

Detroit Area Modern Quilt Guild

Bylaws

Article I: Name and Location of Guild

Section 1.1 – The name of this organization is the Detroit Area Modern Quilt Guild, also referred to as “DAMQG”.

Section 1.2 – DAMQG’s home is in Beverly Hills, MI with members from Detroit and the surrounding communities.

Article II: Mission Statement of DAMQG

Section 2.1 – The Detroit Area chapter of the Modern Quilt Guild is intended to bring modern quilters together to learn, educate, swap materials and ideas, engage in charitable activities, show off their work, and have fun together while engaging with the modern quilt movement and the community.

Section 2.2 – This Guild is a non-profit organization under the laws of the State of Michigan and is not organized for personal profit.

Section 2.3 – In the event of dissolution, all funds and goods owned by DAMQG shall be donated to a non-profit organization, to be decided by the officers.

Section 2.4 – The Detroit Area Modern Quilt Guild maintains membership in the national Modern Quilt Guild.

Article III: Membership & Guest Policy

Section 3.1 – Membership is open to any person who agrees to the purposes of the DAMQG, pays yearly dues, and completes the membership form.

Section 3.2 – Members are allowed the opportunity to participate in all meeting activities such as swaps, bees, show & tell, sew-alongs, etc.

Section 3.3 – Members are allowed access to the DAMQG Google Group (email group), other social media, and websites belonging to DAMQG.

Section 3.4 – If a member has a quilt-related blog, that blog can be included on DAMQG’S website and social media.

Section 3.5 – Guests are those who attend DAMQG functions but have not paid yearly dues or signed a membership form.

Section 3.6 – Guests are welcome to attend one DAMQG meeting or function free of charge; guests will be charged \$5 for each subsequent attendance until membership dues have been paid and the membership form completed.

Section 3.7 – Guests shall check-in with the Secretary every meeting in order to track their attendance.

Section 3.8 – Voting: Each member in good standing receives one vote toward DAMQG matters.

Section 3.9 – Revoking of Membership: Membership may be revoked for violating policies set by the hosting meeting space or by participating in any activity related to DAMQG that is blatantly criminal.

Section 3.10 – Membership goes from January 1st to December 31st.

Section 3.11 – Annual Dues, Fees, and Finances

3.11.1 – Dues are collected by the Treasurer, identified and held in the DAMQG checking account. They will be used to meet operational needs of DAMQG. The officers will vote on the amount of that year's dues prior to the annual meeting.

3.11.2 – The officers will conduct a yearly audit of the DAMQG books and present the findings at the annual DAMQG membership meeting in February.

3.11.3 – The dues year runs from January 1st to December 31st.

3.11.4 – Dues are non-refundable.

3.11.5 – Dues must be paid by the January meeting of the current calendar year to be in a member in good standing.

3.11.6 – No member will be denied membership due to financial hardship. The Executive Board has the authority to authorize payment arrangement on an individual basis.

Article IV: Officers

Section 4.1 – The elected officers of DAMQG shall be President, Vice President, Treasurer, and Secretary.

Section 4.2 – All officers shall be elected for one (1) year terms.

Section 4.3 – No member shall hold more than one (1) board position at a time.

Section 4.4 – The highest-ranking officer will preside over the meeting as followed: President, Vice President, Treasurer and Secretary.

Article V: Duties of the officers

Section 5.1 – The President shall be the Chief Executive Officer and official representative of DAMQG. S/he will preside at all meetings unless absent, then the authority goes down the chain of Command: Vice President, Treasurer, and Secretary.

Section 5.2 – The President shall be the liaison between the national Modern Quilt Guild and DAMQG. S/he shall have the authority to sign checks, create agendas, and appoint committee chairmen.

Section 5.3 – The Vice President shall, in absence of the President, preside at meetings. S/he shall be responsible for programming events such as sew-alongs, speakers, community outreach, etc. S/he shall also be responsible for presenting the annual calendar, providing membership cards, and non-monetary donations to DAMQG. The Vice President presides over community service and activities.

Section 5.4 – The Treasurer shall, in absence of the President and Vice President, preside at meetings. S/he shall be responsible for collecting dues, membership forms, and monetary donations; putting together the annual budget and monthly financial statements; paying bills, filling out tax forms, and writing checks. The Treasurer presides over education and special events.

