

## PVQ BY-LAWS PROPOSED REVISIONS

At the request of the current President of the Puyallup Valley Quilters, JoAnn James and Lisa Isaacs (past presidents) were asked to review and make any appropriate changes to the PVQ By-Laws which have not been revised since 1995. Please find below the recommended suggestions – indicated in red - that have been presented to the Executive Board. It is the hope that membership will have an opportunity to review and make any suggested revisions at the May meeting and be prepared to vote on these revisions at the June General Membership Meeting. If you have any suggestions, please email them to Lisa Isaacs at [lvisaacs@comcast.net](mailto:lvisaacs@comcast.net) at your convenience but prior to the June Meeting!

### PUYALLUP VALLEY QUILTERS BY-LAWS – 1995/ 2010

#### Article I. Name & Location

The name of this organization shall be the Puyallup Valley Quilters. Its headquarters shall be located in Puyallup, WA.

#### Article II. Purpose

1. We are a non-profit organization dedicated to the promotion and preservation of the art of quilt making through education, workshops, lectures, demonstrations, and exhibits offered to the members and to the community.  
It is our **goal** to enjoy the fellowship of and give encouragement to fellow quilters while contributing to the needs of others.
2. This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501c (3) of the Internal Revenue Code.  
Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501c (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170c(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code).

#### Article III. Membership

1. Membership in Puyallup Valley Quilters is open to all interested persons.
2. Qualification for membership shall be payment of current **annual** dues.

#### Article IV. Dues

1. Dues are for a 12 month period. Renewal dues are payable on or by the September meeting.
2. Dues will be pro-rated for new members only. **All renewals shall be the full annual fee.** Dues are determined by the Executive Board and approved by a majority of the membership as defined in Article XI.

## Article V. Officers

1. The Executive Board shall consist of a President, Vice-President, Past President, Secretary, Treasurer and Committee Chairpersons.
2. The President and Vice-President may share the responsibilities normally assigned to a Guild President. They determine how those responsibilities are divided.
3. The President and Vice-President shall be responsible for presiding at all membership meetings and shall be charged with the general management and supervision of the Guild. The President shall be an ex-officio member of all committees and shall appoint all standing Committee Chairpersons except the Nominating Committee. A Committee Chairperson shall sign all vouchers and forward them to the Treasurer with the bills for payment for committee expenses. The President will sign all other vouchers for payment.
4. The Secretary shall keep an accurate record of all meetings of the business and general meetings (are there notes being taken at regular meetings?), keep all contracts and other instruments in writing. The Secretary shall maintain a file system of all minutes for future reference and handle and distribute the mail. **The Executive Board will assign who will be the designated mail retriever.** The Secretary will maintain an inventory of guild property and its location. **The Executive Board will assign and designate the person to hold and maintain the keys to the storage unit.**
5. The Treasurer **and President in absence of Treasurer** shall receive and disburse all funds of the Guild. **Each Committee must maintain accurate records to ensure they stay within their allotted budget allowance.**  
Membership dues, which will be collected by the Membership Chairperson. The Treasurer shall disburse funds only upon receiving a receipt or voucher countersigned by the President or respective Committee Chairperson. The Treasurer shall deposit all monies in the bank chosen by the guild. The Treasurer shall submit an itemized budget/income/expense report **when the Board meets and** not less than two (2) times per year at the **general membership** business meeting and publish it in the newsletter to the Guild.

## Article VI. Committees

1. Committees shall be established as required to satisfy the programs and needs of the Puyallup Valley Quilters.
2. Members may serve on more than one committee, but a Chairperson may head only one committee. Committee Chairpersons **or a Committee Representative** shall be members of the Executive Board and **required** to attend the business **Executive Board** meetings.

## Article VII. Nominations

1. A Nominating Committee of at least three (3) members shall be selected by the membership by the April meeting each year.
2. Elected officers are: President, Vice-President, Secretary, and Treasurer.
3. The Nominating Committee shall present at least two (2) candidates for each office whenever possible.
4. Nominating from the floor will be accepted with the advanced permission of the nominee.
5. The term of office shall be one year for all elected officers. No members shall hold more than one office at a time. No member shall be eligible to serve more than two (2) full consecutive terms in the same office.
6. The election of officers will be by ballot vote at the regular meeting in July. Installation occurs at the August meeting.

### **Article VIII. Meetings**

1. Guild meetings shall be held according to the calendar the 1<sup>st</sup> Wednesday of the Month. The date could change if the meeting date falls on a Federal Holiday or due to inclement weather.
2. Executive Board meetings shall be held one (1) time a month as determined by the Board.
3. A special meeting may be called by the Executive Board as needed.
4. When the Guild sponsors a workshop and/or speaker at the meeting, Guild members, as well as professional quilters will be paid for presenting a program.
5. A business meeting may be called before a regular meeting by the President as necessary.
6. At a general meeting, a quorum constitutes 25% of the membership.
7. Meetings shall be conducted by standard parliamentary procedures.

### **Article IX. Audits**

1. The financial records shall be audited by two members appointed by the Executive Board in August, prior to the new officers taking over
2. An audit shall be done anytime the Treasurer position is vacated. Additional audits may be done as necessary.

### **Article X. Dissolution**

1. Upon winding up and dissolution of this Corporation after paying or adequately providing for the debts and obligations of the Corporation, the remaining assets shall be distributed to a non-profit fund, foundation or Corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under Section 501c(3) of the Internal Revenue Code.

### **Article XI. Amendments**

1. These By-Laws may be amended or rescinded by a majority vote at any regular meeting if notice is given one month in advance. Two Thirds (2/3) of the members present at such meetings shall constitute a majority vote.
2. All approved By-Laws and changes shall be in effect from the date of adoption.