

BY LAWS OF BRADENTON QUILTERS CHAPTER QUILTING
GUILD OF THE VILLAGES, INC.
OCTOBER, 2013

ARTICLE I: NAME

The name of this 14th chapter of the Quilting Guild of The Villages shall be Bradenton Quilters.

ARTICLE II: GOVERNMENT

These bylaws shall govern the Bradenton Quilters, also referred to herein as The Chapter, following the rules of the Recreation Department of The Villages and the Bylaws of the Quilting Guild of The Villages, also referred to herein as The Guild.

ARTICLE III: MISSION

Bradenton Quilters is a friendly and welcoming group of quilters and those who want to learn to be quilters. Our mission is to appreciate and preserve the art of quilt making, to provide opportunities for members to enhance their knowledge and skills as quilt makers, to share our knowledge and expertise with each other, to support ongoing charitable works within our community, and to be contributing members of the Quilting Guild of The Villages.

ARTICLE IV: MEMBERSHIP/DUES

Section 1: Eligibility

- A. Membership in Bradenton Quilters 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 and who want to support community and charitable works.
- B. Members in Good Standing who are full time residents must attend a minimum of Ten (10) meetings per year. Residents Six (6) months or more must attend a minimum of five (5) meetings. Non-compliance will result in forfeiture of your membership eligibility and your replacement in Bradenton Quilters by someone from the waiting list. Extraordinary circumstances will be addressed as needed.
- C. Members must be willing to serve and participate on a Chapter committee
- D. Membership guidelines will follow The Villages Fire Code restrictions for the room where Bradenton Quilters meets as well as The Guild Bylaws. Our membership will be closed when we reach a size that fills available sewing stations and a waiting list will be maintained.
- E. As an opening occurs, the person at the top of the waiting list will be contacted, and the list will be worked from the top down until someone fills the opening. Names will not be taken out of order.

Section 2: Dues

- A. Any individual may become a member of Bradenton Quilters by payment of annual dues to both The Guild and The Chapter.
- B. Guild annual dues shall be determined by The Guild.
- C. Chapter annual dues shall be determined by recommendation of the Officers and the approval of a simple majority of the membership present at the vote at the January Chapter Business meeting.
- D. Membership dues shall be paid annually prior to February 15th. The Membership Chair will send a dues notice to all members via email in January.
- E. Any transfer of membership from one chapter to another within the year will not require a second payment to The Guild; however, dues for the new chapter will be incurred. Members who transfer out will not be reimbursed for dues paid to Bradenton Quilters.
- F. Any person who has been a member of The Quilting Guild of The Villages for at least 10 years and has reached the age of 80 years of age shall be eligible to be an honorary member of Bradenton Quilters with no dues payable.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee

- A. The Nominating Committee will be appointed by the President/(Co-Presidents) in October of each year.
- B. The committee will consist of two members from the Chapter, and an Officer will act as chairperson.
- C. Members of the Nominating Committee are not eligible for nomination.
- D. With permission of the nominee, nominations can be submitted to the Nominating Committee via mail/email.
- E. The Nominating Committee will submit a proposed slate of officers to the membership via mail/email prior to the Chapter November business meeting.
- F. Nominations will be accepted from the floor at the November Chapter business meeting. The nominator must have the permission of the nominee to submit.
- G. For any position which has one candidate, voting will be by voice vote at the November Chapter business meeting.
- H. Ballots for contested positions will be mailed/emailed out with voting by return mail/email to the President(s). If the President(s) is on the ballot, the ballot would be returned to a member of the Nominating Committee.
- I. New officers will be installed at the December Chapter Business meeting to assume duties January 1st.

ARTICLE VI: OFFICERS

Section 1: Elected Officers

- A. The officers of Bradenton Quilters shall be President, Vice President, or two Co-Presidents, Secretary, Treasurer, and Guild Executive Committee Representative. Secretary and Guild Executive Committee Representative can be shared positions.
- B. Terms of all offices shall be one (1) year.
- C. Only full-time residents in good standing may serve as Treasurer. All other positions can be filled by any resident (full-time/part-time/seasonal) in good standing.
- D. Vacancies in an office of Bradenton Quilters shall be filled at the recommendation of the Officers subject to approval of a simple majority of the membership present at a Chapter Business meeting. This person will complete the term of the vacancy.

Section 2: Duties of Elected Officers

- A. President (Co-Presidents will share duties of the President)
 1. Preside at all general membership and board meetings.
 2. Serve as an ex-officio member of all committees except the Nominating and Audit Committees.
 3. Appoint committee chairs.
 4. Act as a liaison between the Chapter, Guild, The Villages Recreation Department and *Recreation News*.
 5. Review and approve all expenditures that exceed \$250.
 6. Have signature authority for Chapter checking account.
 7. Assure that the facility contract is signed for the following year and that contact information is updated when there is a change.
 8. Serve as primary contact on the facility contract.
 9. Attend twice-yearly Resident Lifestyle Volunteer meetings on behalf of Chapter.
 10. Sign any and all contracts entered into on behalf of the Chapter along with the event chair.
 11. Attend Guild Executive Board meetings.
 12. Attend Guild Program Committee and Showcase Committee meetings when Chapter's representative is unable to attend.
 13. Perform other duties as required
- B. Vice President (Not required if Co-Presidents are elected)
 1. Perform the duties of the President in her absence.
 2. Attend Guild meetings such as Executive Board, Program Committee and Showcase Committee when the Chapter's representative is unable to attend.

C. Secretary

1. Record minutes of all Chapter business and officer meetings.
2. Distribute a copy of the Chapter business meeting minutes to members via email.
3. Keep a file copy of all Chapter meeting minutes and pass along to successor.
4. Conduct Chapter correspondence as directed by the President.

D. Treasurer

1. Collect, distribute, and account for the funds of the Chapter.
2. Submit Guild dues to the Guild Treasurer.
3. Solely approve expenditures less than \$250. Review expenditures of \$250 or more with the President.
4. Present monthly financial statements to the members via email prior to the monthly Chapter business meeting.
5. Keep a file copy of all Chapter financial statements and pass along to successor.
6. Submit the books for yearly audit.
7. Maintain relationship with Chapter bank, making sure signature cards are updated when there is a change in officers.

E. Guild Representative

1. Attend monthly Guild Executive Board Meetings and report back to the Chapter.

ARTICLE VII: PRESIDENTIAL APPOINTMENTS

All Chapter appointees to Guild positions and Chapter committee chairs and members serve at the discretion of the President.

Section 1: Guild/Chapter Committee Chairperson(s)

- A. GUILD PROGRAM CHAIR: Attend monthly Guild program committee meetings and report on upcoming programs to Chapter members. Assist Chapter members in registering for Guild classes and workshops. Coordinate Chapter participation in Guild meetings as needed, including the months when our Chapter has hosting responsibilities.
- B. CHAPTER PROGRAM CHAIR: Coordinate and provide workshops, demonstrations, classes etc. for the Chapter.
- C. SOCIAL CHAIR: Organizes chapter social events such as plan luncheons, visits from other Chapters, and holiday happening, picnics, etc.
- D. CHARITY CHAIR: Research and suggest charitable beneficiaries and their needs to the chapter to determine which charities to support. Oversees charity projects to completion and distribution.
- E. RETREAT CHAIR: Organize and plan retreats.

- F. SHOP HOP CHAIR: Coordinates a minimum of two shop hops trips and/or quilt show annually. Coordinates with shops, demonstrations, discounts, and restaurant suggestions. Creates sign-up sheets, request drivers, and provides driving directions.
- G. FUND RAISING CHAIR: Coordinate fund raising efforts to support charity and chapter activities. (Examples: 50/50 drawings)
- H. GUILD SHOWCASE & MARKETPLACE CHAIR: Attend Guild Showcase meetings and coordinate Chapter participation in these biannual events.
- I. WEB MISTRESS: Interface with the Guild's Webmaster to ensure the chapter is up to date on all web procedures. Update the Bradenton portion of the Guild website. Post minutes, pictures, special instruction, and monthly calendar events. Take photos or consolidate photos and information to post to the Bradenton web page. Ensure Chapter information is updated and correct.
- J. MEMBERSHIP CHAIR: Maintains current membership list (spreadsheet), and compiles annual directory to include name, address, zip code, telephone, email, and date member joined the chapter. Collects dues and passes to treasurer. Distributes membership cards and bracelets for Market place and Showcase. Maintains weekly attendance records and monitor compliance with membership eligibility requirements. Maintains a waiting list of those individuals interested in joining the Bradenton Chapter.
- K. SUNSHINE CHAIR: Keeps track of Birthdays and special events of the chapter members. Sends out Birthday, Sympathy, and Get Well wishes to members.

Section 2: Special Committees

- A. AUDIT: Two Chapter members who have not held a Chapter office during the previous fiscal year will be appointed by the in-coming President. During the month of January, review the Treasurer's records for the previous fiscal year, verifying receipts and disbursements of the Chapter. Submit a report at the February Chapter business meeting with a written confirmation of the audit, which will be added to the Treasurer's books.
- B. OTHER COMMITTEES: Other committees may be appointed by the President as needed to facilitate the activities of the Chapter.

ARTICLE VIII: MEETINGS

Section 1: Chapter Meetings

- A. The regular meetings of this Chapter shall be every Tuesday from 12:30 p.m. to 3:50 P.M. at Bradenton Recreation Center.
- B. The regular business meeting of this Chapter shall be the First Tuesday of each month at 12:30 p.m.
- C. If the need arises, a special business meeting can be held at any weekly Chapter meeting. The President will notify members via email prior to the meeting that business will be conducted.

- D. Meetings for special programs or events may be scheduled on other days of the week and/or other times of the day.

Section 2: Guild Meetings

- A. The Chapter will assist in monthly Guild meetings as requested, e.g. handling administrative duties on our assigned month, providing program participants, etc.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern the Chapter in all cases in which they are applicable and in which they are consistent with the rules of The Chapter and The Guild.

ARTICLE X: CHANGE IN BY LAWS

- 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. For changes to be made to the Bylaws at least two-thirds of the members must participate in the vote. To accommodate seasonal members, voting may take place via email. Changes require approval by simple majority of submitted votes.

ARTICLE XI: DISSOLUTION OF CHAPTER

In the event of a decision to dissolve Bradenton 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.

APPROVED by members in attendance at the September, 2013 business meeting and amended by majority vote in February, 2018.