Section 5.5 – The Secretary shall be responsible for taking meeting minutes, tracking attendance, checking guests in, sending out minutes to all current members, maintaining email lists, the DAMQG website, membership and blog lists, updating social media, posting pictures on DAMQG social media sites, updating events on the guild calendar, and providing hardcopies of bylaws by request. The Secretary presides over communications and nominations.

Section 5.6 – In the event that an officer is unable to complete her or his term in office, the President shall appoint an interim officer until a general election of the membership can be held. **If the officer unable to complete her or his term in office is the President, the Vice President will take over as President and appoint an interim Vice President until a general election of the membership can be held.**

Section 5.7 – Special committees and special chairmen may be appointed and created by the President whenever necessary.

Article VI: Meetings

Section 6.1 – Monthly membership meetings shall be held on the first Tuesday of the month at 6:30pm unless otherwise voted upon. Members will be notified in advance.

Section 6.2 – An officers meeting shall be held at least three (3) times a year between January – May, June – September, and October – December. The first meeting includes the previous and new officers which must be held before the January meeting.

Section 6.3 – An annual meeting shall be held in February. The purpose of this meeting is to review and amend DAMQG Bylaws as necessary, review the previous year's activity, and discuss plans for the upcoming year.

Section 6.4 – Special meetings may be called for the purpose of a single item matter. Members will be notified of a special meeting a week in advance as to date, time, and location of the meeting.

Section 6.5 –When DAMQG hosts special events and workshops such as lectures, classes, or retreats, members will be given first opportunity to reserve space, then non-members/guests as space permits. Additional fees to attend special events may be asked of members and guests as agreed upon by DAMQG officers. The additional fees will be published prior to the event.

Section 6.6 – Voting: Every act or decision brought to a member meeting shall be decided by majority vote of a quorum of members present at the meeting. Each member present is entitled to one vote on each matter. Voting shall be by voice, show of hands, or by ballot.

Article VII: Elections

Section 7.1 – Elections shall take place in November, in order that the new and old board members may meet prior to the January meeting to transfer documentation and information (if needed), and the new board will be in place for the 1st meeting of the guild's new year, January.

Section 7.2 – All members in good standing who have been an active participant with the guild for at least six months are eligible to hold office on the Executive Board.

Section 7.3 – Per Robert's Rules of Order, a Nominating Committee of two general members, who do not wish to be considered for any officer position, shall be selected and approved by the general membership by a show of hands at the September general meeting.

Section 7.4 – Nominating Committee will obtain a slate of officers to present to the members at the November meeting. Per Robert's Rules of Order, the Nominating Committee is not required to present more than one name per office.

Section 7.5 – Nominations from the floor prior to the election can be accepted (also per Robert's Rules of Order).

Section 7.6 – In the event there is one nominee per office, vote will be taken by a show of hands. If there is more than one nominee for an office, voting for that office or offices only shall be by written ballot, collected and counted by two members. Uncontested offices shall still be approved by show of hands.

Section 7.7 – An officer, if necessary, can be removed by a 2/3 vote of members present at any membership meeting.

Section 7.8 – Elections Committee responsibilities are as follows:

7.8.1 – The Elections Committee shall announce the open Executive Board positions and provide descriptions to the membership at the September meeting.

7.8.2 – Open nominations will be accepted until the time of the voting, however, if no nominations have been received by the October meeting, the Elections Committee will solicit the membership for nominees for the slate.

7.8.3 – The committee will meet and carefully review the membership list, and select qualified people who they think will do the best job in each office. A member of the committee will be selected to call nominee(s) see if they are willing to be placed on the slate for the election.

7.8.4 – The Nominating Committee will share the existing slate of nominees prior to the November meeting.

7.8.5 – The Nominations Committee will prepare paper ballots for voting at the November general meeting.

7.8.6 – The Nominations Committee will provide a summary report to the Executive Board, which may also include any suggestions or recommendations.

7.8.7 – The Nominations Committee is disbanded immediately following the election.

Article VIII: Bylaws General Information

Section 8.1 – Amendments to the bylaws shall be made by majority vote of members present at a Membership Meeting. Any member can propose an amendment, which will be presented and voted on at the current Membership Meeting.

Bylaws written this 2nd day of April 2013
Approved on April 9, 2013

Amended on September 14, 2013
Approved on October 8, 2013

Amended on November 28, 2013
Approved on January 14, 2014

Amended on January 23, 2017
Approved on February 7, 2017