

ACQG By-Laws Revision of December 2017

Here are the proposed revisions to the by-laws. If you read the right column you see what is being proposed. The words in red are new language and the crossed-out sections on the left are what was removed. We changed capitalizations, spelling, and punctuation without noting the changes in red. We also alphabetized the board member positions and duties so the numbering is not consistent.

Almond Country Quilt Guild By-laws	Almond Country Quilt Guild By-laws
<p>Article I – Name</p> <p>The name of this organization shall be: Almond Country Quilt Guild, henceforth to be known as the Organization, or ACQG.</p> <p>Article II – Purpose</p> <p>The Almond Country Quilt Guild shall be a non-profit organization dedicated to the promotion of, knowledge and participation in, the craft/art of quilting, patchwork, appliqué, and other aspects of quilt making. The Organization shall act as an information network for quilters with similar objectives in promoting continuing interest in quilting.</p> <p>Article III – Members</p> <p><u>Section 1.</u> Any person, 16 years of age and above, interested in the purposes of the group may become a member upon payment of dues in the amount set by the membership and listed in the Standing Rules. A junior membership is available at age 12 to those who are sponsored by a member in good standing. Junior members must be accompanied by their sponsor to all Guild functions. Junior membership dues are the same as regular membership dues.</p> <p><u>Section 2.</u> Annual dues are due and payable July 1, and are delinquent after August 31. Persons joining after January 1st will pay one half the annual dues.</p> <p><u>Section 3.</u> Privileges of membership include the right to attend meetings and vote, right to hold elected office or chairmanship, use of ACQG library, a copy of the membership directory, and a subscription to the newsletter.</p> <p><u>Section 4.</u> Guests may attend one general meeting as a guest without fees or dues, except for closed meetings when seating capacity is limited. Upon attendance at the second meeting annual dues must be paid.</p> <p><u>Section 5.</u> No part of the income or assets of the Organization shall benefit any member unless said member is hired for a particular function, demonstration, or educational purpose for which an outside party normally could be hired. Such service must have a signed a contract approved by the Board prior to the delivery of service.</p>	<p>Article I – Name</p> <p>The name of this organization shall be: Almond Country Quilt Guild, henceforth to be known as the Organization or ACQG.</p> <p>Article II – Purpose</p> <p>The Almond Country Quilt Guild shall be a non-profit organization dedicated to the promotion of, knowledge and participation in, the craft/art of quilting, patchwork, appliqué, and other aspects of quilt making. The Organization shall act as an information network for quilters with similar objectives in promoting continuing interest in quilting and supporting local non-profit charities.</p> <p>Article III – Members</p> <p><u>Section 1.</u> Any person, 16 years of age and older, interested in the purposes of the group may become a member upon payment of dues in the amount set by the membership and listed in the Standing Rules. A junior membership is available at age 8-16 and is sponsored by a member in good standing. Junior members must be accompanied by their sponsor to all Guild functions.</p> <p><u>Section 2.</u> Annual dues are due and payable July 1 and are delinquent after August 31.</p> <p><u>Section 3.</u> Privileges of membership include the right to attend meetings and educational events, vote, right to hold elected office or chairmanship, use of ACQG library, a copy of the membership directory, and a subscription to the newsletter.</p> <p><u>Section 4.</u> Guests may attend one general meeting as a guest without fees or dues, except for closed meetings. Upon attendance at the second meeting annual dues must be paid.</p> <p><u>Section 5.</u> Conflict of Interest Clause: The purpose of this Conflict of Interest clause is to protect the interest and integrity of the Organization.</p> <ul style="list-style-type: none">a) No part of the income or assets of the Organization shall benefit any member unless said member is hired for a particular function, demonstration, or educational purpose for which an outside party normally could be hired. Such service must have a signed contract approved by the Board prior to the delivery of service.b) It is the responsibility of the member to disclose any potential Conflict of Interest. A Conflict of Interest is when a

Section 6. As a courtesy to quilting, fabric, and craft shops, or other related businesses, a newsletter and general meeting admission for designated representative (singular) is given. No other privileges apply, such as special events, or voting rights, etc.

