

Bylaws
PRIDE CITY QUILT GUILD, INC.
Pueblo, CO

Article I
Name

The name of this organization shall be the Pride City Quilt Guild, Inc.

Article II
Purpose

The purpose of this Guild is to assist in preserving the heritage of quilting, to be a source of information and inspiration, and to encourage a high standard of excellence in quilting and related arts.

Article III
Membership

Section 1. A member is one whose current dues are paid.

Section 2. Annual dues shall be twenty five dollars (\$25) per year, payable on or before January 1, and delinquent on February 1. Membership dues shall be prorated to thirteen dollars and fifty cents (\$13.50) after July 1.

Article IV
Officers

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

Section 2. A nominating committee of three members shall be elected by the membership at the October meeting. This committee shall present candidates for each office. The election of officers shall take place in November, with the officers to take office January 1.

Section 3. Officers shall be elected by voice vote. In the event of a vacancy of office, members of the Executive Committee shall fill the vacancy by appointment.

Section 4. Duties of officers:

- A. The President shall:
 - 1. Preside at all meetings
 - 2. Appoint all committee chairs except the Nominating Committee.
 - 3. Be an ex-officio member of all committees except the Nominating Committee
- B. The First Vice-President shall:
 - 1. Preside in the absence of the President
 - 2. Serve as the Program Chairman
- C. The Second Vice-President shall:
 - 1. Assist the First Vice-President with programs
 - 2. Serve as the Program Chairman in the absence of the First Vice-President
- D. The Secretary shall:
 - 1. Record the minutes of each general meeting where business is conducted and at each Board Meeting
 - 2. Conduct correspondence of the Guild as required
 - 3. Be responsible for publicity

- E. The Treasurer shall:
 - 1. Receive funds and keep accurate records
 - 2. Make disbursements at each meeting
 - 3. Prepare and present an itemized statement of receipts and disbursements at each meeting
 - 4. Serve as Budget Committee Chairman

Section 5. Parliamentarian

- A. The Parliamentarian Shall:
 - 1. Furnish parliamentary procedure information to the members upon request
 - 2. Attend the Board meetings in an advisory capacity
 - 3. Keep Bylaws and Policies current for reference.

Section 6. Committee Chairs and Job Descriptions

- A. Audit – The committee shall be composed of three members. It shall review the Treasurer’s books and submit a report at the January Guild meeting.
- B. Budget – the committee shall be composed of the outgoing Treasurer (as chair), incoming Treasurer, incoming Vice-Presidents, Welcome and Sunshine, Newsletter and Hospitality chairs. The committee shall be responsible for preparing a budget for the next fiscal year to be presented to the membership for approval at the November meeting.
- C. CQC Meeting – The committee shall be responsible for a meeting place, and refreshments. The chairman may select subcommittees. A request for a CQC meeting requires a one year advance application.
- D. Hospitality – The committee shall be responsible for obtaining and serving refreshments and beverages at the regular meetings. It shall make arrangements for a Spring and Christmas luncheon.
- E. Librarian – The committee shall be responsible for maintaining the books and other resource material of the Guild. It shall be responsible for lending items to Guild members and requesting return of same.
- F. Charity Quilts – The committee shall be responsible for coordinating the construction and distribution of quilts made by guild members to be given to those in need.
- G. Membership – The committee shall be responsible for welcoming and introducing new members to the workings of the guild. The committee shall collect dues and maintain an accurate membership list, to include name, address, telephone number, birth date and email address, and submit each update to the Treasurer and Newsletter.
- H. Newsletter – The committee shall be responsible for reporting Guild news and committee reports to be published every other month in the QUILT TALK.
- I. Photography– The committee shall be responsible for photographing the “show and tell” portion of the regular meeting and other activities of the Guild as directed by the Board.
- J. Raffle Quilt – The chair will be licensed by the Colorado Department of State and conduct any raffle in accordance with the laws of Colorado. A separate account shall be maintained for the deposit of sales proceeds, with the funds withdrawn only for raffle expense and education purposes.
- K. Regional Quilt Show – The committee shall be responsible for coordinating a regional quilt show to be held every year. The Chairman shall be appointed by May first. Chairman shall select subcommittees.

