



**BYLAWS OF  
QUILTING GUILD OF THE VILLAGES,  
INC.**

**Revision #11, 07/19/2022**

**ARTICLE I NAME/LOCATION**

1. The name of this organization shall be Quilting Guild of The Villages, Inc., hereinafter referred to as Guild or QGOTV.
2. The principal place of administration is in The Villages, Florida.  
Mailing address:
  - 333 Colony Blvd #323
  - The Villages, Fl 32162Website address:  
[www.qgotv.org](http://www.qgotv.org)

**ARTICLE II PURPOSE/MISSION STATEMENT**

To promote interest in, and appreciation of the art of quilting, share quilting information, provide education for Guild member, and be of service to our community.

**ARTICLE III GOVERNMENT/STRUCTURE**

**Executive Board**

1. These Bylaws shall govern this organization in accordance with the Internal Revenue Service rules for 501(c)(4) nonprofit organizations, the facility requirements of the Recreation Department of The Villages and shall be enforced by the Executive Board of the Quilting Guild of The Villages, Inc.
2. The Guild is composed of members meeting as Chapters located throughout The Villages, FL, which were formed through the coordination of the Recreation Department of The Villages and the Guild.
3. The Guild Policies and Procedures represents a living document which requires updating over time as needed. It reflects requirements members shall meet when performing various roles, duties, tasks, and services as part of the Guild. These guidelines were formulated for the purpose of creating a Guild standard of excellence, which may be experienced by all who participate either as a volunteer or as a guest to any Guild event.
4. The Executive Board shall consist of the elected Guild officers and two representatives from each Chapter, one being the Chapter president and one being a chapter representative.  
**Note:** A substitute Chapter representative may be authorized to attend and vote in place of a Chapter president who is unable to attend an Executive Board meeting.

5. A voting quorum for monthly **Executive Board Meetings** shall be equivalent to no less than two-thirds of 100% of the Executive Board's voting members. Only Executive Board members, or representatives authorized to vote in their absence, are eligible to vote.
6. Voting privileges are limited to Guild Officers and two Representatives from each Chapter.
7. Guild Meetings are held on the 1<sup>st</sup> Tuesday of each month. In case of an emergency or circumstances that require the meeting be changed or cancelled, notice will be made to Guild members as effectively and expeditiously as possible.
8. Monthly Guild Programs shall follow announcements at the Monthly Guild meetings.
9. Members must conform to copyright laws regarding quilt patterns and instructions.

### **Chapters**

1. Guild Chapters shall adhere to the Guild Bylaws, Policies, and Procedures in order to maintain chapter status.
2. Individual Chapters may establish guidelines providing these guidelines conform to Guild Bylaws and Guild Policies and Procedures found on QGOTV.org.
3. All Guild Chapters are required to have at least four officers; a president, vice president, treasurer, and secretary.
4. All Guild Chapters are required to provide representation to Guild Committees as requested and any additional committee request by the Executive Board.
  - Marketplace Committee
  - Membership Committee
  - Nominations and Election Committee
  - Programs Committee
  - Showcase of Quilts Committee
  - Budget Committee
5. Chapters are assigned meeting rooms and times as listed on their respective Chapter's Facility Permit for the purpose of accommodating weekly Chapter activities.
6. The Chapter Representatives shall report all Executive Board/Committee business at their next Chapter business meeting.
7. Members must conform to copyright laws regarding quilt patterns and instructions.

## **ARTICLE IV MEMBERSHIP AND DUES**

### **Guild**

1. Membership in the Guild shall be open to all residents of The Villages. Verification of residency is established by presenting a valid Resident ID card or a Temporary Resident ID card at the time of enrollment. **Note:** Guest ID is not a valid form of identification. Enrollment in both Guild and Chapter is established upon payment of the annual dues on the QGOTV website with the help of the Chapter Membership Manager.
2. To be a Guild Member, individuals must pay dues to the Guild and one Chapter annually.
3. Changes to Annual Guild Membership dues must be approved by the Executive Board and will go into effect upon the commencement of the next membership year.
4. Members moving from one Chapter to another during the year will be responsible for paying dues to the new Chapter. Annual Guild dues will not have to be paid again in the current year.
5. Members 80 years of age and above, with ten years of Guild membership, are exempt from Guild dues.

