

NLQG BYLAWS

Approved May 18, 2019

Ammended July 19, 2021

I. Structure of the Organization

A. Officer Responsibilities

Section 1 - The Guild:

(1) Guild President:

1. Plans, organizes, and presides at all Guild and Executive Board meetings according to *Robert's Rules of Order, (Newly Revised)*.
2. Activates all Guild committees as needed; appoints chairman.
3. Organizes and activates the Guild nominating committee. Appoints members to the committee.
4. Serves as Chairman of the Executive Board.
5. Signs/executes contracts for the Guild.
6. Serves as an ex-officio member of all committees except the Nominating Committee.
7. Prepares a yearly calendar of Guild and Executive Board meetings.
8. Secures Guild and Executive Board meeting location.
9. Conducts Officer training as needed.
10. Submits a monthly article for the guild newsletter.
11. Is thoroughly acquainted with and abides by the Guild Governance Documents.

(2) Guild Vice President:

1. Presides in the absence of the president.
2. Assumes other duties in the absence of the president.
3. Assumes the duties of the Guild President in the event the office becomes vacant.
4. Serves as chairman of the Governance Documents Committee for review and/or revision.
5. Coordinates Quarterly Meeting Show & Tell.
6. Coordinates the Donation Quilt presentation.

(3) Guild Secretary:

1. Records the proceedings of all guild and Executive Board meetings.
2. Keeps an accurate record of attendance.
3. Submits minutes and attendance to the president.

(4) Guild Treasurer:

1. Keeps an accurate record of all banking and financial transactions.
2. Keeps an accurate record of current paid members.
3. Disburses all Guild monies approved by the Executive Board.
4. Prepares the records for the annual financial review.
5. Serves as chairman of the Budget Committee.

(5) Guild Historian:

1. Keeps a comprehensive record of Guild activities and events.
2. Posts pictures to social media.

Section 2 - The Executive Board

The North Louisiana Quilters' Guild will be governed by an Executive Board. The members will include: Guild President, Guild Vice President, Guild Secretary, Guild Treasurer, Guild Historian, Guild Parliamentary Advisor, Chapter Presidents, Chapter Representatives, and Chairmen of Standing Committees.

- **The Guild Parliamentary Advisor:**

1. Responsible for proper procedure at Guild and Executive Board meetings according to *Robert's Rules of Order, (Newly Revised)*.

This will be a non-voting position. This position may be held by the same person for unlimited consecutive years.

(1) Communications and Publicity Committee Chairman**(2) Quilt Show Committee Chairman****(3) Activities Committee Chairman****Section 3 - Chapter Officers****(1) Chapter President:**

1. Plans, organizes, and presides at all chapter meetings according to *Robert's Rules of Order, (Newly Revised)*.
2. Activates chapter committees as needed; appoints chairman.
3. Appoints the Chapter Nominating Committee.
4. Serves as voting member of the Executive Board.
5. Oversees all officers and committees in fulfillment of duties.
6. Submits a monthly article for the guild newsletter, *The Scrap Paper*, regarding chapter activities.
7. Prepares a calendar of chapter meetings.
8. Secures monthly meeting location.
9. Is thoroughly acquainted with and abides by the Guild Governance Documents.
10. Appoints a Parliamentary Advisor (Optional)
11. Appoints a Chapter Audit Committee.

(2) Chapter Vice-President:

1. Presides at chapter meetings in the absence of the president.
2. Assumes other duties in the absence of the chapter president.
3. Is the official hostess; greeting/introducing new visitors.
4. Provides new members with the following:
 - a. *Welcome Letter*
 - b. *Current Chapter Roster*

c. NLQG Governance Documents.

5. Secures programs for chapter meetings.
6. Serves on the Guild Governance Documents Review Committee.

(3) Chapter Secretary:

1. Records the proceedings of chapter meetings.
2. Keep an accurate record of all in attendance.
3. Submits the minutes and attendance for the preceding chapter meeting to the Chapter President.
4. Prepares correspondence for the chapter.
5. Responsible for cards for cares, concerns, and thank you notes.

(4) Chapter Treasurer:

1. Custodian of all chapter funds.
2. Maintains a detailed account of all money collected and disbursed.
3. Prepares and submits records for the annual financial review.
4. Maintains a current membership roster.
5. Transfers membership dues to Guild Treasurer.
6. Submits new member contact information to the newsletter editor.

(5) Chapter Historian:

1. Maintains a record of chapter activities and events
2. Contributes material to the Guild Historian.
3. Contributes information/pictures to guild/chapter social media accounts.

