

**BY-LAWS**  
**Of the**  
**Gun Barrel City Quilters Guild**

**Article I**

**Name**

The name of this organization is the GUN BARREL QUILTERS GUILD (hereinafter “the Guild”). The Guild is a non-profit organization, organized under Section 501 C (3) of the Internal Revenue Code and its successor codes. The slogan of the Guild is: “We Shoot for Straight Stitches”; the newsletter of the Guild is the BULLET’N.

**Article II**

**Objective**

The Objective of this organization is to preserve the heritage of quilting; to assist members in developing a high quality of excellence in quilting; to be a source of information and inspiration; to provide a gathering of people of a common interest.

**Article III**

**Membership**

1. Membership is open to any person or entity upon completion of the Guild’s membership application and payment of dues.
2. The Guild is a non-discriminating organization as regards to race, color, creed, age, sex national origin, or religious affiliation.
3. There are two classes of members:
  - a. Active Members – Those who may attend meetings, participate in Guild activities, hold office, work on committees and vote on matters brought before the membership.

- b. Inactive Members – Those who do not participate in Guild activities and cannot vote on matters brought before the membership. An inactive member may receive the BULLET'N.
4. Dues are \$20.00 per year and cover the fiscal year June 1<sup>st</sup> through May 31<sup>st</sup> payable to the Guild Treasurer. Dues are payable June 1<sup>st</sup> and become delinquent after the July meeting.
5. Dues are prorated quarterly for persons joining after the start of the fiscal year and are not retroactive or refundable.
6. Failure to pay dues by the August meeting will be considered as a voluntary withdrawal from the Guild.

## **Article IV**

### **Nomination of Officers**

1. The elected officers of the Guild shall be President, Vice-President, Secretary and Treasurer. The officers shall perform the duties outlined in the by-laws and the parliamentary authority for each office. Each officer has one vote.
2. A vote shall be taken by a majority show of hands at the May meeting. If more than one candidate is nominated for an office, a secret ballot may be used. If a secret ballot has been chosen, the Chairperson of the Nominating Committee will be responsible to count the ballots and determine the winner.
3. An officer shall be elected for a term of one year or until their successor is elected. Elected officers serve from June 1<sup>st</sup> through May 31<sup>st</sup> and are members of the Executive Board.
4. To be eligible to hold office, a nominee must be an active member in good standing.
5. A person shall hold only one elected office or committee chairpersonship simultaneously. An elected officer may perform various duties within the Quilt Show Committee, but not as Committee Chairperson.
6. If there is a vacancy in the office of President, the Vice-President will become the President for the remainder of the term. At the next regular meeting, there will be an election for Vice-President. If there is a vacancy in any other office, members will fill the vacancy at the next meeting. The

vacancies shall be filled by nominations from the floor (after nominee approval) with a majority vote of the members by show of hands or secret ballot.

7. Officers may be removed from office, with or without cause, by a two-thirds (2/3<sup>rd</sup>) vote at a meeting of the membership where previous notice has been given, in writing, at the preceding meeting.

## **Article V**

### **Duties of Elected Officers**

#### **President:**

1. The President shall preside at all general and Executive Board meetings.
2. Participates in the preparation of the Guild's annual budget.
3. Receives monthly reports of the other officers and chairpersons.
4. Signs contracts entered into by the Guild, together with one other elected officer.
5. Approves budgeted expenses incurred by the Guild that are not otherwise approved by a Committee Chairperson or elected officer and forwards the invoice to the Treasurer for payment.
6. Acts as a co-signer on all checks.
7. Requests volunteers for Committee Chairpersons for each committee (except the Nominating Committee Chairperson) at the June meeting.
8. Signs membership cards in absence of the Treasurer.
9. Is a member of the Executive Board.
10. Performs such other duties applicable to the office as prescribed by the Parliamentary Authority adopted by the Guild.

#### **Vice-President:**

1. The Vice-President shall preside over meetings in the absence of or at the request of the President.
2. Participates in preparing the Guild's annual budget.
3. Provides by-law interpretation and is responsible for by-law revisions or amendments.
4. Provides educational programs and special quilt, related projects in which members may participate such as meetings and workshops.

5. Is a member of the Executive Board.
6. Acts as co-signer on checks in the absence of the President.
7. Performs such other duties applicable to the office as prescribed by the Parliamentary Authority adopted by the Guild.

Secretary:

1. The Secretary shall be responsible for recording the minutes of all meetings.
2. Provides minutes of general meetings to the membership and minutes of other meeting if requested.
3. Conducts general correspondence of the Guild.
4. Participates in preparing the Guild's annual budget.
5. Approves budgeted expenses associated with the office of the Secretary and forwards to the Treasurer for payment.
6. Is a member of the Executive Board.
7. Acts as co-signer on checks in the absence of the President.
8. Performs such other duties applicable to the office as prescribed by the Parliamentary Authority adopted by the Guild.

Treasurer:

1. The Treasurer is responsible for the funds of the Guild.
2. Deposits funds received by the Guild.
3. Pays invoices after receiving approval by the Officer or Chairman responsible for the charge.
4. Obtains second signature of President, or acting Executive Board member, on checks payable.
5. Obtains membership approval for disbursements not provided for in the annual budget or that exceed the amount provided for in the budget.
6. Responsible for preparation of the Guild's annual budget with input from other members of the Executive Board and presents to membership for approval at the May meeting.
7. Prepares and presents monthly financial reports to the membership.
8. Prepares the Guild's Books for audit by three active members, in good standing, during the month of June.

9. Determines funds available for charitable donations, as approved by the Quilt Show Committee, and presents to membership at the May meeting.
10. Prepares financial records required to maintain tax exempt status.
11. Maintains a list of paid membership and notifies members whose dues are delinquent at the July meeting.
12. The Treasurer is a member of the Executive Board.
13. Provides new member information to the Web Master.
14. Performs such other duties applicable to the office as prescribed by the Parliamentary Authority adopted by the Guild.

## **Article VII**

### **Executive Board**

1. The elected officers of the Guild shall constitute the Executive Board. Chairpersons of Standing Committees may be included as required.
2. The Executive Board shall have general supervision of the affairs of the Guild between meetings and shall make recommendations to the Guild.
3. Each member of the Executive Board has one vote.
4. Members of the Executive Board may hold only one elected office or Chair a committee simultaneously, but an officer may perform various duties within the Quilt Show Committee.
5. A quorum of the Executive Board is three members.
6. The Secretary shall record the minutes of Executive Board meetings and inform the membership of any business conducted if requested.
7. The Executive Board shall coordinate the Guild's budget which shall be presented to the membership at the May meeting for approval.
8. A majority vote of the Executive Board may create committees and nominate a chairperson thereof, except the Nominating Committee which is named by the membership.
9. Each outgoing Board member must present any outstanding bill for payment by the end of the fiscal year.
10. Perform such other duties not specifically prescribed for elsewhere in the adopted by-laws and which are prescribed by the Parliamentary Authority adopted by the Guild.

**Article IX**

**Parliamentary Authority**

The parliamentary authority of the Guild shall be the current edition of Roberts Rules of Order.

**Article X**

**Dissolution**

In the event of dissolution, the Gun Barrel Quilters Guild membership will vote to determine the disbarments of the funds and assets of the guild by 2/3<sup>rd</sup> majority vote of members present. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 C (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purposes. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose. Latest amendments adopted by membership vote May 8, 2024.

Witnessed:

Stephanie Geneva, President

Melinda Adams, Vice-President

Janis Ewing– Secretary

Carolyn Fackler – Treasurer