

NLCQG BY-LAWS
As of August 2010

ARTICLE I – NAME

The name of this group shall be Northern Lake County Quilters Guild (NLCQG), Lake County, Illinois with the official mailing address of P.O. Box 418, Antioch, Illinois 60002.

ARTICLE II – PURPOSE

The purpose of this group is to promote the art and education of quilting. This is a non-profit organization.

ARTICLE III – MEMBERSHIP

Membership is open to all interested in quilting. Annual dues shall be paid in September, with an adjusted amount of ½ of the annual dues for anyone joining March through August. Payment of dues entitles member to voting privileges, a membership card, and newsletter subscription. Any proposed increase in dues shall be published in the July newsletter as notification and a vote by the membership will be taken in August.

ARTICLE IV – MEETINGS

Meetings shall be held on the first Wednesday of each month from January through November. The holiday meeting and celebration will be held the first Wednesday of December. The Board reserves the right to change the date or location due to special circumstances.

ARTICLE V – NOMINATIONS AND ELECTIONS

The President will establish the nominating committee in May. Current board members and active candidates are not eligible for the nominating committee. Candidates can be solicited at an open meeting, by personal contact or individuals may contact the nominating committee for a position on the ballot. All eligible nominees will be placed on the ballot. Nominations are to be made known to the membership and published in the August newsletter for elections held in September. Write-ins are accepted up to the night of elections. Elections shall be by ballot vote, (see Article XII), counted by the nominating committee and the committee chairperson will announce the elected board slate at the end of the September meeting.

ARTICLE VI – OFFICERS

Officers shall be: President, Vice President, Secretary, Treasurer, Newsletter Editor, Program Director, and Membership Chair. The term of office is two years with the Officers serving alternating terms, i.e. President, Secretary, Newsletter Editor elected in even numbered years; Vice President, Treasurer, Program Chairperson, Membership Chairperson elected in odd numbered years. Officers are limited to serve two consecutive terms per office. Duties of Officers shall be as follows:

PRESIDENT

1. Conducts regular meetings
2. Conducts Board meetings, as needed
3. Coordinates committee meetings, as needed
4. Performs other duties as required

ARTICLE VI – OFFICERS (cont.)

VICE PRESIDENT

1. Conducts regular meetings in the absence of the President
2. Assist President, as necessary

SECRETARY

1. Records and keeps minutes of the general meetings and Executive Board meetings
2. Distributes meeting minutes, as necessary
3. Maintains reports and records of the Guild
4. Responsible for general correspondence (i.e. Thank you notes, letters of appreciation), as necessary

TREASURER

1. Receives, disburses and banks all Guild funds
2. Maintains bookkeeping records of all funds
3. Maintain up-to-date membership list of paid members, by working closely with the Membership Chair and reporting membership totals, when required
4. Provides quarterly and annual financial statements to membership
5. Responsible for filing of annual non-profit status

NEWSLETTER EDITOR

1. Provides monthly newsletter, distributed to all current members
2. Maintains record of each monthly newsletter
3. Works closely with Treasurer and Membership Chair to maintain up-to-date mailing list from which newsletter is distributed
4. Provides back up for Secretary, taking meeting minutes when required

PROGRAM DIRECTOR

1. Plans monthly program and/or workshops for all general membership meetings within the budgetary guidelines
2. Publishes program schedule
3. Introduce speakers
4. Liaison between the Guild and Guest Speaker to assist with logistics

MEMBERSHIP CHAIR

1. Greet new members at each monthly meeting
2. Provide new member packet/By-Laws information to new members
3. Inform each member, individually or in a group, of current programs
4. Provide new membership information to Newsletter Editor monthly
5. Works closely with Treasurer to maintain up-to-date paid membership listing
6. Revises and updates membership directory monthly and publishes an annual directory by January

ARTICLE VII – BOARD

The Board is made up of the Officers and the Standing Committee (see Standing Committee Article VIII). The President arranges for Board meetings, as necessary. Board meetings are open to all members. The Board shall meet at least six (6) times per year. Voting privileges at Board meetings are granted to only Officers and Committee Chairpersons. The Board may fill any vacancies (until the next election) which occur on the Board. The Officers reserve the right to call an executive session.

ARTICLE VIII – STANDING COMMITTEES

Committee Chairpersons may volunteer or be appointed by current Officers. Most Standing Committee Chairpersons are selected following the Annual Election. Committee Chairpersons shall be appointed for one year terms, except Publicity Committee, which is a 2-year term.

Standing Committees are as follows:

Block of the Month Chairperson
Charity Chairperson
Historian Chairperson
Holiday Party Chairperson
Librarian Chairperson
Publicity Chairperson
Quilt Show Chairperson
Raffle Quilt Chairperson
Refreshment Chairperson
Secret Sister Chairperson

Other committees may be formed when necessary.

ARTICLE IX – MONEY COLLECTED FROM GUILD ACTIVITY

All monies must be submitted to the Treasurer at the end of each meeting or in the Treasurers absence, to the President. Treasurer must keep records of all collections, payments, and budget items. Annual budget shall be discussed at the first board meeting of new Officers (following the transitional meeting). Budget will be presented to general membership for approval at next regular monthly meeting [November].

ARTICLE X – CHANGES IN BY-LAWS

All by-laws must be approved by the membership attendance at regular monthly meetings (see Article XII regarding voting guidelines). Two-month prior notification in the newsletter and announcement at a prior meeting shall be given to all members.

ARTICLE XI – INCREASE IN DUES/QUILT SHOW

Any potential increase in the membership dues and/or the admission for the Quilt Show will be printed in the Newsletter one month before the motion is brought before the guild for a vote. The increase must be approved by the membership attendance at the regular monthly meeting (see Article XII for voting guidelines).

ARTICLE XII – VOTING PRIVILEGES AND POLICIES

1. Quorum is ½ of the current membership
2. A member is one with a current paid membership for the year
3. Elections are held at the general monthly meetings
4. Elections are by written ballot and Motions from the floor are voted on verbally or by show of hands
5. Decisions are reached by the majority vote of members present at the meeting

ARTICLE XIII – WORKSHOP PAYMENT

Any member who signs up for a workshop must pay at the time of registration. No refunds or substitutions will be given until the minimum number needed for the workshop is reached. Refunds will be given if the workshop is canceled.

