

Article I. Guild Name

The name of the Guild is “**LINCOLN QUILTERS**” and is a non-profit Guild established for the following purposes:

1. To encourage excellence of craftsmanship in beauty, color and quilt design;
2. To promote interest in quilting as an art in the community;
3. To learn and pass on the history of our art;
4. To exchange information and ideas among the Guild members;
5. To support local community services.

Article II. Governing Procedures

1. All Guild activities are to be conducted in accordance with “Robert's Rules of Order”.

Article III. Officers

Section 1. Number. The officers of the Guild shall be a President, a Vice President, a Secretary, and a Treasurer. A person may only hold one office per year. A person may serve two consecutive terms with the exception of the Treasurer, who may serve a third term as Co-Treasurer. Officers may serve on a committee but may not chair a committee, with the exception of a Guild Quilt Show Committee. No officer may act in more than one capacity where action of 2 or more officers is required.

- A. The committees of the Guild shall be: Newsletter, Community Service, Publicity, Membership, Sunshine, Workshops/Events, Historian, Librarian, Nominating, Bylaws and Auditing. A committee chairperson may only serve two consecutive terms.

Section 2. Election. Officers and Committee Chairs will be nominated in November and elected in December. They volunteer or are nominated by members and elected through majority of member votes.

Section 3. Vacancies. A vacancy in any office may be filled by member nomination and elected through a majority vote of the members present.

Section 4. President. The President shall be the principal operations officer and preside at all meetings and in general, supervise and control the business affairs of the Guild. At any time, the President may appoint a temporary, special purpose committee. The President will maintain a printed copy and/or an electronic copy of all committee and officer procedures and Guild Bylaws.

Section 5. Vice President. The Vice President shall be familiar with the affairs of the Guild, and in the absence of the President, shall perform all the duties of that office. The Vice President shall be responsible for programs at general meetings, introduce guest speakers, and along with the Treasurer, shall provide for payment of speaker if a fee is charged.

Section 6. Secretary. The Secretary shall record and report the minutes of the Guild meetings, handle correspondence of the Guild including Newsletter and in general perform all duties in connection with the office of Secretary.

Section 7. Treasurer. The Treasurer shall have charge of and be responsible for all funds of the Guild; receive money payable to the Guild; prepare and give a financial report at meetings; prepare the books for auditing by the end of January; notify officers/committee chairpersons of relevant transactions.

Section 8. Committees and Chairpersons. All committee chairs report directly to President. Chairpersons will be expected to give status of their committees at each meeting. If they are to be absent, the chairperson must communicate to the President. Each chair should maintain accurate records of committee work and expenditures. Records are to be passed down to future officers/committee persons.

In event of resignation, the chairperson must submit in writing a letter of resignation to President for presentation to the Guild. If an officer or committee chairperson is unable to fulfill their duties, such as absence of 3 consecutive meetings or over 25% of monthly meetings, the Executive Board (President, Vice-President, Immediate Past President, Secretary and Treasurer) may give the person and the general membership written notice of the assumed resignation.

- A. Newsletter. The Newsletter Chairperson or Secretary shall be in charge of newsletter publishing and distribution. The newsletter shall be distributed no later than one week prior to regular meeting of the Guild and set a deadline for receiving information.
- B. Publicity. The committee will be responsible for publicizing regular meetings of the Guild and any special events held by the Guild, in newspapers and other media outlets.
- C. Membership. Responsible for publishing a membership directory on an annual basis and submit names and addresses of new members to the Secretary/editor of the newsletter and the Treasurer on a monthly basis. Duties to include taking the roll, signing up new members and guests at the regular meetings.
- D. Workshops/Events. This committee shall be responsible for providing new and interesting workshops and trips for the Guild. They will inform the members of special events that may arise during the year that will help educate and inspire the Guild regarding quilting.
- E. Historian. Duties to include being responsible for maintaining copies of monthly newsletters in scrapbook on a current basis.
- F. Librarian. The duties are maintaining accurate records of the library contents. The Librarian will maintain a printed and electronic copy of the procedures and Bylaws for the Guild.
- G. Community Service. Chairperson shall coordinate ongoing community services.
- H. Sunshine Chairperson is responsible for sending cards to members who are in need.
- I. Nominating Committee. This committee shall consist of at least 3 members whose duties are to nominate a slate of officers and committee chairpersons.
- J. Auditing. Member with bookkeeping knowledge will audit the financial books annually and prepare a written report accessible to the membership.
- K. Bylaws. This committee shall consist of at least 3 members who will volunteer to convene on an as needed basis at the discretion of the general membership. They will review the current Bylaws for possible revisions or corrections. They will submit a copy of the revised Bylaws for review and publication to the members. The members will vote on all Bylaws revisions.

Article IV. Membership.

Section 1. Requirement. The Guild shall require each member to pay dues of \$20. Annual dues are payable at the January meeting. Dues are prorated after September to \$10.

Section 2. Meetings. Unless otherwise notified, members will meet at 6:30 p.m. on the third Thursday of each month at the Lincoln Cultural Center, 403 E Main St., Lincolnton, NC. Notice of special meetings shall be given at least one week prior to meeting date.

Article V. Fiscal Year

The fiscal year of Lincoln Quilters shall be from the first of January to the thirty-first of December unless otherwise determined by the Guild.

Article VI. Dissolution

In the event of dissolution of the Guild, after all liabilities and obligations have been discharged, all remaining assets shall be distributed to Charities approved by Guild membership.

Article VII. Amendment of Bylaws

These Bylaws may be amended or repealed and new Bylaws may be adopted by the majority vote of the members present. No proxies are accepted. Any proposed changes should be published in the newsletter one month prior to voting. Bylaws should be reviewed as needed.

Addendum Adopted 4/15/93: Articles of Association which concern IRS provisions are on file and are available for review upon request.

Article IV Fiscal Year, Amended 3/16/2000

Article III Membership Amended 12/3/2001

Revised July 17, 2003

Addendum Adopted 2/17/2005 Section 8. Committees and Chairmen, paragraph F, Removed.

Revised March 9, 2005.

Revised November 17, 2005.

Revised and approved May 19, 2016.

Amended and approved January 17, 2019

Amended and Approved March 18, 2021