

OLATHE QUILTER'S GUILD BY-LAWS
Revised: October 8, 2019

Article I – Name

The name of this organization shall be Olathe Quilter's Guild.

Article II – Purpose

The purpose of the Guild shall be to develop interest in the art of quilting, work with other groups with similar objectives, encourage philanthropic quilting for the benefit of the community, and provide educational opportunities through programs and workshops.

Article III - Representations

The name of the Olathe Quilter's Guild shall not be used by any one person or any religious, political, community or business group for the purpose of monetary gain, ownership of property, or for the promotion of any work-related project. The Guild may support a service project to serve a community organization(s) only with the majority vote of the members present at a regular meeting. Members may notify the Guild by both a spoken report at a regular meeting or by posting a notice in the monthly newsletter about projects that they are actively involved in and for which they are seeking volunteer help.

Article III – Membership

Section 1 - Membership shall be open to any individual who has an interest in the art of quilting.

Section 2 - Anyone is welcome to attend two (2) regular meetings before joining, but will be required to pay the appropriate dues before attending future meetings. Dues after July 1st will be reduced to one-half the annual membership fee.

Section 3 - Active members are required to pay annual membership dues. Dues are payable on or before January 31. Members who have not paid dues by April 1 shall not be eligible for membership benefits until the dues are paid.

Article IV – Officers

Section 1- Executive Board:

Shall be composed of the elected officers and the immediate past-president (Advisor). Officers who miss more than two meetings annually without contacting a board member before the meeting when an absence occurs, or who do not fulfill the duties of their office, can be replaced by the Board for the good of the Guild. This action will only be taken after a conference between the Board and the officer in question.

Section 2 - Elected Officers:

The elected officers are President/Co-Presidents, Vice-President, Program, Program Elect, Secretary, Treasurer, Ways and Means, Ways and Means Elect, Historian, Public Relations, Membership and Newsletter Editor.

Section 3 - Term of Office:

Officers are elected to a one-year calendar term. They may be re-elected to an additional one-year term. No individual may hold the same office for more than two successive years.

Section 4 - Duties of Officers:

President/Co-Presidents: Shall preside over all meetings, appoint all special and standing committees, and serve as the Guild representative to the community. The President(s) shall serve as an advisor and a voting member of the Board during the year immediately following her/his last term as President.

Vice-President: Shall perform presidential duties in the absence of the President or at the President's request.

Program: Shall serve as the Program Chair.

Program Elect: Shall work in conjunction with the Program Chair on programs. On the second year, she/he shall hold office of Program Chair.

Secretary: Shall record and be the custodian of the minutes of the meetings. Responsible for the Guild correspondence and courtesy cards (death, hospital, new baby, wedding, etc.)

Treasurer: Shall collect and take charge of all dues and funds made available to the Guild. Shall also take charge and pay all bills approved by the Board upon presentation of receipt or statement. Shall keep a written account of all transactions in a book and receipts in a file belonging to the Guild. Audits will be performed by the Treasurer and Advisor. The outgoing and incoming Treasurer shall prepare a tentative budget for the new Board. Shall prepare an end of the year Statement of Condition to be available at the January meeting. Shall be responsible for the annual audit presentation to the Board before the installation of new officers in January.

Ways and Means: Ways and Means shall be responsible for raising money

for the general fund. They shall present ideas for fund-raising to be approved by the Board. The Ways and Means Committee will distribute instructions and oversee the project to completion. All Guild members will be encouraged to participate in these projects.

Ways and Means Elect: Shall work in conjunction with the Ways and Means chairperson in developing and overseeing fundraisers for the guild. On the second year, she/he shall become the Ways and Means chairperson.

Historian: Shall collect and preserve accounts of Guild activities, including appropriate memorabilia for the current year to be added to the records of past years.

Public Relations: Responsible for all social media. Post updates to the Guild's social media account(s), including but not limited to, pictures, statements about up-coming speakers and events. Responsible for all television, radio, Facebook, website and print media for speakers and events.

Membership: Shall be responsible for collecting and forwarding dues for all members to the Treasurer. Shall provide membership cards and guild information to new and renewing members. Responsible for collecting and distributing information from membership information form to the appropriate committees. Shall update the membership roster and forward it to the general membership.

Newsletter Editor: Shall prepare and distribute a monthly newsletter and maintain a record of all original newsletters.

Advisor (Immediate Past President): Shall advise on procedure for business meetings when necessary. Shall perform an annual audit with the Treasurer. The financial audit shall take place after the last meeting of the year and before the installation of new officers in January.

Section 5 - Method of Election of Officers:

The Nominating Committee will conduct and coordinate the election of officers. Election of officers will be by a show of hands with a simple majority vote of those members in attendance. In the event of uncontested nominees/or slate of officers, their election may be accepted by acclamation. The Guild will accept signed proxy votes given to another Guild member if the member cannot attend the October meeting.

Section 6 - Any member of the Guild is eligible to run for office.

Section 7 - Offices left vacant due to resignation or other reasons before the end of the term of office shall be filled by nominations by the Board or from the floor at a meeting following the meeting at which the vacancy is announced, subject to approval of a majority of the members present at the meetings. Any officer not upholding the duties of their office or acting in a manner to the detriment of the Guild may be asked to resign. The President shall appoint another member of the Board to assume the duties of the resigning officer in the interim.

Section 9 - Officers will be installed at the regular meeting in January in ceremonies arranged by the nominating committee.

Article V – Parliamentary Authority

These bylaws may be altered through the following procedure: first, the change shall be presented at a Guild meeting in writing. Then the proposed change will be published in the next newsletter. After publication, the change will be voted on at the next Guild meeting. The change will require a majority vote of a membership present at the meeting.

Mary Pacey, Teresa Jones – Co-Presidents