(6) Chapter Representative to the Executive Board:

1. Attends the Executive Board meetings.
2. Presents a summary of the Executive Board meeting to the chapter.

B. Meetings

Section 1 - Guild

Guild meetings will be held quarterly. These meetings shall be held in March, June, September, and December. The March meeting is the Annual Meeting with the Election of Officers. The June meeting is installation of officers.

Section 2 - Executive Board:

The Executive Board shall meet at least three times a year.

A quorum shall be one more than half the filled positions of the Executive Board. If a Chapter President or Chapter Representative is unable to attend, a proxy should be assigned to another chapter member. See Policy and Procedure document for clarification.

Section 3- Chapter:

Chapter meetings will be held monthly at least nine times per year.

II. Guild Committees

A. Purpose

Section 1 - Standing Committees:

Standing Committees operate continually. Chairmen of these committees are voting members of the Executive Board and report to the Executive Board.

(1) Communications & Publicity Committee Chairman

1. Plans, organizes, and conducts committee meetings.
2. Secures committee meeting location if needed.
3. Responsible for submitting Guild information/ publicity for print, social media, and other sources, including the Newsletter.
4. Submits a written report to the Executive Board.

Communications & Publicity Committee - consisting of the Newsletter Editor, the Social Media Administrator, the Website Administrator and other members as may be required.

1. Prepares information from and about the Guild, in print, social media and electronic sources.
2. Submits information to the appropriate media.
3. Publicizes Guild activities to the media.

(2) Quilt Show Committee Chairman

1. Plans, organizes, and conducts committee meetings.
2. Secures committee meeting location.
3. Prepares calendar of Quilt Show Committee events.
4. Appoints sub-committees coordinators.
5. Update quilt show information on social media.
6. Submits a written report to the Executive Board.
7. Responsible for on-site implementation of the quilt show.

Quilt Show Committee - consisting of a chairman and appointed sub-committee coordinators.

1. Prepares all aspects of the Quilt Show.

(3) Activities Committee Chairman

1. Plans, organizes, and conducts Activities Committee meetings.
2. Secures committee meeting location.

3. Secures members to coordinate various guild activities.
 - a. Responsible for:
 - Yearly challenge presented at guild Christmas party
 - Guild Play Days
 - Outstanding Members of the Chapters
 - Outgoing Guild President Quilt Block
 - Guild Officer Installation
 - Community Service
 - Overview of the Fall and Spring Retreats.
4. Submits a written committee report to the Executive Board.

Activities Committee - Consisting of a chairman and other members as needed.

1. Organizes and presents yearly challenge at the guild Christmas party
2. Organizes Guild Play Days
3. Attends chapter meetings to collect and count the secret ballots for the “Outstanding Members of the Chapters” award. Coordinates the purchase of plaques for the recipients.
4. Community Service
5. Overview of the Fall and Spring Retreats.
6. Submits a written report to the Executive Board.

Section 2 - Special Committees:

These committees operate as needed until their mission/purpose is accomplished. The chairperson and members of these committees are not part of the Executive Board, (unless it’s written in their duties as part of their Executive Board position - for example, the Guild Treasurer/Budget Committee) but report their findings and/or proposals to the Executive Board.

(1) Guild Budget Committee

1. Consists of the Guild Treasurer and the Chapter Treasurers.
2. Prepares a two-year budget.
3. Submits budget to the Executive Board.
4. The Budget Committee may meet intermittently to submit supplements to the budget for the current fiscal year.

(2) Guild Financial Review Committee

1. Consists of a member from each chapter; appointed by the President.
2. Conducts an annual financial review of the Guild Treasurer's accounts.
3. Submits annual financial review report to the Guild President by May.

(3) Guild Nominating Committee

1. Consists of a member from each chapter.
2. Members and committee chair are appointed by the Guild President.
3. Submits Guild officer nominations by January 15th of election year to the Executive Board.
4. Guild officers may hold only one Executive Board voting position.
5. Publishes nominations at least 30 days prior to the Guild Annual Meeting (March).
6. Conducts the election at the Guild Annual Meeting (March).

(4) Guild Governance Documents Committee

1. Consists of the Guild Vice-President, a representative from each chapter, and any Guild member who wishes to volunteer.
2. Reviews the Constitution, Bylaws, and Policy & Procedures of the organization.
3. Requests and reviews proposed changes from the membership.
4. Prepares a draft of proposed amendments/changes to present to the membership.
5. Revises, distributes, and publishes the membership-approved Governance Documents.

