

BYLAWS OF THE EAST COBB QUILTERS' GUILD Revision 2009

ARTICLE I: Name, Purposes, Powers and Related Matters

- 1.1 **Name and Purpose:** The name and purposes of the corporation shall be as set forth in the Articles of Incorporation of the East Cobb Quilters' Guild, Inc., hereinafter referred to as "the Guild." In carrying out the promotion and perpetuation of the art of quilting, the Guild is intended to benefit and educate those interested in preserving, continuing and maintaining such art. The Guild shall encourage a high standard of design and technique in all forms of quilting, and shall promote the art of quilting by sponsoring lectures, workshops and exhibits. The Guild is a non-profit organization and as such, shall perform a variety of community services to maintain that status.
- 1.2 **Registered Officer and Agent:** The Guild shall at all times maintain a permanent mailing address in the State of Georgia and a registered agent with a mailing address in the State of Georgia. The Guild may have other officers located within or without the state of Georgia as the Board of Directors may determine.
- 1.3 **Powers:** The powers of the Guild and of its Directors, officers and committees and all matters concerning the conduct and regulation of the affairs of the Guild, including the manner of accomplishing the Guild's purposes, shall be subject to the provisions of the Articles of Incorporation and these Bylaws.
- 1.4 **Corporate Seal:** The Guild's seal shall be in such form as the Board of Directors may from time to time determine. The signature of the Guild, followed by the word "Seal" enclosed in parentheses or scroll, shall be deemed the seal of the Guild, if affixed by the Secretary or any other person or persons as may be designated by the Board of Directors.
- 1.5 **Fiscal Year:** The fiscal year of the Guild shall, unless otherwise decided by the Board of Directors, begin on January 1 and end on December 31 of each year. The Board of Directors is authorized to change the fiscal year from time to time as it deems appropriate.
- 1.6 **Roberts Rules of Order:** All Guild meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE II: Members

- 2.1 **Membership:** Membership shall be granted to any interested person upon the completion of a membership application and the payment of one full year's dues. Should the date of the new membership be September 1 or after, payment of a lesser, previously determined amount, to be set by the Board of Directors, shall grant membership for the remainder of the year.
- 2.2 **Meetings:** General meetings of the members shall be held at least six (6) times every calendar year at such time and place as may be determined by the Board of Directors, provided, however, that all such meetings shall occur within Cobb County, Georgia. Additional meetings may be called at any time by the Board of Directors at such time and place as may be determined by the Board of Directors, provided, however, that all meetings shall occur within Cobb County, Georgia. Notice of all meetings may be given orally or in writing, including, without limitation, via the Guild's newsletter, website or by email. If given in writing other than through the regular mailing of the Guild's newsletter, the meeting notice shall be considered in effect when received or five (5) days after its deposit in the mail if mailed with first-class postage pre-paid and correctly addressed. Neither the business to be transacted, nor the purpose of any regular or special meeting need be specified in the notice or any waiver of notice. General meetings shall be open to guests, who shall pay a guest fee as set from time to time by the Executive Committee. Due to the style and complexity of Guild programs, children under age 13 are not allowed at meetings unless the Executive Committee approves a specific program directed toward children.
- 2.3 **Quorum and Voting:** All members present in good standing shall constitute a quorum at all general meetings for the purpose of transacting business. The affirmative vote of a majority of

those members present at any general meeting shall be the act of the members, except as might be otherwise specifically provided by statute or by the Articles of Incorporation or by these Bylaws.

- 2.4 Dues:** Each member shall pay annual dues in an amount determined by the Board of Directors. In the event of a member's withdrawal from the Guild during the year, dues shall not be prorated or refunded. Dues are payable on or before December 1 of each year, and must be received no later than the date of the following January Guild meeting in order to ensure continuous membership. Failure to pay dues on or before this date shall be considered the voluntary withdrawal of a member from the Guild.

