

African American Quilters of Los Angeles Bylaws

Article I

Name:

This Guild shall be known as African American Quilters of Los Angeles (AAQLA), a non-profit organization.

Article II

Purpose:

The purpose of the Guild is both educational and philanthropic. We aim to promote, preserve, and bring awareness of the value of quilting through an African American perspective to the general community.

Article III

Membership:

Section 1 -- General Membership

General Membership shall be open to anyone interested in the purpose of the Guild, participates regularly in Guild activities, and meets the responsibilities of a member. New members shall apply at any time of the year. Returning members shall submit the renewal membership form and pay dues by the stipulated date.

Section II -- Benefits and Duties of Members

Benefits of Membership include:

1. Meet and fellowship with other quilters.
2. Access to quilting workshops and international guest speakers.
3. Receive informative monthly newsletters.
4. Receive recognition for completed quilts and innovative projects.
5. Display quilts in the bi-annual quilt show.
6. Serve the Guild by holding office and voting on representatives and issues.
7. May invite a guest to two meetings after which membership is required.

Duties of Membership

1. Attend monthly meetings.
2. Sell/purchase annually one (1) book of Opportunity quilt tickets.
3. Donate a quilt or contribute to the Guild's philanthropic projects/endeavors.
4. Participate in the Quilt Show.

Section III – Additional Membership Categories

Honorary Member

A person deemed worthy of this honor will have displayed outstanding dedication to quilting and to the betterment of this Guild; and will be selected by majority vote of the Guild.

Honorary membership shall be conferred and they:

- Shall pay no dues unless they desire the right to vote or to hold an office.
- Shall receive all mailings and invitations to participate in AAQLA activities.

Founding Members

Identified and limited to members of a class given by Carolyn Mazloomi in 1986. Their goals were to increase personal and public awareness and knowledge to support the expression of African American quilting to and around the Los Angeles area.

The Founding Members are Helen Brathwaite, Ouida Braithwaite, Darlene Dandridge, Jan Emanuel, Ella Hales, Emma Joy, Carolyn Mazloomi, Adjoa Murden, Willie Mae Smith and Jo Syphax.

Junior Member

A youth who is 10-17 years old, sponsored and chaperoned by a member, and can participate in the quilt show as part of the junior category. They are not eligible to vote or hold office.

Newsletter Member

Those persons who pay a designated fee to only receive the newsletter digitally or by mail. Newsletter Members are not eligible to vote or hold office.

Article IV

Officers:

The Elected Officers of AAQLA shall be President, Vice-President, Program Chair, Recording Secretary, Corresponding Secretary, Financial Secretary and Treasurer.

To be eligible to run for president, vice president or treasurer, the member must have served on a committee or the Executive Board for at least one year. The officer shall serve for no more than two consecutive terms in the same office. Each officer will hold a term of two (2) years or until their successors are elected. They shall be elected by a majority vote, by secret ballot or by unanimous acclamation. The Election of Officers shall be held at the regular meeting in November.

Section I -- Elected Officers/Duties:

The president shall be elected on even years and preside at all general and committee meetings of the Guild and represent the Guild as needed. The President shall:

1. Preside at regular and executive committee meetings.
2. Call special meetings.
3. Develop the meeting agendas.
4. Enforce the Bylaws of the Guild.
5. Serve as an ex-officio member of all committees. Carry out orders and resolutions of the committee and Keep membership informed of Committee actions.
6. Appoint members and chairpersons of standing committees. Appoint special committees whenever the need shall arise.
7. Perform such other duties as directed by the Guild.
8. Appoint an audit committee on an annual basis.
9. Give prior approval to all official communication on behalf of the Guild.

Vice President shall be elected on odd years and the Vice President Duties:

1. Serve in the absence of the President.
2. Manage and maintain the Guild's master business/financial calendar.
3. Assist the president in the performance of her responsibilities as requested.
4. Sign checks in the absence of the president.
5. Have access to the safe deposit box and the Post Office Box.
6. Serve on the Executive Committee.

