

Modern Quilt Guild of Northwest Arkansas

By-Laws

Article 1: Name, Purpose and General Matters

- 1.1 The organization will be known as Modern Quilt Guild of Northwest Arkansas, also referred to as “Northwest Arkansas Modern Quilt Guild” or “The Guild” or “MQG of NWA” or “NWA MQG”.
- 1.2 Purpose: The Guild’s purpose is to:
 - Develop and encourage the art of modern quilting.
 - Work with other guilds and groups with a similar purpose.
 - Encourage new quilters and other fiber artists interested in non-traditional art fiber projects.
 - Offer education opportunities through classes, workshops and sharing of information.
 - Support and provide opportunity for “charity” or other works that give back to the community through the use of quilting skills.
- 1.3 Fiscal Year: The fiscal year begins on January 1 and ends on December 31 of each year.
- 1.4 Annual Meeting: The August meeting of The Guild will be considered the Annual Meeting when elections are held.
- 1.5 Budget: The Budget will be presented at the October meeting for approval by the members.
- 1.6. Parliamentary Authority: The rules contained in the current edition of “Robert’s Rules of Order, Newly Revised”, shall govern the meetings of The Guild in all cases in which they are consistent with these by-laws.

Article 2: Membership

- 2.1 Membership: Membership is open to any quilter or anyone who has an interest in quilting upon payment of the prescribed annual dues. Membership rosters and By-Laws will be provided to each member upon request. Visitors may attend two meetings before being required to join.

- 2.2 Dues: Dues must be received by the March monthly meeting to maintain active membership.
- 2.3 Meetings: The Guild will hold a monthly meeting. The time and place of the meetings will be determined by the Executive Board.
- 2.4. Voting: Each member in good standing receives one vote towards Guild matters and must be present to vote.

Article 3: Officers

- 3.1 Officers: The officers shall be President, Vice-President, Secretary, and Treasurer.
- 3.2 Election of officers: All officers shall be elected for a term of two years by a majority of the members present. The newly elected officers shall assume the duties of their respective offices in September, following the election in August. Officers are strongly encouraged to attend all meetings once they are elected.
- 3.3 Filling of vacancies: An officer may resign at any time. Any officer position, with the exception of President, can be appointed by the Executive Board. The Vice President will fill in for President until elections can be held. An appointed officer shall fill a vacancy for the unexpired term of her/his predecessor in office.
- 3.4 Duties of the Officers:
 - The **President** shall preside at all meetings of The Guild. S/he shall appoint all committee chairs and be a member ex-officio of all committees except the Nominating Committee. S/he shall chair the Executive Board. The President shall vote only to arbitrate a tie. The President signs checks in the absence of the Treasurer. S/he shall serve in an advisory position for 3 months after the new President takes office.
 - The **Vice President** shall act in the absence of the President. S/he shall be responsible for providing a program for each general meeting, an introduction of guest speakers, and, along with the Treasurer, payment of guest speakers. S/he shall assist the President and shall perform such duties as assigned by the President.
 - The **Secretary** shall record the minutes of The Guild meetings. S/he shall keep an accurate record of all meetings of the Executive Board.
 - The **Treasurer** shall collect all monies and keep an accurate account of all receipts and disbursements in accordance with good accounting procedures. A monthly financial report shall be published as well as a complete year-end report.

Article 4: Committees

- 4.1 Committees include, but are not limited to, Membership and Nominating. Additional committees can be formed as the President deems necessary.
- 4.2 The President, with the approval of the Executive Board, shall appoint the chairs for these and all other committees. Chairs of the committees shall serve for two years and be responsible for selecting other committee members as needed. The exception to this will be the Nominating Committee, who will be appointed by the President.
- 4.3 Duties of the Committee Chairs:
 - The Membership Chair shall be responsible for maintaining correct attendance records, as well as membership dues and seeing that all members' names and contact information are recorded on the membership roll.
 - The Nominating Committee shall consist of one member of the Executive Board and two members at large. The committee will present a slate of candidates to the membership at the July meeting, to be voted on at the August meeting and installed at the September meeting.

Article 5: Executive Board

- 5.1 The Executive Board shall consist of all officers and committee chairs.
- 5.2 Duties of the Executive Board:
 - Shall set meeting dates and places for The Guild.
 - Shall prepare a proposed budget to be presented by the Treasurer to the guild for approval at the October meeting.
 - Take care of unbudgeted expenses up to \$500.00 and handle any necessary business between monthly meetings.
 - Will meet no less than two (2) times a year.
- 5.3 All officers and committee chairs are expected to attend board meetings.
- 5.4. Any Guild member may attend the meetings.

Article 6: Amendments

- 6.1 Proposed amendments to the By-Laws must be submitted to the President in writing prior to the monthly scheduled meeting.

- 6.2 The proposed amendment will be publicized prior to being voted on and then be voted on by the members present at the next regularly scheduled membership meeting.

Article 7: Finances

- 7.1 All funds delivered to The Guild will be deposited in The Guild bank account. The Treasurer will oversee the bank account and will deliver any check or other payment of monies on behalf of The Guild.
- 7.2 The Executive Board shall prepare an annual budget. Any expenditure over budget must receive prior approval by the Executive Board. If that amount exceeds \$500.00, prior approval must be given by the membership.
- 7.3 Two members, none of whom is an elected officer, shall audit The Guild's financial records annually, to be completed by October. They will be nominated by the membership at large.

Article 8: Dissolution

- 8.1 In the event The Guild is dissolved, The Executive Board shall pay or make provision for payment of all obligations and liabilities of The Guild.
- 8.2 The Executive Board shall dispose of all the assets of The Guild in a timely manner and appropriate with the purposes for which The Guild was organized. The assets shall be distributed to any not-for-profit organization whose goals are to further and preserve the art of quilting.

Article 9: Indemnification

- 9.1 Every person who is or was an Officer of The Guild shall be indemnified and held harmless by The Guild from and against any and all loss, cost, liability and expense that may be imposed upon or incurred by that person in connection with or resulting from any claim action, suit, or proceeding in which s/he may become involved by reason of being or having been an Officer of The Guild.

Amendments:

7/19/2022: Change to the timing of article 7.3; approved unanimously.