

1 **GLENDALE QUILT GUILD, INC. BY-LAWS**
2 **REVISED SEPTEMBER 2002 - With 2009 Proposed Revisions**

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4 **ARTICLE V. Officers**

5 Section A: Officer Titles:

6 The "Officers" of the **Guild** are the:

- 7 President
- 8 Vice President
- 9 Recording Secretary
- 10 Corresponding Secretary
- 11 Treasurer
- 12 Parliamentarian
- 13 Program Chair
- 14 Workshop Chair
- 15 Quilt Show Chair
- 16 Membership Chair
- 17 Newsletter Chair

18 The "Offices" listed above are to be considered defined terms.

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21 **ARTICLE VI. Duties of the Officers.**

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23 Section A: General Duties of All Officers: Each and every **Officer** shall:

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25 1. Maintain a manual of the procedures "Procedures Manual" for the Office in
26 accordance with the Standing Rules.

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28 **Officers** shall not to lose, remove, or destroy any of the **Archival Procedures** or
29 historical **Performance Data** without motioned consent of the **Board**.

30
31 Any **Officer** who has not submitted a completely updated **Procedures Manual**
32 by the August **General Membership Meeting** shall lose Good Standing status
33 until this requirement has been fulfilled. The one exception is the Office of
34 Treasurer. See Section ____ for details.

35
36 2. Present a proposed budget for the following **Fiscal Year** for the
37 responsibilities of the **Office** to the **Treasurer** and the **Budget Committee** by the
38 April **Board Meeting**.

39
40 3. Establish and chair, as needed, an operational committee selected in
41 consultation with the **President**, to assist in performing the duties of the **Office**.

42
43 4. Perform the duties of the **Office** as defined in the **Bylaws**.

44
45 5. Submit to the **Treasurer** within thirty (30) days of receipt all invoices, bills,
46 receipts, and other financial materials requiring the issuance of a check, so that

47 the **Board** may approve, as necessary, and the **Treasurer** record, pay, or
48 reimburse in a timely manner.

49
50 6. Keep copies of all contracts, receipts, official communications, etc.
51 submitted to an **Officer** of the **Board**.

52
53 7. Submit articles in a timely manner for the **Newsletter**.

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55 8. Perform other duties as assigned by the **President**.

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57 Section B: President: The **President** shall:

58
59 1. Have served as a member of the **Executive Board** for at least one (1)
60 year at any previous time prior to being elected to this position.

61
62 2. Preside at all meetings of the **Guild** and shall chair the **Executive Board**.

63
64 3. Be the “Chief Executive Officer” of the **Corporation**.

65
66 2. Be Agent for Service of Process of record for the **Corporation**.

67
68 4. Present a written “Annual Report” on the work and status of the
69 organization at the June **General Membership/Annual Meeting**. File a copy of
70 the **Annual Report** with the Historian.

71
72 5. Appoint the **Chairs** of the **Standing** and **Special Committees** except as
73 otherwise provided by the Bylaws.

74
75 6. Be an *ex officio* member of all **Committees** except the Nominating
76 Committee.

77
78 7. Be an authorized **Guild Officer** eligible to sign checks and contracts of the
79 **Guild**.

80
81 8. Distribute the mail to the appropriate person at the **Executive Board**
82 **Meetings**, at the **General Membership Meetings**, or as necessary.

83
84 9. Be bonded for **Guild** matters at **Guild** expense.

85
86 10. Maintain the Master Book of Timelines in which reside all of the most up to
87 date Timelines for all Offices and Committees of the Guild.

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89 Section C: Vice President: The **Vice President** shall:

90
91 1. Have served as a member of the **Executive Board** for at least one (1)
92 year at any previous time prior to being elected to this position.