Article IV - Elected Officers

Section 1. The elected officers of the organization shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

Section 2. Term of office is for one (1) year or until successors are elected and duly qualified. Elected officers may not hold the same office for more than two (2) consecutive years.

Section 3. Officers shall be elected at the annual meeting in May and shall assume their duties following installation in June.

Article V - Duties of Officers

Section 1. The Executive Board shall be responsible for review of and acquiring the organization's insurance policy (ies) as well as other outside contracts and/or affiliations the ~~Guilf~~ may enter into.

Section 2. Specific duties for each office shall be outlined in procedures manuals. These manuals, along with end-of-year reports, shall be returned to the President at the Board meeting in June.

Section 3. President shall:

- a. Preside at all meetings of the membership and Board.
- b. Appoint, with Board approval, all committee chairpersons, except nominating committee.
- c. Sign, Organization checks with the Treasurer.
- d. Ensure that all reports, contracts, certificates, and other documents required by law, are properly executed and filed in a timely manner.
- e. Maintain a file of said reports, contracts, and certificates.
- f. Be an ex-officio member of all committees, except the nominating committee.
- g. May remain as an ex-officio member of the Board for one (1) year following term of office.

member promoting or voting on an agenda could potentially financially benefit or if the agenda would promote a private business in which they have a stake.

c) If the Board has reasonable cause to believe a member has failed to disclose actual or perceived Conflict of Interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

d) If the Board determines that there is an actual Conflict of Interest, it shall take appropriate corrective action.

e) This policy is to supplement but not replace any applicable State or Federal laws governing this nonprofit Organization.

Section 6. As a courtesy to quilting, fabric, and craft shops, or other related businesses, a newsletter and general meeting admission for designated representative (singular) is given. No other privileges apply, such as special events, or voting rights, etc.

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Section 2. Specific duties for each office shall be outlined in procedure manuals. These manuals, along with end-of-year reports, shall be returned to the President at the Board meeting in June.

Section 3. President shall:

- a. Preside at all meetings of the membership and Board.
- b. Appoint, with Board approval, all committee chairpersons except Nominating Committee.
- c. Sign Organization checks with the Treasurer.
- d. Ensure that all reports, contracts, certificates, and other documents required by law, are properly executed and filed in a timely manner.
- e. Maintain a file of said reports, contracts, and certificates.
- f. Be an ex-officio member of all committees, except the Nominating Committee.
- g. May remain as an ex-officio member of the Board for one (1) year following term of office.

Section 4: First Vice-President shall:

- a. Assume the duties of the President in the absence of, or at the request of, the President.
- b. Be ~~Program Chairperson~~, in charge of programs for the meetings.
- c. Be authorized to sign checks in the absence of the President.

Section 5. Second Vice-President shall:

- a. Be ~~Special Events Chairman~~ responsible of arranging lectures, trunk shows, and fee related workshops.
- b. Ensure that ~~all~~ contracts are properly executed, filed and a copy given to the President and Treasurer.
- c. Work closely with the First Vice-President so that special events and programs do not conflict.

Section 6. Secretary shall:

- a. Keep a permanent record of all the Board meeting minutes.
- b. Be responsible for ~~getting~~ a copy of the Board meeting minutes to the President no later than seven (7) days following each Board meeting.
- c. ~~Keep a record of attendance at all Board meetings.~~
- d. Handle ~~all~~ official correspondence of the Organization.
- e. Highlight Board actions and considerations and submit them for inclusion in the current newsletter.
- f. Keep a permanent record of ~~all~~ business transacted during the Guild meetings.

Section 7. Treasurer shall:

- a. Be Chairperson of the Budget Committee.
- b. Present a Statement of Finance at each meeting of the Board.
- c. Keep a permanent ledger of all financial transactions of the ~~ACQG~~.
- d. Be authorized to sign Organization checks with either the President or the First Vice-President, with two signatures required at all times.
- e. Be responsible for filing the necessary financial forms with the Federal and State governments.