(5) Other Guild Committees - appointed by the President as the organization or the Executive Board considers necessary to carry on the work of the Guild.**(6) National Teacher**

1. Researches potential National Teachers.
2. Prepares a list of potential National Teachers (with pertinent class information) to report to the Activities Committee.
3. Communicates with the National Teacher to secure appropriate housing and meals for the event.
4. Serves as the Guild liaison with the National Teacher to coordinate the event

Section 3 - Chapter Committees:**(1) Chapter Nominating Committee**

1. Consists of members appointed by the Chapter President.
2. Submits Chapter officer nominations by April to the Chapter President.
3. Conducts the election at the May Chapter meeting.
4. Installs Chapter officers at the June Meeting.

(2) Chapter Financial Review Committee

1. Consists of three chapter members appointed by the Chapter President.
2. Conducts an annual financial review of the Chapter Treasurer's accounts.
3. Submits annual financial review report to the Chapter President and Guild Treasurer by May.

(3) Additional Chapter Committees - Any additional committees, such as standing or special, may be created as is considered necessary to carry on the work of the Chapter. The chairman of these committees shall be appointed by the Chapter President and shall consist of two or more members selected by its chairman. The Chapter President shall be an ex-officio member of all committees except the Nominating Committee.**III. Business/Financial****A. Guild Fiscal Year**

The Guild fiscal year is from July 1st to June 30th.

B. Guild Fiscal Policy

At the beginning of each Guild year, July 1, a monetary allocation may be given to each chapter based on the funds available in the Guild budget. The exact amount will be recommended for a two-year period, by the incoming Guild Budget Committee and will be voted on for approval by the Executive Board.

C. Guild Dues

1. Dues for all members will be \$25.00 (Amended by a vote of the membership on July 10, 2021)
2. Dues will be collected annually beginning at the June meeting.
3. Members whose dues are not paid by July will be disallowed from participating in Guild or Chapter activities.
4. New persons joining the Guild after January 1st will be charged one-half the current annual dues.
5. Prospective members may visit two meetings of a chapter and then are encouraged to join the Guild.
6. Guild membership expires each year on June 30th.

IV. Guild Elections

A. General Rules

1. The Guild Officers are elected biennially, in March, from a slate nominated by the Guild Nominating Committee who is appointed by the outgoing President of the Guild. The elected Guild Officers include the Guild President, Guild Vice President, Guild Secretary, Guild Treasurer, and Guild Historian.
2. The term of office shall be two years and will begin when the officers are installed at the June Quarterly Meeting.
3. Elected officers, Guild and Chapter, may serve only one consecutive term in their elected position. A consecutive term on the Executive Board must be in another office. One full term must be between the served terms before an officer can be elected for another term in that office.
4. No Executive Board member, Guild, or Chapter, shall hold more than one voting position on the Executive Board.
5. The President and the elected Executive Board Representative of each chapter shall serve on the Executive Board with voting rights.
6. The Chairmen of Standing Committees, Communications & Publicity, Quilt Show, and Activities are appointed by the incoming Guild President and have Executive Board voting rights.

7. The Parliamentary Advisor is appointed by the incoming President of the Guild. This is a non-voting position. The Parliamentary Advisor may serve more than one consecutive term.

B. Installations

- a. Guild Officers shall be installed at the June Quarterly Meeting.
- b. Chapter Officers shall be installed at the June Chapter Meeting.

C. Vacancies

- a. Guild office vacancies will be filled by appointment to the unexpired term by the Guild President.
- b. Chapter office vacancies will be filled by appointment to the unexpired term by the Chapter President.
- c. Standing Committee vacancies will be filled by appointment by the Guild President.

V. New Chapters

Chapters shall consist of not fewer than seven members. A group having seven or more active members shall present a letter of intent to the Executive Board for affiliation with NLQG.

VI. AMENDMENT OF CONSTITUTION AND BYLAWS

1. These Constitution and Bylaws may be amended by two-thirds vote of the Guild members present at any quarterly meeting.
2. Suggestions for changes must be presented in writing for review by the Governance Document Committee.
3. Guild members will be notified of the proposed changes 30 days before a quarterly meeting.

VIII. AMENDMENT OF POLICIES & PROCEDURES

1. The Policy & Procedure Document may be amended by a quorum of the Executive Board.
 - a. Proposed changes must be presented in writing at an Executive Board meeting
 - b. The chapters will be asked for feedback on the proposed changes.
 - c. The Executive Board will vote on the proposed changes at the next Executive Board meeting.