

BYLAWS  
OF  
ALLAMANDA QUILTERS CHAPTER  
QUILTING GUILD OF THE VILLAGES, INC.  
APRIL 2010

ARTICLE I: NAME

The name of this organization shall be Allamanda Quilters, a chapter of the Quilting Guild of the Villages, Inc.

ARTICLE II: GOVERNMENT

These Bylaws shall govern this organization, herein called the Chapter, following the rules of the Recreation Department of the Villages and enforced by the President and Officers of Allamanda Quilters.

ARTICLE III: PURPOSE

The purpose of this not-for-profit organization shall be to promote an interest in and appreciation of the art of quilt making, sharing of quilting information and education with members and the community.

ARTICLE IV: MEMBERSHIP/DUES

Section 1. Eligibility

- A. Membership in the Chapter shall be open to all residents of The Villages who are interested in any and all aspects of quilting, who wish to learn and/or improve their quilting skills.
- B. Membership guidelines will coincide with The Villages Fire Code restrictions for the room where the chapter meets and the Guild Bylaws.

Section 2. Dues

- A. Any individual may become an active member of the Chapter by payment of annual dues to both Guild and Chapter.
- B. Annual dues shall be determined by the recommendation of the Officers and the approval by two-thirds of the membership present.
- C. Membership dues shall be paid annually prior to January 15.
- D. Members transferring from other chapters are responsible for Allamanda chapter dues.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

- A. The nominating committee will consist of two members from the chapter, and an Officer member will act as chairperson.
- B. This committee will be formed in September. Members of the nominating committee are not eligible for nomination.
- C. The nominating committee will submit a proposed slate of officers to the membership at the October Chapter meeting, when nominations will also be accepted from the floor.
- D. Voting will be held by written ballot. Those ballots will be accepted from paid members only at the November Chapter meeting. New officers will be invited to attend all subsequent Chapter meetings.

- E. New officers will be installed at the December meeting to assume duties January 1.

## ARTICLE VI: OFFICERS

### Section 1. Elected Officers

- A. The officers of the Chapter shall be President, Vice President, Secretary, and Treasurer. They shall hold office for a term of two (2) years with elections for President and Treasurer in the odd years (i.e., 2011) and elections for Vice President and Secretary in the even years (i.e., 2010).
- B. Vacancies in an office of the Chapter shall be filled at the recommendation of the Officers subject to the approval of a majority of the membership at a Chapter meeting. This person will complete the term of the vacancy.
- C. Officers of the Chapter may not be officers of the Guild.
- D. Any elected Chapter officer may be removed by a two-thirds vote of the members attending a Chapter meeting, if needed, for non-performance of duties or criminal offenses.
- E. No more than two members of the Chapter may hold an office in the Guild.
- F. No officer shall be eligible to serve for more than two consecutive terms in the same office.

### Section 2. Duties

#### A. President

- 1. Preside at all general membership and board meetings.
- 2. Shall be an ex-officio member of all committees except the Nominating Committee.
- 3. Appoint committee chairpersons as the need arises.
- 4. Act as a liaison between the Chapter, Guild and The Villages Recreation Department.
- 5. The President will review all bills and will co-sign any checks that exceed \$500.00
- 6. The President is to sign any and all contracts entered into on behalf of the Chapter along with the event chairperson.
- 7. Perform other duties as required.

#### B. Vice President

- 1. Act as chairperson of the program committee and is the chapter's representative to the Guild's Program Committee.
- 2. Act as aide to the President and perform the duties of the President in her absence.

#### C. Secretary

- 1. Record minutes of all general and Officer meetings.
- 2. Conduct all Chapter correspondence as directed by the President.
- 3. Read minutes of the previous meeting and submit for approval.
- 4. Submit a copy of the Chapter meeting minutes to each member via email.

#### D. Treasurer

- 1. Shall be responsible for collection, distribution and accounting for the funds of the Chapter.
- 2. Present monthly financial statements to the members at the monthly Chapter meeting.
- 3. Submit the books for yearly audit.

## ARTICLE VII. COMMITTEES

### Section 1. Standing Committees

- A. All standing committees serve at the discretion of the President.
- B. Membership—provides membership cards, maintains current membership list and compiles annual membership directory to include name, address, zip code, telephone, e-mail, and date member joined the Chapter.
- C. Quilt Show—attends Guild meetings and coordinates Chapter participation in the biannual quilt show.
- D. Publicity—responsible for newspaper articles and other publicity as needed,
- E. Holiday—responsible for holiday activities as directed by the President.
- F. Historian—keeps the Chapter scrapbook of all news clippings pertaining to the Chapter and its members as well as other items of interest to the Chapter.
- G. Program—attend Guild program committee meetings to represent the Chapter and work with the President in organizing programs for the Chapter.
- H. Web-Mistress—interface with the Guild's Web-Mistress to arrange for publication of Chapter information on the Guild's website

### Section 2. Special Committees

- A. Audit—shall consist of two Chapter members, appointed by the President, to correlate receipts and disbursements of the Chapter immediately after year end and report to the membership at the February meeting, along with a written confirmation of the audit to be added to the Treasurer's books.
- B. Budget--will meet in March in the odd years and present a proposed two-year budget at the April Chapter meeting. This committee will consist of the Chapter President, Vice President, Treasurer, Secretary, and Membership chairperson.

## ARTICLE VIII. MEETINGS

### Section 1. Chapter Meetings

- A. The regular meetings of this Chapter shall be every Tuesday at 12:30 p.m.
- B. The regular business meeting of this Chapter shall be the second Tuesday of each month at 1:00 p.m.
- C. A quorum for Chapter meetings shall consist of two-thirds of members present or no less than 20 members who are in attendance at the time of the vote.

## ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the rules of the Chapter.

## ARTICLE X. CHANGE IN BYLAWS

### Section 1. Instructions

- A. Changes in the Bylaws must be submitted in writing to the Officers for consideration.
- B. All suggestions will be presented to the members before the monthly business meeting for discussion.
- C. Changes made need to be approved by two-thirds of members in attendance at monthly business meeting or not less than 20 members present at the time of the vote.

#### ARTICLE XI. DISSOLUTION OF GUILD

In the event of a decision to dissolve Allamanda Quilters as a chapter of the Quilting Guild of the Villages, Inc., all liabilities shall be paid, satisfied and discharged, or adequate provisions made. All remaining funds of the organization shall be distributed to a not-for-profit organization whose purpose is similar to this Chapter as determined by the majority of the remaining members. No funds shall revert to the benefit of any individual member.

Approved April 2010