**MUSIC CITY QUILT GUILD BY-LAWS (Revised December 2023)**

**ARTICLE I. NAME**

The name of this organization shall be Music City Quilters Guild (MCQG)

**ARTICLE II. OBJECTIVES**

Section 1. To promote the love and appreciation of quilts, to encourage preservation of quilts and the art of fine quilt making.

Section 2. To encourage, sponsor, support and participate in quilting activities.

Section 3. To share knowledge of quilt making and quilting techniques.

Section 4. To provide friendship and mutual encouragement to Guild members.

**ARTICLE III. POLICIES**

Section 1. The policies of this organization shall be in harmony with the published policies and By-Laws of the Tennessee Valley Quilters Association (TVQA) (Current copy to be maintained by Secretary).

Section 2. The organization shall be nonpartisan, nonsectarian and nonprofit.

Section 3. Treasury funding. In addition to annual dues and individual contributions, may include fund raising events which MCQG votes to conduct to benefit the MCQG treasury.

Section 4. The programs of the organization shall be developed through meetings, conferences, committees and projects. An annual allocation of $1,500.00 shall be available for the purpose of establishing and having programs for the guild. Any funds exceeding this amount for the programs during any calendar year must be approved by the membership. **[1]**

Section 5. No candidate or commercial enterprise shall be endorsed by this organization, except as outlined in ARTICLE II. OBJECTIVES.

Section 6. In the event of dissolution of the organization the assets will be disposed of to a nonprofit organization(s), by suggestion of the Executive Committee and with the approval of 2/3 of the membership voting, due notice published in the MCQG Newsletter or with a fifteen (15) day written notice prior to vote.

**ARTICLE IV. MEETINGS**

Section 1. MCQG regular meetings will be held the first Tuesday of each month at a place and time set by the Guild members.

Section 2. Special meetings may be called as needed by the President or three Executive Committee members.

Section 3. Regular meetings shall be cancelled when Davidson County schools are closed due to bad weather.

Section 4. A person may visit up to a maximum of three (3) times and then must make a decision on whether they want to join the Guild or be added to the current waiting list if an opening is not available. [8]

Section 5. Anyone under the age of 18 may attend the monthly guild meeting with a current member as space allows and as long as the child is not disruptive. This excludes all other Guild functions, unless prior approval is granted by the Executive Committee. [9]

**ARTICLE V. MEMBERSHIP AND DUES**

Section 1. Membership shall be comprised of persons interested in the objectives of the organization set forth in ARTICLE II. Current dues must be paid to be considered a member in good standing.

Section 2. Voting body of this organization shall consist of members in good standing. MCQG members present will constitute a quorum for the transaction of business at any regular meeting with a majority vote ruing (except where specific voting requirements are set forth in other parts of the MCQG By- Laws)

Section 3. Annual dues for membership shall be $50.00 per calendar year. Dues shall be paid in January and February, with $20 going to TVQA and $30 remaining in the Guild. After July 1 dues for new members shall be reduced to $38.75 ($20 to TVQA and $18.75 remaining with the Guild). After September 1, dues for new members shall be reduced to $25.00 ($10 to TVQA and $15 remaining with the Guild). **[3] [5] [10] [12] [14]**

Section 4. A membership cap of 150 members shall be maintained.  
  
Section 5. To become a member of the Guild, a person shall be at least 18 years of age or older.

**ARTICLE VI. OFFICERS AND ELECTIONS**

Section 1. Officers of this organization shall be President, Vice President, Secretary, Treasurer and Parliamentarian.

Section 2. Nominating Committee shall be appointed by the Executive Committee at the September meeting. The committee shall present their nominees for officers at the October meeting and publish their nominees for officers in the Newsletter preceding the November meeting. Voting for officers shall take place at the November meeting, with opportunity for nominations from the floor. Prior consent is required from any proposed nominee. Election shall be by a majority vote of those members present and in good standing. Installation of officers will be conducted at the December meeting and new officers assume their duties at the close of the December meeting. Officers shall coordinate the transfer of duties with their counterpart to insure smooth transition. **[2] [4]**

Section 3. Officers must be members in good standing at the time of their nomination, and they shall have been members of MCQG for a least one year.

Section 4. The officers are elected for one year and may serve only two consecutive years in the same office, except the treasurer􏰁s tenures which may be retained or up to three years. [**13]**

Section 5. A vacancy in any office shall be filled by an appointment from the Executive Committee.

