

Covington Quilters Mission Statement

Covington Quilters Guild, a non-profit organization, held their first meeting in April, 1995. We promote the art of quilt making through monthly meetings, satellite groups and workshops. We do this through education, challenge and sharing. We strive to enjoy our craft and the camaraderie of our fellow quilters, regardless of ability. Members have the opportunity to share the love of quilting with the community through an annual quilt show and by donating to charitable organizations.

Bylaws of the Covington Quilters

Revisions log:

Description

Date Adopted

Original Adoption of Bylaws	February 8, 1995
Revised section of Treasurer, Committees,	December 19, 1995
Added Executive Board Section	December 19, 1995
Revised Meetings Section	August 2000
Revised Complete Bylaws	September 5, 2002
Revised Section for Membership Dues	July 3, 2003
Revised Section for Financial Audit	March 5, 2009
Revised Section on Membership Dues	December 3, 2009
Revised Complete Bylaws	February 2, 2012
Revised Complete Bylaws	June 6, 2013
Revised Complete Bylaws	August 8, 2013

Article I. Name

The name of this guild shall be COVINGTON QUILTERS. It is a not-for-profit organization, referred to in this document as the Guild.

Article II. Purpose

The purpose of the Guild shall be to provide a focus for all aspects of quilting.

The Guild will:

1. Promote the art of quilting and quilt making through the use of monthly meetings, satellite groups, workshops, demonstrations and guest speakers.
2. Educate and increase the member's knowledge of quilting techniques.
3. Provide opportunities for members to participate voluntarily in philanthropic projects.

Articles III. Membership

Section A. Definition of Active Membership

1. Membership in the Guild is open to all who are interested in the purposes of the Guild listed in Article II.
2. Active members are defined as those who participate in and support the activities and projects of the Guild.
3. Such individuals shall be admitted as members in good standing upon payment of annual dues. Members in good standing shall be eligible to hold office, vote on matters pertaining to the Guild and enter quilts in the annual quilt show.

Section B. Membership Conditions

1. Membership dues will be paid annually in January. Annual dues are \$35.00. Senior Citizens 62 years of age and older, and those 18 years of age or younger will receive a 10% discount.
2. All membership privileges shall cease if a member's annual dues are not paid or postmarked by March 31st.
3. For new members joining after March 31st, dues will be prorated accordingly:
 - April 1st- June 30th \$26.25/\$23.65
 - July 1st - September 30th \$17.50/\$15.72
 - October 1st – December 31st \$8.75/\$7.90
4. Visitors are welcome to attend two (2) meetings in a calendar year. On the third visit, the visitor will be required to join the Guild as a member in order to participate in Guild activities.
5. A nominal fee may be charged visitors and /or members for special meetings or programs, such fee to be established by the Executive Board.
6. If a member has to leave and no longer wishes to be a member, the funds returned will be on the same pro-rated schedule as a member joining through the year.

Articles IV. Officers and Their Duties

The officers of this organization are: President, Vice President, Secretary, Treasurer and Past President. These five officers comprise the Executive Board.

Section A. Executive Board

1. Shall conduct the general affairs of the Guild.
2. Shall prepare the yearly budget to present to the Guild for approval at the January Annual Meeting.
3. Shall determine needed committees.
4. Shall perform an annual inventory of the storage locker and designate who will be responsible for the keys.
5. Should a board member be unable to complete his or her term, the Executive Board has the right to appoint a replacement until such time as an election can be held. Interested Guild members are welcome to attend the Executive Board Meetings.

Section B. President

1. Shall preside at General Meetings and Executive Board Meetings.
2. Shall appoint committee chairs.
3. Shall be responsible for the safekeeping of the Charter Members Quilt and the Guild Banner, displaying them at meetings, shows and other appropriate events.
4. Shall maintain the President's books /records, to be passed on to the incoming President at the Annual Meeting.
5. Shall appoint two Guild members, who are not officers, to do a financial review of the books during the month of November.
6. Shall perform other duties as needed.

Section C. Vice President

1. In the absence of the President shall preside at General Meetings and Executive Board Meetings.
2. Shall be in charge of programs for the Guild, arranging for speakers, programs, workshops, activities and the general calendar of events.
3. Shall maintain the Vice-President's books/records, to be passed on to the incoming Vice-President at the Annual Meeting
4. Shall perform other duties as needed.

Section D. Secretary

1. Shall take minutes at all General Meetings and Executive Board Meetings.
2. Shall make the current of the General Meetings and Executive Board Meetings available to the membership through the newsletter and Guild website prior to the next General Meeting.
3. Shall maintain a hard copy file of all previous minutes of General Meetings and Executive Board Meetings. These minutes will be available to the members upon request. These will also be available on the website and these records will be passed on to the incoming Secretary at the Annual Meeting.
4. Shall be responsible for all necessary correspondence.
5. Shall perform other duties as needed.

