

BYLAWS
CHAMBERSBURG QUILT GUILD, INC.

ARTICLE I
Name

The name of the organization shall be the Chambersburg Quilt Guild, Inc.

ARTICLE II

Article II has been withdrawn due to the dissolution of the National Quilting Association, Inc. in 2015.

ARTICLE III
Purpose

The purpose of the Chambersburg Quilt Guild, Inc. shall be to appreciate all the facets of quilting, to share ideas and knowledge, to share quilts, to learn and improve skills, to enjoy the fellowship of other quilters and to preserve quilting history and the legacy of quilting.

ARTICLE IV
Members

Section 1. Any person interested in quilting, or the appreciation of quilts, shall be eligible for membership. Members must be a minimum of 10 years old before joining. Members between the ages of 10 and 18 must always be accompanied by a parent or guardian during any Guild meeting or event.

Section 2. Membership shall be held by anyone who pays their dues. Each member shall pay to the Membership Chair annual dues in the amount specified by the Board. Members are eligible for the privileges of membership which include holding office, voting, attending meetings, participating in Guild sponsored workshops/activities, and access to the Guild's website and Facebook page.

Section 3. New members may join the organization in any month. After the January meeting, dues will be reduced by half for the remaining portion of the fiscal year. This reduced rate is for new members only.

Section 4. Membership forms shall be made available in the May newsletter, at the May meeting, and in the Guild's website download section. Annual dues shall be collected by the Membership Chair with the return of the membership form. To be included in the printed Guild Directory, one must pay dues no later than the September Guild meeting of the fiscal year. Individuals whose membership lapses may rejoin at any time upon full payment of dues for that fiscal year.

Section 5. Guests and prospective members may attend two (2) meetings in a fiscal year, after which full membership (i.e., payment of dues) is required. Workshops may be offered to non-members when space is available after members have been given sufficient opportunity to register. A higher fee for workshops, materials, and lectures will be charged to non-members.

ARTICLE V The Guild Board

Section 1. The Guild Board shall consist of the offices of President, Vice President, Recording Secretary, Correspondence Secretary, Treasurer, and the following key positions: *Newsletter/Beeline* Editor, Historian, Membership, Programs, and Web Team.

Section 2. All Board members shall be elected for a term of one (1) year except for the Treasurer who shall serve a minimum two (2) year term and the Program Committee who shall serve a minimum of three (3) years.

Section 3. The Vice President, after serving one term, shall serve a term as President the following year.

Section 4. Except for the President and Vice President, all other Board members may be elected each year for as many consecutive years as they are willing to serve.

Section 5. The Nominating Committee and/or Vice President will prepare a list of suitable nominees to present to the membership. All nominees must have accepted their nomination. Nominees for the Board positions shall be published in the April

Newsletter. Election shall be held at the April meeting with installation at the May meeting. The new Board will take office at the June Board meeting.

Section 6. Except for the President, Board members may enlist the help of Guild members to assist them in performing the duties of their position. The assistants shall not hold a position on the Board.

Section 7. The key positions may be Co-Chaired if responsibilities deem it necessary. Co-Chairs and additional members will serve on the Board, however, only one (1) vote is permitted per office. The Co-Chair or alternate member may vote in proxy.

Section 8. After a term as President, the Immediate Past President will remain on the Board in an ex officio capacity for the following year.

Section 9. The Board will be responsible for filling the unexpired term of any Board member who is unable to complete his/her elected term of office.

Section 10. The Board shall periodically review cumulative expenditures to ensure they will not exceed the approved annual budget. The Board MUST seek membership approval PRIOR to exceeding the total annual budget amount. Other major recommendations shall also be presented to the membership for approval.

Section 11. Any obligation of Guild funds must be based on approved budget funding or offset by incoming funds for the same activity.

ARTICLE VI Duties of the Guild Board

Section 1. The President shall preside at all meetings of the Board and Guild and assume responsibility for overseeing all Guild activities.

Section 2. The Vice President shall preside at meetings and be responsible for overseeing Guild activities in the absence of the President. The Vice President is responsible for preparing the annual budget, in collaboration with the Treasurer, for

Guild Board approval before the September meeting. The Vice President or designee is responsible for the paper directory.

