

PRYOR PATCHERS QUILT GUILD BY-LAWS

Article I – Name

The name of this organization shall be **PRYOR PATCHERS QUILT GUILD**.

Article II – Purpose

The purpose of this guild shall be to stimulate an interest in quilts, to promote and advance the art of quilt making, and to conduct educational programs and services in the design and techniques of quilt making.

Article III – Membership

Section 1. Membership is open to anyone who has an interest in quilts.

Section 2. A person may attend two regular meetings of the Guild as a guest before being encouraged to join if further attendance is desired.

Section 3. Annual dues are \$15.00, payable in January. Memberships not renewed by the February meeting will be terminated. Dues shall be prorated for new members joining after the June Guild meeting. ~~All members will receive the monthly newsletter.~~ **The monthly newsletter will be posted on the Guild website, www.PryorPatchers.org.**

Section 4. Any member under the age of 18 will not be required to pay dues until he/she is 18 years old. He/she will not be eligible to hold office or serve as committee chair until he/she is 18 years of age. He/she will be eligible and encouraged to serve as a committee member.

Article IV – Duties of Officers

Section 1a. Officers of the Guild shall be: President, Vice-President, Secretary, and Treasurer. These offices shall constitute the Executive-Board. Duties and powers of officers shall be as follows:

President shall call and preside over all meetings of the guild and Executive Board. **The president** shall appoint, with the approval of the Executive Board, all standing committees and such special committees as deemed necessary. ~~She shall appoint a Parliamentarian in January.~~ The President shall sign all contracts and obligations authorized by the Guild and/or by the

Executive Board and/or by the Quilt Show Committee. **The president** shall be an ex-officio member of all committees except the Nominating Committee.

Vice-President shall assist the President and preside over the meeting in the event the president cannot attend. The Vice-President will also serve as Program Committee Chairman, **book programs for the current year and six months into the following year. The vice-president shall obtain a signed contract from each presenter.**

Secretary shall record and be custodian of the minutes of all Guild meetings and Executive Board meetings. **The secretary** shall keep a copy of each newsletter in a permanent file.

Treasurer shall collect, disburse, and keep account of all monies received and disbursed. **The treasurer** shall, within five business days of receipt, deposit all funds received. Any Guild or Committee member who has been assigned the responsibility to collect money on behalf of the guild or any Guild Committee shall, within five business days of receipt, transfer said money to the Treasurer who shall provide a written receipt to the member. ~~She shall be a member of the Finance Committee.~~ **The treasurer** shall provide detailed monthly and year-end financial reports. Expenditures exceeding \$200.00 shall be approved by ~~the Guild~~ **the Executive Board**. All checks drawn on a Guild bank account shall require the signature of two (2) Guild officers, **a completed voucher and receipt attached and filed with the Treasurer, except the Quilt Show account.** **The treasurer shall prepare a budget for presentation to the Executive Board.**

Section 1b. All officers shall act as mentors to their successors, attending Board meetings and assisting as needed.

Section 2. Term of office shall be one year. An individual may not hold the same office for more than two (2) successive years.

Section 3. Should any officer fail to adequately perform the duties of the office, as defined in the job description of these Bylaws, the Executive Board shall be responsible to perform necessary action for the good of the guild.

Section 4. The Executive Board shall be responsible for planning Guild business and activities. The Executive Board, ~~with the Finance Committee,~~ shall prepare a Proposed Budget to be presented to Guild members for approval at the January meeting.

Section 5. In November the Executive Board shall appoint ~~a guild member, who is not on the board, to chair the Audit Committee~~ **qualified independent auditor** to conduct the annual audit of all Guild funds. This audit shall be presented to the Guild at the January meeting.

Article V – Duties of Committees

Section 1. Standing Committees of the Guild shall be as follows: ~~Finance Committee, Audit Committee,~~ Program Committee, Nominating Committee, and Quilt Show Committee.

Section 2. The Program Committee assists the Vice-President in scheduling programs.

Section 3. The Nominating Committee is responsible for presenting a slate of officers in October for election in November.

Section 4. The Quilt Show Committee is responsible for planning and executing the biannual Quilt Show.

