

ASHE COUNTY PIECEMAKERS QUILT GUILD

BYLAWS

Article I - Name

This organization shall be known as the Ashe County Piecemakers Quilt Guild (ACPQG).

Article II - Non-Profit Organization

ACPQG is a non-profit organization, but is not a registered 501(c)(3) organization.

Article III - Purpose

The purpose of ACPQG is to educate its Members, preserve the heritage of quilting, be a source of information and inspiration, perpetuate a high quality of excellence in quilting and related arts, and be a gathering of people with a common interest.

Article IV - Membership

- A. Membership is limited to individuals who are active in some phase of the art of quilting or genuinely interested in the development and preservation of this art.
- B. Individuals seeking membership will complete a membership information form.
- C. A Family Membership is available for family members residing at the same address.
- D. Members pay yearly dues at the Annual Meeting. Any Member who fails to pay dues by the August meeting will be dropped from the membership roster beginning in September.
- E. A guest may attend 3 meetings within a 12-month period without becoming a Member. If the individual desires to continue attending meetings, dues must be paid before the start of the next meeting attended by the individual.
- F. Individuals who joined prior to May 31, 2003 are designated as Charter Members. Charter Members aged 80 or older are exempt from paying dues.

Article V - Meetings

- A. Guild Meetings will be held on the 2nd Thursday of each month unless otherwise ordered by the Executive Board. General business will be conducted at these meetings.
- B. The Guild Meeting in June will be known as the Annual Meeting and will be for the purpose of electing and installing officers as needed. Reports from Officers and Committee Chairmen may be included.
- C. For the purposes of conducting general business, the Members present at a Guild Meeting shall constitute a quorum. General business excludes voting on dues, budget, Bylaws, and dissolution.
- D. If Ashe County Schools are not operating in person due to inclement weather, any scheduled ACPQG activity will be cancelled. If the June Annual Meeting is cancelled, the business of the Annual Meeting will be conducted at the July Meeting.

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Article VI -Dues

- A. Dues are subject to change by a majority vote of the Members present at a Guild Meeting. Notice of such an upcoming vote must be given at the immediately previous Guild Meeting and reported in that Meeting's Minutes.
- B. Dues are non-refundable.
- C. Members joining ACPQG on or after December 1st shall pay half the amount of annual dues for their first year of membership.
- D. Family Membership dues will equal a single membership's dues plus \$10 per additional family member.

Article VII - Officers and Duties

- A. President - shall preside at the Guild and Executive Board Meetings. S/he shall receive reports from Committee Chairmen and shall appoint ad hoc committees as necessary.
- B. Vice President - shall assist the President as called upon and shall perform the functions of the President in her/his absence. S/he shall arrange for instructors for classes & programs and shall keep a record of registrants & fees.
- C. Secretary - shall take minutes of Guild and Executive Board Meetings, email them to Members, and retain them in a permanent binder. S/he shall also handle all general correspondence.
- D. Treasurer - shall be responsible for ACPQG financial transactions, shall give monthly written financial statements to the Executive Board, and may give a verbal report of finances at the Guild Meetings.
 - 1. S/he shall be our "Registered Agent" and may provide a physical address for financial statements. ACPQG will maintain a post office box at the West Jefferson post office. Access will be given to two Officers.
 - 2. The financial books must be audited either internally or by a professional accountant every 4 years.
 - 3. Each ACPQG Annual Budget must be proposed to the Membership no later than the May Guild Meeting and reported in that Meeting's Minutes so that it can be voted on and approved by a majority vote of the Members present at the Annual Meeting.
- E. The Officers shall be elected from the Membership by a majority vote of Members attending the Annual Meeting to serve for 2 years or until their successors are elected.
- F. Terms of Office will begin at the close of the Annual Meeting, except for the Treasurer who will assume her/his duties at the close of the fiscal year which runs from July 1 to June 30.
- G. No Member shall hold more than one Office at a time. No Officer is eligible to serve more than two terms in succession in the same office.
- H. Vacancies in Office, except for that of President which is filled automatically by the Vice President, shall be filled by a majority vote of the Executive Board to serve until the next Annual Meeting.

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Article VIII - Executive Board

- A. The Officers of this organization and the Chairmen of the Standing Committees shall constitute the Executive Board. Each immediate past Officer is encouraged to also serve on the Executive Board in an advisory capacity.
- B. The Executive Board shall have general supervision of the affairs of ACPQG between its Guild Meetings, fix the hour and place of Meetings, make recommendations to the Membership, and perform such other duties as needed.
- C. Regular meetings of the Executive Board may be held prior to Guild Meetings. Special meetings of the Executive Board may be called by the President or upon the request of any 3 Executive Board Members. A quorum of the Executive Board shall be 4 Executive Board Members, at least 2 of which must be Officers.

Article IX - Nominating Committee and Duties

- A. The Chairman and at least 2 other Committee Members shall be appointed by the President in March.
- B. It will be the duty of this Committee to nominate candidates for the offices to be filled at the Annual Meeting, though nominations from the floor will also be permitted.

Article X - Standing Committees and Duties

- A. Communications - shall maintain a website (with a Guild calendar) and distribute emails to Members as requested.
- B. Community Service Quilts - shall maintain an inventory of charity quilts, recommend charitable opportunities to the Guild, and distribute quilts as required.
- C. Directory - shall update and distribute the Membership Directory as early as 3 months after the Annual Meeting, and keep the Membership advised of changes between updates.
- D. Hospitality - shall be responsible for coordinating refreshments as requested by the Executive Board.
- E. Library - shall keep a written inventory of all books, periodicals, and other media that the Guild has donated to the Ashe County Public Library; and may purchase additional materials for continued donations.
- F. New River State Park – shall cycle Members' quilts for display and communicate with the Parks.
- G. Publicity - shall keep the Guild's name and activities before the general public.
- H. Retreat – shall manage retreats.
- I. Sunshine - shall send cards to Members and call Members as deemed necessary.
- J. Welcoming/Membership - shall be responsible for the sign-in sheet at Meetings, be the initial contact for prospective Guild Members, be responsible for signing up new Members, and maintain the ACPQG name tag supplies.
- K. Chairmen of Standing Committees shall prepare proposed annual budgets for their respective areas and submit them to the Treasurer at least 2 months before the Annual Meeting.
- L. Other Committees, Standing or ad hoc, may be appointed by the President or the Executive Board to carry on the work of the Guild.
- M. Chairmen of Committees may appoint additional Members to their Committees as needed.
- N. Chairmen may report their Committee's activities at Guild Meetings.

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Article XI – Amendments

A Bylaws Review Committee shall be appointed at least every 5 years to perform a complete review of the Bylaws, proposing amendments as needed. These amendments can be approved by a majority vote of the Members present at a Guild Meeting. Notice of such an upcoming vote must be given at the immediately previous Guild Meeting and reported in that Meeting's Minutes.

Article XII – Dissolution

In the event that the dissolution of ACPQG appears desirable, it will be done by a majority vote of the Members present at a Guild Meeting. Notice of such an upcoming vote must be given at the immediately previous Guild Meeting and reported in that Meeting's Minutes. Any assets remaining will be applied and distributed first to the final payment and discharge of any liability or obligation of ACPQG, then distributed as approved by those who voted on the dissolution.