### **Chapters**

1. Members must belong to the Guild in addition to one Chapter.
2. Each Chapter shall determine the amount of its dues.

3. Members moving from one Chapter to another during the year will be responsible for paying dues to the new Chapter. Annual Guild dues will not have to be paid again in the current year.

## **ARTICLE V GUILD OFFICERS**

1. The Officers of the Guild shall be President, Vice President, Secretary, and Treasurer, and be responsible to carry out the bylaws.
2. Officers shall be responsible to the Guild Membership in promoting and supporting the Guild purpose.
3. Elections for President and Treasurer shall be held in November of odd-numbered years.
4. Elections for Vice President and Secretary shall be held in November of even-numbered years.
5. Officers shall each serve a two (2) year term.
6. Officers shall be eligible to serve no more than two consecutive terms equaling a total of 4 years in the same office.
7. Officers of the Guild may not be officers of their respective Chapters at the same time.
8. No more than two people from any one Chapter may hold an office in the Guild at the same time.
9. Guild Officer vacancies, other than the President who will be replaced by the Vice President, shall be filled at the recommendation of the Executive Board, and voted on at the Executive Board meeting.
10. Existing and outgoing officers shall ensure a smooth transition for the newly elected officers by providing all documents and noted job duties as listed under the Guild Policies and Procedures located on the Guild website.
11. Any elected Guild Officer may be removed for misrepresentation, nonperformance of duties, nonattendance, dereliction of duties or criminal offenses by a majority vote of the Executive Board.
12. Officers shall receive no compensation for their service as officer.
13. The use of a Post Office (P.O.) Box for receiving and sending Guild correspondence, in lieu of, officer's home address is permissible for Guild Officers provided Guild President approves the rental and notification is given to the officer's backup person to maintain P.O. Box in officer's absence. Fees for P. O. Box rental for the term of the office shall be reimbursed with proper documentation. Cancelling the P.O. Box rental is the responsibility of the exiting officer.
14. Guild Officers shall attend and participate in Guild Officer regular or special meetings as called by the Guild President.

## **ARTICLE VI NOMINATIONS AND ELECTION**

1. The Nomination and Election Committee will be formed and begin in April of each year to facilitate the organization, coordination and implementation of the nominations and election of Guild Offices.
2. The Nominations and Election Committee will consist of one member from each Chapter, plus an Executive Board member who will act as chairperson.
3. Members of the Nominations/Election Committee are not eligible for nomination.
4. The Nominations/Election Committee will submit a proposed slate of officers to the Guild Membership at the October Guild meeting. Nominations will also be accepted from the floor at that time.
5. If there is only one candidate for office, voting will be at the November Guild Meeting by a show of hands.
6. If there is more than one candidate for an office, voting will be by written ballot at each Chapter.

7. Written ballots and sealed ballot boxes will be issued only for members eligible to vote per existing Chapter Rosters. Secured ballot boxes will be returned to the Nomination and Election Committee to be tallied.
8. Resident members unable to vote at their Chapter meetings, shall utilize the United States (U.S.) postal service for their ballots. Their secured ballot will be counted with the regular ballots.
9. Ballots shall be counted, at the November Guild Meeting by a team of members who do not belong to any nominee's Chapter. Results shall be announced at the same meeting and issued to all Chapters/Guild Members.
10. New officers will be invited to attend all subsequent Executive Board meetings.
11. New officers will be installed at the December Guild Meeting and will assume duties on January 1<sup>st</sup> of the following year.

