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GREAT LAKES HERITAGES QUILTERS

Bylaws

ARTICLE I

Name

The official name of this organization shall be Great Lakes Heritage Quilters, herein referred to as GLHQ. The organization shall be a non-profit corporation.

ARTICLE II

Purpose

The purposes of GLHQ are:

- to promote cooperation and interchange of ideas
- to stimulate an interest in quilting
- to present quilt-related educational programs
- to engage in charitable projects

ARTICLE III

Membership

- Section 1. The membership of this organization will be limited to one hundred fifty members (150).
- Section 2. Membership is open to any person who has an interest in quilting.
- Section 3. Annual dues are payable on or before July 1 of each year.
- Section 4. A change in the dues structure shall, upon recommendation of the Board of Directors, be submitted to the membership at the annual meeting. Approval shall be by two-thirds (2/3) vote. Notice of such recommendation shall be sent to the members with the call to the annual meeting.
- Section 5. Membership of an individual shall be automatically terminated if the annual dues are not received by July 1.
- Section 6. A former member who forfeited membership by non-payment of dues may be reinstated by applying as a new member and paying the current dues, if the membership does not exceed the maximum allowed.

ARTICLE IV

Officers

- Section 1. The officers of GLHQ shall be a President, a First Vice-President, a Second Vice-President, a Recording Secretary, a Corresponding Secretary, a Membership Secretary, a Treasurer, and two (2) directors who shall be chairs of the Newsletter committee and the Fundraising committee.
- Section 2. All officers shall be elected for one (1) year terms with the exception of Second Vice-President. The Second Vice-President will automatically move into the First Vice-President position in the year following her term.
- Section 3. No member shall hold more than one position at a time; no member can hold the same position for more than two (2) consecutive years; no member can hold a Board of Directors position for more than four (4) consecutive years.
- Section 4. A vacancy in the office of President shall be filled by the First Vice-President. The vacancy thus created in the office of First Vice-President shall be filled by the Second Vice-President. The vacancy thus created in the office of Second Vice-President and any other vacancy on the Board of Directors shall be filled by ballot vote of the Board of Directors from members nominated by the Board of Directors.

In the event there is but one nominee, the election may be by voice vote.

Section 5.

Duties of the Officers

- A. The President shall be the chief executive officer and the official representative of GLHQ. She will preside at all meetings of GLHQ and the Board of Directors, as well as act as ex-officio member of all committees except the nominating committee. She shall perform duties as set down in the procedures manual.
- B. The First Vice-President shall, in the absence of the President, preside at membership and Board of Directors meetings. She shall be responsible for the current year programs and shall perform duties as set down in the procedures manual.
- C. The Second Vice-President shall, in the absence of the President and the First Vice-President, assume the duties of the President. She shall be responsible for the programs for the following year and shall perform duties as set down in the procedures manual. Following her term of office, she shall assume the position of First Vice-President for the succeeding year.
- D. The Recording Secretary shall record the proceedings of all membership and Board of Directors meetings and shall perform the duties assigned by the procedure manual and the Board of Directors.
- E. The Corresponding Secretary shall be responsible for the general correspondence of GLHQ and shall assume the duties assigned by the procedure manual and the Board of Directors.
- F. The Membership Secretary shall be chairperson of the Membership Committee, shall maintain a roster of members and shall assume the duties assigned by the procedure manual and the Board of Directors.
- G. The Treasurer shall assume the responsibility for the financial affairs of GLHQ, shall chair the Finance committee and shall assume the duties assigned by the procedure manual and the Board of Directors.
- H. The Fundraising Chairperson shall chair the Fundraising committee and shall assume the duties assigned by the procedure manual and the Board of Directors.
- I. The Newsletter Director shall chair the Newsletter committee, act as editor of the newsletter and shall assume the duties assigned by the procedure manual and the Board of Directors.
- J. All officers shall submit a written report at all Board of Directors meetings and an annual written report to the membership at the Annual Meeting. Within one (1) month after the termination of the office, each officer shall deliver to her successor all books and property belonging to GLHQ.

