

## **BY-LAWS: PAINTBRUSH PIECERS QUILT GUILD**

### **ARTICLE 1: Name**

**This Non Profit Benefit Corporation from the State of Wyoming shall be known as the Paintbrush Piecers Quilt Guild.**

### **ARTICLE 2: Objectives**

**The objectives of the Paintbrush Piecers Quilt Guild are as follows:**

- A. To provide an informal gathering open to all persons interested in quilting and patchwork.**
- B. To promote the art of quilting in an educational, friendly, and social atmosphere, where members and guests can learn, share, and exchange ideas.**

### **ARTICLE 3: Members**

- A. Membership in the PPQG is open, on payment of the prescribed annual fee. The fee is set annually by the Executive Committee with the consent of a majority of the paid-up members.**
- B. Dues shall be payable on the 1<sup>st</sup> day of January.**
- C. Each member present, is entitled to one vote on each matter submitted for consideration. Member must be present to vote (no absentee votes will be accepted)**
- D. Membership is not transferable or assignable.**

### **ARTICLE 4: Offices and Officers**

#### **Section 1 Officers**

- A. President --- conducts meetings. Delegates duties to committees as needed.**
- B. Vice-president --- conducts meetings in absence of president. Chairs the program committee.**
- C. Secretary --- takes minutes of the meetings and provides them to the newsletter editor.**
- D. Treasurer --- responsible for managing income and expenses. Maintains the membership list and keeps track of committee expenditures.**
- E. Points ---- Keeps track of points earned and used. Guides members through process of presenting a block.**
- F. Secret Sister --- Maintains secret sister list and guildlines.**
- G. Historian/Librarian --- maintains guild scrapbook. Brings scrapbook to challenge and other social meetings.**
- H. Newsletter --- Writes, prints, mails, and emails monthly newsletter.**
- I. Committees --- shall include Social, Program, Challenge, Service, & Opportunity Committees. Ad hoc committees can be added as required (i.e. nominating committee or anniversary committee).**

**Section 2 The Executive Committee shall consist of those officers listed above a,b,c,d elected at an annual meeting and holding office for one year.**

**Section 3 In the absence of the President, the Vice-President shall preside at all meetings. If both the president and the vice president are absent, a chairman pro tem shall be elected from among those present at the meeting, providing that more than 10 members are present.**

**Section 4 Any office vacancies occurring during the year may be filled by the Executive Committee for the remainder of the term, as deemed necessary.**

**Section 5 In the event that a duly elected officer cannot complete the term of office, or is in flagrant neglect of the duties of that office, the Executive Committee shall appoint a member to carry out the term of office.**

## **ARTICLE 5 Meetings**

- A. Annual reports are made during the November meeting. The retiring President shall call for nominations, then conduct the elections by secret ballot, and the installation of new officers will follow in January.**
- B. Regular monthly meetings of the members will be held the 4<sup>th</sup> Monday of each month, excepting Nov & Dec. Meetings will be held at 7:00 p.m. at the Cody Senior Center, Cody WY unless other arrangements are made and members are notified. Summer meetings may be held in other locations, at the discretion of the Program Committee. Meeting locations will be provided in the Program Books.**
- C. Special meetings may be called by the President or Executive Officers, as necessary.**

## **ARTICLE 6 Books and Records**

- A. A budget for the various committees shall be approved only following a current treasurer's report which will give an informed clarification for an affordable and balanced budget. The budget will be approved by the members. In addition to budgets for the elected officers, budgets will also be approved for the Committees listed in Article 4, Section 1 A-H.**
- B. The Treasurer shall keep record of budget expenditures, including committee budgets. The Treasurer is authorized to sign checks in the name of the Guild. In the event the Treasurer is not available, the President is authorized to sign all checks.**
- C. No member shall make a purchase outside of the budget, enter into any transaction or agreement, or make a donation in behalf of the PPQG without obtaining authority from the Executive Committee.**
- D. The President shall appoint a committee of 2 club members, none of which are an elected officers, to audit the books of the Treasurer, prior to the Annual Meeting in January and at any time where there is a change in the Guild's Treasurer, or if a need to do so is determined.**
- E. The Treasurer's report will be provided at each meeting, or in the Guild newsletter, and will be voted on and passed by the members.**
- F. Minutes shall be taken at each meeting and published in the Guild newsletter.**
- G. In the event PPQG is dissolved, after all bills are paid, the remaining funds in the treasury shall be given to Wyoming State Quilt Guild %WSQG Treasurer. See: [www.wsqg.org](http://www.wsqg.org) for address and pertinent information.**

## **Article 7: Procedure for By-law Amendment**

**These by-laws may be altered, amended or repealed and new by-laws adopted by a simple majority of the members present at any regular meeting.**