

**Bylaws of**  
**FLYING GEESE QUILTERS GUILD**  
A California Nonprofit Public Benefit Corporation

**ARTICLE I: NAME**

The name of this corporation shall be the FLYING GEESE QUILTERS GUILD, hereafter, the Guild.

**ARTICLE II: PURPOSE AND LIMITATIONS**

**Section 1:** The purpose of the Guild shall be:

- A. To promote cooperation and exchange of ideas among those persons interested in or engaged in quilting.
- B. To further the education and skill levels of the members of this Guild.
- C. To preserve the heritage of quilt making and promote quilt-related activities.

**Section 2:** The Guild is not organized for personal profit. All activities of the Guild shall be conducted in such a manner so that no part of the net income benefit any individual member except that a member may be hired as a principal lecturer/teacher by the Executive Board.

**Section 3:** No substantial part of the activities of the Guild shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation. The Guild shall not participate nor intervene in any political campaign on behalf of any candidate for public office nor for or against any cause or measure being submitted to the people for a vote. The Guild shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

**Section 4:** In the event of dissolution, any and all properties owned by the Guild shall be distributed only to organizations which qualify as nonprofit under the Internal Revenue Service code, and as the Executive Board shall select as recipients.

**ARTICLE III: PRINCIPAL OFFICE**

**Section 1:** The principal office for the transaction of the business of the Guild shall be the address of the current Guild President. The principal place of business may be changed from time to time and other places established by actions of the Executive Board.

**Section 2:** The Executive Board may at any time establish branch or subordinate offices at any place or places where the Guild is qualified to do business. Rather than using personal member addresses, a postal box shall be maintained for correspondence, banking, and billing transactions.

**ARTICLE IV: MEMBERSHIP**

**Section 1:** Membership of the Guild is open to anyone.

**Section 2:** The membership year shall be from February 1 through January 31.

**Section 3:** Membership annual dues shall be established by the Executive Board and be submitted to the membership for approval by majority vote.

**Section 4:** The Executive Board is authorized to establish an appropriate numerical limitation on the size of the membership in order to sustain an effective organization.

**Section 5:** An Honorary Lifetime membership is extended to all past Presidents of The Guild, and may also be extended to those persons so approved by the Board.

**ARTICLE V: OFFICERS AND DUTIES**

**Section 1:** The elective officers of this Guild shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer, and shall constitute the Officers of the Executive Board.

**Section 2:** The Officers of the Executive Board shall have the authority to transact any and all necessary business between meetings.

**Section 3:** The Executive Board shall consist of the Officers of the Executive Board and the Chairmen of the Standing Committees.

**Section 4:** The President shall:

- A. Preside over the Guild and Board meetings.
- B. Coordinate relationships between committees.
- C. Appoint committee chairmen of standing committees and special committees.
- D. Serve as an ex officio member of all committees, except the Nominating committee.
- E. Maintain the Master Activity Calendar, which includes a calendar of filings and fees.
- F. Chair, as immediate past president, the committee in charge of making a quilt for the current year's President. Sufficient funds will be allocated in the budget to cover expenses. Traditionally the Flying Geese block design is displayed on the quilt top.
- G. Receive all monthly banking statements at his/her personal address, and then shall immediately provide copies of these to the treasurer.

**Section 5:** The First Vice President (Current Year Programs and Workshops) shall:

- A. Perform duties of the President in her absence.
- B. Conduct the programs for the current year.
- C. Oversee mechanics of workshop registrations and operations for the current year.

**Section 6:** The Second Vice President (Future Programs) shall:

- A. Perform duties of the First Vice President in her absence.
- B. Arrange for Guild meeting speakers and workshops for following years with the approval of the Executive Board.

**Section 7:** The Secretary shall:

- A. Record minutes of Guild and Executive Board meetings.
- B. Maintain a copy of the most current Standing Rules and Bylaws in permanent records.
- C. Conduct correspondence of the Guild.
- D. Keep a permanent record and be custodian of all minutes of the Board and membership meetings.

**Section 8:** The Treasurer shall:

- A. Record and maintain financial transactions, records of the Guild, and tax filings.
- B. Chair the Budget Committee and present the budget.
- C. Sit on the Fundraising Committee and provide financial oversight to the committee chairman of Fund-Raising/Special Event Committees.
- D. Be responsible for payment and acquisition of Guild insurance and policy coverage, including Certificates of Insurance and Binders for special activities.
- E. Use the Guild postal box address as the business address for all mailings with the exception of bank statements.

