

LADIES OF THE LAKE QUILT GUILD

ARTICLES OF ORGANIZATION

Article I – Name

The name of this organization shall be “Ladies of the Lake Quilt Guild.”

Article II – Purpose

The purpose of this organization is to provide the opportunity for quilters to enjoy fellowship and exchange ideas and techniques for quilting and to provide information about sources of supplies for patterns, materials, equipment, and publications. To encourage others to quilt and to provide information about quilting by organizing shows and demonstrations so the public can enjoy viewing quilts and see quilters at work. To assist in raising funds for designated charities.

Article III – Non-Profit

This organization shall not be for profit and no part of its assets shall incur to the benefit of any individual member, but shall be used exclusively for the purposes of the organization.

Article IV – Amendments

The Articles of Organization may be amended at any regular meeting by a two-thirds vote of the membership present. The proposed amendment must be submitted in writing at the previous regular meeting.

Adopted 1995

See Standing Procedures for additional information and details.

LADIES OF THE LAKE QUILT GUILD

BYLAWS

Article I – Membership

Section A. Membership Eligibility: Membership in the Guild is open to the public. A person becomes a member with all Guild privileges when the individual pays the dues and submits a completed application form.

Section B. Dues: Each member shall pay annual dues either at the full rate or later in the year at a pro-rated rate. Dues are payable starting in May/June for the following fiscal year with the amount to be determined by the membership of the Guild.

Article II – Organization

Section A. Executive Committee: The Executive Committee is comprised of the Elected Officers and Past President.

Section B. Board of Directors: The Board includes the Executive Committee, standing committee chairs, and ad hoc committee chairs as needed. The Board has voting privileges to conduct Guild business. Each member of the Board shall have one vote regardless of the number of positions a person holds. The Board may consider all questions of policy, and when appropriate, present major recommendations to the Guild for action.

Section C. Guild Business: No Guild member shall receive compensation for serving as an officer, an appointed position, or on a committee. Guild members will not be reimbursed for lodging, food, travel or materials for personal use unless specifically authorized by the Board. Guild members who serve as program speakers under contract for a Guild meeting may receive an honorarium. (No free-will offerings to members for special occasions will be collected.)

Section D. Board Attendance: Any member of the Guild may attend a Board meeting. Members who would like to address the Board may be placed on a Board agenda.

Section E. Year End Reports: Outgoing officers and committee chairs shall present a year-end report and budget to the outgoing President and appropriate incoming officers and chairs.

Article III – Meetings

Section A. Guild meetings shall be the third Monday of each month excluding July, August, and December. The meeting place shall be determined by the members.

Section B. Board of Directors meetings will be held on the second Monday of each month except July and December at a time and place determined by the Board. The Board may call special meetings if necessary.

Section C. Quorum: In order to hold a regular business meeting for the Guild or Board a quorum must be in attendance. Absentee voting is not permitted. A quorum of a meeting of the Guild shall be one-fourth of the membership. A quorum for the Board shall be eight Board members present.

Article IV – Elected Officers

Section A. The elected officers of the Guild shall consist of President, Vice President, Program, Secretary, Treasurer, and Historian. These officers shall be elected for a one-year term, except Treasurer who shall serve for two years.

Section B. Duties of the officers:

1. The President shall preside at all meetings of the Guild and Board and shall appoint committee chairs as necessary.
2. The Vice President shall conduct the business of the Guild during the absence of the President. If the office of the President becomes vacant, the Vice President shall become the President. The Vice President need not be the successor to the President.
3. The Program chair shall be responsible for planning, preparing publicity, and coordinating programs for Guild meetings and workshops.
4. The Secretary shall keep records of all meetings and conduct all correspondence.
5. The Treasurer shall keep an account of all monies received and pay all approved bills. There will be an independent audit of the books before turning the books over to the next Treasurer.
6. The Historian shall be responsible for and shall keep the Guild images.
7. The Past President shall be the advisor to the current President and Board and serve as parliamentarian for the Board and Guild.

Article V –Committees

Section A. Standing Committees: The following committees may be appointed each year and the chairs may recruit sufficient help to complete the duties.

1. Block of the Month
2. Bookkeeper
3. Challenge Quilt (winners of the previous year)
4. Door Prizes
5. Hospitality / New Member
6. Marketing
7. Membership
8. Newsletter
9. Publicity
10. Quilt Show
11. Raffle Quilt
12. Retreat
13. Web Coordinator

Section B. Ad Hoc Committees: The following short-term committees shall be appointed by the Board to perform a specific task and present a report to the Board and Guild.

1. Audit Committee
2. Budget Committee
3. Nominating Committee

Section C. Committee Responsibilities: Committees are responsible for reporting to the Board. The Board shall have the power to appoint other

committees or to dissolve committees as deemed necessary to carry on the work of the Guild.

Article VI – Elections

Section A. Nominating Committee: The Board shall appoint a Nominating Committee consisting of three members at the March Board meeting. The committee shall prepare a slate of officers to be presented at the May Board and Guild meetings. Nominations shall also be in order from the floor in May and June.

Section B. Elections: The election will be held at the Guild meeting in June. If there is more than one candidate for the same office, the election shall be by written ballot, and a majority vote shall elect. If there is only one candidate for each office, it will be in order to move that the Secretary cast the vote of the Guild for the election by a majority vote.

Section C. Installation of Officers: The new officers will be installed at the June Guild meeting.

Article VII – Financial Policy

Section A. Fees: Members are expected to pay fees to attend workshops, classes, retreats, quilt shows, or other activities sponsored by the Guild that promote the art of quilting.

Section B. Funds:

1. The General Fund shall provide the operating expenses for all budgeted Guild activities for the current fiscal year.
2. The Permanent Fund shall provide savings in reserve equal to the operational costs for one full year of Guild activities.
3. The Designated Funds shall provide for specific plans as indicated in their titles and may not be used for other purposes unless authorized by the Board.
4. The Savings Accounts shall contain any additional savings in order to draw short-term interest.
5. The fiscal year of the Guild shall be July 1 – June 30 inclusive.
6. The Budget Committee shall prepare the budget each year. It shall list income and expenditure categories for Guild operations and include listings of designated funds.
7. All checks and drafts against the LOL shall be signed by two authorized officers: the Treasurer, President, Secretary or Vice President.
8. The Retreat and Quilt Show committees must have their budgets approved by the Board before expenses can be paid. The Board may require other committees to submit their budgets for approval.

9. All non-budget committee expenditures over \$20.00 shall be approved by the simple majority of the Board present at a Board meeting.

Article VIII – Parliamentary Authority

Robert's Rules of Order Revised, current edition, shall be the authority and govern this Guild in the business procedure on all points not covered in the Articles of Organization and the Bylaws.

Article IX – Amendments

The Bylaws may be amended at any regular meeting of the Guild by a two-thirds vote of those members present. The proposed amendments must have been submitted to members in writing at the previous Guild meeting.

Article X – Dissolution

In the event that the Guild is terminated, all assets shall be granted to another non-profit 501(c)(3) quilting group.

Adopted: 1995

Revised: October 2007

Revised: