

BY-LAWS OF THE HOSPITALITY QUILTERS CHAPTER
of the Richmond Quilters' Guild
(moderately edited for purposes of brevity by AS)

ARTICLE I- NAME. The name of this organization shall be the Hospitality Quilters Chapter of the Richmond Quilters' Guild (RQG or Guild). This group shall adopt the same fiscal year of April 1 to March 31.

ARTICLE II- PURPOSE. The purpose of this group is to preserve the tradition, culture, and history of quilting and to promote the knowledge and understanding of the art of quilt through continuing education services for members and public education activities. Hospitality Quilters Chapter of the Richmond Quilters Guild is a non-profit organization as defined by the Internal Revenue Code Section 501(c)(3).

ARTICLE III-MEMBERSHIP

Section 1. Active: persons become members of the chapter upon payment of dues (the amount to be determined by the membership), \$10 of which shall be forwarded from the Chapter Treasury to the Guild as an affiliation fee. Dues are payable each year by April 1. If dues are not paid by April 30 the member shall be dropped from the roster. Members joining after October 1 are liable for dues of which \$5 goes to the Guild as an affiliation fee.

Section 2. Senior Citizens: In the years following their 65th birthday members will be given a discount on their dues. If dues are paid between April 1 and September 30, \$8 goes to the Guild. After October 1 \$5 is forwarded to the Guild.

Section 3. Junior Members (between 12 and 18 years of age): The Senior Citizen's pricing will apply.

Section 4. Life Members: Hospitality Chapter members may nominate a person of outstanding achievement to the chapter in the field of quilting or a related field. Names considered for Lifetime Membership must be submitted in writing to the Hospitality Board no later than the November monthly meeting. The Board reviews the candidates and submits approved candidates to the general membership at least 30 days prior to the January meeting. Following approval of 75% of the chapter members present at the January meeting the Board then submits the approved candidate(s) to the board of the Richmond Quilters' Guild for review and acceptance prior to their annual meeting.

ARTICLE IV-OFFICERS

Section 1. Officers: The officers of the Chapter shall be President, Vice President, Secretary, Treasurer, and Program Chairman. These officers shall constitute the Executive Board.

Section 2. Term of Office: Officers of the chapter shall serve a 1 year term or until a successor has been elected, their terms of office beginning at the end of the meeting which they are elected. No member shall hold more than one chapter office at a time, and no member may serve more than 2 consecutive terms in one office. A member may hold a Chapter office and also serve as a Guild officer.

Section 3. Duties:

The President shall

- a. Act as chairman of the Chapter Executive Committee.

- b. Conduct the business at each chapter meeting

- c. Appoint chairmen of all chapter committees except the nomination committee

- d. Appoint a chapter historian, librarian and a sunshine chairman

- e. Represent the chapter as an ex-officio director of the RQG or appoint the vice president to replace her.

- f. Appoint an audit committee to review the financial records of the chapter annually.

- g. Be authorized to sign Hospitality checks.

The Vice President shall:

- a. assume the duties of President in the absence of the President.

- b. Take over the duties of President should that office be vacated.

- c. Maintain records of attendance, number of charity quilts, and volunteer hours for each member.
 - d. Prepare name-tags for all members and visitors at each meeting.
 - e. Be custodian of Chapter properties by maintaining a current record of their location. This record should include a list of Chapter library books (received from the Librarian), and a copy of these records shall be provided to the Treasurer for attachment to year-end financial records.
 - f. The outgoing VP shall do an inventory of all Chapter property.
- The Secretary shall:
- a. Keep an accurate written record of Chapter meetings.
 - b. Handle all necessary business correspondence of the Chapter except those assigned to appropriate Program and Sunshine Chairmen.
 - c. Maintain all archives and past records to be turned over to the succeeding Secretary.
- The Treasurer shall:
- a. Maintain a checking account in the chapter's name at a financial institution.
 - b. Be authorized to sign chapter checks
 - c. Be custodian of all chapter funds, keep a detailed record of all money received and disbursed; maintain a separate accounting of money raised during specific-purpose fund raising activities.
 - d. Attach copies of annual property and library inventories to year-end financial statements.
 - e. Collect dues, keeping a current and accurate list of members' names, addresses, email addresses, and home and cell phone numbers. Forward to the Guild Treasurer the portion of dues owed to the Guild for each member.
 - f. Forward to the Guild Treasurer the names, addresses and phone numbers of each member in order that the member can receive Guild publications.
 - g. Present a written monthly report to members at Chapter meetings.
 - h. Keep a list of Chapter Life members. Life members' (names) will be included when submitting membership list to the Guild Treasurer.
- The Program Chairman shall:
- a. Plan the monthly meeting programs from August through June.
 - b. Represent the chapter as an ex-officio director of the RQG or appoint a member of her committee to replace her.
 - c. Submit meeting information to the current Guild newsletter editor.
 - d. Coordinate with the Treasurer on any fund-raising activities.

ARTICLE V- NOMINATIONS, ELECTIONS, INSTALLATION, AND VACANCIES

Section 1. Nominations: The Executive Board (President, VP, Secretary, Treasurer, & Program Chairman) shall call for a Nominations Committee of three (3) members to begin work by December. In February the committee shall submit a slate of officers to the chapter membership and the Guild newsletter editor to be published in the February RQG newsletter. Additional nominations from the floor may be made, providing the consent of the nominee has been secured.

Section 2. Elections: Election of Chapter officers will be held at the March meeting. Voting shall be limited to those nominated. Election shall be by ballot of majority vote of those members present. However, if there is but one nominee for any office the election may be by voice vote.

Section 3. Installation: Elected officers will be installed at the April meeting or at a succeeding meeting should the elected officer be unable to attend the April meeting.

Section 4. Vacancies: Vacancies of Chapter offices created by resignation or death shall be filled by election or by appointment, at the discretion of the Chapter officers. Installation will take place on the date of election or appointment.

ARTICLE VI. MEETINGS

Section 1. The Chapter shall hold monthly meetings unless the membership determines otherwise. The meeting date, time and place will be determined any the membership under the guidance of the Executive Board.

Section 2. A quorum shall be one-third of the membership.

Section 3. PROXY. A members entitled to vote may vote in person or by proxy in writing to be filed with the Secretary prior to the meeting.

ARTICLE VII. COMMITTEES/APPOINTED POSITIONS

Section 1. Nomination Committee: The Nomination Committee shall consist of three members not currently serving as officers. This committee shall be named by the Executive Board by December and report back to the Chapter with their proposed slate of officers by February.

Section 2. Audit Committee: Three members shall be appointed by the President prior to the April meeting whose duty shall be to audit the financial books by the May or June meeting date. This committee shall report verbally to the membership at the May or June meeting.

Section 3. Chapter Historian: The Chapter Historian shall be appointed by the President.

Section 4. Chapter Librarian: The Chapter Librarian shall be appointed by the President.

Section 5. Chapter Sunshine Chairman: The Chapter Sunshine Chairman shall be appointed by the President.

Section 6. The President may appoint other special committees as they are needed.

ARTICLE VIII. AMENDMENTS

Section 1. By-Laws: The By-Laws may be amended only by $\frac{2}{3}$ vote of the membership provided a quorum is present. The proposed changes shall be presented to all members in writing at least thirty (30) days in advance.

Section 2. Standing Rules: A standing rule may be adopted, amended or rescinded by a majority vote at any Chapter meeting provided a quorum is present. Prior notice to the membership is not required.

ARTICLE IX. DISSOLUTION

A Chapter shall be dissolved upon approval by more than $\frac{2}{3}$ of all the votes cast on the proposal to dissolve at a meeting of the members at which a quorum is present. Notice of such meeting must be given not less than twenty-five (25) or more than sixty (60) days before such meeting. Remaining members may transfer to other chapters. However, a grace period of six (6) months (to increase membership) may be granted by the Board of Directors of the RQG upon written request. Upon dissolution the assets of the Chapter will be disposed of as proved in the Articles of Incorporation of the RQG.

ARTICLE X. PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised as revised from time to time shall govern all proceedings whenever applicable and not inconsistent with the Virginia Non-Stock Corporation Act, the Articles of Incorporation of the Richmond Quilters; Guild or these By-Laws.

Adopted as amended 1.3.96

Amended 4.3.2013

HOSPITALITY QUILTERS STANDING RULES

1. Any visitor attending 2 or more meetings is expected to join the Chapter.
2. An annual fee will be paid in March for the use of our selected meeting facility.
3. The Vice President is responsible for the out-going President's gift.
4. During inclement weather Chapter meetings are determined by Chesterfield Co. public schools: when schools are closed, NO MEETING; when schools open one or two hours late, meeting is at regular time.
5. All requests for reimbursement by members must be accompanied by a receipt showing item(s) as purchased and date.
6. The Librarian shall take an inventory of all library books after the March meeting. All library books shall be returned at the March meeting and the Library closed until the April meeting.
7. Upon the death of an active member a library book shall be purchased and donated to the chapter library in their name.