Article VI – Meetings

Section 1. General Meetings:

General membership meetings of the organization shall be held at a time and place designated by the Board.

Section 2. Special General Meetings:

Special general meetings can be called by the President, the Executive Board, or at the written request of five (5) members. Written notice of such a meeting shall state the purpose of the meeting. No business other than that stated shall be conducted.

Section 3. Annual Meetings:

The general meeting in May shall be known as the Annual Meeting. Elections will be held at this time.

Section 4: First Vice-President shall:

- a. Assume the duties of the President in the absence of or at the request of the President.
- b. Be in charge of programs for the meetings.
- c. Be authorized to sign checks in the absence of the President.
- d. **Ensure that contracts are properly executed, filed and a copy given to the President and Treasurer.**

Section 5. Second Vice-President shall:

- a. Be responsible **for Special Events such as** lectures, trunk shows, and fee related workshops.
- b. Ensure that contracts are properly executed, filed and a copy given to the President and Treasurer.
- c. Work closely with the First Vice-President so that Special Events and programs do not conflict.

Section 6. Secretary shall:

- a. Keep a permanent record of all the Board meeting minutes, including a record of attendance.
- b. Be responsible for **providing** a copy of the Board meeting minutes to the President no later than seven (7) days following each Board meeting.
- c. Handle official correspondence of the Organization.
- d. Highlight Board actions and considerations and submit them for inclusion in the current newsletter.
- e. Keep a permanent record of business transacted during the Guild meetings and provide the minutes to the President prior to the board meeting.

Section 7. Treasurer shall:

- a. Be Chairperson of the Budget Committee.
- b. Present a Statement of Finance at each meeting of the Board.
- c. Keep a permanent ledger of all financial transactions of the **Organization**.
- d. Be authorized to sign Organization checks with either the President or the First Vice-President, with two signatures required at all times.
- e. Be responsible for filing the necessary financial forms with the Federal and State governments.
- f. **Be responsible for scheduling all necessary financial reviews.**

Article VI – Meetings

Section 1. General Meetings:

General membership meetings of the Organization shall be held at a time and place designated by the Board.

Section 2. Special General Meetings:

Special general meetings can be called by the President, the Executive Board, or at the written request of five (5) members. Written notice of such a meeting shall state the purpose of the meeting. No business other than that stated shall be conducted.

Section 3. Annual Meetings:

The general meeting in May shall be known as the Annual Meeting. Elections will be held at this time.

Section 4. Quorum:

For the purpose of conducting business fifty (50) members shall constitute a quorum at any general meeting.

Article VII. The Board

Section 1. The Executive Board shall consist of the elected officers.

Section 2. The Board consists of the Executive Board and the standing committee chairpersons.

Section 3. The quorum of the Board shall be nine (9) members, three (3) of which must be from the Executive Board and six (6) which will be the chairpersons from six (6) standing committees.

Section 4. Voting rights for Board issues are held by the executive board and one chairperson from each standing committee.

Section 5. When a Board member has more than two (2) consecutive unexcused absences from Board meetings, the Board has the authority to declare that office vacant.

Section 6. Any officer or chairperson may resign by submitting a written resignation to the Executive Board.

Section 7. Vacancies occurring on the Board shall be filled through Board appointment; such appointed member to serve until the end of the current term. ~~This holds true for the Executive Board also.~~

Section 8. Meetings of the Board shall be held at a time and place designated by the Board.

Section 9. Special Board meetings may be called by the President, or at the request of five (5) Board members.

Article VIII - Standing Committees

Section 1. Standing Committee Chairpersons shall:

- a. Be appointed by the President
- b. Consist of membership, newsletter Editor, Publicity, Librarian, Historian, ~~Block of the Month~~, Hospitality, Parliamentarian, Door Prizes, Education/Scholarship, and Community Quilts.
- c. Name other members to their committee, as appropriate, and submit a written list of these members to the Secretary.
- d. Attend Board meetings and report their activities.
- e. Keep a copy of their expenses ~~so they can present the original bill(s)~~ to the Treasurer for payment.
- f. Maintain the Procedure Manual for their committee and return it to the President at the June Board Meeting.

