**GIG HARBOR QUILTERS’ BYLAWS**

**Article I: Name**

**Section A:** This association shall be known as Gig Harbor Quilters.

**Article II: Purpose**

**Section A:** The purpose of this non-profit association shall be the dedication to, and the preservation and promotion of the art of quilt making; and to provide a source of inspiration and fellowship for quilt enthusiasts.

**Section B:** The association is organized and operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

**Section C:** Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law) or (b) by an association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

**Article III: Membership and Dues**

**Section A:** Membership shall be open to all persons desiring to participate in the activities of the association and shall not reflect any discrimination on the basis of race, creed, or gender. Dues must be current for valid membership. Each active member shall be asked to contribute a minimum of three hours for the promotion of the art of quilt making during each year.

**Section B:** Membership dues shall be determined annually by the Executive Board and approved by the membership in May of each year.

**Section C:** Members will owe full yearly dues on June 1st. Fiscal year starts June 1st and dues must be paid by September 30th. From January 1st through March 31st, “new” members will pay half the yearly dues. April and May “new members” may join for full dues, and this payment includes the next fiscal year. All renewing members pay full dues. Membership is contingent upon annual payment of dues. Payment of dues authorizes members to participate in Gig Harbor Quilters’ activities. Dues reminders will be published in the Newsletter and members will be reminded in the months prior to the date that dues are payable. Members who have not paid their dues by September 30th will lose their membership status and will no longer be eligible to participate in Gig Harbor Quilters activities. There are human errors, so if there is an error or some special circumstance that is unforeseen, members may always contact the Treasurer to work out special circumstances.

**Article IV:** The fiscal year of Gig Harbor Quilters shall be June 1 through May 31.

**Article V: Meetings**

**Section A:** Regular meetings will be held monthly with special meetings and/or activities scheduled as needed/desired.

**Article VI: Officers**

**Section A:** Officers of the association shall be President, Vice President, Secretary, and Treasurer. Each shall serve until his/her successor has been elected and installed, but no more than two (2) years in any given office. These officers shall have the authority to sign checks on behalf of Gig Harbor Quilters; two signatures are required on all checks.

**Section B: The President shall:**

* Preside at all general meetings of this association.
* Oversee all activities of the association.
* Appoint standing committee chairpersons and ad hoc committee chairpersons in consultation with the Executive Board.
* Chair all Executive Board meetings.
* **Co-sign checks for guild as needed.**

**Section C:**

 **The Programming Vice President shall:**

* Assume the duties of the President in the absence of, or at the request of the President.
* Chair the Program Committee.
* Assume the office of the President should a vacancy occur during that term.
* **Be involved with other local guilds regarding the annual “Summit” meeting.**
* **Organize and co-chair the programming committee.**
* **Organize and maintain all pertinent records in paper and digital format to be passed on to incoming VP.**
* **Maintain a current contact list for local guilds, a current membership list and a calendar of scheduled events, past, present and future.**
* **Co-sign checks for guild as needed.**

**Programming Planning and Scheduling**

**(The following shall be done in conjunction with the Activities Vice President)**

* **Invite guests, offer them available dates. Coordinate scheduling with other local guilds if and when possible.**
* **Once an agreement has been reached and a date has been set, determine an appropriate fee with input from the treasurer, as needed.**
* **Complete a contract form and send it to the guest. This can be accomplished via email for the guest to fill out, sign and snail mail back. It can also be done by snail mail, with a SASE return.**
* **Once the guest has returned the contract, add the Programming Vice President’s signature and make two copies. The original goes to the treasurer, one copy is mailed back to the guest, a third copy is kept in the Programming VP’s file.**
* **Assist guest with any travel or overnight arrangements, as needed.**
* **Invite guest to attend Friendship Luncheon prior to the meeting. Coordinate with Friendship Luncheon team.**
* **Communicate with guest one week prior to meeting to provide any additional information or directions.**
* **Coordinate with meeting venue to ensure that guest’s audio/visual needs are in place.**
* **Coordinate with the Set-up/Take-Down Committee to ensure that the guest’s presenting needs are met, including but not limited to tables, chairs, podium, microphone, quilt handlers, etc.**
* **Compose and present guest introduction.**
* **Be on hand to welcome, introduce, and assist guest with an set up or break down needs, including organizing quilt handlers from among the membership.**
* **Notify guest to provide a tally of expenses (with receipts) to be given to the treasurer, who will handle the payment.**

