**BYLAWS OF THE CONCORD PIECEMAKERS**

# I. MEMBERSHIP

1. The membership shall be open to anyone who has an interest in quilts or quilting with a maximum membership to be determined by the meeting room’s maximum occupancy.
2. 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.
3. Members may submit proxy ballots to the secretary on or before the day of a vote involving an amendment to the Constitution or Bylaws.
4. Associate membership is available at a reduced fee. They will be included in the yearbook under that title, and will receive emails, newsletters, and any discounts offered to guild members. They may attend meetings by paying the guest fee, enter quilts in the guild’s quilt show, and sell items in the quilt show boutique, if space is available. Associate members have no voting rights on guild business.

II. MEMBERSHIP MEETINGS

1. Meetings shall be held monthly September through June.
2. The Annual Meeting of the membership shall be held in May. The purpose of this meeting is to present the yearly summaries submitted by the members of the Executive Board, accept a budget for the next Fiscal year, and elect a new slate of officers.
3. 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.
4. Special guild meetings may be called by the Executive Board.
5. The meetings shall be governed by Robert's Rules of Order.
6. A quorum must be established before any vote of the membership may be taken. A quorum consists of 35% of the current membership.
7. All motions put before the membership, including amendments to the Constitution or Bylaws, will require a simple majority of those present to pass. All voting will be made by show of hands and/or voice unless a motion is made and passed to take the vote by ballot.

III. GOVERNANCE

1. The Concord Piecemakers shall be governed by an Executive Board. The purpose of the Executive Board shall be to decide, adhere to, and enforce all matters of policy in accordance with these bylaws. The Executive Board shall consist of the President, Vice-President, Treasurer, Secretary, Historian, Membership Chair, and Programs Chair.
2. The Executive Board shall meet at least (3) three times per year.
3. Any motion brought before the Executive Board shall require approval by a simple majority of the Executive Board.
4. The Executive Board may create or eliminate any committees.
5. The Committee Chairs are appointed by the Executive Board. They are not required to attend the Executive Board meetings, but will report their committee’s activities as needed, and/or attend an Executive Board meeting, as requested by the Executive Board.
6. A vacancy on the Executive Board shall be filled by the Nominating Committee for the remainder of the term with the approval of the Executive Board.

# IV. ELECTIONS

1. The Nominating Committee shall be composed of three (3) volunteers from the membership.
2. It is the responsibility of the Nominating Committee to present a slate of candidates for all elected positions.
3. Beginning in January, the Nominating Committee shall solicit all members for interest in fulfilling an elected or appointed position. A proposed slate of officers shall be presented to the Executive Board in March and published in the April Newsletter.
4. 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.
5. The new officers shall be elected at the Annual Meeting and assume their new responsibilities on June 1st.
6. 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, Secretary, Historian, Membership Chair, and Programs Chair for a maximum of two years, unless extended by the Executive Board. Any individual shall be eligible to serve in the same Committee Chair position for a maximum of 3 consecutive years, unless extended by the Executive Board.

# V. OFFICERS

1. 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 pertains to the office.
2. The Vice-President shall perform the duties of the president if the latter is absent or unable to act.
3. The Treasurer shall have custody of the guild's funds, keep accurate records of the organization’s financial transactions and provide monthly financial statements for the Executive Board meetings. The Treasurer will prepare a summary report and a fiscal budget with the President, to be presented at the Annual Meeting.
4. The Secretary records the minutes of the board meetings, and membership meetings as needed, keeping them available for any member who may request to see them.
5. The Historian shall be responsible for record management of the guild. The Historian shall be custodian of all past records: yearbooks, newsletters, yearly summaries, quilt show reports, publicity, secretary's minutes, treasurer's reports, and anything else the Historian or the Executive Board considers valuable to retain. The Historian shall compile the yearly summaries submitted by the Executive Board and Committee Chairs.
6. The Membership Chair prepares and processes membership forms, the Yearbook, and keeps a tally of the members, in addition to the duties in the Membership Chair job description.
7. The Programs Chair works with the Program Committee to determine the calendar for the upcoming year, by orchestrating the booking of speakers and events, in addition to the duties in the Programs Chair job description.

## VI. DUES

1. The fiscal year is June 1st to May 31st.
2. The amount of the annual dues shall be proposed by the Executive Board. Any proposed changes shall be voted on by the membership.

1. Dues are payable by the Annual Meeting.
2. If dues are not paid by June 1st, the Membership Chair shall inform the member of their pending membership cancellation. If payment has not been received by July 1st, the membership will becanceled.
3. Dues for members joining after February 1st will be pro-rated.

Concord Piecemakers Bylaws: Approved May 16, 2018.