

Common Threads Bylaws

Article I - Name

The name of this guild shall be COMMON THREADS QUILT GUILD (the Guild), a not-for-profit organization.

Article II - Purpose

The purposes of the Guild are:

1. To join hands in friendship;
2. To encourage high standards of design, technique and creativity in quilting;
3. To promote the appreciation and preservation of quilts;
4. To preserve the art of quilt making; and
5. To further the art of quilting through education and communication.

Article III - Membership

Section A

Membership in the Guild is open to anyone who is interested in the purposes of the organization, completes the membership form, and pays dues, which are established by the Board of Directors. A member 75 years and older has free membership. A member under 18 years of age must be accompanied by a member who is at least 18 years old, and both members must sign a "Document of Responsibility" form.

Membership in the Guild is required to participate in any Guild activity. Exceptions to this requirement must be approved by the Board of Directors. Emergency information documents must be completed and signed by each participant for all overnight and/or travel-type events.

If yearly membership dues are paid by the February meeting, the member's information will be included in the Guild roster for that calendar year.

Section B

Visitors are welcome to attend two meetings in a calendar year. They must pay dues to join on their third visit.

If a member who is at least 18 years old brings a visitor under the age of 18 years to a monthly meeting of the Guild, a "Document of Responsibility" form must be signed by both the member and the visitor.

Section C

When the President Elect schedules the programs for the following year, s/he will decide if any speakers will require visitors to pay a fee to attend the presentation. Such fees will be established by the Board of Directors.

Article IV - Officers

Section A

The officers of the Guild shall be the President, President Elect, Immediate Past President, Secretary/Historian, and Treasurer and shall be elected by the membership of the Guild at the November meeting.

Persons holding office must be at least 18 years old and must be a member in good standing (i.e., with dues fully paid) for at least one year.

Section B

Newly elected officers shall assume their duties at the beginning of the January meeting and shall remain in office for one year or until their successors have been installed.

Section C

Vacancies in un-expired terms of office shall be filled by appointment of willing individuals. Such appointment shall be made by the Board of Directors.

Article V - Duties of Officers

Section A

The President shall be a member of the Board of Directors. S/he will be responsible for conducting regular monthly meetings, chairing the Board of Directors, attending other committee meetings as needed, and performing other duties as required. She shall attend Board of Director meetings during the year following her Presidency as Immediate Past President.

Section B

The President Elect shall be a member of the Board of Directors. /She shall be responsible for scheduling meeting programs for the following year. S/he shall assist the President as necessary. The President Elect presides over general meetings in the President's absence.

Section C

The Secretary/Historian shall be a member of the Board of Directors. She will maintain records of all motions and important votes made at the meetings and minutes of the Board of Director meetings. S/he is also responsible for publishing the monthly newsletter for all guild members and making it available to the membership.

Section D

The Treasurer shall be a member of the Board of Directors. S/he receives and banks all the Guild's monies, disburses funds as authorized by the Board of Directors, and maintains records of all funds. A financial report shall be made quarterly, , and an annual report shall be made in January for the preceding year. At least one other Board of Director member shall be a signatory on checking accounts along with the Treasurer.

The Treasurer shall prepare the proposed budget for the upcoming fiscal year and shall present it at the January meeting. The books will be available for review. S/he shall file appropriate tax forms for the Guild.

Section E

The Past President shall attend all Board of Directors meetings and shall be available to help the President.

Article VI - Board of Directors

There shall be a Board of Directors comprising the five elected officers; President, President Elect, Immediate Past President, Secretary/Historian, and Treasurer, and the committee chairpersons for Service, Ways & Means, and Welcoming/Membership. This will allow for eight voting members.

A quorum of the Board of Directors shall be 60% (five members).

The Board of Directors shall have general supervision of the affairs of the Guild and it shall be responsible to insure that a balanced budget is presented to the Guild by the Treasurer for approval at the January meeting.

The meetings of the Board of Directors shall be held on an as-needed basis determined and scheduled by the President.

A joint meeting shall be scheduled by the outgoing President in either December or January prior to the January meeting and shall include both outgoing and incoming Board of Director members and all Committee chairs.

Article VII - Nomination and Election

Section A.

A slate of officers and Committee Chairs shall be presented at the September Meeting by the President Elect. Nominations may be made from the floor in September and October for the Board positions. Elections by ballot shall be held in November. A positive vote by a majority of members present at the November meeting will confirm the slate.

Article VIII - Meetings

Section A

Meetings shall be held monthly at a time and place determined by the Board of Directors.

Section B

At the January meeting, the Treasurer will give a financial summary of the preceding year and will propose the budget for the new year. The attending members will vote to approve the new budget; a positive vote from a majority of attending members is necessary for approval.

Section C

Any time a vote is required, a positive vote from a majority of attending members is necessary for approval. There shall be no proxy voting.

Section E

There shall be no fundraising at the meetings for activities outside Guild projects.

Article IX - Committees

Section A

The Committees of the Guild shall be: 1) Service; 2) Ways and Means; 3) Welcoming/Membership; and 4) various activity committees as needed. Committee chairs must be at least 18 years old and must be a member in good standing for at least one year.

The Service Committee shall organize and carry out any service or charitable project chosen by the Guild.

The Ways and Means Committee shall organize and carry out fundraising activities as defined by the Board of Directors. Such activities may be limited to the membership only or may reach out to include the wider quilting community.

The Welcoming/Membership Committee shall greet members entering meetings and be available to guide new members and answer questions about the guild. They shall maintain attendance records. They are responsible for the membership drive, preparing and collecting membership forms, updating the membership roster, and depositing dues with the Treasurer. They are also responsible for producing and distributing a roster, making it available to members only. They shall also prepare and distribute membership cards.

Other committees shall be established on an as needed basis by the Board of Directors.

Article X - Amendment

These bylaws can be amended or repealed by an affirmative majority vote of the members present at the meeting, provided that such proposed amendments have been published twice before the vote occurs. Once approved, a notification will appear in the next newsletter and the bylaws will be updated.

Article XI - Parliamentary Rules

The parliamentary authority in all matters not covered by these bylaws shall be the Robert's Rules of Order.

Article XII – Indemnity of Officers

To the extent permitted by law, every person who is or was a Board member, or committee member of the Guild shall have a right to be indemnified by the Guild against all reasonable action, suit, or proceeding in which s/he may become involved as a party or otherwise by reason of her or his being or having been a Board of directors member, employee, or committee member of the Guild.

Article XIII - Dissolution

In the event of a decision to dissolve the Common Threads Quilt Guild, the net assets of the organization shall be distributed to a 501(c)(3) organization determined by the Board of directors whose purposes are similar to this Guild. No funds shall revert to the benefit of any individual member.

Bylaws Acceptance: Bylaws should be reviewed every two years by a designated committee. If changes are made, it must be noted below.

These Bylaws were formally accepted at the January 2001 meeting. Revised

and formally accepted on October 23, 2003.

Revised and formally accepted on November 27, 2012.

Revised and formally accepted on October 27, 2015.

Revised and formally accepted on June 25, 2019.