

CURRENT 9/02 Revision GQG BYLAWS

1 GLENDALE QUILT GUILD, INC. BY-LAWS

2 REVISED SEPTEMBER 2002 - **With 2009 Proposed Revisions**

4 ARTICLE IX. Executive Board

6 Executive Board Authority

7 The **Executive Board** (the “Executive Board” or “Board”) shall:

- 8 1. supervise the affairs of the **Guild** between its **General Membership**
- 9 **Meetings,**
- 10 2. fix the hour and place of **General Membership** and **Board Meetings,**
- 11 3. make recommendations to the **Guild,** and
- 12 4. perform such other duties as specified in the Bylaws.
- 13 5. shall be subject to the orders of the **General Membership** of the **Guild,**
- 14 and none of its acts shall conflict with actions taken by the **Membership** of the
- 15 **Guild.**

17 Members of Executive Board

18 The **Executive Board** consists of the twelve (12) elected **Officers** (the “Officers,”

19 and, in reference to their position, “Office”) of the **Guild.** The **Officers** of the

20 **Guild** are the:

- 21 President,
- 22 Vice President,
- 23 Recording Secretary,
- 24 Corresponding Secretary,
- 25 Treasurer,
- 26 Parliamentarian,
- 27 Program Chair,
- 28 Workshop Chair,
- 29 Quilt Show Chair (Odd),
- 30 Quilt Show Chair (Even),
- 31 Membership Chair,
- 32 Newsletter Chair.

33 The **Officers** are the only voting members of the **Board.**

35 **Immediate Past President:** The Immediate Past President will serve on the

36 **Board** in an advisory, non-voting capacity.

38 **Assistant Chairs:** An Assistant Chair may be appointed by the President at

39 the request of any **Officer** for any **Office** designated a “Chair” but may not

40 vote except in the absence of the **Officer.**

42 **Term of Office:** **Officers** shall hold **Office** for one (1) **Fiscal Year.** The

43 exception is Quilt Show Chair (Odd or Even) who serves a two (2) year term (two

44 **Fiscal Years).**

46 **Vacancies in Office:** An **Office** is vacant if:

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- 47 1. An **Officer** formally resigns.
- 48 2. An **Officer** has never been filled in the current term.
- 49 3. An **Officer** dies during their term of **Office** or is otherwise incapacitated.
- 50 4. An **Officer** fails to attend three (3) consecutive or four (4) total **Board**
- 51 meetings without a valid excuse. This constitutes a voluntary resignation, and,
- 52 upon a majority vote of the **Board**, the position may be declared vacant.
- 53 5. An **Officer** is formally removed from **Office**.

Removal from Office

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56 A simple majority vote of the **Board** is sufficient to remove an **Officer** from

57 **Office** for malfeasance in office or failure to perform the duties of an **Office** as

58 defined in these Bylaws.

Filling Vacancies:

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61 1. Vacancies in an **Office** shall be filled by a simple majority vote of the

62 Executive Board. The **Officer** filling the vacancy shall serve the remainder of

63 the unexpired term of the vacated **Office**.

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65 2. No **Officer** of the **Executive Board** may be a candidate for any other

66 **Office** during the term for which she/he was elected.

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68 3. An **Officer** who fills a vacated **Office** is eligible to stand for election for any

69 **Office** in the succeeding term for which she/he may qualify. The partial term

70 served does not apply to the successive term limit for the purposes of

71 **(Section xxxxxx)**.

Board Meetings

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75 All Active Members of the Guild are invited to attend the meetings of the Board.

76 They may participate in discussions but not vote.

Regular Board Meetings

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79 **Regular Meetings** ("Regular Meeting(s)") of the **Executive Board** shall be

80 held once a month.

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82 **Extended Board and Extended Board Meetings:** The **Extended Board**

83 ("Extended Board") shall include the **Chairs** of the **Standing** and **Special**

84 **Committees (See XXXXXX)** as well as the elected **Officers**. The **Extended**

85 **Board** shall meet twice per year ("Extended Board Meetings").