ARTICLE III: Officers

- 3.1 Election of Officers:** The officers of the Guild shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer. Such officers shall be elected from a slate consisting of one (1) or more nominations for each office as determined by the Nominating Committee. The slate shall be published in the Guild's newsletter most recently preceding the December general meeting, at which the annual election shall be held. All books, papers and information shall be delivered to the successor by the outgoing officer immediately after the December meeting at which the newly elected officers are installed and assume responsibility. No nominee's name may appear on such slate without his/her prior consent. Each nominee must be a member in good standing of the Guild. Each officer shall serve for a term of one year and shall hold office for the term for which he/she is elected or until his/her successor is duly elected and qualified, unless he/she is sooner removed from office, resigns from office or otherwise fails or ceases to serve. All officers so elected shall serve as the Guild's Board of Directors and shall exercise such powers and perform such duties as shall be determined by the Articles of Incorporation and these Bylaws. The election of an officer does not itself create contract rights. No officer shall be eligible to serve more than two (2) consecutive terms in the same office.
- 3.2 Resignation and Removal of Officers and Filling of Vacancies:** An officer may resign at any time by delivering notice to the President or Secretary and such resignation shall be effective when the notice is delivered unless the notice specifies a later effective date. The Board of Directors may remove any officer at any time with or without cause. Any vacancy in office resulting from any cause shall be filled by appointment by the Board of Directors.
- 3.3 Powers and Duties:** Each officer has the authority and shall perform the duties set forth below or, to the extent consistent with these Bylaws, the duties prescribed by the Board of Directors or by direction of an officer authorized by the Board of Directors to prescribe the duties of other officers.
- (i) President:** Subject to the rights and powers of the Board of Directors, the President shall have control over the management of the Guild's business and affairs. In addition, the President shall serve as the chairperson of the Board of Directors and the Executive Committee. The President shall be responsible for the administration of the Guild, including supervision of the policies of the Guild in general, and management of the financial affairs of the Guild, subject to the delegations set forth in these Bylaws. With the approval of the Executive Committee, the President shall have the power to make and execute contracts, on behalf of the Guild, and to delegate such power to others. He/She also shall have such powers and perform such duties as are specifically imposed on him/her by law and as may be assigned to him/her by the Board of Directors. In particular, the President shall preside at all general meetings of the members and may reschedule meetings as necessary. The President may appoint chairpersons for any and all of the Committees for the term

of his/her office. The President shall serve as an ex-officio member of all committees.

- (ii) **First Vice President:** The First Vice President shall be President-elect. He/She shall chair the Bylaws Committee and serve on the Nominating Committee. He/She shall perform the duties of the President in the absence of the President. The First Vice President shall be responsible for a remembrance to the outgoing President.
- (iii) **Second Vice President:** The Second Vice President shall serve as chairperson of the Program Committee. This committee shall arrange for programs and workshops during the term of office of the chairperson as Second Vice President, and thereafter, subject to the availability of speakers. All contracts initiated by the Program Committee during the term of office of any Second Vice President shall be binding on successors. The Program Committee shall maintain a list of contacts, including past and potential speakers and workshop leaders and similar persons.
- (iv) **Third Vice President:** The Third Vice President shall serve as chairperson of the Membership Committee. The Membership Committee shall maintain an up-to-date record of members, including each member's name, address, phone number, birthday and email addresses. The Membership Committee shall advise the President and the Newsletter Committee of any changes in membership, and shall furnish appropriate information to officers and committee chairs as needed. The Membership Committee shall be responsible for the distribution of Guild information to new members, and for the introduction of new members to existing members. The Membership Committee shall forward any dues received or collected to the Treasurer. The Membership Committee shall compile and publish an annual Directory of Members. The Directory may also include other pertinent information. This information, including e-mail addresses, shall be used for Guild purposes only.
- (v) **Secretary:** The Secretary shall attend all general meetings and meetings of the Executive Committee and the Board of Directors, and shall record all votes and minutes of all proceedings and shall keep books for that purpose. The Secretary will give a list of votes and actions taken during the year to the incoming 1st Vice President so they can be considered for addition to the bylaws, if necessary, at the annual bylaws revision. He/She shall maintain the minutes of various meetings on file. A copy of the general meeting minutes shall be supplied to the President and made available for publication to the Guild. He/She will also make copies of any minutes available to the membership upon such request He/She shall have custody of the corporate seal of the Guild and shall have the authority to affix the same to any instrument, the execution of which, on behalf of the Guild and under its seal, is duly authorized and shall attest to the same by his/her signature whenever required. The Secretary shall give, or cause to be given, any notice required to be given of any meetings of the Executive Committee and Board of Directors. The Secretary shall cause to be kept such books and records as the Board of Directors, the Executive Committee or the President may require. The Secretary may conduct general correspondence for the Guild as needed. The Secretary shall chair the Nominating Committee which shall include the First Vice President, Third Vice President and at least two (2) at-large members appointed from the Guild members by the President. Each Bee Group is entitled and encouraged to send a representative to serve on the Nominating Committee. The Nominating Committee is responsible for assembling a slate of officers and for recommending to the incoming President a list of chairpersons for Committees. The duties of the Nominating Committee are further described in Section 3.1 of these Bylaws. The

Secretary shall perform such other duties as may be incident to the office of a Secretary of a corporation or as may be assigned to him/her by the Board of Directors or the President.

