BY-LAWS OF THE BOONESLICK TRAIL QUILTERS’ GUILD

Name and Purpose

Section 1 This organization shall be known as the Booneslick Trail Quilters’ Guild, hereafter, called the “Guild.” The Guild shall be divided into chapters. There shall be Daytime Chapter(s) and Evening Chapter(s).

Section 2 This Guild is incorporated as a not-for-profit educational corporation under the laws of the State of Missouri and it is also a Federal 501(c)(3) tax exempt corporation.

Section 3 The purpose of the Guild shall be to promote fellowship among persons interested in all aspects of quilt making: to preserve our quilt making heritage and traditions; to promote an appreciation of fine design and workmanship; to encourage quilt making and/or collecting; to participate in related quilt related projects that are of service to the community; and to contribute to the knowledge of quilt making techniques, textiles, patterns and quilt makers through education or outreach.

Article 2 Membership and Dues

Section 1 Any person interested in the stated purpose of the Guild regardless of race, creed, sex, or national origin, shall be eligible for membership.

Section 2 Annual dues shall be $30.00 and shall which includes full membership rights in all chapters. Dues are payable the first of July. Members who have not paid by August 15 will be dropped from the mailing list. Dues for NEW members joining after January 1 shall be at one-half the regular rates. A NEW member is defined as a person who has never been a member of BTQG.

Section 3 A person may attend two (2) regular meetings as a guest in each fiscal year before being required requested to join if further attendance is desired.

Section 4 The membership year shall coincide with the fiscal year (July 1 through June 30).

Article 3 Membership Meetings

Section 1 The Guild annual meeting shall be held on the first available Saturday in June. Each chapter shall elect officers at its regular June meeting. The election of officers shall take place at the annual meeting. The Board of Directors shall be elected at the Guild Annual Meeting. A comprehensive annual budget shall be presented and adopted at the Guild Annual Meeting. The annual meeting shall be a joint meeting of the chapters.

Section 2 Each chapter shall schedule monthly meetings excepting June.

Section 3 Special Guild business meetings may be called by the Board of Directors. This meeting shall be held on Saturday.

Section 4 Any member of the general membership shall be entitled to vote by ballot. Said ballot shall be sent to each member at least one week prior to the date of the annual meeting or special business meeting. (Rev. 6/10)

Section 5 Interest groups and quilting bees may be organized within the Guild membership and will be open to all chapter members only guild members.

Section 6 Activities which represent the guild or a chapter to the public must have approval of the chapter executive officers Board of Directors.

Section 7 Activities which represent the Guild to the public must have Board of Directors approval.
Article 4  Board of Directors

Section 1  The Board of Directors shall consist of an elected CEO, Vice-CEO Chairman, Secretary, and Treasurer. These The elected officers along with the appointed chairpersons of standing committees, ad hoc committees, Chapter Program Chairs, Presidents, and the immediate past CEO shall constitute the Board of Directors. Each member shall have one vote.

Section 2  Each officer shall be elected for a term of one year and may not be elected to successive terms in the same office. Each committee chair shall serve for a term of one year and may succeed for no more than one consecutive term in the same position.

Section 3  Duties of the Board of Directors:

1  CEO: Shall preside at an Annual Meeting of the Guild, all general or special meetings of the combined Guild; at the meetings of the Board of Directors. The CEO shall appoint chairpersons of the standing committees except Special Programs. CEO shall be a signatory on the Guild bank accounts and shall be authorized to collect funds and pay bills in the absence of the treasurer.

2  Vice-CEO: In the absence of the CEO or at the request of the CEO shall perform the duties of the CEO; shall serve as chair of the Special Programs.

3  Secretary: Shall keep an accurate record of all regular Board of Directors’ meetings, annual and combined general and special meetings; shall handle correspondence, assemble records of action regarding all policy statement changes made by the Board of Directors and By-law revisions or changes approved by the membership. These proposed actions made during the year are to be published in the newsletter and then incorporated into the By-laws and policy sections. if these changes are approved by the general membership of the Guild. The Guild directory will be updated for the following year, with final By-law and policy changes.

4  Treasurer: Shall collect and take charge of all dues and funds available to the organization and shall pay all bills submitted within the guidelines of the approved budget. Expenditures drawn from the contingency line item and exceeding $100 shall be authorized by the Board of Directors. Shall provide Chapter(s) with a monthly Treasurer’s report. Shall maintain an accurate list of the membership; provide Newsletter Editor, Membership booklet editor and Webmaster Publications Chairman with updates of renewals and new members. Keep an accurate record of participants in special workshops and file a monthly report including all account balances and budgeted expense balances.

5  Board of Directors members shall attend board meetings. Board of Directors members who fail to attend three consecutive board meetings may be asked to resign. (Added 6/10)

Section 4  Committees:

1  Standing committees shall consist of Chapter Program Chairmen, Publications, Quilt Show, Library, Special Programs, Retreat, Historian, and Service Project, Hospitality, Membership, Newsletter Editor, Membership booklet editor and Webmaster.

2  Special committees shall be appointed by the CEO for special purposes or projects and shall be designated Ad Hoc.

3  The term of all standing committees shall coincide with the fiscal year.
Section 5  Board of Directors:

1. The Board of Directors shall meet in the evening on the second Monday of the month at least bi-monthly.
2. The Board of Directors shall provide a description of committee responsibilities to the committees and for publication in the membership directory.

Section 6  The Board of Directors shall be responsible for filing the annual registration with the Secretary of State for the State of Missouri and for maintaining the status of the Guild as a Federal 501(c)3 corporation and as a MO not for profit corporation.

Section 7  A quorum shall be 50% of the Board of Directors.

