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## FRIENDSHIP QUILTERS OF LINTHICUM GUILD BY-LAWS

### Article I – Name

The name of this organization shall be Friendship Quilters of Linthicum, an independent and unaffiliated non-profit organization.

### Article II – Purpose

The purpose of this organization is to create, stimulate and maintain the art and craft of quilts and quilt making. The Guild will provide fellowship among those interested in all aspects of quilting and promote education of the craft through the use of speakers, classes and workshops. Another purpose of the Guild is to share our hand-crafted items with those in need.

### Article III – Membership and Dues

Membership in this organization is open to any individual interested in quilts.

- A. The annual dues shall be determined by the Board, due and payable at the September meeting each year. Dues are not refundable.
- B. Non-members may attend two meetings gratis, except in the event of a paid speaker. After the two meetings, a nominal charge per meeting is required or they may choose to become a member. Dues shall be prorated after February for new members. The Board may make exceptions for returning members in special circumstances.
- C. In order to be an Active Member of the Guild (member in good standing), you must participate in the Guild by performing at least one of the following:
  1. Be involved at our monthly meetings: i.e., set up, door guard, white gloving for speakers.
  2. Serve as a Board or Committee Member.
  3. Make a charity project.
  4. Quilt Bingo – work the day of the bingo, donate a quilt, donate baked goods, and/or other tasks.
  5. Sell raffle and/or bingo tickets.

### Article IV – Meetings

- A. The Guild will meet once each month beginning in September and ending in June.
- B. The Executive Board will meet a minimum of two times a year.
- C. Non-members who attend a meeting where there is a paid speaker will be charged a fee. The Executive Board shall set the fee.
- D. **Meetings may be canceled due unavailability of the facility. If AACPS closes schools or dismisses early on a meeting date due to inclement weather the Guild policy is to cancel the meeting.**

### Article V – Officers

- A. All officers serve in a voluntary capacity and receive no compensation.
- B. The elected officers of this organization shall be the President, Vice President, Secretary, and Treasurer. They shall constitute the Executive Board. The Executive Board shall establish a budget by June 30<sup>th</sup> of each year. The General Board shall consist of the Executive Board, Member at Large, Newsletter Editor, and the Chairs of the

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following committees: Programs, Library, Membership, Sunshine, Quilt Bingo, Charity, Website, Special Events, Challenge, and Raffle Quilts.

1. The President and Secretary will serve a term of two years and be installed in even numbered years.
2. The Vice President and Treasurer will serve a term of two years and be installed in odd numbered years.
3. The President may serve two consecutive terms. Other Executive Board positions may serve three consecutive terms.

#### **Article VI – Duties of the Officers**

A. The President shall:

1. Preside at all general meetings of the organization and at all meetings of the Executive Board. The Roberts Rules of Order may be used as a guide.
2. Be the Chief Administrative Officer of the organization.
3. Serve as the Executive Officer on all committees, both standing and special, or appoint a representative.
4. Be authorized to co-sign checks of the organization.
5. Be the spokesperson for the Guild.
6. Appoint Special Event Coordinators as needed for retreats and any other special events proposed.
7. Appoint a Nominating Committee Chairperson, no later than March. The President shall preside over election of officers at the May meeting.
8. Coordinate with the Treasurer to identify a tax preparer.
9. The President shall appoint auditors to audit the Treasurer's records after July 1<sup>st</sup> for the past year.
  - a. Two non-board members shall either volunteer in June or be appointed by the President to perform the audit.
  - b. The report from the auditors is due at the September meeting for review by the membership.
10. Appoint a Raffle Quilts Coordinator (Quilt Mother).

B. The Vice President shall:

1. Perform the duties of the President in their absence.
2. Be responsible for reserving the meeting space or coordinate with a designated person.
3. Chair a By-Laws review committee when requested by the President.
4. Be responsible for budget projection, evaluation, and presentation to the Executive Board and Membership.
5. Be authorized to co-sign checks of the organization.

