

ARTICLE V – OFFICERS AND EXECUTIVE BOARD AND THEIR RESPECTIVE DUTIES

Section 1

~~The officers of MQG shall be President, Vice President, Secretary, Treasurer and Program Chair(s). The officers, chairpersons of standing committees and the immediate Past President shall hereafter be known as the Executive Board. Newly elected officers shall assume their duties on January 1 and serve through December 31 of that year.~~

The officers of MQG shall be President, Vice President, Secretary, Treasurer and Program Chair(s). The officers, chairperson of defined committees and the immediate Past President shall hereafter be known as the Executive Board. Defined committees include Charity, Education, Hospitality, Membership, Newsletter, and Website. Newly elected officers shall assume their duties on January 1 and serve through December 31 of that year.

Section 2

The President shall serve a 2-year term staggered with the Vice President.

The President shall preside at all meetings of MQG. The President shall appoint the standing committee chairs to serve for one year and shall be an ex-officio member of all committees except for the Nominating Committee. At the discretion of the President and after consulting with the Executive Board, the President shall act on minor matters whenever they cannot be taken up at a regular meeting. In the event that neither the President nor the Vice President is able to attend the general meeting, the Secretary shall conduct the business of the MQG. The outgoing President shall act as an adviser for MQG for one year immediately following the term of office.

Section 3

The Vice President shall serve a 2-year term staggered with the President.

The Vice President shall conduct the business of the MQG during the absence of the President. If the office of the President becomes vacant, the Vice President shall succeed to the office of President for the remainder of the term of the office. The Vice President will help coordinate and facilitate activities of all MQG committees. For special activities such as retreats or bus trips the Vice President will act as committee chair.

Section 4

The Secretary shall serve a 2-year term.

The Secretary shall keep a record of all Board meetings, including attendance lists for MQG on file. A copy of the Constitution and Bylaws and any amendments thereto shall be available on the website. The Secretary shall email Board meeting minutes the President within two weeks after the Board meeting. The Secretary shall make available a copy of the Board meeting minutes to any MQG member who requests them. Executive Board meeting minutes will be available to the membership on the website after being reviewed by the President within 3 weeks after the Board meeting.

Section 5

The Treasurer shall serve a term of two years. The Treasurer shall keep an account of all monies received and make payments and disbursements. Between October 1 and November 30 of each year, the Treasurer shall present a proposed budget for Board approval. The Budget will include estimates of both "income" and "expense" items for the following two years. At the completion of each fiscal year, the Treasurer shall provide a financial statement to be posted to the members-only section of the website and will reference that posting to the membership at the January meeting. The Treasurer shall be responsible for filing tax forms and the state annual report by their due dates. The Treasurer shall meet quarterly with the President and/or Vice President to detail and review the transactions and bank statements of the quarter just completed. The completion of this review shall be noted in the next MQG newsletter.

The Treasurer and the President will – early into or in advance of the Treasurer's second year of her term – select and appoint an Assistant Treasurer who can perform the Treasurer's duties in the event of absence. The Assistant Treasurer will be added as an authorized signer on the Guild's Bank Accounts. This Assistant Treasurer should be

an individual who will be willing to serve as Treasurer at the end of the current Treasurer's term and will be included on the slate of officers to be voted on by Guild Members.

Section 6

~~Program Chair(s) and Vice Chair(s) will be elected each year. They will serve for two years.~~

Section 6.1

~~In the first year of their term the officer(s) will be known as the Program Vice Chair(s). They will shadow and assist the Program Chair(s) as well as begin planning programs for the following year. In the second year they will facilitate the programs and mentor the Vice Chair(s).~~

The program chair and vice program chair will serve a 2-year term. A vice program chair will be elected each year. The vice program chair will succeed the program chair.

Section 6.2

Program Chair(s) will be responsible for planning and facilitating MQG programs at meetings and workshops. This will include contacting speakers, arranging local transportation if necessary and signing contracts as appropriate *and maintaining program budget.*

Section 7

It shall be the responsibility of the Executive Board to create and approve a biennial budget and to report this budget to the membership at large via the website. Each *Executive* Board member shall have one vote on all questions of policy and present recommendations to MQG. To hold a vote on questions of policy, a quorum of the voting members of the Board must be present. Assuming there is a quorum and a vote is called for, then a simple majority of the voting members present will determine the vote. If a voting member of the Board cannot be present at a Board meeting, she may elect to pass her proxy to a subcommittee member, with instructions to use that vote as directed by that Board member. Such proxies must be signed by the voting Board member (electronic proxies such as email or text messages are acceptable) and presented to the presiding officer at the beginning of the Board meeting to be considered valid. In the event of a tie vote, the President will cast the deciding vote.

~~Additional Committees may include, but are not limited to the following: Block of the Month, Historian, Hospitality, Fund Raising, Membership, Newsletter, Special Projects, and Sunshine. Committee chairs shall submit a report to the board ten days prior to each Board meeting if requested by the Board. Committee chairs shall submit an annual written report, to the Executive Board at the last Board meeting of the calendar year to facilitate planning of the budget for the next year.~~

Section 8

If a vacancy occurs in the MQG Executive Board, the MQG Executive Board shall have the right to fill the vacancy for the remainder of the unexpired term of office.

Section 9

Additional Committees may be appointed at the discretion of the Executive Board. All committees may develop subcommittees with chairpersons reporting to the committee chair as needed. All committee chairs shall submit a report to the board ten days prior to each Board meeting if requested by the Board. Committee chairs shall submit an annual written report to the Executive Board at the last Board meeting of the calendar year.

ARTICLE VIII – QUORUM

A quorum of a regularly called meeting shall be one-quarter of the membership.

A quorum of the Executive Board is one half of the Executive Board.