

NEVADA QUILT GUILD BYLAWS

ARTICLE I: NAME

- 1-1. Name: The Name of this organization is the Nevada Quilt Guild. Hereinafter, the Guild or NQG.
- 1-2. Statute: The NQG is a non-profit organization.

ARTICLE II: PURPOSE

- 2-1. Purpose:
 - To preserve, protect, promote and encourage the art of quilt making of the past and the future.
 - To provide resources for rural Nevada quilters to display and sell their quilts.
 - To provide education and the learning environment for rural Nevada quilters to develop and improve their skills in the pursuit of quilting and fiber arts.
 - To provide year-round education to rural Nevada youth in the art of quilting and fiber arts.
 - To be involved in communities in all areas of Nevada in the charitable giving of quilts to those in need, i.e., children's hospitals, women's shelters, families of disasters, and personal tragedy, thus giving back to our communities.
 - To provide the atmosphere of group participation in the activity of quilting, with the mental health benefits of building self esteem that comes with accomplishment and giving to others.

ARTICLE III: MEMBERSHIP

- 3-1. Eligibility: All persons committed to the NQG purpose are eligible for membership.
- 3-2. Procedure:
 - A. One becomes a member by completing a written application and paying annual dues.
 - B. A dues period is one year, from February 1 through January 31 the following year. However, any first time dues paid 60 days prior to February 1 shall apply to the coming full year dues period.
 - C. Application forms and dues are sent to the NQG Membership Registrar.
 - D. Membership is terminated when yearly dues are not renewed by 60 days after dues renewal date of February 1 each year.

ARTICLE IV: GUILD STRUCTURE

- 4-1. Chapters: A Chapter is a group of three or more members of the NQG who meet on a regular basis. Persons not members of the Guild can participate if the Chapter so desires.
- A. The Chapter chooses a name and submits it to the NQG Vice President for approval to avoid duplication of names among the NQG chapters.
 - B. The Chapter elects a President who must be a member of the NQG. It may elect as many other officers as it deems necessary.
 - C. The Area Representative and the NQG Vice President are informed of the name, address, and phone number of the new Chapter President and the time and place where Chapter meetings are held. This charter must be renewed annually.
 - D. Chapters meet as often as desired and plan their own activities.

- 4.2 Areas: An Area is all the Chapters in a geographic area as designated below. Areas may be subdivided as needed.

Subdivisions will be under the direction of an assistant to the Area Representative.

These Areas are delineated by boundaries of all the Counties of Nevada, as follows:

- Washoe
- Humboldt
- Pershing
- Elko
- Lander
- Eureka
- White Pine
- Storey
- Douglas
- Lyon
- Churchill
- Mineral
- Esmeralda
- Nye
- Lincoln
- Clark

- A. The Area Council consists of the Area Representative and the Presidents of the Chapters in the Area.
 - B. The Area Council meets as often as desired. It plans events for the Area. Such events may include other Areas if so desired.
 - C. NQG members may belong to an Area without belonging to a Chapter.
- 4-3. The Nevada Quilt Guild: The Guild is formed by combining all Chapters and Areas. It is governed by a board of Elected and Appointed Officers and Area Representatives. NQG members may belong to the Guild without participating in any Chapter or Area.
- 4-4. The Executive Board, Voting Privileges, and Board Members
- A. The members of the Executive Board are the President, President-Elect, Vice President, Secretary, Treasurer, the immediate Past-President and an Area Representative from each of the Areas.
 - B. The Executive Board is charged to conduct all business for the NQG when emergency decisions must be made. Area Representatives should be consulted with decisions that affect their Area.
 - C. Only Executive Board Members present at a board meeting have voting privileges to carry out business of the NQG
 - D. Half the Executive Board, plus one, make a quorum to conduct official business. A simple majority of this quorum is needed to pass an item of business.
 - E. The Executive Board shall meet at least four times a year. Other meetings may be called at the request of:
 - 1. The President
 - 2. A quorum of the Executive Board
 - 3. A petition signed by 20 or more members of the Guild
 - F. The Executive Board selects the time and place for all meetings.
 - G. The Executive Board sets the dues.
 - H. The Executive Board authorizes the budget and approves the spending of funds.
 - I. The Executive Board authorizes an annual audit of the books.
 - J. The Executive Board appoints people, forms committees, and chooses chairpersons.