Program Coordinator shall be elected on even years. The Program Coordinator Duties:

1. Arrange for speakers, workshops, and other activities.
2. Manage and maintain the Guild's master activity calendar.
3. Notify membership of the location, date, time, costs and details of workshops.
4. Take reservations for workshops, and field trips.
5. Serve on the Executive Committee.

Recording Secretary shall be elected on odd years. The Recording Secretary Duties:

1. Record the official minutes at all regular and Executive Committee meetings.
2. Read the previous minutes at the beginning of each meeting.
3. Compile a complete file of all minutes as a permanent record of AAQLA.
4. Perform such duties as are needed and required by the Guild.
5. Serve on the Executive Committee.

Corresponding Secretary shall be elected in even years. The Corresponding Secretary Duties:

1. Conduct general correspondence as directed by the President.
2. Maintain a correspondence file.
3. Read all correspondence to the Guild.
4. Send the Executive Committee members the meeting agenda.
5. Distribute related mail to proper Elected Officers and Committee Chairpersons.
6. Serve on the Executive Committee.

Treasurer shall be elected on odd years. The Treasurer Duties:

1. Receive all monies from the Financial Secretary.
2. Keep an orderly record of income and expenditures.
3. Make timely deposits of all funds received.
4. Issue checks upon receipt of properly executed vouchers.
5. Sign checks along with the President or Vice President.
6. Reconcile bank statements monthly.
7. Prepare annual reports to include monies received, expended, and the current state of the Guild's finances.
8. Conduct the financial business of the Guild during General meetings of the Guild and /or Executive Committee and Quilt Show Committee.
9. Chair the Budget and Finance Committee.
10. Have the Guild's books audited annually.
11. Serve on the Executive Committee.

Financial Secretary shall be elected on even years Duties:

1. Receive all funds due to the Guild and keep accurate records of all receipts.
2. Verify monies received and listed on an income voucher.
3. Turn in all monies received and recorded to the Treasurer.
4. Prepare and give a written monthly report of the income and expenses to the membership.
5. Conduct the financial business of the Guild during General meetings and related to the Quilt Show.

Section II -- Appointed Positions and their Duties

The following positions are recommended by the president and the Executive Committee shall approve the recommendations. Each committee chair is responsible for an accurate accounting of the procedure, and historical outcomes of their committee.

Nominating Committee Chair shall be appointed on even years and preside over the Nominating Committee and Guild's electoral process. The Nominating Committee shall consist of the Nomination Chair and Four (4) regular members -equaling 5 on the committee, plus one (1) alternate.

The Nominating Committee prior to the election Duties:

1. Ascertain that members proposed for nomination satisfy all eligibility requirements.
2. Contact each member proposed for nomination to obtain his / her consent to become a nominee.
3. Nominate additional eligible members as needed to fill the slate, should the nominating ballot not have at least one nominee for each office.
4. Present the slate of nominees to the membership before the election.
5. Prepare the election ballot either by paper or virtually.
6. Count the votes and announce the official outcomes of the votes.

Parliamentarian Duties:

1. Ensure that the meetings follow recognized rules of procedure to insure courtesy and orderly transactions of business.

2. Use Robert's Rules of Order as parliamentary guide.
3. Review and recommend to the Committee any proposed, amended, or revised bylaws to be presented to the general membership.

Historian/ Photographer Duties:

1. Collect digital media (meeting minutes, newsletters, pictures, committee reports, etc.) from the officers/chairs and submit them to the President for storage in the safety deposit box annually at the May Committee meeting.
2. Prepare a narrative account of the Guild's activities and history during the president's term of office.

Membership Chair Duties

1. Maintain a membership roster and keep accurate attendance records.
2. Distribute and collect annual membership applications.
3. Update and distribute bi-annual membership roster.
4. Introduce new members and visitors at the General Meeting.
5. Oversee New Member's Committee.
6. Organize and distribute membership packets.

