

# BY-LAWS OF BRANDON QUILTERS

## ARTICLE I: NAME

The of the organization shall be **BRANDON QUILTERS**. It shall be a nonprofit organization.

The By-laws of this organization may be adopted or amended by a majority vote of those present and voting at a stated monthly meeting after considering a proposed amendment. A quorum (majority) of members present at a monthly meeting shall be sufficient for the adoption of an amendment.

## ARTICLE II. OBJECTIVES

The objectives of the organization shall be as follows:

- Section 1.** To establish and maintain high standards of education in the art of quilt making among the members.
- Section 2.** To promote the study, history and improvement in the art of quilt making.
- Section 3.** To encourage all quilt makers to participate in challenges and competitions.
- Section 4.** To provide educational programs to increase the knowledge and talent of all members.
- Section 5.** To stimulate cooperation, friendship and free communication among its members.

## ARTICLE III. MEMBERSHIP

- Section 1.** The organization's membership shall be open to anyone interested in the study of art, history and education of quilt making.
- Section 2.** Membership is established upon payment of dues. All members are considered in good standing upon timely payments of annual dues and shall be eligible to vote on any business conducted by the organization.

- Section 3.** Membership year shall run from January 1 through December 31st of each year. Annual membership dues to be paid January 1st each year, no later than March 1st.
- Section 4.** Membership dues shall be established by the Board of Directors and paid to the Treasurer.
- Section 5.** Prospective membership will be permitted to attend two meetings, as a guest, before making application for membership.

#### **ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS**

- Section 1.** The elected officers of the Brandon Quilters shall be President, Vice-President, Secretary and Treasurer.
- Section 2.** The Executive Board of Directors shall be composed of the President, Vice-President, Secretary, Treasurer, Immediate Past President and three Trustees appointed at the discretion of the Executive Board.
- Section 3.** The President, in consultation with elected officers, shall appoint a Membership Chairman, an Educational Chairman, a Publicity Chairman, a Historian, Editor of Newsletter, and other Committee Chairman as deemed necessary.

#### **ARTICLE V DUTIES OF OFFICERS**

- Section 1.** The President shall preside at all meetings of the organization and the Executive Board meeting. Shall be responsible for the conduct of the affairs of the organization and for the proper functioning of all committees. Shall have the power to appoint officers and committee chairperson during the year with the approval of the Executive Board. Shall establish and communicate goals of the organization. Shall appoint a Nominating Committee. Shall perform other duties as deemed necessary to the office. If the office of the President shall be vacated during the term of office, the Vice-President shall immediately assume functions, duties, and title of President for the remainder of the vacated term.

- Section 2. The Vice-President shall, in case of absence of the President discharge the duties of that office. Shall assist the President and substitute in her or his absence.
- Section 3. The Secretary shall attend all meetings or appoint a substitute in her or his absence to take minutes of the meeting. Shall keep permanent records of all meetings of the membership and Executive Board. Shall handle all necessary correspondence and notify Directors of scheduled meetings. May serve as Editor of Newsletter. Shall perform other duties as deemed necessary to the office.
- Section 4 The Treasurer shall receive all dues and monies pertaining to the organization. Shall deposit funds of Brandon Quilters in the bank account designated by the Executive Board. Shall keep a detailed record of all receipts and disbursements, submit monthly verbal reports and a final written report to the membership and Executive Board at the end of the fiscal year. Shall maintain an up-to-date membership list and provide copies to other officers, committee chairperson and membership as needed. Shall submit all books and records to the newly elected Treasurer immediately after installation, unless reelected. Shall perform other duties as deemed necessary to the office.
- Section 5 The Immediate Past President shall act as ex-officio, keeping herself or himself familiar with all of the rules and regulations of the organization.
- Section 6. The Trustees, appointed at the discretion of the Executive Board, shall assist in the direction of the organization.

## ARTICLE VI. DUTIES OF STANDING COMMITTEES

Membership Chairman: Shall inform all prospective members of the rules, regulations and activities of the organization and the procedures on becoming a member.

Education Chairman: Shall promote education in quilt making to the membership by planning, scheduling and directing educational events such as programs, workshops, seminars, classes and public events. Shall collect any fees for scheduled educational events and forward monies to the Treasurer for deposit.

Publicity Chairman: Shall promote the awareness and art of quilt making by publicizing meetings, shows and special events of the organization using the various medias, such as newspaper, radio, internet or television.

Historian: Shall maintain a scrapbook of all collected articles pertaining to the activities of the organization and store for future reference records, and newsletters.

Editor of Newsletter: Shall collect information from officers and membership. Shall publish the newsletter informing the membership of items of interest which promotes the growth and appreciation of quilt making. Shall perform other duties as deemed necessary to the position.

Other Committees: Other committees shall be appointed by the President as deemed necessary.

## ARTICLES VII. NOMINATIONS, ELECTIONS AND TERMS OF OFFICE

Section 1. A Nominating Committee shall consist of one board member and two members at large as appointed by the President at the October meeting. The committee shall seek candidates from members of good standing, who have **agreed** to serve in the position. Shall submit slate of officers to the President and membership at the November meeting. Nominations from the floor will be taken at the December meeting prior to the election of the new officers.

Elected officers shall be elected by a majority of all members in good standing at the December meeting. Election by acclamation occurs when a candidate is unopposed and a written ballot is required if there is more than one nominee for an office. Tabulation of the written ballots will be conducted by the Nominating Committee. The newly elected officers will be installed at the December meeting and assume duties at the close of the December meeting.

Section 2. The term of office for all officers of Brandon Quilters may be for one year. Elected Officers may serve more than two consecutive terms in the same office.

## ARTICLE VIII. MEETINGS

- Section 1. The organization shall meet the 1st Monday of each month. A monthly newsletter will follow after the 1st Monday of each month.
- Section 2. Special meetings may be called by the President or Executive Board when deemed necessary.
- Section 3. The date, location and time of special meeting will be determined by the President.

#### ARTICLE IX. DUES

- Section 1. The Executive Board shall make any recommendation regarding the changing of the dues at any special meeting. The membership shall vote whether to approve or reject the Board's figure.
- Section 2. Dues shall be payable January 1st of each year no later than March 1st of each year or membership will be terminated.

#### ARTICLE X. AMENDMENTS TO THE BY-LAWS

- Section 1. Any member of the organization may propose an amendment.
- Section 2. All proposals shall be submitted in writing to the Executive Board.
- Section 3. All proposals shall be published in the Newsletter prior to monthly meeting.
- Section 4. At the monthly meeting, an introduction, consideration, and discussion of proposals will occur prior to membership, in good standing, voting for the amendment.

#### ARTICLE XI. DISSOLUTION

If dissolution of the organization should occur, any and all funds and property owned by the organization shall be distributed to or for the use of charitable or educational organization. The decision of such distribution shall be made by the Executive Board of Directors.

## ARTICLE XII. PARLIAMENTARY PROCEDURE

The Robert's Rules of Order shall be utilized in conducting meetings of the Brandon Quilters.

Adopted June 6, 2005

Amended August 1, 2011