- K. The Executive Board fills vacancies in offices and determines the length of appointment within the stated confines of that term of office.
- L. Only members of the Nevada Quilt Guild Board and the Nevada Quilt Guild Annual Quilt Festival Committee are authorized to expend Nevada Quilt Guild monies. Expenditures made by non-board or non-committee members or during periods of lapsed membership may be reimbursed at the discretion of the Executive Board.

ARTICLE V: DUTIES OF OFFICERS

- 5-1. Elected Officers: Elected officers shall serve a term of office as designated or until their successors are selected.
 - A. Elected officers are: President, President-Elect, Past President, Vice President, Secretary, and Treasurer. The new term of office shall begin within 60 days after the NQG Annual Quilt Festival, during which time outgoing officers meet with incoming officers to transfer information and supplies.
 - B. No member shall hold more than one office at a time.
 - C. No elected officer can serve consecutive terms in the same office.
 - D. All elected positions may be challenged each year by new candidates, with the exception of President-Elect and Past President.
 - E. In the event of the death or resignation of an elected officer, except the President, a new officer shall be appointed to fill the unexpired term of the vacated office. The appointment shall be by and with a simple majority approval of the Executive Board.
 - F. All Elected Officers must be current members in good standing with the Nevada Quilt Guild and must remain so for the duration of their service on the Board.
- 5-2. Duties of the Executive Board
 - A. President
 - 1. Serves for one year.
 - 2. Conducts business of the guild under direction of the Executive Board.
 - 3. Presides at all meetings of the Board and is Chair of the Executive Board.
 - 4. Makes meeting agendas.

5. Consults with the President-Elect, Past President, and Vice President on Guild business.
 6. Is an ex-officio member of all committees except the Nominations Committee.
 7. Co-signs checks as needed, chairs the Budget Committee, and reviews all financial matters with the Treasurer.
 8. Is responsible to see that officers and committee chairs carry out their duties as prescribed in the bylaws.
 9. Conducts the NQG Annual Quilt Festival.
 10. Serves as the immediate Past President following term as President.
- B. President-Elect
1. Serves for one year.
 2. Serves as a counselor to the President.
 3. Assumes the duties of the President in his or her absence.
 4. Becomes the President if that office is vacated.
 5. Automatically becomes President following term as President-Elect.
 6. Serves as co-chair of the NQG Annual Quilt Festival.
 7. Is in charge of fund raising.
 8. Co-signs checks as needed.
- C. Vice President
1. Serves from 1 to 3 years.
 2. Works closely with Chapters and Areas.
 3. Gathers and distributes information concerning the Areas.
 4. Maintains a list of Area officers, Chapter officers, and Chapter Charters on file.
 5. Responsible for maintaining a list of the Resource Teachers available for the NQG membership.

D. Secretary

1. Serves from 1 to 3 years.
2. Keeps the minutes of the Executive Board and the business portion of the NQG Annual Quilt Festival.
3. Keeps a roster of board members and a record of their attendance at board meetings.
4. Minutes of a previous meeting can be provided to board members or can be read in the next meeting for approval.
5. Notifies members of board meetings.
6. Keeps a file of minutes from all meetings, official correspondence, and committee reports.
7. Answers letters as directed by the President.

E. Treasurer

1. Serves from 1 to 3 years.
2. Receives funds and donations from all Guild activities and deposits them in a bank approved by the Executive Board.
3. Disburses funds under the direction of the Executive Board with checks co-signed with the President or President-Elect.
4. Keeps a thorough record of all receipts and disbursements and balances the checkbook monthly.
5. Makes financial reports at board meetings, the NQG Annual Quilt Festival, following special events, and at least twice a year in the newsletter.
6. Serves as a member of the Budget Committee.
7. Closes the books within 60 days after the NQG Annual Quilt Festival and submits them for an annual audit as the Executive Board directs.
8. Is responsible for being in compliance with government tax regulations.
9. Renews the bulk mailing permit, the post office box, the NQA membership for the Elected Officers, and the NQA insurance for the NQG Annual Quilt Festival.

