

FRIENDSHIP QUILTERS OF LINTHICUM GUILD BY-LAWS

Article I – Name

The name of this organization shall be Friendship Quilters of Linthicum, an independent and unaffiliated non-profit organization.

Article II – Purpose

The purpose of this organization is to create, stimulate and maintain the art and craft of quilts and quilt making. The Guild will provide fellowship among those interested in all aspects of quilting and promote education of the craft through the use of speakers, classes and workshops. Another purpose of the Guild is to share our hand-crafted items with those in need.

Article III – Membership and Dues

Membership in this organization is open to any individual interested in quilts.

- A. The annual dues shall be determined by the Board, due and payable at the September meeting each year. Dues are not refundable.
- B. Non-members may attend two meetings gratis, except in the event of a paid speaker. After the two meetings, a nominal charge per meeting is required or they may choose to become a member. Dues shall be prorated after February.
- C. In order to be an Active Member of the Guild, you must participate in the Guild by performing at least one or more of the following:
 - 1. Be involved at our monthly meetings: i.e., set up, door guard, white gloving for speakers.
 - 2. Serve as a Board or Committee Member.
 - 3. Make charity projects.
 - 4. Quilt Show – work during set up and/or the days of the show, donate food/baked goods and/or other tasks.
 - 5. Quilt Bingo – work the day of the bingo, donate a quilt, donate baked goods and/or other tasks.
 - 6. Sell raffle and/or bingo tickets.

Article IV – Meetings

- A. The Guild will meet once each month beginning in September and ending in June.
- B. The Executive Board will meet at least four times a year.
- C. Non-members who attend a meeting where there is a paid speaker lecture, will be charged a fee. The Executive Board shall set the fee.

Article V – Officers

- A. All officers serve in a voluntary capacity and receive no compensation.
- B. The elected officers of this organization shall be the President, Vice President, Secretary and Treasurer. They shall constitute the Executive Board. The Executive Board shall establish a budget by June 30 of each year. The General Board shall consist of the Executive Board and the following persons: The Newsletter Editor, Program Chairperson, Library Chairperson, Membership /Roster Chairperson, Publicity Chairperson/Member at Large, Sunshine Chairperson, Quilt Show Chairperson, Quilt Bingo Chairperson, Charity Chairperson, Website Chairperson.

- C. The President shall appoint a Nominating Committee consisting of a Chairperson and two members that shall submit a slate of officers to members at the May meeting. The slate of officers in even numbered years will consist of nominees for the President and Secretary, who will serve a term of two years. In odd numbered years, the Nominating Committee will submit a slate of officers for the positions of Vice President and Treasurer who will serve a term of two years. Other nominations can be taken from the floor at that time. The slate of officers shall be voted on and installed at the June meeting.
- D. The President may serve two consecutive terms. Other Executive Board positions may serve three consecutive terms.

Article VI – Duties of Officers

A. The President shall:

1. Preside at all general meetings of the organization and at all meetings of the Executive Board using Roberts Rules of Order as a Guide.
2. Be the Chief Administrative Officer of the organization.
3. Serve as the Executive Officer on all committees, both standing and special.
4. Be authorized to co-sign checks of the organization.
5. Be the spokesperson for the Guild.
6. Appoint Special Event Coordinators as needed for retreats and any other special events proposed. This Special Event Coordinator will work with the Treasurer to record all registrations and payments for the event. All contracts will require the signature of an Executive Board Member as well as the Event Coordinator. Regular updates must be provided to the Executive Board and a final report submitted following the event. These events are only made available to members in good standing.
7. Submit a budget request for the coming year to the Vice President by May 1.

B. The Vice President shall:

1. Perform the duties of the President in her absence.
2. Be responsible for reserving the meeting place.
3. Chair a By-Law review committee when requested by the President.
4. Buy door prizes for each meeting based on an approved budget amount.
5. Collect budget requests for the following year by May 1 from all Executive Board and Chairpersons. By May 15 the Vice President will assimilate the requested budget and submit to the Executive Board for review, modification and approval. Approval must be based on the previous year's income and result in a balanced budget meeting corporate guidelines. Any funds allocated and not used during the budget year will return to the reserve fund at the end of the fiscal year. Reserve funds can be used for un-anticipated expenses by approval of the Executive Board. A copy of the approved budget must be presented in the September newsletter.
6. Be authorized to co-sign checks of the organization.

