

ALMOND COUNTRY QUILT GUILD MEMBERS HANDBOOK

ESTABLISHED JULY 1989
ALMOND COUNTRY QUILT GUILD
MEMBERSHIP HANDBOOK
Print date: February 2018

General Guild Information

Almond Country Quilt Guild
P.O. Box 538
Templeton, CA 93465

www.ACQGuild.com

Special Events May Include:

- Airing of the Quilts
- Birthday Party
- Guild Challenge
- Holiday Charity Auction
- Opportunity Quilt -even years
- Seven Sisters Quilt Show
- Yes Mam Quilt - odd years

Standing Rules

Revision Date: December 18, 2017

Section 1. Meetings

- a. General meetings are held at the Trinity Lutheran Church in Paso Robles at 7:00 P.M. with a social time beginning at 6:30 P.M. on the first Monday of every month except when a special guest speaker is accompanied by a workshop.
 - Members sign in at the door and wear a name tag or pay a 25-cent penalty.
- b. Board meetings are held at 7:00 P.M. on a designated Monday of each month at the discretion of the current Board of Officers. Board members will be notified of meeting location.

Section 2. Equipment

- a. All current equipment is listed in the President's manual.
- b. Supplies and equipment are stored in a secure rented facility unless otherwise specified.
- c. President will maintain a current list that states who has keys to the storage facility, the PO Box, the library cabinet and for the meeting facility.

Section 3. Membership

General Membership

- a) Dues are \$20 per year and after August 31st there is an additional \$5 late fee.
- b) New Members joining the guild for the 1st time and after January 1st are given a 50% discount on that year's membership.
- c) Renewal cards are available from the Membership chair.
- d) Each member is to receive a Membership Handbook when joining the Guild. When it is revised, the new version is offered to all current members.
- e) The Membership Directory is to be published and distributed after the September meeting.
- f) The Membership Directory may not be used for non-guild business.

- g) As a courtesy to quilting, fabric, and craft shops, or other related businesses, a newsletter and general meeting admission for a designated representative (singular) is given. No other privileges apply, such as special events, or voting rights, etc.
- h) Members are not permitted to promote for personal gain during any guild functions. Board members shall not promote their business through their position.

Junior Membership (age 8-16)

- a. Dues are \$10 per year and require a sponsor.
- b. Sponsors must attend all guild sponsored events with the Junior Member.

Section 4. Newsletter

- a. All members shall receive a monthly Newsletter.
- b. Newsletter changes may be made at the discretion of the Editor.
- c. Area quilt store owners/sponsors shall receive a courtesy newsletter.

Section 5. Operating Reserves

- a. The financial goal of the guild is to maintain one year's worth of operating reserves in a savings, checking or CD account for unanticipated shortfalls in revenues and/or expenditures.
- b. The present operating budget is not the same as last year's expenses. Items such as scholarships, charitable donations and monies disbursed after being collected as a fee are not included in operating expenditures. (In 2017, the operating budget was calculated as: \$17,000.)
- c. When the guild reserves exceed the financial goal, the following year's budgeting process should reflect a plan to decrease the excess reserves by 10%.
- d. When the guild reserves are below the financial goal, the following year's budgeting process should reflect a plan to increase the reserves by 10%.
- e. When the guild reserves exceed the financial goal, the Board should consider alternatives to decrease the guild reserves. Such as:
 - Additional education opportunities

- Decrease workshop fees
 - Increase donations to charities
- f. When guild reserves fall short of the financial goal, the Board should consider alternatives to increase the guild reserves. Such as:
- Utilize local talent for educational purposes
 - Increase workshop fees
 - Decrease scholarships

Section 6. Education

- a. Guest Speakers with fee related Workshops – A paid professional quilter is hired by the guild to present a lecture/trunk show on a quarterly basis. These lectures are followed with a workshop. There is a fee to attend and there may be a material supply fee. Space is limited.
- b. The President and 2nd Vice-President are entitled to participate in Workshops, at no charge. This privilege cannot be delegated.
- c. Peer Education – Knowledgeable guild members present workshops to other members on a quarterly basis. These classes are free to members. The instructor is offered a stipend for their efforts. These classes may incur a material supply fee and space is limited.
- d. Guild Program – Most meetings include an educational component, such as, a lecture, trunk show, or round robin demonstrations.

Section 7. Scholarship

- a. Eligibility — Members must maintain current membership both at the time of drawing and at the time of usage to be reimbursed for a scholarship. After being awarded a scholarship, members must wait 12 months before receiving any further scholarships. Before the scholarship drawing, the chair will remove names of members who have received a scholarship in the last 12 months.
Alternate names will also be drawn in case the scholarship winner is unable to use the scholarship.
- b. Payment — Members are expected to pay for their workshops at the quilt shops and quilt shows. They will

receive reimbursements when they present their bills to the treasurer. Payment will not exceed the costs incurred. Quilt show reimbursements may include travel expenses.

- c. Local Quilt Shops — Twelve (12) scholarships are awarded for \$40 each to pay for a class at a local quilt shop. Interest in this scholarship is noted by checking the appropriate box on the Membership Form. Winners are drawn at the September meeting. You do not need to be present to win. Scholarships must be used prior to June 30 of the following year.
- d. Fee Related Workshop - Two (2) scholarships per workshop are awarded to cover the cost of the workshop. A sign-up list is circulated two months prior to the workshop. Any eligible member interested in the class may enter their name into the drawing. Members who have signed up for the class are, if eligible, automatically added to the list. The drawing is held one month prior to the workshop.
- e. PIQF (Pacific International Quilt Festival) in Santa Clara County — One (1) Scholarship for \$200 will be awarded. This sign up list will be circulated at the March general meeting and the scholarship drawn at the April general meeting.
- f. Road to California Quilt Show in Orange County — One (1) Scholarship for \$200 will be awarded. This sign up list will be circulated at the June general meeting and the scholarship drawn at the July general meeting.
- g. Seven Sisters Quilt Show — One (1) Scholarship for \$200 will be awarded. This list will be circulated at the March general meeting and the scholarship drawn at the April general meeting.