10. Serves as a member of the NQG Annual Quilt Festival Committee.
 11. Retrieves mail weekly from the post office box and distributes it to the appropriate board members.
 12. Appoints an Assistant Treasurer as needed and approved by the Executive Board.
- F. Immediate Past-President
1. Serves for 1 year
 2. Counsels with the President.
 3. Serves as Chair of the UQG Annual Quilt Festival Committee.
 4. Serves as Chair of the Nominations Committee.
 5. Is in charge of the election at the UQG Annual Quilt Festival.
 6. Develops guidelines regarding the UQG Annual Quilt Festival and presents same to the Executive Board for approval.

5-3. Area Representatives

- A. Each Area is responsible for selecting the Representative for their Area.
- B. Area Representatives attend Guild board meetings as voting members of the Executive Board.
- C. Duties of an Area Representative
 1. Serves for 1 to 3 years.
 2. Is President of the Area Council.
 3. Attends NQG board meetings as a liaison between Area Chapters and the Executive Board.
 4. Coordinates Area workshops, contests, and shows.
- D. All Area Representatives must be current members in good standing with the Nevada Quilt Guild and must remain so for the duration of their service on the Board.

5-4. Appointed Officers:

- A. Appointed Officers are appointed by the Executive Board and generally serve a minimum of 1-3 years.
- B. Appointed Officers attend board meetings as non-voting members.
- C. All Appointed Officers must be current members in good standing with the Nevada Quilt Guild and must remain so for the duration of their service on the Board.

5-5 Duties of Appointed Officers:

A. Newsletter Editor

1. Attends board meetings to receive instruction, gather news, and reports needs; or sends a reporter to do the same.
2. Gathers news from other sources that further the Guild's purpose.
3. Issues a newsletter 11 times a year.
4. Obtains at least 3 bids for newsletter printing and submits bids to the Executive Board for selection.
5. Determines other expenses and sets advertising fees with Executive Board approval.
6. Exchanges newsletters with other quilting groups and maintains copies with the Librarian for member use.
7. Maintains a file of NQG newsletters.
8. Responsible for billing advertisers and collecting advertising fees.
9. Responsible for providing updates & information to the Website Coordinator.

B. Historian

1. Keeps a permanent record of major NQG activities through photos and media clippings.
2. Keeps a file of Guild newsletters as a historical resource.
3. Is responsible for assigning a photographer to cover Guild events.
4. Has the history available at appropriate meetings for members to read.

C. Librarian

1. Keeps books, slides and projection equipment owned by the Guild available for member use.
2. Mails a list of available publications to members annually. The list is available to new members upon request.
3. Purchases books and tapes.
4. Submits an inventory of library acquisitions and disposals to the Treasurer each October.

- D. Membership Registrar
 - 1. Receives membership application forms and dues.
 - 2. Deposits dues and gives deposit slips to the Treasurer.
 - 3. Inputs data into computer and provides data as needed.
 - 4. Provides current mailing labels for newsletter mailings.
 - 5. Provides other computer data as requested by officers for use in Guild matters.
 - 6. Prepares a member address and phone list for printing and mailing to members annually.
- E. Public Relations Officer
 - 1. Develops a file of resources—media, shops, printers, etc. for publicity use.
 - 2. Plans methods to keep members and attract new members. Works through the Board, newsletter, and other committees and groups to accomplish this.
 - 3. Maintains copies of the Guild information brochure at quilt shops, libraries, fabric stores, and other likely establishments.
 - 4. Develops publicity for Guild programs and functions, including the NQG Annual Quilt Festival.
- F. Property Chairperson
 - 1. Schedules use of exhibit supplies (quilt stands, poles, stanchions, etc.).
 - 2. Maintains and stores equipment.
 - 3. Assists where needed in quilt shows with regard to advice on judging, hanging, registration forms, ribbons, quilt protection, etc. She is not in charge of quilt shows, rather acts as an advisor.
 - 4. Submits an inventory of property acquisitions and disposals to the Treasurer each October.
- G. Parliamentarian
 - 1. Knows the bylaws and acts as parliamentarian during board meetings to see that the bylaws are adhered to.
 - 2. Enforces Robert's Rules of Order at all meetings.
 - 3. Responsible to maintain and distribute updated copies of the Guild bylaws.

