

BYLAWS
OF
QUILTING GUILD OF THE VILLAGES, INC.
AUGUST 2011

ARTICLE I: NAME

The name of this organization shall be Quilting Guild of the Villages, Inc., hereinafter referred to as the Guild.

ARTICLE II: GOVERNMENT

These Bylaws shall govern this organization, following the rules of the Recreation Department of the Villages and enforced by the President and the Executive Board of the Quilting Guild of the Villages, Inc.

ARTICLE III: PURPOSE

The purpose of this 501(c)(4) nonprofit organization shall be to promote an interest in and appreciation of the art of quilting, share quilting information, provide education for members and be of service to our community.

ARTICLE IV: MEMBERSHIP/DUES

Section 1. Eligibility

- A. Membership in the Guild shall be open to all residents of The Villages who are interested in quilting and who wish to learn and/or improve their quilting skills and who are members in good standing of a Guild chapter.
- B. Individual chapters may establish membership guidelines providing they conform to Guild Bylaws.

Section 2. Dues

- A. Any individual who meets the eligibility requirements may become an active member by payment of annual dues to both the Guild and a chapter.
- B. Annual dues shall be determined by a two-thirds vote of the Executive Board.
- C. Annual membership dues shall be paid prior to December 15 for the following year.
- D. Members moving from one chapter to another midyear will be responsible for paying dues to the new chapter, minus the annual Guild dues.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

- A. The nominating committee will consist of two members from each chapter, plus an Executive Board member who will act as chairperson. Members of the nominating committee are not eligible for nomination.
- B. This committee will be formed in September.
- C. The nominating committee will submit a proposed slate of officers to the membership at the October Guild meeting; nominations will also be accepted from the floor.

Section 2. Elections

- A. Voting will be by written ballot if there is more than one candidate for office. Ballots will be accepted at the November Guild meeting from members only. If there is only one candidate for office, voting will be at the November Guild meeting by a show of hands.
- B. New officers will be invited to attend all subsequent Executive Board meetings. New officers will be installed at the December meeting and will assume duties January 1 of the following year.

ARTICLE VI: OFFICERS

Section 1. Elected Officers

- A. The officers of the Guild shall be President, Vice President, Secretary, and Treasurer. They shall hold office for a term of two (2) years with elections for President and Treasurer in the odd years and elections for Vice President and Secretary in the even years.
- B. Vacancies in an office of the Guild shall be filled at the recommendation of the Executive Board subject to approval of a majority of the membership at a Guild meeting. Officers so identified will complete the term of the vacancy.
- C. Officers of the Guild may not be officers of their respective chapters.
- D. Any elected Guild officer may be removed for nonperformance of duties or criminal offenses by a two-thirds vote of the Executive Board.
- E. No more than two people from any one chapter may hold an office in the Guild.
- F. No officer shall be eligible to serve for more than two consecutive terms in the same office.

Section 2. Duties

- A. *President*
 - 1. Presides at all general membership and board meetings.
 - 2. Serves as an ex-officio member of all committees except the Nominating Committee.
 - 3. Appoints committee chairpersons as the need arises.
 - 4. Acts as a liaison between the Guild and The Villages Recreation Department.
 - 5. Reviews all bills and co-signs any checks that exceed \$500.00.

6. Has the responsibility for the start-up of all new chapters in accordance with the rules of the Recreation Department of The Villages, Florida.
 7. Signs any and all contracts entered into on behalf of the Guild along with the event chairperson.
 8. Performs other duties as required.
- B. *Vice President*
1. Acts as chairperson of the Program Committee.
 2. Acts as aide to the President and performs the duties of the President in her/his absence.
- C. *Secretary*
1. Records minutes of all Guild and Executive Board meetings.
 2. Conducts all Guild correspondence as directed by the President.
 3. Reads minutes of the previous meeting and submits for approval.
 3. Publishes a copy of the Guild and Executive Board minutes on the Guild website.
- D. *Treasurer*
1. Is responsible for collecting, distributing and accounting for the funds of the Guild.
 2. Presents monthly financial statements to the Executive Board and at the monthly Guild meeting.
 3. Submits the books for a yearly audit.

Section 3. Executive Board

- A. The Executive Board shall consist of the elected Guild officers and two representatives from each Guild chapter, one being the chapter president and the other a member-at-large. Each Executive Board member has one vote on issues requiring a vote. Substitute chapter representatives may attend and vote in place of representatives unable to attend an Executive Board meeting.
- B. The Guild President shall call meetings of the Executive Board each month. Additional meetings shall be called by the Guild President as needed.
- C. The chapter representatives shall report to their chapter the actions of the Executive Board.
- D. A quorum for Executive Board meetings shall consist of a majority of all Executive Board members.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

- A. All standing committees serve at the discretion of the Executive Board and report to the Executive Board at least annually. Chairpersons are selected by the Executive Board from among volunteers.
- B. *Membership*—provides membership cards, maintains current membership list and compiles annual membership directory to include name, street address, zip code, telephone, e-mail, and year member joined the Guild.
- C. *Quilt Show*—coordinates and plans the quilt show held every other year, and will be chaired by at least two members who are from different chapters.

- D. *Publicity*—acts as liaison with the local media.
- E. *Historian*—keeps the Guild scrapbook of all news clippings pertaining to the Guild and its members as well as other items of interest to the Guild.
- F. *Program*—coordinates, organizes and implements programs for the Guild. The committee will consist of representatives from each chapter and is chaired by the Vice President.
- G. *Website*—maintains the Guild website, www.QGOTV.org

Section 2. Special Committees

- A. *Audit*—shall consist of two Guild members, appointed by the President, to correlate receipts and disbursements of the Guild immediately after calendar year-end and report to the membership at the February meeting; the audit team provides a written confirmation of the audit to be added to the Treasurer’s books.
- B. *Budget*—meets in March in the odd years and presents a proposed two-year budget at the March Executive Board and April Guild meetings. This committee consists of the Guild President, Vice President, Treasurer and Chapter Treasurers

ARTICLE VIII. MEETINGS

Section 1. Guild Meetings

- A. The regular meeting of the Guild shall be the first Tuesday of each month.
- B. A quorum for Guild meetings shall consist of no less than 75 members present at the time of the vote.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Business meetings shall be conducted under Robert’s Rules of Order Revised.

ARTICLE X. CHANGING THE BYLAWS

Section 1. Instructions

- A. Proposed changes to the Guild Bylaws must be submitted in writing to the Executive Board for consideration.
- B. Proposed changes will be presented to the chapters for review before the monthly Guild meeting.
- C. Changes to the Guild Bylaws require a vote of approval by two-thirds of a minimum of 75 members in attendance at a monthly Guild meeting.

ARTICLE XI. DISSOLUTION OF GUILD

In the event of a decision to dissolve the Quilting Guild of The Villages, Inc., all liabilities shall be paid, satisfied and discharged, or adequate provisions made. All remaining funds of the organization shall be distributed to a nonprofit organization whose purpose is similar to this guild as determined by the majority of the remaining members. No funds shall revert to the benefit of any individual member or chapter.

Approved January 2004

Revised April 2006

Revised March 2008

Revised October 2008

Revised August 2011