

THE BYLAWS OF THE FRIENDSHIP QUILTERS OF SAN DIEGO

Article I: Name

The name of this organization shall be "Friendship Quilters of San Diego"

Article II: Purpose

The purpose of this organization shall be to educate the community and to promote interest in all forms of quilting. It shall be nonprofit and dedicated to good will among quilters.

Article III: Membership and Dues

Membership shall consist of anyone interested in quilts and members shall be admitted upon payment of dues.

Section 1: The Executive Board shall determine the amount and due date of Guild dues.

Section 2: Active members are those who have paid the Guild dues. Half yearly dues will be available to those members joining after December. Active members shall participate in and support the projects and activities of the Guild. Dues allow members admittance to the monthly meeting, participation in workshops at a reduced fee, the privilege of voting, holding office, receiving the newsletter, and access to the guild library. Special events or speakers may require a fee from members.

Section 3: Living Treasures. Members of the guild who have attained the age of 75 and have been member for at least one full year are valued members of the guild. Their membership fee is waived, and these members are entitled to all rights and privileges of any other active member.

Section 4: Lifetime Members. These are members of the guild who have made a significant contribution to the guild, which the Board wishes to recognize. Lifetime members have their dues waived and are entitled to all the rights and privileges of any other active members.

Section 5: Newsletter Only Members. This category applies to anyone who wishes to receive only the monthly newsletter. The board will assess a reasonable fee for this service. None of the other privileges of membership are included. A complementary newsletter may be sent to the president, program chairmen, and newsletter editors of other guilds.

Section 6: Guest. Visitors or guests will pay a fee when attending meetings. In case of special events or speakers the guest will pay the regular guest fee, plus a special event fee.

Article IV: Meetings, Workshops, and Special Events

Meetings of the general membership shall be on a monthly basis from September through June.

Section 1: Informal meetings may be planned for July and August. The membership shall be notified in advance, when possible, when a regular meeting time or place is changed.

Section 2: Workshops should be self-supporting. The fee charged should be determined by the cost to the guild. Occasionally workshops may be scheduled to be used as a fundraiser. Non-members may attend, if the workshop is not filled by the membership.

Article V: Officers

The officers of the organization shall be: President, President Elect, 1st Vice President of Programs, 2nd Vice President of Programs, Secretary and Treasurer.

Section 1: The president shall preside over all regular meetings, be the chair for the Executive Board, and have the power to call special meetings, appoint chairs of committees when necessary and with the approval of the board, perform other duties that the office may require.

Section 2: The president elect shall preside in the absence of the president and take over the duties of the president, if for any reason the office is vacated.

Section 3: The 1st vice president is co-chair of programs and workshops, making contacts with monthly guild speakers for the current year. Signed contracts with guild speakers shall be made available to the guild president and treasurer.

Section 4: The 2nd vice president is co-chair of programs and workshops, developing programs and workshops for the succeeding guild year. A budget shall be developed anticipating expenses for these programs and workshops.

Section 5: The secretary shall keep an accurate record of all regular business meetings and all board meetings. The secretary shall be responsible for reporting a summary

of the meetings for the next meeting. The secretary shall be responsible for correspondence.

Section 6: The treasurer shall keep accurate records of receipts and disbursements, pay guild bills authorized by the board, and give an itemized monthly report to the secretary and the president. All guild checks must be signed by the two named officers. Three officers shall have signature authority at the bank, with 2 officers signing each check. The guild treasurer shall monitor the checking and savings account of the guild, reporting to the board the balances of each account. The guild treasurer shall be bonded.

Article VI: Term of Office

Section 1: The President will serve a term of no more than two consecutive years, commencing on the first day after completion of term as president elect or on the first day of the Guild year following their election.

Section 2: The President elect will serve a one year term commencing on the first day of the Guild year following their election.

Section 3: The 1st and 2nd Vice President of Programs will serve a one-year terms commencing on the first day of the Guild year following their election.

Section 4: The Treasurer will serve a two-year term commencing the first day of the Guild year following their election.

Section 5: Committee chairs will serve a one-year term commencing on the first day of the Guild year following their election.

Article VII: Elections

The guild elections shall be held at the May meeting.

Section 1: The parliamentarian shall be the past president, and shall call the first meeting of the nominating committee in February. The nominating committee shall consist of two (2) members appointed by the president from the executive board, and two (2) members chosen from the guild.

Section 2: Nominations shall be published in the April newsletter and nominations may be made from the floor at the May meeting, providing the approval of the nominee has been secured prior to the nomination.

Section 3: The vote conducted at the May meeting can be by voice provided only one person has been nominated for an office. If more than one person is nominated for an office, a written ballot must be provided.

Article VIII: Executive Board

The executive board shall consist of the president, president elect, 1st vice president, 2nd vice president, secretary, treasurer, parliamentarian, and standing committee chairs.

Section 1: The executive board shall meet on a regular basis. It shall conduct the routine business of the guild and authorize expenditures not included in the annual budget. The board shall be alert to all quilting activities and inform the membership.

Section 2: The executive board shall develop an annual budget each spring and publish it in the May newsletter for a membership vote in May. Guild funds in excess of annual budgetary needs may be deposited in a F.D.I.C. investment vehicle.

Part A: The set aside savings amount shall be calculated at the end of each fiscal year by the outgoing President and Treasurer. The amount of this account should not exceed the expense of the prior three years program expenses, or three times the previous year's program expenses, whichever is greater.

Part B: Any surplus or interest remaining in the account at the end of the fiscal year shall be available for the general guild expenses in the new fiscal year.

Part C: If guild income is reduced, the set aside amount will not be restricted to program committee use, but may be used for general guild expenses. The amount shall not exceed one third (1/3) of the account balance annually, with the approval of the Executive Board.

Article IX: Committees

Section 1: The following are the standing committees of the guild: Advertising, Banner, Block of the Month, Block Exchange, Door Prizes, Historian, Hospitality/New Member Hostess, Librarian, Mailing, Membership & Directory, Newsletter Editor, Opportunity of the Month, Opportunity Quilt, Parliamentarian, Philanthropy, Public Relations/Media, Quilt Events, Quilt San Diego Representative and San Diego Quilt Show Representative, Refreshments, Retreat Coordinator, Sharing, Southern California Council of Quilt Guilds Representative, Telephone Tree, Trustees, Ways and Means.

Section 2: The duties and functions of these committees shall be explained in their procedure books. Special committees may be appointed by the president and shall serve until the special purpose for which they were appointed has been fulfilled. New and temporary committee chairs shall be considered part of the executive board.

Section 3: These chairs shall attend board meetings, and shall keep records for succeeding chairs. The chair shall prepare a budget for the succeeding committee at the end of each year.

Article X: Amendments to the Bylaws

Members may submit suggestions for changes in the bylaws to the board, in writing. These suggested changes will be published in the next newsletter and voted on at the following regular meeting. A 2/3 majority vote of members present will be required to change the bylaws. Results shall be published in the next newsletter.

Article XI: Dissolution

Upon dissolution of the guild any remaining funds and assets of the guild, after all debts and obligations have been paid, shall be disbursed to a nonprofit group with a purpose similar to that of Friendship Quilters, at the instructions of the outgoing board.

President, Friendship Quilters, 10/13/97 (Revised: 02/2005)

Secretary, Friendship Quilters, 10/13/97 (Revised: 02/2005)