#### **Article VI: DUTIES OF STANDING COMMITTEES AND APPOINTED CHAIRMEN**

**Section 1:** The purpose of Standing Committees is to facilitate the organizational, educational, and philanthropic activities of the Executive Board. Standing Committee functions are described under the Bylaws and Committee Chairmen often have broad fiscal responsibilities. Committee Chairmen are appointed by the President with the advice of the Executive Board Officers.

**Section 2:** Committee members are selected by the Chairmen. With the exception of Special Event Chairmen, Committees usually consist of two to seven members. Following are Guild Standing Committees:

- Budget Committee
- Membership Committee
- Fundraising/Special Event Committees
- Publicity/Community Education Committee
- Newsletter Committee
- Philanthropic Committee
- Parliamentary Committees
- Library Committee
- Web Liaison

**Section 3:** The Budget Committee shall:

- A. Be chaired by the Treasurer.

- B. Prepare the next year's budget for the operation of the Guild's activities on an annual basis.
- C. Present the budget for approval by the Board no later than the November Board Meeting.
- D. Publish the proposed budget in the newsletter following the Board Meeting at which it was approved.
- E. Present the budget to the membership for approval no later than the December general meeting.

**Section 4:** The Membership Committee shall:

- A. Be chaired by the Membership Chairman.
- B. Keep membership records updated monthly. Backup current records monthly.
- C. Oversee membership renewals and new membership.
- D. Greet and register members and guests at the Guild's meetings.
- E. Publish Guild membership directory and provide a copy of membership directory annually to each member and provide new members with a copy of the Bylaws.
- F. Work with the Friendship Group Chairman to coordinate the formation of Guild Friendship Groups and maintain a list of when and where they meet.

**Section 5:** Fundraising/Special Event Committees are formed to provide quilt shows, quilt auctions, quilt-top auctions, anniversary parties, guild challenges, National Quilting Day celebrations, and other special activities designated by the Executive Board. Fund-Raising/Special Event Committees shall:

- A. Be chaired by a Chairman appointed by the President and approved by the Officers of the Executive Board. The Chairman of each event shall submit a budget for approval by the Executive Board.
- B. Conceive and coordinate fundraising activities of the Guild under the direction of the Executive Board.

**Section 6:** The Publicity/Community Education committee shall:

- A. Be chaired by the Publicity/Community Education Chairman.
- B. Submit news releases to media.
- C. Arrange for and coordinate any interviews, pictures, etc., requested by the media.
- D. Coordinate with community organizations to provide activities which promote the heritage of quilting, the art of quilting, and other quilt-related endeavors.
- E. Coordinate Guild sponsorship of monetary awards for quilt-related competitions as approved by the Board.

**Section 7:** The Newsletter Committee shall:

- A. Be chaired by the Newsletter Editor.
- B. Coordinate the writing, publishing, and mailing of the monthly newsletter to members, advertisers, and other quilt organizations, as requested.
- C. Sell advertising space in the newsletter, directory and website.
- D. Offer newsletter subscriptions to nonmembers.

**Section 8:** The Philanthropic Committee shall:

- A. Be chaired by the Philanthropy Chairman.
- B. Prior to dispersing budgeted cash awards present a list of quilt related organizations, selected from suggestions presented by the Board and general membership, to be approved by the general membership as philanthropy recipients and supervise the disbursement of the allocated funds.
- C. Investigate potential nonprofit, tax-exempt charity organizations as possible recipients of funds raised by special philanthropic events.
- D. Identify and coordinate other philanthropic activities that may include the making and donation of finished quilts for community organizations.

**Section 9:** The Parliamentarian shall:

- A. Direct the Executive Board and membership in accordance with Guild Bylaws and Standing Rules and Robert's Rules of Order.
- B. Chair the Nominating Committee. Maintain a record of the nomination slate, the date approved by the general membership, and changes in the Executive Board Officers appointed due to vacancies.
- C. Chair a Bylaw Review Committee every two years and make revisions as deemed necessary. Have changes approved by the membership.
- D. Maintain a record of changes to the Bylaws and send a copy of the Bylaws and its revisions to the Treasurer for submission to the the State.

