

Susquehanna Valley Quilt Guild By-Laws

Article I – Name

The name of the non-profit organization shall be Susquehanna Valley Quilt Guild.

Article II – Mission Statement

The mission of this organization shall be to gather together persons interested in quilts and the education of quilt making, to promote and preserve the art of quilt making and to encourage each other to improve his/her workmanship.

Article III - Membership

Section 1. Membership shall be open to anyone interested in furthering the mission of this organization upon payment of dues.

Section 2. Membership year shall be July 1 through June 30 of the following year.

Section 3. An annual membership fee shall be paid by the August program meeting. Any person joining after January 1 may pay half-year dues. Guests may attend two meetings without charge.

Section 4. The amount of the annual dues shall be determined by the board, subject to the approval of the general membership.

Section 5. Program meeting will be held the fourth Thursday evening.

Section 6. Workshop meetings will be held various Saturdays and/or some Thursday evenings. There will be no workshops in the months of June, July, and August, unless scheduling issues warrant having to scheduling in the summer months.

Article IV – Elected Officers

Section 1. The annual election of officers shall take place at the regular meeting in June of each year. Newly elected officers will begin their duties at the July meeting. Nominations for any office may be made from the floor, in addition to the slate presented by the Nominating Committee at the time nominations are presented.

Section 2. A Nominating Committee composed of the President and two members will be announced at the April meeting. They will present their proposed slate of officers for the coming year at the May meeting.

Section 3. The president and the vice-president will serve one year with the option of serving a second year. The vice-president will then become president if choosing to do so.

Section 4. Duties of the officers shall be as follows:

A. President

Shall preside at all meetings.

B. Vice-President

Shall assist the president as needed and assume the presidency if the president resigns or becomes incapacitated in any way.

C. Secretary

Shall record and maintain minutes of all General and Executive Board Meetings, shall maintain a file system for all correspondence and shall carry out any correspondence necessary.

D. Treasurer

1. Shall be custodian of the funds, banking all monies due the group in an account designated for the group and keeping records of such monies.
2. Shall pay bills authorized by the board or a vote of the General Membership.

3. Shall receive, maintain, and complete reports and records as necessary, giving a report at each board and general meeting, issuing a cash now statement at the close of each fiscal year, June 30.
 4. Shall submit all records for audit yearly to auditing committee composed of three members appointed by the president. Their report shall be presented at the July meeting, copies being given to secretary and treasurer.
- E. Alternate Treasurer (preferably the vice-president)
1. Second to the treasurer – a person to handle all monies related to the bi-annual quilt show.
 2. Will be authorized to sign checks and pay bills.
 3. Will also maintain all financial records from the show and submit monies to the treasurer.
 4. Will give a full financial report from the show at the first business meeting following the show.

Article V – Executive Board

The four (or five) elected officers shall comprise the Executive Board. The board shall meet monthly prior to the business meeting (usually the fourth Thursday).

Article VI – Committees

Section 1. Ad hoc committees may be established at the discretion of the president.

Section 2. Each committee will consist of a chairman and when deemed necessary, one or more committee members chosen by the chairperson. The president shall appoint standing committee chairpersons. They can be reappointed annually at the discretion of the president. Appointed chairman shall serve from July 1 through June 30.

A. Program

Shall be responsible for planning, scheduling and implementing programs at all monthly membership meetings.

B. Newsletter

Shall publish and e-mail or mail monthly information of interest to the membership.

Article VII – Dissolution

In the event of dissolution of the Susquehanna Valley Quilt Guild, all assets should be transferred to Tiadaghton Quilt Guild (a nonprofit 501(c)(3) organization).

Amended 4-23-2015