

**BY-LAWS**  
(As amended in October 2003, March 2007, April 2012, and May 2017)

**LINCOLN QUILTERS GUILD**

**ARTICLE I – NAME**

This Not-for-Profit Organization shall be known as Lincoln Quilters Guild.

**ARTICLE II – PURPOSE**

The purpose of the Lincoln Quilters Guild is to impart knowledge of the arts and craftsmanship associated with quilting and patchwork:

to further interest and encourage men and women in the performance of these arts;

to exhibit fine examples of quilts and patchwork in appropriate public exhibition held from time-to-time;

to educate, learn, preserve and pass along what information exists about quilts and patchwork of the past and present;

to afford an opportunity to the general public to appreciate quilting and allied arts;

and to exchange knowledge and information in these arts among the members of the Guild.

**ARTICLE III – MEMBERSHIP**

Our members will include those interested in some aspect of the art of quilting, the allied arts, or the development and preservation of such arts.

The membership year runs from December 1 to November 30. Members shall pay annual dues required. The privilege of a life member is exemption from the payment of annual dues.

Payment of dues shall not entitle members to any special benefits which are not likewise made available to the general public.

**ARTICLE IV – ANNUAL DUES**

Annual dues shall be payable each year in November.

## **ARTICLE V – ELECTED OFFICERS AND THEIR DUTIES**

### **1. President**

- a. Shall preside at all scheduled meetings of the Guild.
- b. Shall call and preside at meetings of the Executive Board.
- c. Shall perform all other such incidental duties that are properly required of the office of President.
- d. Shall serve as member ex-officio of all committees.
- e. Shall assume the office of Advisor in the third year of the term

### **2. President-Elect**

- a. Shall acquaint herself/himself with the duties of President.
- b. Shall attend Executive Board meetings.
- c. Shall assume other duties as the President directs.
- d. Shall assume the office of President in the second year of the term

### **3. Vice President**

- a. Shall assist the President in all matters and shall exercise all functions of the President at meetings in the latter's absence.
- b. Handles all logistics for programs.
- c. Shall attend Executive Board meetings.

### **4. Vice President-Elect**

- a. Shall acquaint herself/himself with the duties of Vice President.
- b. Shall attend Executive Board meetings.
- c. Shall plan programs of interest for presentation at the scheduled meetings.
- d. Shall assume the office of Vice President in the second year of the term.

### **5. Secretary**

- a. Shall keep minutes of all scheduled meetings and Executive Board meetings.
- b. Shall attend Executive Board meetings.
- c. Shall make the minutes of the meeting available to the membership for approval at the next scheduled meeting.
- d. Shall maintain a file of all minutes, reports, correspondence and inquiries for future reference.

### **6. Treasurer**

- a. Shall have charge of all funds of the Guild, receive dues, deposit receipts, and disperse monies upon authorization by the Executive Board.
- b. Shall attend Executive Board meetings.
- c. Shall make reports at the scheduled meetings as to the status of the treasury, e.g., previous balance, income, expenditures, balance to date.
- d. Shall receive and maintain such reports as necessary for annual audit.

### **7. Treasurer-Elect**

- a. Shall acquaint herself/himself with the duties of Treasurer.
- b. Shall attend Executive Board meetings.
- c. Shall assist the Treasurer in all financial transactions relating to the business of the Guild.
- d. Shall, in the absence of the Treasurer, sign or endorse checks, drafts and notes.
- e. Shall assume the office of Treasurer in the second year of the term.

### **8. Advisor**

- a. Shall advise the Executive Board in Guild matters.
- b. Shall attend Executive Board meetings.
- c. Shall assume other duties as the President directs.

