

BY-LAWS OF NORTHEAST IOWA QUILTERS' GUILD

PREAMBLE:

This guild will be non-profit with the purpose of encouraging and promoting high standards in the practice and knowledge of quilting, conducting educational programs, and providing for the interchange of information.

ARTICLE I: DIRECTORS

- Section 1: The guild shall be managed by a board of directors of the members of the guild.
- Section 2: The board of directors shall consist of the president, vice-president, secretary, treasurer, publicity, historian, newsletter editor, librarian, program chairperson(s), show chairperson(s), and afternoon chairperson.
- Section 3: The term of office for each director shall be two years *beginning at the September meeting*, with the president, treasurer, newsletter editor, program chairperson(s) *and* historian, and 1 show chairperson being elected in the odd calendar years; and the vice president, secretary, librarian, publicity *person*, program chairperson(s), 1 show chairperson, and afternoon chairperson being elected in the even calendar years. *The term of a quilt show chairperson, elected in the odd calendar years, shall be four years. They will assist the current show chairperson with the next quilt show and chair the following quilt show.*
- Section 4: There shall be regular meetings of the board of directors to conduct business of the guild *as needed*. Special Meetings of the board of directors may be called by any two members of the board. *The board shall have a transitional meeting of all current and all new directors before the regular September meeting of the guild.*
- Section 5: Notice of any regular meeting except the annual meeting, and any special meeting, shall be given to the members of the board, either orally or in writing, at least three days prior to the meeting.
- Section 6: Directors shall receive no compensation, unless specifically granted by the members of the guild. Membership dues for NEIQG officers will be waived during their terms in office. The membership thanks the board with this small compensation as a token of appreciation for the time and efforts they give to the Northeast Iowa Quilters' Guild.
- Section 7: Any vacancies in the board of directors shall be filled for the unexpired term by appointment by the remaining members of the board.

ARTICLE II: DUTIES OF OFFICERS

- Section 1: The officers of the guild shall be president, vice-president, secretary, treasurer, publicity *person*, historian, newsletter editor, librarian, show chair(s), afternoon chair, and program chairperson(s).
- Section 2: President: The duties of the president shall be to preside over all meetings and to appoint, with board approval, committees necessary to the welfare of the guild.
- Section 3: Vice-President: The duties of the vice-president shall be, in the absence of the president, to perform presidential duties and to be responsible for the monthly hostesses and materials for the lunch, and to maintain charity quilt supplies.
- Section 4: Secretary: The duties of the secretary shall be to record and to be custodian of the minutes of the board and minutes of the regular and annual meetings and to perform any needed correspondence.

- Section 5: Treasurer: The duties of the treasurer shall be to collect and take charge of all dues and funds made available to the guild; to keep a written account of all transactions involving the guild in a book provided by the guild; **and to keep a membership list and provide it to the membership.** Expenditures exceeding \$100.00 must be authorized by the board of directors
- Section 6: Historian: The duties of the historian shall be to take pictures of events, to keep clippings, to keep newsletters, and to place all materials in a scrapbook.
- Section 7: Newsletter Editor: The duties of the editor of the newsletter shall be to keep the membership up-to-date with newsletters, to keep a membership list, to keep track of and to collect payment for advertising, and to provide newsletters for Network.
- Section 8: Publicity **Person**: The duties of the publicity office shall be to provide the local news media with information of upcoming guild events.
- Section 9: Program Chair: The duties of the program chairperson(s) shall be to plan meetings and programs.
- Section 10: Librarian: The duties of the librarian are to file and record all new books and materials, and to assist with the checking out and checking in of the guild's materials.
- Section 11: Show Chair: The duties of the show chairperson(s) shall be to organize and oversee show committees. ***The term of office for show chairs is four years. During the first half of this term the person assists the in-place show chair and during the last half of this term chairs the show with the assistance of a newly elected chairperson.***
- Section 12: Afternoon Chair: The duty of the afternoon chair is to facilitate the afternoon meetings.
- Section 13: Additional committee chairpersons may be appointed for a term of one year as deemed necessary by the board of directors.

ARTICLE III: MEETINGS AND ELECTIONS

- Section 1: The date of the annual meeting shall be during the month of May at a designated or announced place and time.
- Section 2: At least 30 days and not more than 90 days prior to the annual meeting, the board of directors shall appoint a nominating committee of at least three members, of whom at least one shall be a member of the board, and the remainder from the general membership. It shall be the duty of the nominating committee to present a slate of nominees to the membership at the annual meeting. The nominations of this committee shall not prohibit members from making other nominations from the floor at the annual meeting.
- Section 3: Members shall be notified of the annual meeting and the nominations of the nominating committee in the newsletter preceding the date of the annual meeting.
- Section 4: At any meeting of the members, the presence in person of 10% of the membership of the guild shall constitute a quorum and a majority of the quorum may decide any matter coming before the membership.

Section 5: The members may meet at any other time, upon such notice as the president may prescribe, for the purposes of furthering the activities of the guild. No minutes need be kept at these meetings unless some action is taken which is binding on the guild.

Section 6: There may be a regular meeting(s) of the guild on the first Tuesday of each month at 7:30 PM, or the weekend nearest the first Tuesday of each month.

Section 7: A majority of the board of directors shall constitute a quorum for the transaction of business at a board meeting, and a simple majority of the quorum may decide any questions.

ARTICLE IV: MEMBERSHIP

Section 1: Membership shall be open to any person.

Section 2: The annual membership dues shall be payable, commencing with the September meeting, in an amount determined by the board of directors.

ARTICLE V: GENERAL

Section 1: This guild shall not have any stock or pay any dividends, nor shall it have a seal.

Section 2: Each member shall have one vote and there shall be no proxy voting.

Section 3: The guild shall have such fiscal year as may be adopted by the board of directors and the books shall be subject to audit as the board may determine.

Section 4: These by-laws may be amended at any meeting by a majority of the members.

Section 5: The guild adopts Robert's Rules of Order as its authority on parliamentary law.

Adoption:

These bylaws of the Northeast Iowa Quilters' Guild shall become effective when adopted by the board of directors and membership.

ADOPTED BY THE GUILD ON: _____

Signed:

President, Northeast Iowa Quilters' Guild

Secretary, Northeast Iowa Quilters' Guild