C. The Secretary shall:

1. Record the minutes of all meetings.
2. Distribute Minutes for the Executive Board and General meetings to the Executive Board and the Member at Large within two weeks and send to the Newsletter Editor for inclusion in the newsletter.
3. Handle all correspondence.
4. Maintain hard copies or digital copies of all newsletters, meeting minutes and organization's records.
5. Submit a budget request for the coming year to the Vice President by May 1<sup>st</sup>.
6. Be authorized to co-sign checks of the organization.

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D. The Treasurer shall:

1. Collect and disburse all funds of the organization.
2. Present a financial report at each meeting of the Executive Board and at the regular membership meeting upon request.
3. Be authorized to co-sign checks of the organization.
4. Submit monthly budget report to the Newsletter.
5. Provide records to the Auditors for a yearly financial audit after July 1<sup>st</sup>.
6. Coordinate with the President to identify a tax preparer and provide records to the tax preparer.
7. Maintain 501c3 status as needed.
8. Submit a budget request for the coming year to the Vice President by May 1<sup>st</sup>.

**Article VII – General Board Officers**

A. The Newsletter Editor shall:

1. Be in charge of the content, design, publishing and distribution of a monthly newsletter including by USPS to those who cannot receive it by email.
2. Submit a budget request for the coming year to the Vice President by May 1<sup>st</sup>.

B. Program Chairperson shall:

1. Plan the program for the monthly meetings.
2. Plan workshops and classes.
3. Submit a budget request for the coming year to the Vice-President by May 1<sup>st</sup>.

C. Library Chairperson shall:

1. Coordinate with the AACO Library to schedule the Saturdays at the Library.
2. Arrange demonstrations/activities, if any, for library gatherings.

D. Membership Chairperson shall

1. Collect yearly dues in person and by mail. Send/give monies collected to the Treasurer.
2. Keep monthly attendance records.
3. Distribute information on how to make name badges.
4. Compile a membership directory/roster for publication in October with updates as needed.
5. Greet new members and inform them that they will receive the directory/roster by email.
6. Submit a budget request for the coming year to the Vice President by May 1<sup>st</sup>.

E. Member at Large shall

1. Fill in for any board members in their absence.
2. Attend all Executive Board meetings and vote only as a tie-breaker.

F. Sunshine Chairperson shall:

1. Be the Sunshine person, or appoint someone.
2. Get individual/family permission to inform the Board and membership of any illness or death so that cards may be sent.
3. Submit a budget request for the coming year to the Vice President by May 1<sup>st</sup>.

G. Quilt Bingo Chairperson shall:

1. Organize and coordinate the quilt bingo of our Guild.
2. Establish a committee to implement the bingo.
3. Keep the Guild informed on progress of the bingo.

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4. Submit a budget request for the coming year to the Vice President by May 1<sup>st</sup>.

H. Charity Chairperson shall:

1. Coordinate charity projects.
2. Evaluate suggestions from Guild members for new charity opportunities.
3. Coordinate distribution of projects.
4. Submit a budget request for the coming year to the Vice President by May 1<sup>st</sup>.

I. Website Chairperson shall:

1. Maintain Guild website ([www.friendshipquiltersoflinthicum.org](http://www.friendshipquiltersoflinthicum.org))
2. Post Current Events/Calendar.
3. Post items from General Board members.
4. Share knowledge of website functionality and access information with two other members of the Guild.
5. Provide user ID and password(s) to Executive Board.
6. Submit a budget request for the coming year to the Vice President by May 1<sup>st</sup>.

J. Special Events Coordinator

1. The Coordinator will work with the Treasurer to record all registrations and payments for any event. Events are intended to be paid for by the attendees.
2. All contracts will require the signature of an Executive Board Member as well as the Events Coordinator.
3. Regular updates must be provided to the Executive Board and a final report submitted following any event.
4. These events are made available only to members in good standing.