Quilt Show Chair Duties

1. Plan, advertise, and present the AAQLA Quilt Show with the assistance of the membership.
2. Advise AAQLA on location of show, and allocation of acquired space.
3. Assist in acquiring vendors.
4. Make regular progress reports to AAQLA with regard to quilt show.
5. Give the final report to AAQLA at the conclusion of the show (attendance, winners, finances.)
6. Coordinate with the financial secretary to maintain detailed records and written reports of all quilt show expenditures.

Newsletter Editor Duties:

1. Prepare and distribute monthly newsletter approximately on the week before general meeting.
2. Provide a copy electronically or by mail to members and advertisers.
3. Solicit advertisements, The advertisement and fees shall be submitted directly to the Financial Secretary for approval prior to publication.
4. Receive a stipend for services along with expense for printing and mailing newsletter.

Caring Hearts Chair Duties:

1. Organize the Guild's philanthropic community service activities.
2. Collect and distribute quilts to nonprofit organizations.
3. Collect material and organize quilt-making workshops for quilt distribution.
4. Receive members' annual birthday quilts or philanthropic contributions.

Opportunity Quilt Designer Duties:

1. Design and present to the Executive Board proposed quilt design for approval. Then the design will be presented to the General Membership along with sample blocks.

2. When required, provide kits to the membership to assist in quilt development.
3. Complete the Guild's opportunity quilt by the designated date.

Opportunity Quilt Chair Duties:

1. Have opportunity tickets printed
2. Distribute tickets to membership
3. Schedule and coordinate the display of the quilt and the sale of raffle tickets at appropriate venues.

Sunshine & Shadows Chair Duties:

1. Ensure that an appropriate card be mailed in the event of a member's illness, or the loss of an immediate family member (defined as parent, partner, and child).
2. Submit a voucher to the Financial Secretary to send a monetary gift to the family representative.

Bountiful Basket Chair shall

1. Collect/ purchase quilt related items for drawing at the Guild meeting.
2. Maintain a petty cash fund to purchase items for the activity.
3. Submit a regular report of income and expenses to be included in the Financial Secretary's report.

Webmaster/Social Media Chair Duties:

1. Maintain and manage the website and email account.
2. Respond to or forward inquiries submitted on the website to the appropriate person.
3. Ensure that the domain and account registration are current.
4. Assist in the creation of electronic files, applications, and documents to reduce paper usage.

Virtual Media Chair Duties:

1. Establish, organize and facilitate the process needed to have virtual monthly Guild meetings.

Southern California Council of Quilt Guilds Representative Duties:

1. Represent AAQLA at regularly scheduled meetings of the Council which may require travel.
2. Vote on behalf of AAQLA.
3. Report Council activities to the membership.

Article V

Executive Committee:

The Executive Committee shall be chaired by the President and consist of the elected officers of the Guild and committee chairs.

1. The Executive Committee term shall begin January 1 of the given year and shall terminate December 31st. The installation of newly elected officers shall be held at the December meeting.

2. The Guild's President shall hold Bi-monthly Executive Committee meetings on the second Saturday of the odd numbered months, to discuss the directives of the Guild. Committee members must attend at least 4 of the 6 yearly meetings to retain their office.
3. The Executive Officers (elected) shall meet when there is an urgent issue, and the Executive Committee cannot immediately convene. The Executive Officers will report their recommendations/actions to the Executive Committee as soon as possible.

Article VI

Meetings

General, Regular or Virtual Meetings

1. Unless otherwise ordered by the Guild, AAQLA regular meetings shall be held on the third Sunday of every month.
2. Regular meetings shall be held at the appointed meeting place unless virtual meetings are scheduled.
3. Meetings of the Executive Committee or standing committees may be held virtually.
5. When a vote is required, 50% of the voting members who are in attendance plus one will constitute a quorum.

Article VII

Parliamentary Authority:

The rules contained in the newly revised "Robert's Rules of Order", shall govern the meeting of the Guild in all cases in which they are inconsistent with these bylaws.