Section E. Treasurer

1. Shall serve as custodian of all Guild funds, maintaining records of financial transactions.
2. Shall deposit receipts and make disbursements in a timely manner per authorization of the membership according to the itemized budget. A second officer's signature is required on any Check Request Form over \$50.00. Should a Check Request Form be made payable to the Treasurer, two other officers' signatures will be required.
3. Shall provide a Treasurer's report at each General Meeting and Executive Board Meeting with a copy for each officer. Reports shall include the previous balance, itemized income and expenditures by category and the new balance. An itemized report shall be available upon the request of a member, in addition to the abbreviated report available at the General Meeting.
4. Shall be responsible for paying bills and collecting and distributing Guild mail on a weekly basis.
5. Shall file all required government forms and/or tax reports.
6. Shall maintain the financial records of the Guild and pass them on to the incoming Treasurer at the Annual Meeting. There shall be both a hard copy and a electronic version.
7. The raffle quilt cash box and tickets will be in the control of the treasurer.
8. Shall perform other duties as needed.

Section F. Members-at-Large

Members-at-Large I and Members-at-Large II shall represent the membership as a liaison between the membership and the Board. This position is not a board position; they are a steward for the members. Must be someone of knowledge of the processes and procedures.

1. Shall bring to the Executive Board issues and concerns of the membership.
A voice of Members not able to attend board meetings.
2. Shall perform other duties as needed.

Section G. Past President

1. Shall serve as advisor to the Executive Board for a period of one year following the end of his/her term.
2. Shall perform other duties as needed.

Article V. Committees

1. Committees shall be established as required to satisfy the programs and needs of the Guild.
2. The Executive Board shall determine committees needed and their duties.
3. The President shall appoint committee chairs.
4. Additionally, ad hoc committees may be formed as needed during the course of the year by the President and/or Executive Board or by majority vote at a General Meeting.

5. Committees shall be responsible for staying within their approved itemized budget.
6. From time to time the Executive Board shall review the viability of the Guild's committees and other related events.
7. All committee chairs shall be responsible to the Executive Board.

Article VI. Elections

1. The term of office shall be for two full years or until the successor takes office. No member shall hold more than one office at a time, and no one shall hold the same office for more than two consecutive terms.
2. Elections shall be conducted as follows:
 - Even years (2012) Vice President, Treasurer, Member-at-Large II.
 - Odd years (2013) President, Secretary, Member-at-Large I.
3. A Nominating Committee Chair shall be appointed in August to prepare for elections. The Nominating Committee shall be responsible for preparing the election slate and conducting the elections at the November meeting. The slate shall be presented at the October General Meeting.
4. Nominations from the floor shall be accepted at the October General Meeting.
5. The election of officers shall be held by ballot at the November General Meeting. If none of the slate is opposed, a voice vote may be taken in lieu of a paper ballot vote.
6. Officers shall be installed at the December General Meeting and assume office at the January Annual Meeting.
7. All officers must be members in good standing.

Article VII. Guild Finances

Section A. Fiscal Year

The fiscal year of the Guild shall begin January 1st and end on December 31st. All outstanding budgeted expenditures must be submitted to the Treasurer prior to December 15th in order to be reimbursed within that fiscal year.

Section B. Budget

1. The newly formed Executive Board shall draft an itemized budget to present to the Guild membership for approval at the January Annual Meeting. The outgoing Executive Board shall act as an advisor on the budget.
2. The Treasurer shall use the itemized budget as a guide in disbursing money for expenditures.
3. The Chairperson will be responsible for the budget they are given. They will report expenditures to the membership, as required.
4. If the Chairperson is not handling the funds appropriately, they will be warned or removed as required.

Section C. Financial Review

1. Two appointed members, neither of whom is an elected officer, shall review the financial records of the Guild each year for accuracy and completeness. This review is to ensure the reports presented to the Guild reflect the actual financial state of the Guild. A written report of the review shall be submitted to the Executive Board on completion of the financial review. This report becomes part of the permanent records of the Guild.
2. The books shall be picked up by the appointed financial reviewers at the November General Meeting and returned to the Treasurer by the December General Meeting.

Article VIII. Meetings

Section A. General Meetings

General Meetings shall be held monthly, time and place to be determined by the Executive Board.

1. A majority vote of a quorum at a General Meeting shall be required for passage of general business. A quorum for the purposes of voting shall consist of 33% of the paid membership.
2. There shall be no proxy votes.

Section B. Annual Meeting

1. The Annual Meeting shall be held in January.
2. The Executive Board shall present a report on the state of the Guild, including written reports from the Treasurer and committee chairs.
3. The itemized budget for the year shall also be submitted for approval by the membership.

Article IX. Dissolution

1. Should the Guild be dissolved, all assets remaining after payment of all debts shall be donated to a not-for-profit organization determined by the Guild membership prior to dissolution.
2. Physical assets shall be auctioned to the general membership with the proceeds to be donated to a not-for-profit organization determined by the Guild membership prior to dissolution.
3. No assets shall be used for the private benefit of any individual or person.

Article X. Revisions

1. These bylaws may be revised, amended or rescinded by a majority vote of a quorum at any General Meeting if:
 - a. The notice is given at a General Meeting two months prior to voting.
 - b. Notice is published in the newsletter and on the website two months prior to the General Meeting at which the vote is to be taken.
2. All approved bylaw revisions or amendments shall be effective from the date of adoption, and so recorded in the Revision Log.

Article XI. Roberts Rules of Order

1. These Bylaws cover our standard operations; anything not covered by the Bylaws will be covered using Roberts Rules of Order.