Section 7. ~~Block of the Month~~ shall: (moved to Article IX.2)

- a. ~~Be responsible for selecting, presenting, and supervising the Block of the Month activities.~~

Section 4. Quorum:

For the purpose of conducting business fifty (50) members shall constitute a quorum at any general meeting.

Article VII. The Board

Section 1. The Executive Board shall consist of the elected officers.

Section 2. The Board consists of the Executive Board, the Standing Committee **and current Special Committee** Chairpersons.

Section 3. The quorum of the Board shall be nine (9) members, three (3) of which must be from the Executive Board and six (6) which will be the chairpersons from six (6) Standing Committees.

Section 4. Voting rights for Board issues are held by the Executive Board and one chairperson from each Standing **and Special Committee**.

Section 5. When a Board member has more than two (2) consecutive unexcused absences from Board meetings, the Board has the authority to declare that office vacant.

Section 6. Any officer or chairperson may resign by submitting a written resignation to the Executive Board.

Section 7. Vacancies occurring on the Board shall be filled through Board appointment. **The** appointed member **will** serve until the end of the current term.

Section 8. Meetings of the Board shall be held at a time and place designated by the Board.

Section 9. Special Board meetings may be called by the President or at the request of five (5) Board members.

Section 10. **When Urgent matters arise between board meetings, it is permissible to hold an email vote. The vote must be initiated by an executive board member and a quorum of the full board must be achieved. All email votes must be ratified at the next board meeting.**

Article VIII - Standing Committees

Section 1. Standing Committee Chairpersons shall:

- a. Be appointed by the President.
- b. Consist of: AQGCC, Community Quilts, Door Prizes, Peer Education, Historian, Hospitality, Librarian, Membership, Newsletter Editor, Parliamentarian, Publicity, Scholarship, SCCQG and Webmaster.
- c. Name other members to their committee, as appropriate, and submit a written list of these members to the Secretary.
- d. Attend Board meetings and report their activities.
- e. Keep a copy of expenses **to** present to the Treasurer for payment.
- f. Maintain the procedure manual for their committee and return it to the President at the June Board Meeting.

Section 2. **Associated Quilt Guilds of the Central Coast (AQGCC) Representative** shall:

~~b. Maintain a record of patterns, fabrics, participation, and winners.~~

~~c. File copies of patterns with the Librarian.~~

Section 12. **Community Quilts** shall:

- a. Plan, buy, and distribute materials for their projects.
- b. Evaluate community needs for distribution of quilts.
- ~~c. Provide a guild program once a year.~~

Section 10. Door Prize Chair shall:

- a. Acquire door prizes from area merchants who deal in quilt related supplies.
- b. Hold drawings during the business portion of the meeting and ~~keep track of winners.~~

Section 11. Education/Scholarship shall:

- a. Be responsible for offering continuing education to members ~~on requested topics~~ through quarterly workshops.
- ~~b. Administer the ACQG Scholarship Program.~~

Section 6. Historian shall:

- a. Maintain the Historian's ~~Book and the files~~ to record activities of the ACQG.
- ~~b. Save quilting related pictures, news articles, etc., that include ACQG members.~~

Section 8. Hospitality shall:

- a. Be responsible for serving refreshments at meetings.
- b. Establish a ~~committee~~ for set-up and clean-up for meetings ~~and socials.~~

Section 5. Librarian shall:

- a. Be responsible for maintaining, cataloging, and supervising the Organization's Library.
- b. Make recommendation to the ~~Executive~~ Board for books and other material(s) to be added to the Library.
- ~~c. Arrange to keep a permanent file of patterns used for Block-of-the-Month.~~

Section 2. **Membership** shall:

- a. Keep a current Roster of Members and ~~see that~~ copies go to the President, Secretary, and Newsletter Editor, with notice of new and ~~dropped~~ Members.
- b. Be in charge of sign-in procedures for Members and Guests.
- c. Print a ~~bi-annual~~ Directory of Membership ~~(September and February).~~
- d. Issue Membership cards.
- e. Serve as official "Greeter" and see that all Guests and new Members are introduced at meetings.