Section 3. The Recording Secretary shall keep the meeting minutes of the Guild and the Board. The Recording Secretary shall be the keeper of Guild documents such as the Bylaws, job descriptions, policies, and procedures. The Recording Secretary will ensure the most recent of these documents are maintained on the Guild website.

Section 4. The Corresponding Secretary shall be responsible for writing thank you notes to program speakers and workshop presenters. The Corresponding Secretary shall receive Guild e-mails from the Web Team (e-mails are generated from the About Us Contact form on the website) and prepare a response or forward it to the appropriate Officer/Committee Chair for response.

Section 5. The Treasurer shall oversee the Guild funds by attending to their collection, banking, and disbursements. The Treasurer shall keep proper records and files of all transactions. The nominee for this position must have experience in the accounting, financial, or budgetary fields. The Treasurer shall provide financial records to two (2) Board-approved, qualified auditors for audit between June 30th (completion of the fiscal year) and the September meeting. An understudy Treasurer is authorized during transition year prior to the current Treasurer stepping down.

Section 6. The *Newsletter/Beeline* Editor shall be responsible for the publishing of the Guild newsletter monthly from September to May plus a July issue.

Section 7. The Historian Chair shall be responsible for keeping an annual synopsis of key Guild events and digital photos. These will be retained on the Guild website so they can be viewed by members. The Historian will keep an annual file that contains a copy of the printed Membership Directory, any pertinent news clippings, or pamphlets pertaining to the history of the Guild. If possible, this information will also be digital.

Section 8. The Membership Chair shall be responsible for collecting dues and for maintaining membership records for the Guild.

Section 9. The Program Chair shall be responsible for planning and executing programs that have been approved by the Board.

Section 10. The Web Team shall be responsible for publication and maintenance of the Guild website. The Web Team shall post information for the membership as provided by other officers, committees, or members.

ARTICLE VII Meetings

Section 1. The regular meeting of the Guild shall be held each month except June, July, and August. The Board may call special meetings as deemed necessary.

Section 2. Board members shall be elected at the April meeting and installed at the May meeting.

Section 3. The fiscal year of the Guild shall run from July 1 to June 30.

Section 4. Board meetings shall be scheduled for a minimum of four (4) times a year. Additional meetings may be scheduled as deemed necessary by the President.

Section 5. A joint meeting of old and new Board members shall be held between the May meeting and June 15 to turn over materials to new officers, to tentatively approve programs for the coming year, and to make budget proposals for the coming year. This is one of the four required Board meetings annually.

Section 6. A quorum shall be a majority of members present to vote on matters brought before the Board or Membership. The President votes only when it is necessary to break a tie.

Section 7. If there is a question or dissent regarding parliamentary procedure during Board or Guild meetings, Robert's Rules of Order, shall prevail.

Section 8. Special interest group meetings shall be held as determined by the group's participants.

Section 9. The Committee Chairs shall schedule committee meetings as required.

Section 10. Any members of the Guild may attend any Board meeting but shall not have a vote.

ARTICLE VIII
Newsletter

Section 1. The Guild's newsletter shall be entitled the *Bee Line*.

Section 2. The newsletter shall be published so that it is received by members one (1) week (or more) prior to the next regular Guild meeting. Newsletters shall be published monthly from September through May plus a July issue.

Section 3. The *Bee Line* Editor shall provide one (1) free newsletter to prospective members (visitors). The *Bee Line* Editor will print and mail the newsletter to those Guild members who do not have the capability to access the Guild website. These members pay an increased membership fee for this service.

ARTICLE IX
Dissolution

In the event of dissolution, the net assets of the organization shall be distributed to a 501(c)(3) organization whose purposes are like this society. No funds shall inure to the benefit of any of the Quilt Guild members.

ARTICLE X
Amendments

These Bylaws may be amended, altered, or repealed by the membership of the Guild at any regular or special meetings by an affirmative vote of two-thirds of members present, provided the proposed amendment has been read at the previous meeting or provided a written notice has been sent to each member at least ten (10) days prior to the meeting at which such proposed amendment is to be acted upon.

APPROVED BY THE MEMBERSHIP
September 14, 2024

//ORIGINAL SIGNED//

NANCY H. CORCORAN, President