## **ARTICLE VI – ELECTION AND TERMS OF OFFICERS**

1. A slate of officers from the Nominating Committee and nominations from the floor shall be presented at the September meeting and the election held at the October meeting. The nominated individuals shall only be so nominated with their consent.
2. An individual shall be elected by a simple majority of all members in attendance. Election shall be by acclamation if the candidate is unopposed and by written ballot if there is more than one nominee for an office.
3. The Nominating Committee shall install new officers at the November meeting and these officers shall assume their duties at the close of the November meeting.
4. Outgoing officers shall pass on all records and materials to their incoming counterparts at the November meeting or as soon as practical or at such other time that the officers change.
5. In the event that an officer cannot complete the full term of office, the Nominating Committee shall reconvene to place another individual's name in nomination to fulfill the unexpired term of that officer. This individual may function in said office with the approval of the Executive Board until such time as the nomination and election is confirmed at the next scheduled meeting.
6. The term of office for all officers of the Guild shall be for one, two or three years as indicated in Article V.

## **ARTICLE VII – COMMITTEES**

1. Executive Board shall consist of the elected officers: the President, President-Elect, Vice President, Vice President Elect, Secretary, Treasurer, Treasurer Elect, and Advisor. This committee shall meet at the call of the President. This committee shall assist the President in appointing other persons as deemed necessary for the execution of the yearly business of the Guild.
2. Nominating Committee shall consist of three members. These three persons shall be appointed by the President.
3. Finance Committee shall consist of four appointed members, the Treasurer-elect, and the Treasurer, who shall serve as chair. Members of the Finance Committee shall serve a two-year term, with two new members being appointed each year by the Executive Board. In the event a member cannot complete the term, a member will be appointed by the Executive Board to fill the unexpired term. The duty of this committee shall be to prepare the budget for presentation to the Guild at the September meeting, to be adopted at the October meeting.
4. Scholarship Committee shall consist of three appointed members. Members shall serve a three-year term, with the third-year member being the chair. For the first year, the President shall appoint one member for a one-year term, one member for a two-year term, and one member for a three-year term. In the event a member

cannot complete the term, the President shall appoint another member to complete the unexpired term. The duties of this committee shall be to select the recipient of the annual scholarship/research award. The award does not have to be given if there are no qualified applicants.

5. Ad Hoc Committees shall be appointed by the President as and when necessary for the transaction of any special business that may arise.

### **ARTICLE VIII – MEETINGS**

1. Guild meetings shall be held each month except December, January, and February.
2. All meetings and their procedures shall conform to “Newly Revised Robert’s Rules of Order.”

### **ARTICLE IX – CLASSES**

Classes shall be held as announced.

### **ARTICLE X – AUDIT**

The financial records shall be audited by a three member team, appointed by the President, of members (none of which are elected officers) following the scheduled meeting in November and at any other such time as there is a change in the Guild’s Treasurer.

### **ARTICLE XI – PROCEDURE FOR BY-LAW AMENDMENT**

At such time as the By-Laws of the Lincoln Quilters Guild as presented here shall require amending, the process shall be as follows.

1. Amendments shall be proposed by the Executive Board or members.
2. Amendments shall be presented at a regular monthly guild meeting for consideration or discussion and a vote shall be scheduled for the next regular monthly meeting.
3. The proposed amendment and the date for the vote will be announced in the *Plain Print*.
4. Twenty-five percent of members must be present in order for a bylaws amendment vote to take place. A simple majority of those present shall be required for the amendment to pass.

## **ARTICLE XII – Expenditure of Monies**

The Board is authorized to spend monies up to \$500 on Guild expenses. Amounts over \$500 must be presented to the Guild and put to a vote of the membership.

Any proposal to donate money to any group outside of LQG must first be presented to the Board. The Board would then present the proposal at a LQG meeting and put it to a vote of the membership.

By-Laws amendments approved by Guild membership on October 13, 2003, Vicky Skuodas, President.

By-Laws amendment for Article VII, #3 Finance Committee approved by vote of Guild membership at the monthly meeting on March 12, 2007, Kate Laucomer, President.

By-Laws amendment Article XII approved by vote of Guild membership at the monthly meeting on April 9, 2007, Kate Laucomer, President.

By-Laws revisions to bring By-Laws into compliance with the new meeting year schedule approved by vote of the Guild membership at the monthly meeting on April 9, 2012, Joyce Pope, President.

By-Laws amendment to Article VIII approved by vote of Guild membership at the monthly meeting on May 8, 2017, Joan Yoder, President.