- E. Vacancies in office, excepting that of the President, which is filled automatically by the Vice President, shall be filled by vote of the Executive Board to serve until the next election.
- F. President - The President shall preside at the general meetings of the Guild and of the Executive Board. The President shall receive reports from committee chairpersons and shall appoint ad hoc committees as necessary.
- G. Vice-President - The Vice President shall assist the President as called upon and shall perform the functions of the President in her absence. She shall arrange for instructors for classes and shall keep a record of registrants and fees for all workshops scheduled by ACPQG.
- H. Secretary - The Secretary shall take minutes of regular meetings and Executive Board meetings and retain said minutes in a permanent binder, as well as verbally reporting at the regular monthly meetings, unless the reports are included in the newsletter. The Secretary shall also handle all general correspondence.
- I. Treasurer - The Treasurer shall be responsible for the financial transactions, shall give monthly written financial statements to the Executive Board and a verbal report of finances at the ACPQG monthly meetings. She shall be our "Registered Agent" and provide a physical address for the club. She shall file our Annual Report with the State of North Carolina, if necessary, together with any applicable fees. She shall complete and file the Federal tax exemption form annually, if necessary. The financial books must be audited either by membership or professional accountant every four years.
- J. See Standing Rules.

Article VIII - Executive Board

- A. The elected officers of this organization and the Chairpersons of the Standing Committees shall constitute the Executive Board. The Immediate Past President may serve on the Board in an advisory capacity. The President may appoint a Parliamentarian from the Executive Board to serve as an advisor to the President, the Executive Board and the general membership on points of parliamentary procedure.
- B. The Executive Board shall have general supervision of the affairs of the ACPQG between its business meetings, fix the hour and place of meetings, make recommendations, and perform such other duties as are specified in these bylaws. The Board shall be subject to the order of the ACPQG and none of its acts shall conflict with action taken by the ACPQG.
- C. Regular meetings of the Executive Board may be held prior to the general membership meeting. Special meetings of the Board may be called by the President, and shall be called upon the request of three members. A quorum of the Board shall be four members, at least two of which must be Officers.
- D. The chairmen of the standing committees shall prepare annual budgets for their respective areas and submit them to the Treasurer for compilation in May. The budget shall be presented to the general membership at the regular meeting in June where it will subject to a two-thirds (2/3) vote of the paid and honorary members present.
- E. See Standing Rules

Article IX - Nominating Committee and Duties

- A. The chairperson shall be appointed by the President in March.
- B. The nominating committee shall consist of a chairperson and at least two (2) other members of the Guild. It shall be the duty of this committee to nominate candidates for the offices to be filled at the Annual Meeting in June. The nominating committee shall report at the regular meeting in April, additionally, nominations from the floor will be accepted. Voting will be in person at the May ACPQG meeting or by absentee ballot. Send absentee ballot to the Secretary by the May meeting.
- C. The slate of officers can only be voted on by paid and honorary members of the Guild.
- D. See Standing Rules.

Article X - Standing Committees and Duties

- A. The following are the standing Committees of the Guild: Welcoming, Program, Charity Quilts, Publicity, Historian, Sunshine, Newsletter, Quilt Shows, Refreshments, Directory, and Library.
- B. Welcoming – shall be responsible for the sign-in sheet at meetings and being the initial contact for prospective guild members. They shall also maintain the ACPQG nametag supplies and membership packet.
- C. Program – shall plan each meeting and procure and present instructional programs.
- D. Charity Quilts – Shall be responsible for scheduling sit & sew days for the purpose of making charity quilts, maintaining the inventory of charity quilts, recommending charitable opportunities to the guild and distributing as required.
- E. Publicity – Chairperson shall keep our name and activities before the general public. A file should be kept of publicity sources and names of key contact people.
- F. Historian – Shall keep the Guild history and photo album up-to-date through articles, pictures and other appropriate materials.
- G. Sunshine – Chairperson shall send cards to members, coordinate memorial donations and call members as deemed necessary.
- H. Newsletter-Shall publish our newsletter monthly and be responsible for distribution either by mail or Email.
- I. Quilt Shows – A Quilt show may be held annually. The committee shall coordinate all aspects of the show.
- J. Refreshments – Shall be responsible for coordinating refreshments as requested by the President.
- K. Directory – Shall be responsible for preparing the membership directory. See standing rules.
- L. Library – Shall keep a written inventory of all books, periodicals, video tapes and equipment and make the inventory available to members periodically. She will maintain a record of who checks out these items. She may recommend library purchases and place orders.
- M. Chairpersons of the Committees may appoint additional members to the Committees as necessary.
- N. A majority of the members of any standing Committee shall constitute a quorum at a meeting of that Committee.
- O. The Committee Chairpersons may report the Committee's activities to the Guild at monthly meetings.
- P. Such other Committees, Standing or Special shall be appointed by the President of the Guild or the Executive Board from time to time as deemed necessary to carry on the work of the organization.
- Q. See Standing Rules.

