

CONSTITUTION AND BY-LAWS OF  
*THE YORK QUILTERS' GUILD, INC.*

October, 2011

ARTICLE I – NAME

The name of this not-for-profit organization shall be *The York Quilters' Guild, Inc.*  
Hereafter *The York Quilters' Guild, Inc.* may be referred to simply as The Guild,  
Guild, or YQG.

ARTICLE II -- PURPOSE

The purpose of YQG is to instruct, stimulate and promote quilt making for the  
individual, the Guild, and throughout the community.

ARTICLE III – GENERAL MEETINGS

Section 1 – The YQG shall meet promptly at 7 pm on the third Thursday of each  
month of the year.

Section 2 – The year of YQG shall begin on the third Thursday of October with the  
Installation of Officers and end following the presentation of the Challenge on the  
third Thursday of October of the following year.

Section 3 – A majority vote of the membership shall be one more than half of those  
present.

ARTICLE IV –MEMBERSHIP AND DUES

Section 1 – Any person with an interest in quilt making is welcome to join the Guild.

Section 2 – A visitor may attend two complimentary meetings as a guest before becoming a member by payment of dues.

Section 3 – Dues shall be determined by the Board of YQG.

a. Dues are paid yearly and are to be presented to the Membership Chairman by the end of the October monthly meeting.

b. Anyone joining from October through March shall pay the full membership fee.

c. Anyone joining after April 1 shall pay one-half the full membership fee.

d. Dues are non-refundable.

e. The size of the membership of the Guild shall be limited to room occupancy established by the safety code for the meeting site.

#### ARTICLE V – DIRECTORSHIP of YQG.

Section 1 – The Board of YQG shall be composed of the elected officers of *YQG* and the chairpersons of the Board-appointed Standing Committees. These will form the Executive Board. Other committees will be appointed by Board and will function under the directions of an elected member or Standing Committee chairman.

Section 2 – At such time that a Charter Member is unable to serve, the Charter member position shall be deleted from the Executive Board.

Section 3 – The Executive Board of YQG shall meet four times a year.

a. Meetings shall be scheduled in: January, April, July, and October.

- b. Meetings shall be held the Tuesday night of the week prior to the Guild general meeting unless otherwise determined by the Executive Board.
- c. The meeting place and the time shall be determined by the Executive Board President.
- d. The Executive Board shall also meet at the call of the President at such times and at such places as deemed by the President to be expedient for the transaction of the general business of the Guild.
- e. Fiscal matters of YQG shall require a majority vote of Executive Board members present. A majority shall be one more than half of the members present.
- f. Changes to the CONSTITUTION AND BY-LAWS and POLICIES AND PROCEDURES shall be approved by a majority of Executive Board members present.

## ARTICLE VI – ELECTIONS

Section 1 – The Executive Board shall by the May Board meeting determine a slate of officers for presentation to the general membership at the May general meeting.

- a. Any nominee must agree to allow their name to be placed in nomination before the general membership

Section 2 – The slate of officers shall be presented to the general membership in the May meeting by the Executive Board Secretary.

Section 3 – Elected officers shall be elected by the general membership at the July meeting.

1. Nominations shall be received from the floor.
2. Anyone being nominated from the floor must give permission for their name to be added to the slate of nominees prior to being submitted.
3. Elections shall be by raising of hands.
4. A vote shall pass by one more than half of the membership present at the time of the vote.

Section 4 – Newly elected officers and Standing Committee chairmen shall attend the October, January, April, and July Board meetings for their term of office.

Section 5-- Officers shall be installed at the general meeting in October.

## ARTICLE VII — ELECTED OFFICERS

*The duties and responsibilities of each elected officer are more fully explained in POLICIES AND PROCEDURES.*

### Section 1 – PRESIDENT:

- a. Serves as the chief executive officer of YQG.
- b. Serves a total of three consecutive years:
  - 1.) Year 1 she serves as Vice President.
  - 2.) Year 2 she serves as President
  - 3.) Year 3 she serves on the Board as President Ex-Officio adviser to the Guild.

3

- c. Arranges locations for Board meetings and the Budget meeting.

d. Chairs all Executive Board meetings, the August Budget meeting, and is invited to attend all other committee meetings.

Section 2 – VICE PRESIDENT:

a. Serves a total of three consecutive years:

1.) Year 1 she serves as Vice President.

2.) Year 2 she serves as President

3.) Year 3 she serves on the Executive Board as Ex Officio President adviser to the Guild and becomes the Chairman of the General Standing Committees.

b. Observes at various Guild meetings and Guild functions to learn operations of the Guild and various duties of Board members and Program Chairs.

c. Responsible for annually reviewing CONSTITUTION AND BY-LAWS and POLICIES AND PROCEDURES.

d. Be available to substitute when the President is absent and assist the President in any way she can.

e. Attends all Executive Board meetings and the August Budget meeting.

Section 3 – PROGRAM CO-CHAIRS (these two persons will be working very closely together and must be able to share ideas and responsibilities.)

a. Serve two years:

1. The first year they will plan and prepare the programming that will be presented the following year.

2. The second year they will be responsible for implementing those programs.

- b. Arrange for meeting place for monthly Guild meetings and workshops.
- c. Attend all Executive Board meetings and the August Budget meeting.
- d. Supervises the responsibilities of the Challenge and the Mystery.

#### Section 4 – BOARD SECRETARY

- a. Serves for two years.
- b. Is custodian for all hand-written and electronic records of YQG Board meetings and general meetings.
- c. Handles the correspondence of YQG.
- d. Attends all Executive Board meetings and the August Budget meeting.
- e. Supervises the duties of the Secretary of the General membership.