 **The Activities Vice President shall:**

* **Assist with the Programming Vice President as needed with programs.**
* **Organize the calendar, outside activities and events, such as workshops and field trips.**
* **Work with Programming Vice President in coordinating visiting guilds that bring raffle quilts.**
* **Be involved with other local guilds regarding the annual “Summit” meeting.**
* **Compose a summary of upcoming programs for the newsletter, including a paragraph about immediate upcoming events.**
* **Assume the office of the President should a vacancy occur during that term.**
* **Organize and co-chair the programming committee.**
* **Organize and maintain all pertinent record in paper and digital format to be passed on to incoming VP.**
* **Maintain a current contact list for local guilds, a current membership list and a calendar of scheduled events, past, present and future.**
* **Co-sign checks for guild as needed.**
* **In the case of a workshop, coordinate with guest to establish a fee structure and participant limit, locate and schedule a venue with input from the treasurer on rental fees.**
* **Provide a supply list for and collect workshop fee from participants.**
* **Coordinate with treasurer to pay any rental fees associated with workshop venue**.

**Section D: The Secretary shall**

* Keep records of the meetings of the association and be custodian of all records and papers pertaining to the office.
* Take care of all correspondence in a timely and appropriate manner.
* Make available a copy of the last meeting’s minutes and any pertinent correspondence at the general membership meetings.
* Regarding contracts, any and all contracts by Gig Harbor Quilters must be signed by an Executive Board member.
* **Co-sign checks for guild as needed.**

**Section E: The Treasurer shall**

* Keep accurate records of all funds of the association.
* Publish a quarterly summarized report reflecting income and expenditures available at the general meeting.
* Submit the books for audit to the auditing committee at the close of the officer’s term, at the change of Treasurer, or at the request of the organization or its Executive Board.
* Keep all financial records, collect and disperse funds as required, keep accurate records for all monetary matters including any bank accounts, and maintain the association current with all governmental requirements in all financial and tax matters.
* Work on annual budget with President.

**Article VII: Executive Board**

**Section A:** The Executive Board shall be composed of the President, **Programming** Vice President, **Activities** Vice President, Secretary, Treasurer and the Full Board shall consist of these **five** officers and the chairpersons of all standing committees.

**Section B:** The Executive Board shall have the power to act for Gig Harbor Quilters on all matters requiring immediate attention and shall meet a minimum of four times annually. The Full Board shall meet a minimum of twice a year and these meetings will be open to the entire membership.

**Section C:** The current President and Treasurer shall prepare the annual budget. This budget shall be approved by the Executive Board and presented to the general membership for approval at the June meeting.

**Section D:** The Executive Board shall have the power to make expenditures for programs without the membership approval but not to exceed the authorized budget. Any contracts entered into need a signature from an Executive Board member.

**Article VIII: Elections**

**Section A:** A Nominating Committee of three members appointed by the President shall nominate candidates for the offices of President, Vice President, Secretary, and Treasurer for the upcoming term. This slate of officers shall be presented at the April meeting to be voted on at the May meeting. Further nominations may be accepted from the floor at the May meeting. Any member nominated from the floor must be present at that meeting.

**Section B:** Officers-elect will be expected to attend the May Executive Board meeting and to meet individually with the present officer in the same position prior to the June Executive Board meeting. This is done to facilitate a smooth transition of duties.

**Article IX: Standing Committees and Volunteer Positions**

**Section A:** Recommended standing committees are Membership, Community Service Projects, Fundraising, Quilt Show, Hospitality, **Set-up/take-down,** and Nominating. The President, in consultation with the Executive Board, is responsible for assigning committee chairs. Volunteer positions are Newsletter, Photographer, and Sunshine.

**Section B:** Additional committees of an ad hoc nature may be created at any time as needed, will be appointed by the President, and shall function for time required to accomplish the purpose of the committee, but in no case shall extend beyond the current President’s term of office.

**Article X: Audit**

**Section A:** An Audit Committee composed of at least two members appointed by the President shall conduct an in-house audit of the Gig Harbor Quilters’ financial records annually. This same committee shall conduct an in-house audit of Gig Harbor Quilters’ property annually.

**Section B:** The Audit Committee, at its discretion, may engage the services of an outside party to review the financial records of Gig Harbor Quilters.

**Article XI: Amendments to Bylaws**

**Section A:** These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any meeting of the Gig Harbor Quilters, provided that the proposed amendment has been submitted, in writing, to the Executive Board. Proposed amendments will be published to the general membership and brought to vote at the following Gig Harbor Quilters meeting.

**Article XII: Dissolution**

**Section A:** Upon dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

Bylaws revised: **April 2018**