Section 3. Newsletter Editor shall:

- a. Publish ~~the Newsletter~~ to keep members informed of activities and coming events.
- b. Mail with the Newsletter such additional material as approved by the Executive Board.
- c. Send a copy of each Newsletter to the Historian to be filed.

Section 9. Parliamentarian shall:

- a. Chair the Nominating Committee.

Serve as liaison and representative between the Organization and the AQGCC.

Section 3. Community Quilts shall:

- a. Plan, buy, and distribute materials for their projects.
- b. Evaluate community needs for distribution of quilts.

Section 4. Door Prize Chair shall:

- a. Acquire door prizes from area merchants who deal in quilt related supplies.
- b. Hold drawings during the business portion of the general meeting.

Section 5. Peer Education shall:

Be responsible for offering continuing education to members through quarterly workshops.

Section 6. Historian shall:

Maintain the Historian's files to record activities of the Organization.

Section 7. Hospitality shall:

- a. Be responsible for serving refreshments at general meetings.
- b. Establish a **plan** for set-up and clean-up for meetings.

Section 8. Librarian shall:

- a. Be responsible for maintaining, cataloging, and supervising the Organization's library.
- b. Make recommendations to the Board for books and other material(s) to be added to the library.
- c. Keep a permanent file of patterns used for Block-of-the-Month.

Section 9. Membership shall:

- a. Keep a current roster of members and **provide** copies to the President, Secretary and Newsletter Editor, with notice of new and **renewed** members.
- b. Be in charge of sign-in procedures for members and guests.
- c. Print an annual Directory of Membership in September.
- d. Issue Membership cards.
- e. Serve as official "Greeter" and see that all guests and new members are introduced at meetings.

Section 10. Newsletter Editor shall:

- a. Publish **and maintain a permanent file of the Newsletter** to keep members informed of activities and coming events.
- b. Mail with the Newsletter such additional material as approved by the Executive Board.
- c. Send a copy of each Newsletter to the Historian to be filed.

Section 11. Parliamentarian shall:

- a. Chair the Nominating Committee.

- b. Advise the President if a violation of parliamentary procedure has occurred.
- c. Maintain up-to-date copies of By-Laws and Standing Rules.
- d. Chair and appoint a By-Laws Committee as needed.

Section 4. Publicity shall:

- a. Notify area news media of ~~ACQG~~ activities, ~~special events~~, and meetings.
- b. Be responsible for posters, flyers, and other types of advertising or ~~news for all ACQG activities, except for special committees or events.~~

Article IX - Special Committees

Section 1. The Executive Board may establish special committees, as needed, to carry out progress of the Organization. Such Committees are appointed for a specific purpose and when the duty assigned them is accomplished, they cease to exist.

Section 2. Each committee Chairperson will establish and/or maintain a ~~Procedure~~ Manual for their committee and turn it in to the President at the end of their term.

- b. Advise the President if a violation of parliamentary procedure has occurred.
- c. Maintain up-to-date copies of By-Laws and Standing Rules.
- d. Chair and appoint a By-Laws Committee for a review as needed.

Section 12. Publicity shall:

- a. Notify area news media of **Organization** activities and meetings.
- b. Be responsible for posters, flyers, and other types of advertising **for the Organization.**

Section 13. Scholarship shall:

Administer the Organization Scholarship Program.

Section 14. Southern California Council of Quilt Guilds (SCCQG) Representative shall:

Represent the Organization at the SCCQG (Southern California Council of Quilt Guilds) meetings.

Section 15. Web Master shall:

Serve as administrator for the Organization's website and social media accounts.

Article IX - Special Committees

Section 1. The Executive Board may establish special committees, as needed, to carry out progress of the Organization. Such Committees are appointed for a specific purpose and when the duty assigned them is accomplished, they cease to exist.