K. Nominating Committee

1. Chairperson, appointed by the President no later than March, shall choose two members for the committee.
2. The slate of officers in even numbered years will consist of nominees for the President and Secretary who will serve a term of two years.
3. The slate of officers in odd numbered years will consist of nominees for the Vice President and Treasurer who will serve a term of two years.
4. The slate of nominees shall be presented to the membership at the April meeting.
5. Other nominations can be taken from the floor at the April meeting and prior to voting at the May meeting.
6. The slate of officers shall be voted on at the May meeting and installed at the June meeting.
7. Transition from old to new will occur during the month of June.

L. Raffle Quilt Coordinator (Quilt Mother)

1. Shall schedule and coordinate selling tickets for Friendship's raffle quilt at various venues.
2. Shall facilitate visits from other guilds wanting to sell raffle tickets at Friendship meetings.

**Article VIII – Budget**

- A. The Vice President shall collect budget requests for the following year by May 1<sup>st</sup> from all Executive Board Members and Chairpersons.
- B. By May 15<sup>th</sup> the Vice President will assimilate the requested budget and submit to the Executive Board for review, modification and approval. Budget will be based on projected fundraisers.

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- C. It will result in a balanced budget, meeting corporate guidelines.
- D. The budget will be presented to membership at the June meeting as a projected budget.
- E. In the fall the projected budget will be reviewed and revised based on actual income at that time (includes membership dues for the year and event proceeds.)
- F. The projected budget will be presented to the Executive Board for review and adjustment.
- G. The adjusted budget will be presented to membership for final approval (majority vote) no later than November.
- H. Any funds allocated and not used during the budget year will return to the reserve fund at the end of the fiscal year.
- I. Reserve funds can be used for un-anticipated expenses by approval of the Executive Board.
- J. Donations of Monies
  - 1. Proposals for donation of monies not noted in the approved budget shall be put forth in writing to the Vice President by the 15<sup>th</sup> of any month.
  - 2. The Vice President will then submit proposals to the Executive Board for tentative approval.
  - 3. The proposals will be included in the next newsletter.
  - 4. At the following meeting membership may make a motion and vote on the proposal.

#### **Article IX – Amendments of By-Laws**

These by-laws may be amended at any regular meeting of the organization by a 2/3 majority vote of the active membership present, provided the amendment has been submitted by email or in writing before/at the previous regular meeting and appeared in the Newsletter of the voting month.

#### **Article X – Dissolution of the Organization**

Should the organization need to be dissolved:

- A. The dissolution of the Organization shall occur only upon a vote to dissolve by 2/3 majority of active members in attendance.
- B. A meeting to dissolve the guild will be advertised with a published notification in the month prior to the said meeting.
- C. The Guild will honor all contractual obligations.
- D. Upon dissolution any funds remaining in the treasury shall be distributed to one or more non-profit organizations to be voted on by the active members in attendance at the advertised meeting.
- E. The President will execute filings of paperwork/notifications to the Federal Government and the State of Maryland as necessary.
- F. Any property jointly owned with another guild will revert to that guild upon dissolution.

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**History of Revision:**

- May, 1993 – Dolly Haney, Karen Ringrose, and Lynne Kampe
- May, 2000 – By-Law Review Committee (Board Members Sharon Kirchmar – President, Lynne Kampe – Treasurer, General Members Elisa Colburn, and Diane Carpintieri.)
- October, 2011 – By-Law Review Committee (Board Members Carole Custer – Vice President, Kim Ritter – Secretary, General Members Susan Reinhart, and Peggy Rosso.)
- September, 2016 – By-Law Review Committee (Board Member Linda Taltavull – Vice President, General Committee.)
- March 28, 2018 – By-Law Review Committee (Carol Orme, Sharon Kirchmar, Rebecca Linz, and Sylvia Jacobs).
- May, 2023 – By-Law Review Committee (Board Members Janet Kassakatis-Vice President, Kathy Grab-President, Marcia Patterson-Treasurer, Allison Bachmann-Secretary, and General Member Ursula Yeo.)