Article VI – Election of Officers

Section 1. At the August ~~each~~ meeting, the Executive Board shall appoint a Nominating Committee Chairman who is not on ~~its~~ board. This chairman shall select committee members, one of whom shall be an Executive Board member. This committee's duty shall be to assemble a slate of officers for the new year and present it to the Guild members at the October meeting. Additional nominations for officers will be accepted at this meeting. All nominations for office shall be published in the newsletter before the November meeting. Voting will take place at the November meeting. Members must be present to vote ~~by ballot~~. New officers will assume the duties of their offices at the December Executive Board meeting.

Section 2. Any vacancy of a current office shall be filled by appointment by remaining officers.

Article VII – Meetings

Section 1. Regular meetings of the Guild shall be held on the fourth (4) Tuesday evening of each month January through November, or as designated by the Executive Board.

Section 2. Meetings of the Executive Board shall be held as designated by current Executive Board members.

Section 3. All Guild meetings, all committee meetings, and all Executive Board meetings shall be open to all Guild members.

Article VIII – Fundraising

The Guild will conduct at least one (1) fundraising event each year.

Article IX – Changes in Bylaws

These Bylaws may be amended by a majority vote at a duly organized Guild meeting. Any proposed change shall be made available to each member at least thirty (30) days prior to the time of the meeting at which the change will be considered.

Article X – Quilt Shows

Section 1. Pryor Patchers Quilt Guild may hold a Quilt Show biannually or as decided by the Guild. All Quilt Shows shall be directed by the Quilt Show Executive Committee, which shall function separately from the Guild Executive Board. **No member of the Executive Board shall serve on the Quilt Show Executive Committee.**

Section 2. The Quilt Show Executive committee will function with a Chairman, Co-Chairman, Secretary, and Treasurer, all appointed by the Guild Executive Board. Duties of these officers shall be:

Chairman – shall preside at all Quilt Show meetings and shall appoint Sub-committee Chairmen necessary for the welfare of the Show. **The chairman** shall make monthly reports to the Guild.

Co-Chairman – shall assist the Chairman and conduct meetings in the Chairman’s absence.

Secretary – shall record and be custodian of minutes of all Quilt Show meetings. **The secretary** shall provide copies to all Quilt Show Committee members

Treasurer – shall maintain the Quilt Show bank account. **The treasurer** shall deposit all funds within five business days of receipt. All checks drawn on the Quilt Show bank account shall require the signature of two Quilt Show officers, **a completed voucher, and a receipt.** Expenditures exceeding \$200.00 shall be pre-approved by the Committee. Any member who has been assigned the responsibility to collect money on behalf of the Committee shall, within five business days of receipt, transfer said money to the Treasurer who shall provide a written receipt to the member. The treasurer shall pay within five business days of receipt all completed vouchers presented for payment. She shall provide a copy of the final financial report to all committee members within 30 days after the Quilt Show. A ~~Quilt Show Audit Committee Chairman~~ **qualified independent auditor** shall be appointed by the Guild Executive Board to perform an audit of all Quilt Show Treasurer records. This audit shall be completed within 30 days of the final financial report and shall be presented at the next Guild meeting.

Section 3. Any Guild member who wishes may volunteer to serve on the Quilt Show Committee.

Section 4. All assets of the Quilt Show shall be the property of Pryor Patchers Quilt Guild. Quilt Show profits **above \$3000.00** shall be transferred to the Guild bank account following the final Quilt Show audit. Should the Quilt Show need additional operating funds, a request may be submitted to the Guild Executive Board and Guild members for approval.

Section 5. **All money from the sale of tickets for the Opportunity Quilt shall be deposited into the Guild bank account.**

Article XI – Dissolution of Guild

In the event of the dissolution of Pryor Patchers Quilt Guild, all assets shall be distributed by the current Executive Board with the approval of the remaining members.

Bylaws respectfully submitted by the 2021 Bylaws Committee:

Deloris Devers

Judy Foster

Linda Shafer

Ann Underwood

Deloris Devers

Judy Foster

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Linda Shafer

Adopted and effective immediately by vote of the membership at the Guild meeting on October 26, 2021

President Ann Underwood _____

Bylaws Committee

Deloris Devers _____

Judy Foster _____

Linda Shafer _____

Ann Underwood _____

Attested by: Secretary Linda Shafer _____