- L. Website – The committee shall be responsible for maintaining the Guild’s website, pridecityquilters.org
- M. Welcome and Sunshine – The committee shall be responsible for greeting members and guests, and providing attendance lists at each regular meeting. It shall be responsible for sending cards to members who are ill or who have suffered the loss of an immediate family member.
- N. Any other committees may be appointed by the President.

Article V
The PCQG Board

Section 1. The officers of the Guild (President, Vice-President, Second Vice-President, Secretary and Treasurer) shall constitute the Executive Board. The PCQG Board shall include the Executive Board and the committees mentioned in Article IV, Section 6

Section 2. The Executive Board shall transact such business as may be necessary between regular Board meetings, subject to ratification by the Guild.

Section 3. Meetings of the Board shall be held regularly at a time agreed upon by the Board, commencing in January, then every other month, or as necessary. Members of the Board may participate in a meeting through electronic means.

Section 4. A quorum shall be three of the Board members.

Section 5. Board members shall transfer records of office at a combined Board meeting of incoming and outgoing Board members to occur at the first Board meeting of each fiscal year.

Article VI
Meetings

The regular meeting of the Guild shall be held the third Monday of each month, unless directed otherwise by the Board with membership being so advised. The Board may determine that membership vote on an issue(s) should be conducted by vote by mail or electronic transmission.

Article VII
Amendments

Bylaws may be amended at any time, providing the following conditions are met:

Section 1. Notice in writing is given to the Secretary of the proposed change if proposed by an individual member, or considered to have been given to the Secretary by the Executive Board if taken in a meeting.

Section 2. Notice in writing of the proposed amendment is given to each voting member at least two weeks prior to the next general meeting.

Section 3. Voting shall be by ballot, voice vote or electronic means.

Section 4. The amendments shall have a two-thirds majority of the members present at that meeting to carry.

Article VIII
Dissolution

Upon dissolution, the laws of the State of Colorado shall apply.

Article IX
Parliamentary Authority

The current edition of Robert’s Rules of Order, Newly Revised shall be the authority on all questions of parliamentary law, unless in conflict with these bylaws, or with the laws of the State of Colorado.

POLICIES

Pride City Quilt Guild, Inc.

1. A \$3.00 guest fee shall be charged per meeting.
2. At the December meeting, Guild members may present the outgoing President with a quilt block (pattern chosen by the President) as a thank you gesture.
3. The Guild shall retain a 15% commission on all articles sold at Guild boutiques, auctions, etc.
4. PCQG members conducting workshops and programs, excluding mini-workshops, may receive a payment.
5. In filling workshops, members of PCQG shall be given first choice. If there are openings in the class, other quilters may join at an additional charge if necessary.
6. Payment for workshops shall be made to the Program Chair one month prior to the workshop. Workshop fees shall not be refunded except under extenuating circumstances.
7. The Hospitality and Sunshine and Welcome Committees shall arrange to purchase needed supplies and submit a receipt to the Treasurer on a timely basis for reimbursement.
8. A Post Office box shall be maintained at Midtown Post office. The Treasurer shall hold one mailbox key. The President shall hold a second key.
9. Any Challenge Quilt shall be the responsibility of the Vice President or the Quilt Show Committee.
10. The Executive Board shall have authority to pay non-budgeted bills up to \$75 without membership consent.
11. Fat Quarter Drawing: Members shall only win one time during each meeting regardless of how many fat quarters they have entered in the drawing.
12. In-House Promotion: Members shall only win one time during each meeting, regardless of how many tickets each member has purchased.
13. Newsletter Ads: Members may place one quilting-related advertisement in the newsletter each year for free.
14. Library: Members may check out as many as three books each month. The books are to be returned the following month or renewed for an additional month.