Article VIII

Amendment / Revision of Bylaws:

1. Proposed amendments / revisions to these bylaws may be presented in writing to the Bylaws Committee at least thirty days prior to the meeting where it will be considered. The proposed amendments shall be presented to the general membership after approval by a majority vote of the Executive Committee members in attendance at a Committee meeting.
2. The proposed amendment is circulated to members of the Guild at least thirty days prior to the meeting at which it will be considered.
3. Adoption of amendments / revisions shall be by a majority vote at a general or special meeting (as called by the President). Amendments / revisions shall be effective as of the date of adoption or as specified by the amendments / revisions.

Article IX

Dissolution of Organization:

1. In the event it should become necessary to dissolve the Guild, the Executive Committee shall bring the dissolution recommendation to the membership for approval.
2. The Executive Committee shall recommend the disposition of monies, supplies, and / or equipment belonging to the Guild as follows:
 - a. Money, supplies and equipment belonging to AAQLA shall be distributed to other 501(c)(3) organizations, to one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code.



Standing Rules

Meetings:

1. The official agenda shall be the order of business of the African American Quilters of Los Angeles (AAQLA) meetings.
2. Meetings are the third Sunday of each month.
3. All members may attend the monthly meetings. Visitors will pay a fee per visit. If the guest decides to join on the day they visit, the guest fee for that day only will be applied to the yearly dues.

Officers:

4. When the voting is virtual, all members will be informed of the voting process prior to the meeting.
5. All officers and committee chairs shall keep a written or digital accounting of all actions, records and outcomes during their tenure.
6. Within one month of the election, the outgoing officer shall work with the incoming officer to transfer all records and continue to work to provide a successful transition.
7. Before the January Guild meeting, there shall be a transition meeting where all records are transferred from outgoing officers to incoming officers. The transition meeting shall be chaired by the president and vice president.
8. There shall be an ongoing list of interested members who are willing to serve as officers. The volunteer list of volunteer opportunities shall be published in the newsletter.
9. The Corresponding Secretary shall retrieve the mail on a weekly basis.
10. If an officer leaves the position before the end of their term, the president will appoint a replacement. The replaced officer is eligible to run for the office they are holding.

Executive Board Committee:

11. The Executive Board Committee Members are expected to attend Executive Committee Meetings on the second Saturday of the odd months, at the designated location.
 - a. Any member is welcome to attend the Executive Committee meeting but needs to inform the president prior to the meeting.
 - b. There are two purposes for a general member to attend an Executive Committee meeting:
 1. When a general member has submitted a specific agenda item to be discussed
 2. Without a specific item to be discussed, the member attends for observation purposes only and does not participate in a discussion or a vote.
 - c. Membership attending the Executive Committee meeting is not limited unless the Executive

Committee determines a need.

Guild Property:

12. The African American Quilt Guild property consists of:
 - a. Storage facility - President, Vice President, Quilt Show Chair, and anyone deemed necessary by the Executive Committee shall have sign-out privileges for removing items from storage.
 - b. Sign-out Procedure for Storage facility – When the above-named individuals remove an item, they must put their name, date and item on the sign-out sheet. Upon returning the item, the person shall again sign and date the sign-out sheet.
 - c. Post Office Box / Safe Deposit Box – President, Vice President, Financial Secretary, Treasurer, Correspondence Secretary shall have access to appropriate keys.

Finances:

13. Remuneration – Members of the Guild shall not expect remuneration for their work and / or time expended on behalf of the Guild.
14. Donations – Depending on 501(c) 3 status: all donations made in the name of the Guild shall be to organizations that are operated exclusively for charitable or educational purposes under Section 501 C (3) of the Internal Revenue Code and that have established tax exemption status under Section 23701d of the California Revenue Taxation code. A copy of the donators’ IRS Determination Letter shall be provided to the treasurer before the donation.
15. The Newsletter is available monthly by e-mail or U.S. mail. The Newsletter Editor will be paid a monthly stipend of \$50.
16. The Webmaster/Social Media Chair will be paid a monthly stipend of \$50.
17. Sunshine and Shadows Chair will submit a request to the Treasurer to send a check for \$50 to the closest family member in the event of the death of an AAQLA member.