**Section 10:** The Library Committee shall:

- A. Be chaired by the Librarian.
- B. Maintain the Guild Library collection. Provide suitable storage for Library materials.
- C. Identify and purchase new materials as needed, within the allocated library budget.
- D. Account for and deposit all monies collected from overdue fines, replacement fees, and used book sales with the Treasurer as a Library Income budget item. For bookkeeping purposes, no library materials are to be purchased with the cash from these collected funds prior to their deposit with the Treasurer.
- E. Maintain a circulation system for check-out, return, and reserving Library materials.
- F. Provide the membership with an author and title list for accessing the Library collection.
- G. Ensure that library materials are available to the membership for 10 general meetings per year.

**Section 11: The Web Liaison Chairman shall:**

- A. Act as liaison between the Guild and the Webmaster.
- B. Provide articles from the Guild newsletter and other sources to the Webmaster for posting on the Guild Web site.
- C. Provide photographs of Guild activities to the Webmaster for posting on the Guild Web site.
- D. Ensure that privacy issues established by the Executive Board and the governing body are respected in postings on the FGQG Web site.
- E. Ensure that the FGQG Webmaster diligently consider copyright guidelines.

**ARTICLE VII: MEETINGS**

**Section 1** A general membership meeting will be held monthly, at a date and time set by the Executive Board.

**Section 2:** To conduct business at a general membership meeting, a quorum of the membership must be present. To qualify as a business meeting, a quorum is met by having in attendance 33 1/3 percent of the paid membership residing in Orange County, California.

**Section 3:** Whenever applicable and not inconsistent with Standing Rules and these Bylaws, a general membership meeting shall be conducted according to Robert's Rules of Order.

**ARTICLE VIII: ELECTIONS**

**Section 1:** The term of office for elected officers shall be from February through January.

**Section 2:** Election of Guild officers shall be every January and conducted as follows:

- A. Not later than October of each year, the Nominating Committee shall be appointed by the President with the following representatives:
  - 1. The Parliamentarian, who shall serve as Chairman.
  - 2. Two members of the Executive Board.
  - 3. Three members from the Guild membership.
- B. Members of the Nominating Committee shall understand that they are not eligible for nomination as executive officers.
- C. The Nominating Committee shall be appointed by October to select a complete slate of officer candidates.
- D. The slate of officer candidates will be presented to the Guild membership at the December general meeting, after which the election will take place in January.
- E. Additional nominations may be made from the floor with the written consent of the nominee.
- F. Election of officers will be held after the slate has been presented and nominations from the floor have been closed.
- G. Voting shall be by ballot or acclamation.
- H. In the case of resignation, vacancies may be filled by President's appointment.

**ARTICLE IX: CHANGE OF BYLAWS AND STANDING RULES**

- A. Any proposed change to the Bylaws and Standing Rules shall be made in writing to the Executive Board one month prior to a general meeting.
- B. The proposed change will be published in the following newsletter and presented to the general membership.
- C. A change in the Bylaws must be approved at the next consecutive meeting by a 2/3 vote of the members present, provided a quorum is met. A change in the Standing Rules may be approved by a simple majority at the next consecutive meeting.
- D. In the event a quorum is not present at the next consecutive general meeting, the Board needs to decide whether changes will be ratified by e-mail or at the next general meeting.
- E. Any change of the Bylaws and/or Standing Rules requires that Bylaws text be revised to reflect such change.

**STANDING RULES**

**I. General Meetings**

- A. Meetings will be held monthly, time and place as designated by the Executive Board.
- B. Members should be prepared to show their current membership card or know their membership number and must check in at the membership table.
- C. Guests are welcome. There will be a \$5.00 guest fee.
- D. There is NO SMOKING at any time.
- E. Permission must be obtained from the guest speaker prior to using any photography or recording devices during the presentation or of his/her quilts.
- F. In order for everyone present to be able to enjoy themselves and hear the speaker, members and guests must remain quiet and attentive during the meeting.

G. Cellular phones and pagers are to be on pulse/vibrate during all meetings.

## II. Equipment

- A. The Guild shall maintain a postal box as a permanent mailing address. It is the responsibility of the President to distribute keys to the postal box as she deems appropriate.
- B. Permission to reproduce the Guild logo in any form by anyone requires written permission of the Executive Board. All rights to the logo remain the property of the Guild. The letter granting permission must be signed by the President and Secretary.
- C. All Guild equipment currently not in use shall be maintained in the Guild storage unit.
- D. A \$100 refundable deposit will be required for each frame loaned.