### **ARTICLE VII EXECUTIVE BOARD**

1. The Executive Board members or their representatives are to attend the monthly Executive Board meetings and any additional meetings called by the Guild President.
2. The Executive Board shall have all Guild authority, to conduct the affairs of the Guild in accordance with these bylaws.
3. The Executive Board authorizes the budget and approves any additional spending of funds.
4. The Executive Board ensures that the Guild Bylaws, Guild Policies and Procedures are followed, and performs a biennial (every two years) review to maintain their validity and accuracy.
5. The Executive Board members shall receive no compensation for their service as Executive Board Members.
6. By majority vote of the Executive Board, members may be removed for misrepresentation, nonperformance of duties, nonattendance, dereliction of duties or criminal offenses.
7. The Executive Board implements the Motion(s) that are approved.
8. For a motion to be approved, a majority (at least one-half PLUS 1 more) of the total possible votes if all voting members were present, is required.
9. Any Guild member may attend an Executive Board Meeting, and once recognized by the Guild President, may make a motion, and/or may speak debating a motion that has been brought to the floor. However, only executive board members are eligible to vote on any motion.
10. The Chapter Representatives shall report to their Chapters all Executive Board business at their next Chapter business meeting.

### **ARTICLE VIII EXECUTIVE BOARD COMMITTEES**

1. The Executive Board has the authority to establish or abolish Standing or Adhoc Committees as the need arises. Guild committees are the following:

Standing Committees	Adhoc Committees
Guild Community Service and Charitable Donations Committee	Audit Committee
Guild-sponsored Special Events Committee	Budget Committee
Long Range Planning Committee	Nominations and Election Committee

Membership Committee	Policies and Procedure Committee
Programs Committee	Public Relations Committee
Showcase of Quilts Committee	
Marketplace Committee	
Scholarship Committee	
Website Committee	

2. Committee Chairpersons are appointed by the Guild President and serve at the discretion of the Executive Board.
3. Committee Chairpersons shall provide a report stating their committee's authorization, progress and current status to the Executive Board at monthly meetings.
4. The committee chairperson's specific duties are outlined in the Guild Policies and Procedures.
5. Committees shall submit an income and expense budget at the annual budget meeting, as needed.
6. Committees shall maintain an income & expense report and submit updated reports to the Treasurer, as needed.
7. Standing Committee Chairpersons shall be eligible to serve no more than two consecutive, two-year terms totaling 4 years in the same position.
8. All Committee Chairpersons shall report to the Executive Board as requested and perform other duties as required.
9. Outgoing Committee Chairpersons shall ensure a smooth transition for the newly appointed Chairperson by providing all documents and noted job duties as listed under the Guild Policies and Procedures.

#### **ARTICLE IX AMEND THE BYLAWS**

1. Amendments to the Guild Bylaws suggested by members will be considered by the Executive Board. If found to be of critical importance Chapter Presidents are then required to discuss the proposal with their members to represent their position during discussion at the following month's Executive Board meeting.
2. A discussion and a vote on the proposal will occur at the Executive Board meeting, as applicable.

#### **ARTICLE X DISSOLUTION OF A CHAPTER OF THE QUILTING GUILD OF THE VILLAGES**

1. In the event of a decision to dissolve a Chapter of the Quilting Guild of The Villages, Inc., all liabilities shall be paid, satisfied, discharged, or adequate provisions made.
2. All remaining funds of the Chapter shall be distributed to a nonprofit organization whose purpose is similar to the Chapter as determined by the Guild Executive Board.
3. No funds shall revert to the benefit of any individual member.

#### **ARTICLE XI DISSOLUTION OF THE QUILTING GUILD OF THE VILLAGES**

1. In the event of a decision to dissolve the Quilting Guild of The Villages, Inc., all liabilities shall be paid, satisfied, discharged, or adequate provisions made.
2. All remaining funds of the organization shall be distributed to a nonprofit organization

whose purpose is similar to the Guild as determined by the Guild Executive Board.

3. No funds shall revert to the benefit of any individual member or Chapter.