- 93
94 2. Preside at all **General Membership Meetings** of the **Guild** and the
95 **Executive Board** in the absence or inability of the **President** to preside.
96
97 3. Be responsible for the site for **General Membership Meetings**. This
98 includes booking, room set up, table arrangement, etc., and securing **Guild**
99 equipment at the conclusion of the meeting. Shall handle all requests for
100 meeting facilities at the **General Membership Meeting** site.
101
102 4. Be the **Guild** Representative to the Southern California Council of Quilt
103 Guilds (“SCCQG”).
104
105 5. Be responsible to enact the procedure and timetable for **Honorary Life**
106 **Membership**.
107
108 6. Be an authorized **Guild Officer** eligible to sign checks and contracts of the
109 **Guild**.
110
111 7. Be bonded for **Guild** matters at **Guild** expense.
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113 Section D: Recording Secretary: The **Recording Secretary** shall:
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- 115 1. Be the Secretary of the **Corporation** and the custodian of the Corporate
116 Seal.
117
118 2. File the annual Statement of Information with the California Secretary of
119 State on behalf of the **Corporation**.
120
121 3. Record and publish minutes of all **General Membership Meetings** and
122 **Executive Board Meetings**.
123
124 4. Submit the minutes of **General Membership Meetings** and **Executive**
125 **Board Meetings** to the **Newsletter Chair** for publication in a timely manner, and
126 make them available at every **General Membership Meeting** to the
127 **Membership** for review.
128
129 5. Keep separate logs of all resolutions of the Board (the “Board Resolution
130 Log”) of the Membership (the “Membership Resolution Log”).
131
132 4. Faithfully establish and maintain separate Corporate Minute Books for
133 both **Board** and **General Membership Meeting** minutes. File copies of the final
134 approved minutes in the appropriate Corporate Minute Books. Deliver copies of
135 all minutes to the **President** and the **Historian**.
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137 Section E: Corresponding Secretary: The **Corresponding Secretary** shall:
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- 139 1. Conduct correspondence as mandated by the **Board**.
140
141 2. Provide information to the **Telephone/Email Committee Chair** in a timely
142 fashion to facilitate notices to the **Guild**. This includes reminders of and
143 directions to **Board** meetings.
144
145 3. Be responsible for honoring **Guild** members who have died, as outlined in
146 the **Standing Rules**.

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148 Section F: Treasurer: The **Treasurer** shall:

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150 1. Be the Chief Financial Officer of the **Corporation** and maintain all financial
151 records of the **Corporation**.
152
153 2. Be the custodian of all securities and funds of the **Guild**.
154
155 3. Collect, account for, and record the funds of the **Guild**.
156
157 4. Pay all authorized bills and reimbursements of the **Guild**.
158
159 5. Submit to the **Executive Board** for approval a monthly accounting of all
160 unbudgeted expenditures and any expenditure that exceeds the approved line
161 item budgeted amount.
162
163 6. Prepare a formal written "Financial Report" for review each month and
164 present it to the **Executive Board** at each **Board Meeting** and to the
165 **Membership** at each **General Membership Meeting**.
166
167 7. Chair the **Budget Committee**.
168
169 8. Present a proposed itemized budget to the **Executive Board** in June for
170 its approval for presentation to the June **General Membership Meeting**.
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172 9. Present the proposed itemized budget to the **Membership** for approval at
173 the June **General Membership Meeting**.
174
175 10. Prepare and deliver financial records to the accounting firm responsible for
176 the preparation of the year end taxes for the Fiscal Year and deliver the year's
177 backup receipts to the incoming Treasurer as their final act of Office.
178
179 11. Be an authorized **Guild Officer** eligible to sign checks and contracts of the
180 **Guild**.
181
182 12. Be bonded for **Guild** matters at **Guild** expense.

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184 Section G: Parliamentarian: The **Parliamentarian** shall:

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1. Assure that proper parliamentary procedures, as set forth in the latest edition of *Roberts Rules of Order*, are followed at all meetings of the **Guild**.
2. Serve as **Chair** of the **Nominating Committee**.
2. Be custodian of current copies of all the **Procedures Manuals** of **Officers** and **Committee Chairs**. Be responsible for collecting all **Procedures Manuals** from outgoing **Officers** and **Committee Chairs**.
4. Chair any Bylaws review activities.

Section H: Program Chair: The **Program Chair** shall:

1. Be responsible for all **General Membership Meeting** programs.
2. Inform the **Workshop Chair** of all program planning.
3. Be authorized to execute such contracts as are necessary to carry out the Program duties of the **Office**. All contracts require two (2) authorized signatures, one of which shall be the **President**. Provide copies of contracts executed to the **President, Workshop Chair, and Treasurer**.