Special Committees consist of, but are not limited to the following: **Airing of the Quilts, Block of the Month, Budget, By-Laws, Guild Challenge, Nominating, Opportunity Quilt, Quilt Auction, Sunshine, and Yes Mam' Quilt.**

Section 2. Each committee Chairperson will establish and maintain a Manual for their committee and turn it in to the President at the end of their term.

- a. **Airing of the Quilts** Chairperson will arrange for an annual social event held for all guild members.
- b. **Block of the Month** Chairperson will be responsible for selecting, presenting and supervising Block of the Month activities.
- c. **Budget** Chairperson will be responsible for the Organization's annual budget.
 - 1) The Treasurer will be the responsible Budget Committee Chairperson.
 - 2) The committee will consist of the current President, past President and one (1) board member as well as the Chairperson.
- d. **By-Laws** Chairperson will be responsible for reviewing and updating the By-Laws as necessary.
 - 1) The Parliamentarian will be the responsible Chairperson.
 - 2) The committee will consist of at least one (1) past executive officer, three (3) general members as well as the Chairperson.

Section 3. By-Laws Committee shall:

- a. Consist of at least one (1) past executive officer, three general members, and the Chairperson.
- b. Review and update By-Laws, as necessary.

Section 4. ~~Quilt Show Chairperson shall:~~

- ~~a. Be appointed by the President.~~
- ~~b. Establish a Quilt Show date.~~
- ~~c. Establish committees.~~
- ~~d. Be responsible to see that the quilt show treasurer prepare a fiscal year end (June 30th) report and give it to the ACQG treasurer at or before the July Board meeting.~~

Section 5. Budget Committee shall:

Consist of two (2) members appointed by the President with the Treasurer as Chairperson. (moved to Article IX.2)

- a. Prepare the proposed budget for the year for presentation at the general membership meeting in August.
- b. Reconvene in February to adjust the proposed budget as necessary.
- c. Submit resulting budgets to the newsletter editor for the September and March publication.

Section 6. Representative to the Southern California Council of Quilt Guilds (SCCQG) shall:

- a. Attend quarterly meetings of the SCCQG.
- b. Be the liaison between the ACQG Board and the SCCQG,
- c. Give a quarterly report of the SCCQG meeting to the ACQG Board and at the general membership meeting.
- d. Form committee (2) as necessary for participation in the AQGCC events authorized by the ACQG general membership.

Article X - Fiscal Matters and Audit

Section 1. The fiscal year shall be from 1 July to 30 June.

Section 2. The Budget Committee, with the Treasurer as

- e. **Guild Challenge** Chairperson will organize and manage a guild competition.
- f. **Nominating** Chairperson will be responsible for recruiting members of the guild to run for Executive Board office position. The Nominating chairperson shall be the current Parliamentarian.
- g. **Opportunity Quilt** Chairperson will arrange and manage the showing and sale of tickets for the opportunity quilt every other year (even years).
- h. **Quilt Charity Auction** Chairperson will organize and manage the annual auction for the guild.
- i. **Sunshine** Chairperson will contact members in need of support, cheer and acknowledgement as necessary.
- j. **Yes Mam' Quilt** -Chairperson will manage and organize a quilt raffle every other year (odd years) for the benefit of providing a mammogram to a local person in need.

Section 3. By-Laws Committee will:

- a. Consist of at least one (1) past executive officer, three general members, and the Chairperson.
- b. Review and update By-Laws, as necessary.

Section 4. Budget Committee will:

- a. Prepare the proposed budget for the year for presentation at the general membership meeting in **June**.
- b. Reconvene in February to adjust the proposed budget as necessary.
- c. Submit resulting budgets to the newsletter editor for the **July and March** publication.

Section 5. Representative to the Southern California Council of Quilt Guilds (SCCQG) will:

- a. Attend quarterly meetings of the SCCQG.
- b. Be the liaison between the ACQG Board and the SCCQG.
- c. Give a quarterly report of the SCCQG meeting to the ACQG Board and at the general membership meeting.
- d. Form committee (2) as necessary for participation in the AQGCC events authorized by the ACQG general membership.