Article XI – Amendments

A committee shall be appointed every 5 years to perform a complete review of the by-laws for the purpose of amending as needed. These bylaws can be amended at any regular meeting of the Guild by two-thirds (2/3) vote of the paid members present, provided that the amendment has been submitted in writing at the previous regular meeting and has been published in the Guild newsletter.

Article XII – Dissolution

In the event that dissolution of ACPQG appears desirable for any reason, approval of the membership shall be obtained by 2/3 vote. Any assets remaining shall be applied and distributed first to the final payment and discharge of any liability or obligation of ACPQG. Any remaining assets shall be distributed with approval of the membership in compliance with Section 501 © and 170 ©(2) of the Internal Revenue Code.

Article XIII – 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.

ASHE COUNTY PIECEMAKERS QUILT GUILD STANDING RULES

1. Dues are payable to the Treasurer on or before the June meeting.
2. Children under the age of twelve are not allowed to attend the club's meetings.
3. Along with their membership card, new members shall be given a copy of the current membership list and the current bylaws and standing rules.
4. The yearly directory is to be proofed in August by the Treasurer and Newsletter chairperson. It will be printed and ready for distribution at the September meeting. The booklet and all other appropriate materials shall be mailed to homebound members at the Guild's expense. The booklet will be produced every 2 years, with inserts created in the off-years.
5. All Members are encouraged to help at special events and to serve on committees as needed.
6. Refreshments shall be held at the June Installation meeting and the December Christmas meeting.
7. If not receiving a professional fee for a general meeting program, a non-guild member will receive an appropriate gift or gift certificate valued at not less than \$25.00.
8. Professional Classes/Workshops
 - A. Whenever possible, workshop sign-up will be open to members for two meetings before allowing non-guild members to sign up.
 - B. The full registration fee shall be paid to the person in charge of the class or Workshop at the time of registration.
 - C. Non-guild members will pay an extra charge based on the total costs incurred by the Guild as determined for each workshop, including the mileage the Guild pays to the teacher. This extra charge is \$5.00 – subject to change.
 - D. A member hosting a professional teacher in her/his home shall receive her/his class fee paid by the Guild.
 - E. Cost of classes will be determined by the total fee being charged by the teacher and the number of students participating. The guild may contribute up to 1/3 of the total cost.
9. Expenses
 - A. Reimbursement of expenses that exceed the budget must have prior approval of the Executive Board.
 - B. Mileage – a member may be reimbursed for gas used on approved Guild business. Fill tank before departure and upon return. Present receipt to Treasurer for payment.
 - C. All requests for reimbursements must be presented to the treasurer with a voucher within 30 days.
 - D. Expenditures greater than \$100.00 shall require approval of the General membership.
10. A member may check out library materials for a month, renewable on a monthly basis by approval of the librarian. If a member fails to return library materials, she is responsible for replacement cost.
11. The Above and Beyond Award (framed certificate) may be presented to a member for exceptional service to the organization. Individuals will be considered for this award upon written nomination by any Guild member. Nominations shall be presented to the Executive Board for consideration and approval.
12. The monthly ACPQG newsletter shall be provided to all members. E-mail is the preferred method of distribution to save postage.

