**Hammersmith Quilters Guild**

**By-Laws Blurb**

**2022-2023**

**HQG Newsletter**

**June 2023**

**Submitted by Martha Mazeika**

**Changes to the By-Laws**

Thank you to Carmen for taking the time to review and recommend changes/additions to the HQG by-laws. Below I have copied the changes you can see in red that were discussed between Martha and Carmen, then presented and reviewed by the executive board. Now it is your turn to review. Please review the changes that were discussed at the May meeting. These will be voted on at the June meeting. You are welcome to send your thoughts and questions before the meeting as well.

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| Section 3.4 | Privileges of membership include:* The right to cast a vote in the election of Executive Board members and the amendment of by-laws
* The right to hold office in the Guild
* The right to attend monthly meetings and to participate in Guild activities on a priority basis and at membership rates
* The right to access member restricted information on the Guild website
* The right to attend Executive Board meetings
* The right to review guild financial reports
* The right to contribute to the guild by joining a committee
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| Section 4.4 | Executive Board Meetings will be held at a minimum semi-annually, with additional meetings scheduled as required. The expectation is that the Executive Board will meet on a monthly basisMeeting locations, dates and times will be published on the Guild website and in the guild newsletter, and all Guild members may attend and participate in discussions when recognized by the President; however, only Executive Board members may vote. All matters brought before the Board will be decided by a majority vote. The President’s vote will be the deciding vote in the case of a tie. |
| Section 5.8 | Specific Executive Board member duties are as follows:SECRETARY:* Records and posts minutes for General Membership meetings and Executive Board meetings
* Gathers, maintains and organizes historical files of the minutes, correspondence, bylaws, and all other non-financial records relating to the Guild
* Organizes Guild photo opportunities
* Oversees the Sunshine and Shadow program
* The secretary is in charge of receiving and sending correspondence

TREASURER* Acts as custodian of the Guild’s assets
* Is responsible for deposits and disbursements of Guild funds
* Has the authority to enter into contracts in the name of the Guild
* Maintains and publishes financial records annually to the General Membership
* Prepares Treasurer’s reports and presents them to the members at each General Membership and Executive Board meeting
* Oversees the Guild bank accounts

PROGRAM CHAIRPERSON* Presides at Program Committee meetings
* Has the authority to enter into contracts in the name of the Guild
* Presents calendar of events to the Executive Board in July for review
* Board approval is required for all speaker contracts
* Seeks approval for funding of various activities and speakers for General Membership meetings
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| Section 6.2 | Volunteers for each committee will be solicited by the Nominating Committee with assistance from the Executive Board. The new volunteers will be announced at the annual meeting in May. One Chairperson for each committee will be selected by the volunteers for that committee, with the exception of the Program Chairperson (See Article 5.2) and the Monthly Drawings (see Section 5.7 under Vice President). Both volunteers and Chairpersons will serve a two-year term beginning on July 1st of the year and ending on June 30th of two years after that. In the event that a committee volunteer or Chairperson is unable to fulfill their duties, they may submit a resignation to the Executive Board, who will appoint another person.  |