

EL CAMINO QUILTERS' BYLAWS

ARTICLE I: NAME:

The name of this organization shall be El Camino Quilters

ARTICLE II: PURPOSE:

The purpose of this organization is to promote interest in all forms of quilting, to inspire and encourage quilt making and collecting, and to gain knowledge of quilting techniques, patterns and history through educational meetings and friendship.

ARTICLE III: NON PROFIT STATUS:

This organization does not contemplate pecuniary gain or profit to the members thereof and it is organized for nonprofit purposes.

This organization is a 501c(7) social club under the rules of the IRS.

To conform to IRS requirement the Guild will not obtain more than thirty-five percent (35%) of its gross income from outside sources of which no more than fifteen percent (15%) may be from non-members.

ARTICLE IV: CHAPTER MEMBERSHIPS:

This organization will be a member of the following organization:
SCCQG (Southern California Council of Quilt Guilds)

ARTICLE V: MEMBERSHIP AND DUES:

Section 1 Membership

Membership shall consist of anyone interested in quilts. Members shall be admitted to the organization upon payment of annual dues. Membership cards will be issued to members in good standing.

Section 2 Dues

Dues are to be established by the Board and approved by the Membership. The Membership year is from Jan 1 to Dec 31. To be a Member in good standing, dues must be paid by the first meeting in February.

Section 3 New Members

New members joining January through June shall pay full dues; those joining after June shall pay half dues, except that members joining in December shall pay only for the following year. *New Members shall be able to access the By-Laws and Standing Rules online at elcaminoquilters.com. Printed copies will be available on request at Guild meetings at the Membership table.*

ARTICLE VI: OFFICERS AND THEIR DUTIES:

Section 1: Elected Officers

The officers of this organization shall be President, First Vice-President, Second-Vice President, *Third Vice-President*, Secretary, Treasurer, and Membership Officer.

Section 2: Duties of Officers

A President

The President shall preside over all Guild Meetings, chair the Executive Board, have power to call special meetings, appoint members of committees or coordinators when necessary, with the approval of the Board, and perform other duties the office requires.

B First Vice President (Programs):

The First Vice President shall preside in the absence of the President and take over the duties of the President if for any reason the office of the president is vacated.

The First Vice President shall be the primary contact for arranging all program speakers and workshop teachers.

The First Vice President shall be responsible for executing all contracts with speakers/teachers and maintaining the master speaker/teacher calendar.

The First Vice President shall preside over the program portions of the Guild Meetings.

C Second Vice President (Workshops):

The Second Vice President (Workshops) shall be responsible for setting up the workshop facility and presiding over the scheduled workshop meetings. The Second Vice President (Workshops) shall provide local transportation for the speaker/teacher on the day of the workshop, assist the teacher as needed, and be a resource to the students during the workshop. If the Second Vice President (Workshops) wishes to be a student in the workshop, she must pay the workshop fee and provide a substitute to take over her duties for the day.

D Third Vice President (Ways & Means)

The Third Vice President has the specific task of overseeing the various money-making activities of the guild.

E Secretary:

The Secretary shall keep an accurate record of all Guild Meetings, and all Board Meetings, including special meetings and record them in the Minutes Book. The Secretary is also responsible for posting a summary of the Meetings at the Guild Meetings. The Secretary shall be responsible for all correspondence.

F Treasurer:

The Treasurer shall keep and maintain adequate and accurate books and accounts of the Guild's properties and transactions. Financial statements and reports shall be sent to the members and the Board as required by law, these Bylaws, the Standing Rules or as specified by the Board. The Treasurer shall deposit all monies and other valuables in

the name and to the credit of the Guild. The Treasurer shall publish financial statements quarterly, an annual financial statement and arrange for reconciliation within three months of the fiscal year end. A review or audit may be requested by the Board at any time.

The Treasurer is responsible for the preparation and filing of financial reports and preparing the proposed budget, for the Board's approval and subsequent presentation to the membership.

The Quilt Show Treasurer, if appointed, will prepare reports and returns as required by State agencies, and complete a financial report on the Quilt Show in a timely manner.

G Membership Officer

The Membership Officer shall receive membership dues, maintain membership records, issue membership cards and lists of members in good standing, distribute information folders to new members and perform other duties the office requires.

Section 3: Nominations

- A. The nominating Committee shall be appointed by the President in September. The Committee shall present a slate of candidates at the October Guild Meeting. All candidates must be members in good standing. In the absence of volunteers for the Nominating Committee, the Executive Board shall become the Nominating Committee.
- B. Additional nominations may be made from the floor before the election. Such nominees must be members in good standing. Consent of the nominee(s) must be obtained prior to nomination.
- C. No office may be held by the same person more than two years in succession
- D. If the necessity arises, joint holders of an office may be nominated, but such joint holders shall exercise only one vote on the Executive Board.

Section 4: Elections and Installations of Officers

- A. Election of officers shall be by a majority of members in good standing at the November Guild Meeting.
- B. The installation of Officers shall take place at the December Guild Meeting.

Section 5: Replacement of Officers

Any officers who are unable to serve or who are absent from two consecutive Guild meetings without prior arrangements to take care of their duties, shall be replaced by the Executive Board.

ARTICLE VII: EXECUTIVE BOARD

Section 1: Membership and Meetings

The Executive Board shall consist of the elected offices and shall meet on a regular basis. Members shall be informed of meetings in advance. Meetings are open to any interested member who is in good standing.

Section 2: Duties

The Executive Board shall conduct the routine business of the organization, and approve expenditures of Guild funds. The Board shall be alert to and inform the membership of all quilting activities.

ARTICLE VIII: COMMITTEES AND COORDINATORS

Committees and coordinators of activities shall be appointed by the President as needed for programs and special activities. Such appointments shall be announced in the Newsletter.

ARTICLE IX: MEETINGS

Section 1: Regular Meetings

A meeting of the general membership shall be held once a month. *A guest fee will be charged for non-members.*

Workshops and an informal basting may be scheduled once a month.

Section 2: Workshop Meetings

A. Members will be charged a fee based on workshop costs.

B. Workshops will be offered first to members. Workshop fees must be paid at the time of sign up. Workshop fees are refundable only if the workshop is full and a replacement can be found by the canceling member or if a person on the waiting list agrees to replace the canceling member. If a workshop has not been filled by the end of the general meeting preceding the workshop, workshop openings may be filled by non-members who will pay the workshop fee plus the amount set by the Board for non-members participating in workshops.

Section 3: Guild Meetings

A. A portion of the Guild Meetings shall be set aside for immediate business, or those items that need approval of the general membership. All other business shall be conducted at the Executive Board Meetings.

B. A majority of Members in good standing present at any regular meeting shall be sufficient to approve motions duly made and seconded.

ARTICLE X: AMENDMENTS

Suggestions for changes to the Bylaws shall be submitted to the Executive Board in writing. Copies of such suggested changes shall be printed in the Newsletter. Voting shall be by a majority of members in good standing present at the Guild Meeting following publication of said suggested changes in the Newsletter.

ARTICLE XI: DISSOLUTION

By the ninetieth day following an affirmative vote to dissolve El Camino Quilters, all cash and assets owned by El Camino Quilters shall be donated to the nonprofit organization(s) designated by the members present and voting at the time of the motion to dissolve El Camino Quilters is passed.

Should no organization be designated at that time, the assets will then be donated to any nonprofit organization designated by the members who were holding office at the time the motion to dissolve El Camino Quilters was passed.