**ARTICLE VII. DUTIES OF THE OFFICERS**

Section 1. The President shall preside at all meetings of the organization and Executive Committee meetings. The President shall be a representative of this organization to TVQA. The President or their appointed representative shall be a liaison between MCQG and meeting place representatives. All special committees and/or chairmen shall be appointed by the President or Executive Committee.

Section 2. The Vice President will preside at meetings in the absence of the President and will serve as chairman of the Program Committee.

Section 3. The Secretary shall keep records of all regular meetings and any other records required by the organization and be responsible for keeping all permanent records from prior years. Wil also be responsible for sending articles to the TVQA newsletter.

Section 4. The Treasurer shall collect and dispense dues and all monies collected by the organization. The Treasurer shall keep up to date record of all members in good standing and provide new member information to the Newsletter Editor. The Treasurer shall be an advisor to committees involved in MCQG expenditures. The distribution of over $100 shall have prior approval of MCQG, except for TVQA dues. Should the situation arise between regular meetings requiring distribution of funds over $100, prior approval shall be obtained from the Executive Committee. **[11]**

No less than every six months, the Treasurer will present a copy of the bank statements for the previous six-month period to the Executive Committee for review and presentation to the Guild membership.

Section 5. The Parliamentarian shall advise MCQG of proper parliamentary procedures on an as needed basis. The current edition of Robert’s Rules of Order, Newly Revised shall govern this organization in all cases in which they are not consistent with these By Laws.

**ARTICLEVIII. EXECUTIVE COMMITTEE**

Section 1. Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and Parliamentarian. **[6]**

Section 2. The Executive Committee shall meet at the call of the President.

Section 3. The President or three (3) members of the Executive Committee may invite members to present to the Executive Committee a pertinent matter and allocate time for this.

**ARTICLE IX. STANDING COMMITTEES [15]**

Section 1. The incoming President and Nominating Committee, jointly, shall appoint all Standing Committees and/or Chairmen to serve from the appointed date until new appointments have been made.

Section 2. Hostess Committee and/or Chairman shall be responsible for securing and coordinating volunteer hostesses to provide and serve refreshments for meetings and co-ordinate refreshments required for special events. This committee is also responsible for organizing and panning any other food events during regular scheduled meetings.

Section 3. Hospitality and Membership Committee shall keep a permanent attendance roster of MCQG membership monthly and notify the Secretary and the Treasurer of number of members and visitors present at each meeting. This committee shall implement a plan for greeting visitors (and making them recognizable to Guild members), and plan for assisting in the orientation of new members. This committee shall be responsible for the publication of the membership directory. They will maintain emergency contact information for each member at each MCQG event.

Section 4. Newsletter Editor and/or their committee shall collect all news items and new member data, to compile and mail a monthly newsletter to every member in good standing and others deemed necessary. The Editor will provide an updated membership list to the Executive Committee upon request.

Section 5. The Publicity Committee and/or Chairman shall be responsible for informing MCQG members about upcoming quilting activities and for promoting MCQG activities. When possible shall provide upcoming activity to the Newsletter Editor.

Section 6. The Sunshine Committee and/or Chairman shall be responsible for sending cards to the appropriate person when sickness or death touches the lives of MCQG members and their families. When possible, and with permission of the affected member, shall provide this information to the Newsletter Editor and at guild meetings.

Section 7. The Historian shall be responsible for compiling and preserving historical documents of MCQG.

**ARTICLE X. SPECIAL COMMITTEES**

Section 1. Committees, other than the Standing Committees above, shall be appointed by the President as needed by MCQG. Committees may be discharged when activities of such committees cease or are no longer required.

Section 2. Committees shall record activities and make reports as needed. All documents to be filed with the Secretary upon completion of their objectives. Any financial transactions will be reported to the Treasurer. Upon completion of the report, the final summary of documents will be published in the newsletter and given to the chairperson for the following calendar year to assist in planning.

**ARTICLE XI. AMENDMENTS**

Section 1. These By Laws may be amended or revised at any regular meeting of MCQG by a 2/3 vote of the members present, in good standing and voting. Proposed amendment(s) or revisions must be distributed to each member using any one of the following methods:

A. At Guild meeting preceding meeting for vote, and notice being mailed or emailed to those not present at least 15 days prior to vote.

