

## BYLAWS OF THE CONCORD PIECEMAKERS

### I. MEMBERSHIP

- A. The membership shall be open to anyone who has an interest in quilts or quilting with a maximum membership of 165.
- B. All members shall have voting power. Each member shall be entitled to (1) one vote on all motions submitted to a vote of the membership.
- C. Members may submit proxy ballots to the secretary on or before the day of a vote involving an amendment to the Constitution or Bylaws.

### II. MEMBERSHIP MEETINGS

- A. Meetings shall be held monthly September through May, usually on the third Wednesday of the month.
- B. The Annual Meeting of the membership shall be held on the third Wednesday of May. The purpose of this meeting is to present the summary annual reports submitted by the members of the Board of Directors, accept a budget for the next Fiscal year, and elect a new slate of officers.
- C. The date and time of meetings may be changed by vote of the Executive Board. All members shall be notified of such at least one week prior to said meeting by newsletter, e-mail, and/or telephone.
- D. Special membership meetings may be called by the Board of Directors.
- E. The meetings shall be governed by Robert's Rules of Order.
- F. A quorum must be established before any vote of the membership may be taken. A quorum consists of 35% of the current membership.
- G. All motions put before the membership, with the exception of amendments to the Constitution or Bylaws, will require a simple majority to pass. All voting will be made by show of hands unless a motion is made and passed to take the vote by ballot.

### III. GOVERNANCE

- A. The Concord Piecemakers shall be governed by a Board of Directors consisting of an Executive Committee and a Steering Committee. The purpose of the Board of Directors shall be to decide, adhere and enforce all matters of policy in accordance with these bylaws.
  - 1. The Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary, and Historian.
  - 2. The Steering Committee shall consist of the chairpersons from the following committees:
    - a. Monthly Meeting
    - b. Programs
    - c. Outreach
    - d. Communication
    - e. Special Interests
    - f. Fundraising
    - g. Membership
    - h. Nominating

3. Each of the Steering Committee Chairpersons is responsible for the subcommittees listed below. Each subcommittee has its own chairperson.

- a. Monthly Meeting Committees:
  - Block of the Month
  - Bulletin Board
  - Challenges
  - Hospitality
  - Library/Book orders
  - Mystery Quilts
  - Round Robins
  - Vendors
- b. Program Committees:
  - Getaway Weekend
  - Speakers
  - Workshops
- c. Outreach Committees:
  - Caring
  - Comfort Quilts
  - Kids Can Quilt
  - Mentors
  - Quilt Museum
  - Quiltathon
- d. Communication Committees:
  - Newsletter
  - Website
  - E-mail Tree
  - Telephone Tree
- e. Special Interest Committees:
  - Dye and Painting
  - Neighborhood Quilting Groups
  - Wearable Arts
- f. Fundraising Committees:
  - Quilt Show
  - Raffle Quilt: Quilt Show
  - Raffle Quilt: July
- g. Membership Committee
  - Yearbook
- h. Nominating Committee

- B. The Board of Directors shall meet at least (3) three times per year.
- C. Any motion brought before the Board of Directors shall require approval by a simple majority of the Board of Directors.
- D. The Board of Directors may create or eliminate any of the steering subcommittees.
- E. The Subcommittee Chairperson positions are appointed by the Board of Directors. The Steering Committee Chairpersons will report the activities of the subcommittees to the Board of Directors. Subcommittee Chairpersons are not required to attend the Board of Directors meetings.
- F. A vacancy on the Board of Directors shall be filled by the Nominating Committee for the remainder of the term with the approval of the Board of Directors.

#### IV. ELECTIONS

- A. The Nominating Committee shall be composed of three (3) volunteers from the membership and two (2) members appointed by the current Executive Committee.
- B. It is the responsibility of the Nominating Committee to present a slate of candidates for all elected positions.
- C. The Nominating Committee shall solicit all members for interest in fulfilling an elected or appointed position beginning in January. A proposed slate of officers shall be presented to the Board of Directors in March and published in the April Newsletter.
- D. The Nominating Committee shall present a slate for election at the Annual Meeting. Nominations will also be accepted from the floor. If only one name is proposed for each office, the secretary may cast one vote for the slate. If there is more than one candidate for a position, election will be by a simple majority of the quorum, taken by ballot.
- E. The new officers shall be elected at the annual Meeting and assume their new responsibilities at the end of this meeting.
- F. All elected positions are for a term of one year. An individual is eligible to serve in the same Executive Board positions of President and Vice-President for a maximum of 2 consecutive years. An individual is eligible to serve in the same Executive Board positions of Treasurer and Secretary for a maximum of two years, unless extended by the Steering Committee. Any individual shall be eligible to serve in the same Steering Committee Chairperson position for a maximum of 3 consecutive years unless extended by the Executive Board

#### V. OFFICERS

- A. The President presides over all board and membership meetings, serves as a member ex-officio of all committees except the Nominating Committee, and performs other duties as pertain to the office.
- B. The Vice-President shall perform the duties of the president if the latter is absent or unable to act. The Vice-President acts as chairperson of the Monthly Meeting Committee.
- C. The Treasurer shall have custody of the guild's funds, keep accurate records of the organizations financial transactions and provide monthly financial statements for the board and membership meetings. The Treasurer will prepare a summary report and a fiscal budget with the President, to be presented at the Annual Meeting
- D. The Secretary records the minutes of the board and membership meetings, keeping them available in a notebook for any member who may request to see them. The Secretary shall be responsible for the publicity for the guild. The Secretary will compile the summary annual reports submitted by the Board of Directors for distribution at the Annual Meeting
- E. The Historian shall be responsible for record management of the guild. The Historian shall be custodian of all past records: yearbooks, newsletters, annual reports, quilt show reports, publicity, secretary's minutes, treasurer's record books and anything else the Historian or the Board of Directors considers valuable to retain.

VI. DUES

- A. The fiscal year is May 1st to April 30th'.
- B. The amount of the annual dues shall be proposed by the Executive Committee. Any proposed changes shall be voted on by the membership.
- C. Dues are payable by the Annual Meeting.
- D. If dues are not paid by June 1<sup>st</sup>, the Membership Chairperson shall inform the member of their pending membership cancellation in writing. If payment has not been received by July 1<sup>st</sup>, the membership will be canceled.
- E. Dues for members joining after February 1st will be pro-rated.