Article X - Fiscal Matters and Audit

Section 1. The fiscal year shall be from 1 July to 30 June.

Section 2. The Budget Committee, with the Treasurer as

Chairperson, shall prepare the year's proposed budget for presentation ~~at the general meeting in August.~~

Section 3. The Treasurer shall have custody of, and be responsible for all funds and securities and shall deposit such funds in a Federally Insured Depository designated by the Board.

Section 4. The Treasurer is authorized to sign checks with the President or the First Vice-President, as two (2) signatures are required.

~~Section 5. Immediately following the June Meeting, the executive Board shall arrange for the Treasurer's records to be audited.~~

~~Section 6. In the event of a vacancy in the Office of Treasurer, an audit shall be made before a new Treasurer assumes the office.~~

~~Section 7. A standing committee Chairperson may spend up to twenty-five (\$25.00) dollars, at their discretion without Board approval.~~

Article XI - Election and Installation

Section 1. At the February meeting, a Nominating Committee of five (5) members shall be appointed. ~~There will be two (2) from the Board and three (3) from the General Membership.~~

Section 2. ~~At the same meeting, three (3) alternates shall be appointed so that any committee member who might be nominated for office shall resign and be replaced by an alternate.~~

Section 3. The Nominating Committee shall:

- a. Recruit members to run for office.
- b. Prepare a slate* of nominees ~~including one or more individuals who have expressed a desire to any member of the committee to hold a particular office.~~
*A slate is a pre-arranged list, as of political candidates before their nomination or election, or to put on a political slate or list of any sort.

Section 4. The election of officers shall take place at the Annual Meeting in May, ~~after~~ the complete slate of nominees and the call to vote ~~has been~~ made known to all members in the May newsletter.

Section 5. When more than one candidate has been nominated for an office, the election shall be ~~done~~ by ballot. Where there is only one nominee, the election may be by voice vote or general consent.

~~Section 6. In the event that a member requests the opportunity to vote without being present, absentee balloting will be permitted providing the following guidelines are followed: An absentee ballot packet must be requested by, and provided for, the member. An absentee ballot packet shall consist of a ballot with the names of the candidates competing for an office, an inner envelope with a space for voting signature placed on its face, and outer, self-addressed, stamped envelope with the words "ballot enclosed", and instructions for proper handling of the ballot. The ballot, once marked, needs to be folded and~~

Chairperson, shall prepare the year's proposed budget for presentation **at the Board meeting in May and to the general membership during the June meeting. The budget shall be approved by majority vote of the members present.**

Section 3. The Treasurer shall have custody of, and be responsible for all funds and securities and shall deposit such funds in a Federally Insured Depository designated by the Board.

Section 4. The Treasurer is authorized to sign checks with the President or the First Vice-President, as two (2) signatures are required.

Section 5. The Executive Board shall arrange for the Treasurer's records to be **reviewed annually.**

Section 6. In the event of a vacancy in the Office of Treasurer, **a review** shall be made before a new Treasurer assumes the office.

Section 7. **Board members** may spend up to twenty-five (\$25.00) dollars, at their discretion without Board approval.

Article XI - Election and Installation

Section 1. At the February meeting, a Nominating Committee of five (5) members shall be appointed two (2) from the Board and three (3) from the General Membership.

Section 2. Three (3) alternates shall be appointed so that any committee member who might be nominated for office shall resign and be replaced by an alternate.

Section 3. The Nominating Committee shall:

- a. Recruit members to run for Executive office.
- b. Prepare a slate of nominees **consisting of current members who desire to hold a particular office and present their slate of nominees at the April General Meeting.**

Section 4. The election of officers shall take place at the Annual Meeting in May. The complete slate of nominees and the call to vote **must** be made known to all members in the May newsletter.

Section 5. **The election of the new Executive Board will be by a majority vote. A quorum of the general membership must be present for a vote to be taken.**

Section 6. When more than one candidate has been nominated for an office, the election shall be by ballot. Where there is only one nominee, the election may be by voice vote or general consent.