## III. Membership

- A. The membership year shall be from February 1 to January 31.
- B. The Guild membership list may not be used for commercial purposes.
- C. The established yearly dues will be \$30.00. Dues will be prorated to \$15.00 for anyone joining between August 1 and January 31.
- D. Name tags are to be worn at each general meeting.
- E. The President has the executive privilege of inviting "guests of the Guild" to general meetings at no fee.
- F. A membership directory will be published annually.

## IV. Executive Board

- A. Executive Board meetings shall be held monthly at a regularly established time and shall be conducted in accordance with Robert's Rules of order.
- B. Executive Board members are expected to attend Board meetings.
- C. Authorized expenses are:
  - 1. Phone calls for Guild business.
  - 2. Use of a personal car for Guild business, which shall be reimbursed as per current I.R.S. allowance.
  - 3. Expenses approved in the current budget or by vote of the Executive Board.
- D. Reimbursements from the Treasurer are to be by itemized receipts attached to a reimbursement form.
- E. The Guild will pay membership dues on a yearly basis to the Southern California Council of Quilt Guilds.
- F. All officers and committee chairmen are to maintain and update yearly a procedural notebook to be passed on to their successors.
- G. Executive Board members must arrange a replacement in case of absence from Board meetings.

## V. Newsletter

- A. A newsletter will be published monthly for the benefit of the members. Members may choose to receive an E-mail version of the newsletter when available.
- B. Newsletter subscriptions for non-members shall be determined yearly by the Budget Committee based on incurred costs.
- C. Advertising fees will be available on a separate rate sheet and can be obtained from the Board or Newsletter Chairman. Rates will be established at the discretion of the Board.

## VI. Hospitality

- A. The Guild will provide refreshments at each meeting.
  - 1. Paper supplies and beverages will be purchased with Guild funds.
  - 2. Guild members will be solicited to provide the snacks as directed by the Hospitality Committee.

## VII. Programs and Workshops

- A. Cost of the speaker's meal, pre- or post-program, will be paid with Guild funds.
- B. Contracts made with teachers and lecturers must be explicit as to:
  - 1. Fee for lecture and/or workshop.
  - 2. Additional fees.
  - 3. Cancellation privileges.
  - 4. Time limits.
  - 5. Travel arrangements airfares and ground transportation.
  - 6. Housing and dining provisions.
  - 7. Use of photographic and recording equipment; and
  - 8. Any required equipment (quilt frames, slide projector, etc. ) .
- C. Workshops with low sign-ups may be canceled by the Executive Board and fees paid will be refunded.
- D. Workshop fees are to be paid in advance, and fees for uncanceled workshops are not refundable.

- E. A member who has paid for a workshop and cannot attend must contact the 1<sup>st</sup> Vice President for the name of a member on the waiting list. The member who is unable to attend will be reimbursed by the person taking her/his place, not by the Guild.
- F. Workshops will be open to non-members at an additional \$5.00 fee, subject to space availability.

#### **VIII. Library**

- A. Library materials will be loaned to members for one month upon presentation of membership card. Limit of three books or one video for each member may be checked out. An exception is made for a video that is accompanied by a book.
- B. Library materials will be available for at least ten general meetings per year.
- C. Overdue books will be fined at the rate of \$2.00 per item per month.
- D. Overdue video tapes will be fined at the rate of \$5.00 per month.
- E. Lost items must be replaced or the current purchase price reimbursed.

#### **IX. Special Events**

- A. A special event is any activity that is not a regular program or workshop (i.e., quilt show, philanthropic auction, seminar, retreat, and/or bus trip).
- B. Special events may be scheduled by the Executive Board under direction from the membership.
- C. Expenditures for nonbudgeted items must be presented in writing to the Board for approval prior to expenditure of funds.

#### **X. Special Committees**

- A. Chairmen of special committees are not voting members of the Executive Board and therefore are not required to attend Board Meetings. Chairmen are appointed as necessary by the President with the advice of the Executive Board.
- B. The following are Special Committees:
  - 1. Block of the Month/Fat Quarter Frenzy
  - 2. Door Prizes
  - 3. Facilities/Storage
  - 4. Friendship Groups
  - 5. Historian
  - 6. Hospitality
  - 7. Monthly Mini
  - 8. Photography Services
  - 9. Secret Pals
  - 10. Show and Tell
  - 11. Southern California Council of Quilt Guilds (SCCQG) Representative
- C. Other Special Committees may be formed by the Executive Board.

Revision of 2005 Bylaws of Flying Geese Quilters Guild  
Approved by members at Guild Meeting, December 11, 2006