Section I: Workshop Chair: The **Workshop Chair** shall:

1. Be Chair for all workshops and related activities. This does not include the **General Meeting** programs and the Quilt Show workshops.
2. Be authorized to execute such contracts as are necessary to carry out the Workshop duties of the **Office**. All contracts require two (2) authorized signatures, one of which shall be the **President**. Provide copies of executed contracts to the **President, Program Chair, and Treasurer**.
3. Inform the **Program Chair** of all Workshop planning.
4. Give at least thirty (30) days notice to the **General Membership** for every Workshop.
5. Provide non-Member workshop participants a copy of the “Rules of Etiquette for Workshops” as documented in the Standing Rules. The **Executive Board** shall establish the Rules of Etiquette and revise them as needed.
6. The **Workshop Chair** may assign a coordinator to each workshop to handle administrative matters and to assure the smooth functioning of the workshop, including but not limited to, setting up the facilities, cleaning up after

230 the class, and assisting the teacher as needed. The coordinator will not be
231 required to pay the workshop fee.

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233 7. Collect and record workshop fees and give them to the **Treasurer**.

234
235 Section J: Quilt Show Chair The **Quilt Show Chair** shall:

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237 1. Have significant prior experience on the **Quilt Show Committee** the
238 approval of the **Executive Board**.

239
240 2. Be authorized to execute such contracts as are necessary to carry out the
241 quilt show duties of the **Office**. All contracts require two (2) signatures, one of
242 which shall be the **President**. Provide copies of executed contracts to the
243 **President** and **Treasurer**.

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245 4. Prepare by May a proposed Quilt Show Budget for the following year for
246 the approval of the **Executive Board**.

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248 5. Be an authorized **Guild Officer** eligible to sign checks and contracts of the
249 **Guild** which are related to the Quilt Show .

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251 6. Maintain a **Procedures Manual** for the **Office of Quilt Show Chair** (see
252 requirements in Section_____) including all necessary information and
253 suggestions about the organization and production of the Quilt Show. Ensure
254 that the next Chair receives a copy.

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256 Section L: Membership Chair: The **Membership** Chair shall:

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258 1. Maintain a current record of **Members** (“Member File”]

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260 2. Collect and record **Annual Dues** and give them to the **Treasurer**.

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262 3. Notify **Members** who are in arrears on **Dues** and fees with renewal
263 notices and again after the August **General Membership Meeting**.

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265 4. Staff the Membership table at least one-half (1/2) hour before every
266 **General Membership Meeting**,

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268 5. Collect all **Dues** from new **Members** and fees from **Visitors**.

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270 6. Provide and maintain the sign-in sheets for **General Membership**
271 **Meetings**

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273 7. Track Roster Distribution

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275 8. Track Guests

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9. Advise the President, the Corresponding Secretary, the Treasurer, and the Newsletter Editor of all new Members and changes of **Member** information.

10. Prepare the **Membership Roster** as defined in the Standing rules for distribution to all **Members** by the General Meeting in September. A printed copy of the most up to date **Member File** shall be kept at the Membership Table at each General Meeting for **Members** to check.

11. Provide monthly updates of additions, deletions, and corrections to the **Roster** to the **Newsletter Editor**.

12. Distribute **Member Packets** as defined in the Standing Rules to all new Members at the first **General Membership Meeting** following payment of dues. Should the new **Member** not attend that meeting, the packet shall be mailed immediately following that meeting.

13. Notify **Affiliate Members** of their responsibilities and obligations to the **Guild**.

Section M: Newsletter Chair: The Newsletter Chair shall:

1. Publish and distribute a regular monthly **Newsletter** to all **Members** and subscribers.

2. Edit all submitted materials in collaboration with the person making the submission and the **President**. The **Newsletter** must include material as defined in the Standing Rules.

3. The **Guild Newsletter** must be mailed to **Members** or posted to the **Guild** website so that it may be reviewed by **Members** the week prior to the **General Membership Meeting**.