#### Section 5 – GUILD TREASURER / SHOW TREASURER

- a. Serves three years.
- b. Receives all monies pertaining to YQG and pays all bills pertaining to YQG.
- . c. Maintains accurate records with monthly copies to President and Board Secretary.
- d. Attends all Executive Board meetings and the August Budget meeting.
- e. Supervises the duties of the Ways and Means Committee.

#### ARTICLE VIII – STANDING COMMITTEES on YQG BOARD

Section 1 – All Chairpersons of a Standing Committee will serve two years. They may be reappointed.

Section 2 – The PRESIDENT of YQG, with approval of the Executive Board, shall appoint the following Standing Committee Chairpersons: Show, Charter Member,

General Programming (Ex Officio President), Newsletter/Website, Membership, and Parliamentarian.

Section 3 – The President shall appoint other positions as needed.

Section 4 – Attend all Executive Board meetings.

Section 5 – Additional information concerning all Standing Committees is found in POLICIES AND PROCEDURES.

#### ARTICLE IX – BOARD APPOINTED POSITIONS

Section 1 – These committee Chairpersons are selected by the Executive Board and they report to the Ex Officio President: Librarian, Historian, Retreat, Sunshine Lady, Hospitality, Documentation, Education, Service Project, and Mystery chair. These officers are welcome to attend the Board meeting but do not have a vote.

Section 2 -- The General Meeting Secretary reports to the Board Secretary.

Section 3 -- The Directory chair reports to the Membership Chair.

Section 4 -- The Ways and Means chair reports to the Treasurer.

Section 5 -- The Publicity chair reports to Website/Newsletter

Section 6 – The Challenge and Mystery Committees report to 2nd Year Programs

Section 7 -- Each chairperson and committee member shall serve one year and may be reappointed.

Section 8 – The President shall appoint other positions as needed.

Section 9 – Additional information concerning all Standing Committees is found in POLICIES AND PROCEDURES.

## ARTICLE X – GENERAL AND SHOW TREASURIES

Section 1 – The fiscal year of YQG shall begin on the third Thursday of October and conclude on the Wednesday preceding the October general meeting of the following year.

Section 2 – All funds of YQG shall be deposited in a financial institution as designated by the Executive Board.

Section 3 – There shall be an account maintained by the Guild Treasurer being used for the general operating funds of the Guild.

Section 4 – There shall be an account maintained by the Show Treasurer being used for the general operating needs of the Guild-sponsored Show.

Section 5 – Any part of these monies may be transferred as needed between the treasuries with Executive Board approval.

Section 6 – All funds shall be dispersed only by checks.

Section 7 – The Treasurer's records shall be audited annually. Auditing will be done any time after the first of November and completed by the January Board meeting. The results of the audit shall be made known to the Executive Board at the January Executive Board meeting

Section 8 – The Treasurer shall report to the Guild at the October meeting the new Budget as accepted at the October Executive Board meeting. The report shall include the total of the Budget and any large items that need to be explained.

## ARTICLE XI – MEETING CANCELLATION

Section 1 – A general meeting or an Executive Board meeting shall be cancelled at



the discretion of the President and elected officers.

Section 2 – We reserve the right to cancel an event if there is insufficient enrollment in that event.

a. If The Guild cancels an event due to insufficient enrollment any monies previously collected will be returned.

b. If a member has to cancel, her money can only be refunded up to two weeks before the event.

Section 3 – In case of inclement weather information regarding cancellation of any meeting will be announced in the following ways:

a. Check snow scans on TV and radio

b. Call any officer and they can advise you.

## ARTICLE XII – OPEN BOARD POLICY

Section 1 – The YQG invites any member to attend any BOARD meeting. Please notify the President of your intentions prior to the BOARD meeting.

Section 2 – Any member-at-large attending a BOARD meeting is welcome to ask questions and offer positive suggestions.

Section 3 – Any member-at-large attending a BOARD meeting is ineligible to vote.

## ARTICLE XIII– DISSOLUTION

Section 1 – In the event of the dissolution of YQG any money or property belonging to YQG will be given to any other charitable organization as designated by the BOARD members at the time of the dissolution.

ARTICLE XIV – REVIEW OF CONSTITUTION AND BY-LAWS

Section 1 – This CONSTITUTION AND BY-LAWS of YQG shall be reviewed annually by the BOARD at the September BOARD meeting.

Section 2 – The CONSTITUTION AND BY-LAWS can be amended or changed by a majority vote of the BOARD. It must then be presented to the general membership for approval by a 2/3 vote.

Section 3 – This CONSTITUTION AND BY-LAWS, after approval at the October Board meeting, shall be electronically sent for perusal to the membership before the October general meeting. Those members who do not use electronic mail shall receive their information via US mail.

Section 4 – A vote for acceptance shall be called for by the outgoing President at the October general meeting.

Section 5 – A 2/3 majority is required for acceptance.

This CONSTITUTION AND BY-LAWS of The York Quilters’ Guild, Inc. has been accepted by a majority of the Executive Board membership.

\_\_\_\_\_ Executive Board Secretary \_\_\_\_\_ Date

This CONSTITUTION AND BY-LAWS of York Quilters’ Guild, Inc. has been accepted by a majority of the general membership.

\_\_\_\_\_ General Secretary \_\_\_\_\_ Date

*A full and comprehensive list of duties is found in **POLICIES AND PROCEDURES  
OF YORK QUILTERS' GUILD, INC.***

*Last updated: October 12, 2011*