Section 7. **To vote, a member must be present at the meeting. There is no provision for absentee ballots.**

placed in the inner envelope, sealed, signed and placed in the outer return envelope for mailing.

The mailing address on the return envelope should be that of the Parliamentarian to reduce the possibility of anyone other than the election committee members handling the ballot.

The packet may also contain a candidate's statement as to their qualifications and vision for the Guild provided that all nominees are accorded equal opportunity and space.

For a vote by mail so that there may be no question of the result in the event that the vote is close it is important that the mailing list used should exactly correspond to the current official roll of voting members. For this purpose the membership chair shall furnish to the election chair (Parliamentarian) a list of the names and mailing addresses of record of all persons legally entitled to vote.

The ballot sent to the member should be pre-folded a sufficient number of times so that—when returned marked and refolded in the same manner and sealed in the inner envelope there will be no chance of accidental observance of the member's vote by the teller who removes the ballot from the inner envelope.

The Parliamentarian should hold all ballots in the outer envelopes for delivery, unopened for the general meeting where the votes will be counted. At that meeting all inner envelopes are first removed from the outer envelopes. In the procedure by which the teller removed the ballots from the inner envelopes, each envelope and ballot is handled in the following manner: (1) the signature on the envelope is checked against the list of qualified voters; (2) the voter is checked off on the list as having voted; and (3) the envelope is opened and the ballot is removed and placed, still folded, into a receptacle. When all inner envelopes have been thus processed, the ballots are taken from the receptacle and the votes are counted. In order to ensure the accuracy and secrecy of such a vote by mail, special care should be taken in handling the ballots. The Parliamentarian must be able to certify the results from both of these standpoints. Should two (2) ballots be received evidently sent in by the same member, the above procedure permits the member to be contacted for determination of which is their true vote and, if both are, which (the most recent) is to be counted.

Section 7. The elected officer shall be installed at the June meeting. The outgoing Board is responsible for the June meeting and the incoming Board is responsible for the July meeting.

Article XII – Amendments

Section 1. Proposed amendments must be submitted to the by-laws committee for consideration.

Section 3. Previous notice of proposed amendments must be given to all members at least twenty-five (25) days in advance of discussion and voting.

Section 2. The by-laws may be amended by a vote of two thirds (2/3) of the members present.

Section 4. The proposed by-laws amendments will be presented to the ACQG members by article and receive a yea or nea vote.

Section 8. The elected officers shall be installed at the June meeting. The outgoing Board is responsible for the June meeting and the incoming Board is responsible for the July meeting.

Article XII – Amendments

Section 1. Proposed amendments must be submitted **in writing** to the By-Law Committee for consideration.

Section 2. Notice of proposed amendments, approved by the board must be given to all members at least twenty-five (25) days in advance of discussion and voting.

Section 3. The By-Laws may be amended by a vote of two thirds (2/3) of the members present.

Section 4. The proposed by-laws amendments will be presented to the **Organization** by article and receive a yea or nay vote **at a general meeting.**

Article XIII – Dissolution

In the event of the dissolution of the Almond Country Quilt Guild, all of the assets remaining after payment of obligations shall be distributed to other non-profit organizations (s), operated exclusively for the purposes consistent with those of the ~~ACQG~~. The recipient shall be chosen at the discretion of the Board.

Article XIV - Parliamentary Guidelines

The rules contained in the latest issue of **Robert's Rules of Order** shall govern ~~ACQG~~ in all cases where they are not inconsistent with these by-laws, and any special rules of order ~~ACQG~~ may adopt.

Article XIII – Dissolution

In the event of the dissolution of the Almond Country Quilt Guild, all of the assets remaining after payment of obligations shall be distributed to other non-profit organizations (s), operated exclusively for the purposes consistent with those of the **Organization**. The recipient shall be chosen at the discretion of the Board.

Article XIV - Parliamentary Guidelines

The rules contained in the latest issue of **Robert's Rules of Order** shall govern **the Organization** in all cases where they are not inconsistent with these by-laws and any special rules of order **the Organization** may adopt.