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87 **Notice of Board Meetings:** Dates, times, and locations of all **Regular** and

88 **Extended Board Meetings** shall be published regularly in the Newsletter.

Special Meetings of the Board:

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91 **Special Meetings** ("Special Meetings") of the **Board** may be called

92 1. by the President,

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- 93 2. upon the specific written request of three (3) Officers of the Board, or
94 3. upon the specific written request of ten (10) **Active Members in Good**
95 **Standing** of the **Guild**.

96 Written request shall be made to the Recording Secretary who shall send
97 notices of the meeting to the **Officers**.

98 The Notice must state:

991. the time and place of the meeting,
1002. the purpose of the meeting, and
1013. the specific agenda to be addressed at the meeting.

102 Business of any **Special Meeting** is restricted to the specific noticed agenda.

103

104 Nomination and Election

105 ~~ARTICLE VII. Nomination and Election.~~ moved to this location

106

107 Timing:

108 The timing of nominations and election is as follows. Candidates:

- 109 are nominated for election in **April**,
110 are elected at the **General Membership Meeting in May**,
111 are installed in **June**, and
112 assume office **July 1** at the beginning of the new **Fiscal Year**.

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114 The Nominating Committee: The Nominating Committee shall:

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- 116 1. Be chaired by the Parliamentarian.
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118 2. Consist of four (4) **Active Members in Good Standing** in addition to the
119 Chair. Two (2) members of the Nominating Committee must be **Officers**.
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121 3. Be recruited by the Parliamentarian and elected at the **September**
122 **General Membership Meeting** by the **Active Members** of the **Guild**. [logistics?]
123
- 124 4. Serve the remainder of the **Fiscal Year**. No person may be elected to
125 serve on the Nominating Committee for more than two (2) consecutive terms.
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- 127 5. Perform the following duties:

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129 A. Solicit among the **Active Members** for persons interested and willing to
130 serve as **Officers**, and maintain a potential nominee sign-up list ("Sign-Up
131 List") accessible to all **Active Members** during all **General Membership**
132 **Meetings**. Interested parties shall be encouraged to indicate availability or to
133 sign up on the **Sign-Up List**.

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135 B. Meet to discuss and evaluate the nominees and volunteers for **Office**. An
136 effort shall be made to determine whether each person is properly qualified to
137 serve in the Office for which they propose to stand. After evaluation, the
138 Nominating Committee shall produce a **List** of recommended candidates for

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139 each Office (the "List"). All candidates, whether presented on the **List** or
140 subsequently nominated from the floor, must be **Active Members** in **Good**
141 **Standing** and shall have signed a **Written Consent to Stand for Office**
142 ("Written Consent").

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144 C. The Parliamentarian shall submit the recommended **List** of candidates to
145 the **Membership** in attendance at the **April** General Membership Meeting.
146 The Parliamentarian shall then post a copy of the **List** for the **Membership** to
147 read and shall cause the **List** to be published in the **May** Newsletter.
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149 **Election:** The election shall:

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- 151 1. Be conducted at the **May General Membership Meeting**.
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- 153 2. Initially consist of the published **List** of candidates being placed in
154 nomination by the Parliamentarian or the Parliamentarian's designee.
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- 156 3. Include any candidate nominated and seconded from the floor who
157 provides oral or **Written Consent** to the Parliamentarian/designee at the time of
158 the nomination. For this purpose, the Parliamentarian/designee shall ask for
159 nominations from the floor.
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- 161 4. Be conducted at the close of the nominations.
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- 163 5. Be by voice vote for any **Office** for which there is only one candidate or
164 shall be by written ballot where there is more than one candidate for an **Office**.
165 Written ballots shall be provided by the Recording Secretary or the Recording
166 Secretary's designee.
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