- H. Volunteer Coordinator
 - 1. Responsible for the collection and tallying of volunteer hours from Areas and Chapters in order to maintain non-profit status of NQG.
- I. Quilt Show Coordinator
 - 1. Serves for a minimum of 3 years.
 - 2. Chair of the NQG Annual Quilt Festival Quilt Show.
 - 3. Chair of other shows as in which the NQG is involved.
 - 4. With Executive Board approval, determines the judging forms and show guidelines.
 - 5. Publishes the guidelines, registration forms and categories in the Newsletter two months before Guild-sponsored quilt shows.
 - 6. Keeps a list of persons who are willing to judge quilt shows and coordinates the training of quilt show judges.
 - 7. Assists where needed in quilt shows with regard to advice on judging, hanging, registration forms, ribbons, quilt protection, insurance, etc. The Quilt Show Coordinator is not in charge of Area quilt shows, rather acts as an advisor.
 - 8. Provides guidelines and applications for quilt show prize money from the NQG for Area and Chapter quilt shows and keeps a record of prize money disbursements.
- J. NQG Approved Activity Liaison
 - 1. Provides a line of communication between the NQG Board and the planners of approved activities.
 - 2. Prepares newsletter articles regarding all other events in which NQG is involved.
 - 3. Responsible for supervising any quilts made and donated to be used by any activity approved by the NQG Board.
 - 4. Attends NQG Board meetings to report progress on all approved activities.
 - 5. Encourages members of the other events in which NQG is involved to become members of NQG.

- K. Chamber of Commerce, Hospital & Museum Liaison
 - 1. Attends NQG Board meetings.
 - 2. Provides a line of communication between the NQG Board and other cooperating event chairs at Chambers of Commerce, Community Hospitals and Museums.
 - 3. Responsible for scheduling access to and use of the Hospital & Museum.
 - 4. Responsible for scheduling docents for Guild events at the Hospital & Quilt Museum.
- L. Website Coordinator
 - 1. Must have e-mail abilities and experience.
 - 2. Coordinates between the NQG Website Webmaster, the Newsletter Editor, and others to keep the website information current and up to date.
 - 3. Is responsible for reviewing website additions, changes, and deletions for accuracy prior to sending them to the Webmaster.

5-6. Annual Quilt Festival Committee:

- A. All members of the NQG Annual Quilt Festival Committee must be current members in good standing with the Nevada Quilt Guild and must remain so for the duration of their service on the Committee.

ARTICLE VI: NOMINATION AND ELECTION OF OFFICERS

6-1 Nomination Committee:

- A. The Past-President chairs this committee.
- B. The remaining two members of this committee are appointed by the Executive Board in November, and all three members are encouraged to be from different Areas.

6-2 Proposed Officer Slate:

- A. In the March newsletter a list of vacancies will be published. Members will be encouraged to send in resumes to the Guild to fill the vacancies. Applications will close February 1.
- B. The Nominating Committee will select candidates for each vacancy after reviewing the resumes. The committee will seek out candidates if no resumes are submitted.
- C. The Nominating Committee will submit a proposed officer slate to the Executive Board for approval.
- D. Members of the nominating committee are eligible for nomination.

6-3 Election:

- A. The official slate of candidates will be placed in the NQG newsletter one month prior to the NQG Annual Quilt Festival, April 1.
- B. During the NQG Annual Quilt Festival, the official slate of candidates will be presented to the membership and floor nominations will be accepted.
- C. A verbal 'yea' or 'nay' vote will be taken at the NQG Annual Quilt Festival for the election of officers.
- D. A simple majority of members present at the business portion of the NQG Annual Quilt Festival will elect the officers.

ARTICLE VII: AMENDING THE BYLAWS

7-1 Amendments:

- A. Proposed amendments must be presented in writing to the Executive Board at least 90 days prior to the NQG Annual Quilt Festival.
- B. Members must be notified in writing at least 30 days prior to the NQG Annual Quilt Festival.
- C. A simple majority of the members at the business portion of the NQG Annual Quilt Festival can ratify a change to the bylaws.

ARTICLE VIII: AUTHORITY

8-1 Rules:

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised", shall govern the Guild, in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special and/or standing rules the Guild may adopt.

ARTICLE IX: DISSOLUTION

9-1 Dissolution:

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall inure to the benefit of any directors, officers, or members there or to the benefit of any private person. Upon dissolution or winding up of the corporation, its assets remaining after payment, or provisions of payment, or all its debts and liabilities of this corporation shall be distributed to another organization which is organized and operated exclusively for charitable purposes and established its tax exempt status under Section 501c(3) of the Internal Revenue Code.