

Amelia Island Quilt Guild, Inc. Bylaws
Revised November 2015

I. Article I: Name & Purpose

1. The name of this organization is Amelia Island Quilt Guild, Inc.
2. The purpose of this organization is to promote and increase interest in the art of quilting.

II. Article II: Membership

1. Membership is obtained by the payment of dues.
2. Membership dues (set by membership vote) are payable each September. A check for dues must be mailed to the Treasurer before the September meeting or deposited in a drop box at the September meeting.
3. Any member two months in arrears of dues will be suspended from the privileges of membership, and dropped from the rolls.
4. A visitor may attend two meetings before being expected to join, or discontinue attending.
5. Members age 80 and over are not required to pay dues, but it is the member's responsibility to inform the Membership Chairperson of their age. (adopted 11/14/2006)
6. Youth membership is open to quilters under the age of 18. Youth members are not required to pay dues and are eligible to enter the quilt show. Youth members may not vote or hold an office. (adopted 2/11/2014)

III. Article III: Officers & Duties

Section A

1. The Officers are President, Vice President, Treasurer, Secretary, and Membership Chairperson, and they make up the Executive Committee.

Section B: Duties of the President

1. Preside at all regular monthly meetings and Executive Committee and Guild Board meetings.
2. Is an ex-officio member of all committees.
3. Signs checks in the absence of the Treasurer.
4. Appoints two Guild members to review the Guild's financial records prior to the publication of the June financial report.

5. Appoints chairpersons of standing committees.

Section C: Duties of the Vice President

1. Presides in the absence of, or at the request of the President at regular monthly meetings and Executive Committee and Guild Board meetings.
2. Assists with bylaws changes and interpretations.
3. Is Program Chairperson for the Guild's regular meetings.
4. Signs checks in the absence of the Treasurer.

Section D: Duties of the Secretary

1. Keeps records of all regular monthly meetings and Executive Committee and Guild Board meetings.
2. Submits a copy of the minutes of the last meeting for inclusion in the next Guild Newsletter.
3. Conducts general correspondence of the Guild.
4. Knows the location of all documents.

Section E: Duties of the Treasurer

1. Is responsible for all fiscal matters as directed by the Guild Board.
2. Signs checks for authorized disbursements.
3. Reports at all Guild Board meetings.
4. Prepares bi-annual reports to be printed in the December and June newsletters.

Section F: Duties of the Membership Chairpersons

1. Keeps up to date record of the members, including names, addresses, phone numbers, e-mail, etc.
2. Keeps newsletter editor informed of new members.
3. Compiles and prints a roster of member.

IV. Article IV: Executive Committee

Section A: Members

1. The Executive Committee shall consist of the elected officers: President, Vice President, Secretary, Treasurer, and Membership Chairperson.
2. Each member will have one vote.

3. The Executive Committee will meet once a month at the discretion of the President or upon request of any member.
4. The Program Chairperson shall be a voting member of the Board. In future years, the option remains for the Vice President to be responsible for programs rather than separate the duties. (adopted 10/13/15)
5. During any year when the Vice President's position is split and a Program Chairperson is installed, the Quilt Show Chairperson will become a voting Board member to maintain an odd number, eliminating a tie vote. In the year(s) when the Vice President's office is not split, the Quilt Show Chairperson will not have voting rights on the Board. (adopted 11/11/15)

Section B: Duties

1. Acts for the Guild in the event of an emergency.
2. Control matters relating to the management and development of the Guild.
3. Prepares a budget for the upcoming fiscal year to be voted on by the membership at the June meeting.

V. Article V: Guild Board

1. The Guild Board shall consist of the Executive Committee and the standing committee chairpersons.
2. The standing committee chairpersons are appointed by the President and/or the Executive Committee.
3. Each Guild Board Member will have one vote.
4. Standing committees shall be Newsletter, Retreat, Quilt Show, and others as deemed necessary.
5. The Guild Board will meet once a month at the discretion of the President or upon request of any member.

VI. Article VI: Nomination, Elections, and Vacancies

1. Election of officers will be held annually in May. Candidates will be selected by the Nominating Committee.
2. The Nominating Committee shall consist of three members: the immediate President and two members of the Guild appointed by the President.
3. If there is more than one candidate for an office, voting will be by written ballot.
4. Each new officer assumes duties at the June meeting.

5. Vacancies in office shall be filled by a vote of the members.
6. No member shall be eligible to serve more than two consecutive terms in the same office except when the Nominating Committee and the Guild Board feel that extending a term one year would benefit the club.

VII. Article VII: Meetings

1. Regular meetings will be held on the dates fixed by the President and the Guild Board.
2. Special meetings will be held on request of the President and Guild Board.
3. Voting on issues brought before the Guild will be done by ballot or a show of hands. The majority of those present carry the vote.

VIII. Article VIII: Bylaws

1. New bylaws may be adopted by the affirmative vote of the majority of those present provided that no vote will be taken on the proposal to amend the bylaws unless there has been notice given in advance.