B. Published in or mailed with the Newsletter prior to vote, or  
  
C. Written notice given fifteen days prior to vote.

Bylaws Latest Revision   
By Evelyn Mitchell, Lezleigh Kleibrink. Sheila Schmaedig, Robert St John  
December 2023

**BYLAWS REVISIONS LOG**

[1]. 6/3/14 Jean Shaw led a discussion about the money allotted for program expenses. In the past the amount was $100 per month. Because expenses have increased, she made a motion that the amount be changed to $1500 per year. Any money not used in the calendar year would revert back to the treasury. Joanne Schlichting seconded. Motion carried.

[2] 11/1/11 Monthly Meeting  
Last sentence of Article VI Section 2 now reads: The Committee shall present slate of officers at the October meeting. Voting for officers shall take place at the November meeting, with opportunity for nominations from the floor. (Prior consent is required from any proposed nominee). Motion carried.

[3] 10/4/11 Monthly Meeting  
Motion was made and seconded in September meeting for a By-Law change for annual dues.

Article V Section 3 now reads – Annual dues for membership shall be $45 per calendar year. Dues shall be paid in November with $15 going to TVQA and $30 remaining with the guild. After July 1 dues for new members shall be reduced to $33.75 ($15 to TVQA and $18.75 remaining with the guild). After September 1 dues for new members shall be reduced to $22.50 ($7.50 to TVQA and $15 remaining with the guild).

Increase in dues will be effective with the 2012 dues with $15 going to TVQA and $30 remaining with the guild. This increase will cover additional charges levied on the guild by our meeting place, St. John’s Lutheran Church.

[4] 10/4/11 Motion was made and carried to change the By-Law Article VI Section 2 be changed so that in the future the Slate of Officers for the upcoming year will be presented at the October meeting and voted on at the November meeting. *Since this is a By-Law change it will be voted on at the November meeting.*

[5] 9/6/11 Motion was made and seconded to raise annual dues to $45 to provide additional monies for the increased rent at St. John’s. This is a By-Law change, membership will have to be notified of change and then a vote taken in October.

[6] The Board moved to add the Parliamentarian to the Executive Committee. The guild voted to approve that motion.

[7] 3/2/10 Children becoming members – “A person must be 18 years of age or older to become a member of Music City Quilt Guild”. After discussion, motion carried.

[8] 3/2/10 Visitors, number of visits – “a person may visit up to a maximum of three (3) times and then must make a decision on whether they want to join or be put on the current waiting list if an opening is not available. After discussion, motion carried.

[9] 3/2/10 Children of members may attend meetings – “Anyone under the age of 18 years may attend the monthly guild meetings with a member as spaced allows and as long as the child is not disruptive. This excludes all other guild functions. After discussion, motion carried. St. John’s policy states that all children must be accompanied by an adult at all times, in all areas.

[10] 9/4/07 Revision: Article V Section 3 - Annual dues for membership shall be $30 per calendar year. Dues shall be paid in November – $15 going to TVQA and $15 remaining with the Guild. After July 1, dues for new members shall be reduced to $22.50 – $15 going to TVQA and $7.50 remaining with MCQG. After September 1, dues for new members shall be reduced to $15 – $7.50 going to TVQA and $7.50 remaining for MCQG.

[11] 9/4/07 Revision: Article VII Section 4 - The Treasurer shall collect and dispense dues and all money collected by the organization. The Treasurer shall keep an up-to-date record of all members in good standing and to provide new member information to the Newsletter Editor. The Treasurer shall be a member of or an advisor to committees involved in MCQG expenditures. The disbursement of funds over $50 shall have prior approval of MCQG, except for TVQA dues. Should a situation arise between regular meetings requiring disbursement of funds over $50, prior approval shall be obtrained from the Executive Committee.

[12] 7/04 Membership dues raised by $5 to offset increased costs of monthly newsletter. Dues are now $30 annually.

[13] 12/3/02 Motion was made to change Treasurer’s tenure from 2 years to 6 years. Motion made to increase yearly membership dues to $25. (*Amended 7/04)*

[14] 12/2023 Updated to reflect increase in dues within our guild, as well as TVQA

[15] 12/2023 Removed Library Committee and Publicity Committee, as neither are utilized any longer