Article 5—Chapter Officers and Executive Committees

Section 1  The officers shall consist of an elected President, Vice President, and Secretary. These officers along with chairpersons of standing committees and ad hoc committees and the immediate past President shall constitute the chapter executive committee. Each member shall have one vote.

Section 2  Each officer shall be elected for a term of one year and may not be elected to successive terms in the same office. Each committee chair shall serve for a term of one year and may succeed for no more than one consecutive term in the same position.

Section 3  Duties of the Officers:

1. President: Shall preside at all chapter meetings, shall appoint chairpersons of the standing committees, and committees necessary to the welfare of the chapter, and shall preside at meetings of the executive committee of the chapter.
2. Vice President: Shall serve in the absence of or at the request of the President and shall serve as program chair for chapter meetings.
3. Secretary: Shall keep an accurate record of chapter executive committee meetings. Assemble records of actions and policies to the chapter executive committee and act as reporter to the publications chairperson.

Section 4  Standing Committees:

1. Standing Committees shall consist of Membership, Hospitality, and Exchange Quilt Blocks.
2. Special Committees shall be appointed by the Chapter President and designated Ad Hoc.
3. The term of all standing committees shall coincide with the fiscal year.

Section 5  Board:

1. The Chapter Executive Committee shall provide a description for committee responsibilities to the committees and for publication in the Membership Directory.
2. The chapter boards shall meet at a time determined by its members and at least bimonthly. Board members shall attend board meetings. Board members who fail to attend three consecutive board meetings may be asked to resign. (Added 6/10)

Article 6  Article 5 Nominations and Elections

Section 1  A slate of the Executive Committee for the Board of Directors of the Guild and the Chapter(s) Executive Committee(s) shall be presented no later than the May meetings.
The slate shall be published in the June newsletter. Floor nominations will close at the May meetings. (Rev. 6/10)

Section 2 The election of the officers of the Board of Directors shall be held at the Guild Annual Meeting. Chapter Executive Committee elections shall be held at their respective June meetings.

Section 3 Newly elected officers and appointed committee chairs will take office July 1.

Section 4 Any vacancy shall be filled by an appointment made by the CEO or President of the respective group with approval of the Board of Directors or executive committee.

Section 5 Nominating Committees for the Board of Directors and Chapters’ Executive Committees shall be made up of at least one member of the Board of Directors and three members at large, at least one member at large from each chapter to be appointed by the Chapter President.

Article 7 Article 6 Finance

Section 1 The fiscal year shall be July 1 thru June 30.

Section 2 The books and records of the Treasurer shall be examined by an Audit Committee, to be appointed by the CEO. The immediate past CEO shall chair the audit committee.

Section 3 Any Guild activities involving the exchange of money, income and/or expenses will be summarized and published in the newsletter in a timely manner. A detailed financial statement of each activity will be available as part of the Treasurer’s report. If additional information is requested by a Guild member, the Treasurer must respond with requested information within 30 days.

Section 4 Chapters may hold fundraising events to supplement budget allocations. All funds raised remain with the chapter until the end of the fiscal year and may be used with the discretion of the chapter board. Chapters will not be required to hold fundraising activities. (Added 6/09)

Section 5 Funds raised by any ad hoc committee for a specially designated project will revert to the general fund when the ad hoc committee completes its function. An ad hoc committee may be organized by the CEO or by either Chapter board. (Added 6/09)

Article 8 Article 7 Parliamentary Procedures

Section 1 The Parliamentary procedure in all matters not covered by these By-laws shall be Robert’s Rules of Order, Newly Revised unless superseded by Missouri Revised Statutes for nonprofit corporations. (Rev. 6/10)

Article 9 Article 8 Amendments

Section 1 The By-laws may be amended at the Guild annual meeting or at any special business meeting of the Guild membership by a 2/3 vote provided a quorum of 10% of the membership is present, and that the amendment has been submitted in writing at a previous meeting(s) or that a copy has been sent to each member at least one week prior to the meeting. (Rev. 6/10)

Article 10 Article 9 Policies and Procedures

Section 1 Policies and Procedures of the Guild shall be adopted by the Board of Directors and may be amended by the Board of Directors at any regular Board of Directors meeting or special Board of Directors meeting or by 2/3s vote of the Guild members at a Guild Annual meeting or special business meeting. Changes shall
immediately be published in the newsletter and incorporated in subsequent membership booklets. (Rev. 6.09)

Section 2  Policies and procedures of each Chapter shall be adopted by the Chapter Executive Committee and may be amended by the Chapter Executive at any regular Chapter Executive Committee meeting or by 2/3 vote of the members of the chapter at a monthly meeting or chapter meeting. No chapter policy or procedure may contradict or supersede Guild Policies and Procedures.

Section 3  Policies and procedures shall govern operations of committees and written statement of such shall accompany the By-Laws.

Section 4  Motions concerning policies and procedures which are to be considered by the membership shall be printed in the newsletter preceding the special meeting at which it is to be considered. Motions may be submitted by any member of the Guild, for either Guild Policies or Chapter Policies.

Article 10 New Chapter Formation

Section 1  An interest group may petition for Chapter status after three consecutive years in operation and with a minimum of 30 members. Approval of Chapter status shall be granted by majority vote of the membership at an Annual Meeting.


Cancellation of Monthly Meeting

If the Columbia Public Schools close due to inclement weather, BTQG will not hold its monthly meeting. In the event schools remain open, but weather conditions worsen during the morning, notice of the meeting cancellation will air on KBIA (91.3 FM), KPLA (101.5 FM) and KFRU (1400 AM) radio as well as KOMU, KMIZ, and KRCG television. The President and Vice President have the discretion to reschedule cancelled meetings.