Section 8. Budget Expenditures

- a. At the beginning of the fiscal year, board members will be informed in writing about the approved budget for their position.
- b. The budget includes monies allocated to spend and anticipated revenue.
- c. Board members may spend budgeted funds for the usual expenses of their position without prior board approval if within budget (except speakers and programs).

- d. Monies allocated for speakers and programs need prior approval for the activity, but then no further approval is needed to spend budgeted funds.
- e. Discretionary expenditures may not exceed \$25 without prior Board approval.
- f. Board members are expected to make reasonable efforts to search for a reasonable price. Any quid pro quo for purchasing from a specific vendor is to be discouraged unless approved by the Board.
- g. When a Board member notices that anticipated revenues, in their part of the budget will not be met, it is to be brought to the attention of the Board, so they may address the shortfall.

Section 9. Holiday Charity Auction

The Holiday Charity Auction is a major fundraiser for the guild. The funds raised help support local charities and the guild by providing funds for educational programs. The event is comprised of a live and silent auction.

Members support the event by donating quilts and smaller craft items for the live and silent auction. Sewing circles collaborate to make quilts for the auction. The event is open to the public and publicized to encourage the public to attend.

After auction expenses have been deducted, the profits are donated to two pre-determined local charities and the guild. The Budget Committee will make a recommendation to the Board for the distribution of the Holiday Charity Auction profits.

Guidelines for selecting charities:

- a. The Organization should be able to designate that the donated funds be spent in the northern part of San Luis Obispo County.
- b. One recipient should benefit children/youth or women.
- c. Once a charity is selected, it may not be chosen again for three years.
- d. The amount of government funding the recipient receives (as a percentage of the overall operating budget) will be considered with an emphasis on helping those charities that receive less government funding.

- e. The number of people who will benefit will be considered, in an effort to provide assistance to those helping multiple clients.

Golden Needle Award:

This is part of the Holiday Charity Auction. This award is presented to the quilter who receives the highest winning bid for their quilt in the Live Auction. The quilter must be a current member of the Guild and be both maker and quilter of the donation. Group quilts are not considered. The award is a certificate with a golden needle and a gift of \$25.

Section 10. Unsung Hero Award –

This award is given each year to a current member of the Guild who has demonstrated leadership and dedication to the Guild. This member has typically served on the Board and volunteered for chairmanship of Special Events, etc. but is no longer serving on the board in any capacity. A member can only be honored once. The honoree will receive a \$25 gift, a certificate and a bouquet or plant. Their name will also be added to the guild logo quilt.

Past Unsung Heroes

2017- Dora Espinoza	2007-Virginia Roos
2016 -Dorothy Deis	2006-Pat Scott
2015-Tammy Hansen	2005-Barbara Ahern
2014-Isolde Lata	2004-Ursula Fitzgerald
2013-B.J. Stevenson	2003-Cheryl Cramer
2012-Yvette Acord	2002-Mickie Bonde
2011-Dawn Stemper	2001-Joan Rexroth
2010-Gordon&Marion Hurtt	2000-Annette Johnson
2009-Laura Afana	1999-Frances Bailey
2008-Diana Imhoof	1998-Tillie Vinson
	1997-Lois Arnett

Section 11. Opportunity Quilt

A quilt is made and raffled for the purpose of raising funds for the Guild's continuing education. The Opportunity Quilt is offered in even numbered years. The winning ticket is drawn during the Holiday Charity Auction.

Section 12. Yes Mam Quilt

A quilt is made and raffled for the purpose of supporting women's health in North SLO County. The winning ticket is drawn in October during "Breast Cancer Awareness Month" at the General meeting. This tradition was started in 1995, by member and former Guild president, Cheryl Cramer, who herself succumbed to breast cancer.

These standing rules may be changed or amended by majority vote of the Board of Officers of the Almond Country Quilt Guild.

Past Presidents

2016/18 - Carol Ast
2014/16 - Dora Cary
2012/14 - Dorothy Deis
2010/12 - Elizabeth Roebber
2008/10 - Thora Snelson
2006/08 - Dawn Stemper
2004/06 - Sandy Garcia
2003/04 - Joanne Storer
2001/03 - Laura Afana
2000/01 - Cindy Peters
1999/00 - Michelle Hoggatt
1997/99 - Diana Imhoof
1995/97 - Cheryl Cramer
1993/95 - Bebe Belmont
1991/93 - Joanna Myrick
1989/91- Arnette Demarest

These Standing Rules were unanimously approved by the standing Board on December 18, 2017.

Almond Country Quilt Guild By-laws

Amended February 2, 2018

Article I – Name

The name of this organization shall be: Almond Country Quilt Guild, henceforth to be known as the Organization or ACQG.

Article II – Purpose

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.

Article III – Members

Section 1. 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.

Section 2. Annual dues are due and payable July 1 and are delinquent after August 31.

Section 3. 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.

Section 4. 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.

Section 5. Conflict of Interest Clause: The purpose of this Conflict of

Interest clause is to protect the interest and integrity of the Organization.

- 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 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.

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 Organization may enter into.

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 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, 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:

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 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.
- 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 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.

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 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.