C. The Secretary shall:

1. Record the minutes of all meetings. Minutes for Executive Board and General Board meetings shall be distributed to the Executive Board and the Member at Large within two weeks.
2. Handle all correspondence.
3. Maintain copies of all newsletter and meeting minutes.
4. Submit a budget request for the coming year to the Vice President by May 1.
5. Be authorized to co-sign checks of the organization.

D. The Treasurer shall:

1. Collect and disburse all funds of the organization.
2. Present a financial report at each meeting of the Executive Board and at the regular membership meeting.
3. Be authorized to co-sign checks of the organization.
4. A yearly financial audit will be performed on the financial records during the month of August. Two non-board members shall either volunteer in June or be appointed by the Executive Committee to perform the audit. The report from the auditors is due at the September meeting for acceptance by the membership.
5. Submit a budget request for the coming year to the Vice President by May 1.

Article VII – General Board Officers

A. The Newsletter Editor Shall:

1. Be in charge of the content, design, publishing and distribution of a monthly newsletter.
2. Submit a budget request for the coming year to the Vice President by May 1.

B. Program Chairperson shall:

1. Plan the program for the monthly meetings.
2. Plan special events (trip, workshops, etc.).
3. Coordinate with other guilds and groups when needed.
4. Submit a budget request for the coming year to the Vice President by May 1.

C. Library Chairperson shall:

1. Schedule library for monthly activities.
2. Arrange demonstrations/activities for monthly gatherings.
3. Submit a budget request for the coming year to the Vice President by May 1.

D. Membership Chairperson shall:

1. Keep monthly attendance records.
2. Distribute information on how to make name badges.
3. Compile a membership list for publication in October with updates as needed.
4. Greet new members and supply them with membership list.
5. Submit a budget request for the coming year to the Vice President by May 1.

E. Publicity Chairperson/Member at Large shall:

1. Notify local press of upcoming meetings and guest speakers.
2. Fill in for any board members in their absence.
3. Help on committees as needed.
4. Submit a budget request for the coming year to the Vice President by May 1.

F. Sunshine Chairperson shall:

1. Be the Sunshine person, or appoint someone.
2. Inform the Board of any illness or sympathy notes needing to be sent.
3. Submit a budget request for the coming year to the Vice President by May 1.

G. Quilt Show Chairperson shall:

1. Organize and coordinate the quilt show of our Guild.
2. Work with committee to implement the show.
3. Keep the Guild informed on progress of our show and other shows in the area.
4. Submit a budget request for the coming year to the Vice President by May 1.

H. Quilt Bingo Chairperson shall:

1. Organize and coordinate the quilt bingo of our Guild.
2. Work with committee to implement the bingo.
3. Keep the Guild informed on progress of the bingo.
4. Submit a budget request for the coming year to the Vice President by May 1.

I. Charity Chairperson shall:

1. Coordinate charity projects.
2. Coordinate distribution of projects.
3. Submit a budget request for the coming year to the Vice President by May 1.

J. Website Chairperson shall:

1. Maintain Guild website (www.friendshipquiltersoflinthicum.org).
2. Post Current Events/Calendar.
3. Post items from General Board members.
4. Share knowledge of website functionality with two other members of the Guild.
5. Provide user ID and password(s) to Executive Board.
6. Submit a budget request for the coming year to the Vice President by May 1.

Article VIII – Amendments of By-Laws

These by-laws may be amended at any regular meeting of the organization by a 2/3 majority vote of the active membership present, provided the amendment has been submitted in writing the previous regular meeting and appeared in the Newsletter of the voting month.

Article IX – Dissolution of the Organization

Should the organization be dissolved:

- A. The Guild will honor all contractual obligations.
- B. Any funds remaining in the treasury shall be distributed to a non-profit organization to be named and approved by a simple majority of the membership.
- C. President will execute filings of paperwork/notifications to the Federal Government and state of Maryland as necessary.

History of Revision:

- May, 1993 – Dolly Haney, Karen Ringrose, and Lynne Kampe
- May, 2000 - By-Law Review Committee (Board Members Sharon Kirchmar – President, Lynne Kampe – Treasurer, General Members Elisa Colburn and Diane Carpinteri)
- October, 2011 – By-Law Review Committee (Board Members Carole Custer – Vice President, Kim Ritter – Secretary, General Members Susan Reinhart, and Peggy Rosso.)
- September, 2016 – By-Law Review Committee (Board Member Linda Taltavull, Vice President, General Members Doris Slye, Alesia Steinberger, Una Slick)