ARTICLE V

Meetings

- Section 1. The regular meeting of GLHQ will be held the second Thursday of each month from September to June. The date, time and place shall be approved by the Board of Directors.
- Section 2. The regular meeting on the second Thursday of June shall be the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.
- Section 3. Notices of meetings shall be mailed to all members.
- Section 4. Two (2) officers, one of whom shall be the President or a Vice-President, and at least ten percent (10%) of the membership shall constitute a quorum at all meetings of the membership.

ARTICLE VI

Board of Directors

- Section 1. The Board of Directors shall consist of the elected officers of GLHQ.
- Section 2. * The Parliamentarian shall serve the Board in an advisory capacity.
- Section 3. The Board of Directors shall have these duties:
- A. To establish goals and direct the business and financial affairs of GLHQ
 - B. To provide bond for any person handling GLHQ funds
 - C. To adopt an annual budget
 - D. To recommend to GLHQ members any proposed change in the dues
 - E. To authorize the payment of bills in excess of \$500
 - F. To fill any vacancy on the Board as noted in this document
 - G. To approve Presidential appointments
 - H. To approve the date, time and place of all GLHQ membership and Board of Directors meetings
 - I. To adopt policies and procedures to implement these bylaws
- Section 4. Regular meetings of the Board of Directors shall be held three weeks preceding all membership meetings or at the call of the President. Special meetings of the Board of Directors may be called by the President and shall be called by the President upon request of two-thirds (2/3) of the members of the Board of Directors. A majority of the members of the Board of Directors including the President or a Vice-President shall constitute a quorum at any meeting for the transaction of business.

ARTICLE VII

Standing Committees

- Section 1. A Membership committee, chaired by the Membership Secretary and composed of 2-3 other members, shall keep the membership attendance records, register guests and collect fees, and issue membership cards to all new members.
- Section 2. A Newsletter committee, chaired by the Newsletter Chair and composed of 2-3 other members, shall be responsible for writing and mailing the monthly newsletter.
- Section 3. A Charity committee, composed of 3-4 members, shall be responsible for researching and planning charity projects for the guild, and collecting and delivering any items to the chosen charities.
- Section 4. The Finance committee, chaired by the Treasurer and composed of 1-2 other members, shall set the annual budget and arrange a yearly audit of the treasury.
- Section 5. The Fundraising committee, chaired by the Fundraising Chairperson and composed of 2-3 other members, shall be responsible for fund raising events for GLHQ.
- Section 6. Special committees shall be appointed by the Board of Directors.

ARTICLE VIII

Elections

- Section 1. Each September, the Board of Directors will select a Nominating committee consisting of one officer and two (2) members.
- Section 2. The Nominating committee shall select one (1) or more nominees for each office. The consent of all persons whose names appear on the ballot shall be secured prior to the election.
- Section 3. Nominations will be accepted from the floor at the annual meeting with the consent of the nominee.
- Section 4. At least one month before the annual meeting, the President shall appoint a

chairman of tellers and at least three (3) other members to count the votes at the annual meeting

Section 5. All elections shall be by ballot vote at the annual meeting. The ballot will be prepared by the Nominating committee. A plurality vote shall elect. In the event of a tie vote, a decision shall be determined by lot at the annual meeting by the tellers with the candidates or their representatives present.

Section 6. No absentee or proxy votes will be accepted.

ARTICLE IX

Fiscal Year

The fiscal year of GLHQ shall run from July 1 through June 30.

ARTICLE X

Dissolution

In the event of the dissolution of GLHQ, the assets after all debts have been settled shall be liquidated and distributed to a non-profit organization, qualifying under the Internal Revenue Code, Section 501(c)4. None of the assets shall inure to the benefit of the individual members.

ARTICLE XI

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of GLHQ in all cases not provided for in these bylaws.

ARTICLE XII

Amendment of Bylaws

Section 1. These Bylaws may be amended only by a majority vote of the membership present at any meeting if notice of the suggested content change(s) to the Bylaws has been mailed to all members prior to that meeting.

Section 2. The Bylaws can be amended at any membership meeting without notice by a 99% approval of the membership present at the meeting.

REVISION HISTORY

12-10-98	Date of last revision
6-14-01	"Ways and Means Director" changed to "Fundraising Chairperson", succession to Treasurer position removed.
4/8/2004	Article I--added "The organization shall be a non-profit corporation."