- (vi) **Treasurer:** The Treasurer shall be charged with the management of the financial affairs of the Guild. He/She shall maintain accounts at a bank approved by the Board of Directors. He/She shall collect all moneys due the Guild and deposit all moneys belonging to the Guild. The Treasurer shall keep an accurate record of all receipts and disbursements in a computer program such as Quicken and make all disbursements approved by the Executive Committee and/or the membership. Prior knowledge of such a computer program and general bookkeeping are required prerequisites for the job of Treasurer. A Balance sheet and YTD Income Statement showing actual vs. budget shall be presented at each meeting of the Executive Committee. Copies of these statements shall be published in the newsletter at least twice each calendar year. The Treasurer shall have the original bank statements mailed directly from the bank to the President. The Treasurer shall be responsible for all tax related forms and for maintaining federal and state "non-profit" status. The President shall appoint a three person committee to review the Treasurer's books at the end of every year. In cooperation with the Executive Committee, the Treasurer shall prepare an annual budget to be submitted, by September of each year, to the Executive Committee for their consideration and approval. The proposed budget shall then be presented to the membership, via the newsletter, for consideration. The proposed budget shall be submitted for approval by the membership at the December meeting. The outgoing Treasurer will file the tax return for the previous fiscal year. In addition, the Treasurer shall be required to serve as consultant to the incoming Treasurer with regard to necessary procedures for satisfying requirements of the office.

ARTICLE IV: Committees

4.1 The following Committees may be established and, in the case of those committees not chaired by an officer of the Guild, a chairperson appointed by the President. The Committee Chairperson and their committee members shall serve concurrently with the officers, beginning immediately after the December meeting during which the Board of Directors are installed. Members of the Guild shall be encouraged to join one or more Committees. The Committee chairpersons shall serve as members of the Executive Committee with voting privileges on the Executive Committee. All committees handling money shall maintain records of receipts and expenses and turn over all money received to the Treasurer. The duties of each of the Committees are:

- (i) **Newsletter Committee:** The Newsletter Committee shall publish the Guild's periodic newsletter and cause the same to be distributed to all members. The newsletter may contain information regarding places, dates and times of general meetings, Board meetings, and any committee meetings, information regarding any programs and workshops; changes in membership; and minutes or summaries of prior meetings of the Guild; advertising; and other useful information.
- (ii) **Library Committee:** The Library Committee shall maintain inventory, control the loaning of books and materials, follow up on overdue books, and maintain funds from check-out fees and over-due book fines to purchase new inventory as the Library Committee may deem appropriate.
- (iii) **Hospitality:** The Hospitality Committee shall greet guests and new members at all Guild functions, introduce them to other members and make them feel welcome. The

Hospitality Committee shall also collect and turn over to the Treasurer any applicable guest fees

- (iv) **Quilt Show:** The Quilt Show Committee shall be responsible for all arrangements for a Guild sponsored Quilt Show, to be held at the discretion of the membership. The Quilt Show Committee must have, at a minimum, a Chairperson and a Treasurer and must submit a budget to the Guild Treasurer in September as part of the Guild budgeting process.
- (v) **Evening Meeting:** The Evening Meeting Committee shall arrange dates and times and activities of evening meetings of the Guild. The purpose of the evening meeting is to involve those members who are unable to regularly attend the general meetings and the activities of the Guild. The Evening Meeting Committee must submit a budget to the Guild Treasurer in September as part of the Guild budgeting process.
- (vi) **Webmaster:** The Webmaster Committee shall design, manage and update the Guild website. The information on the website should include, but not be limited to, general information about the Guild; information about upcoming programs, speakers and workshops and membership form. During a Quilt Show year, entry information and registration form shall be available. The Webmaster shall obtain, from the Membership Committee, current email addresses and disseminate pertinent Guild information to the membership as needed and, when appropriate, at the discretion of the President.
- (vii) **Publicity:** The Publicity Committee shall disseminate information to the community at large regarding the Guild's activities, and shall maintain a publicity contact file. Publicity shall make certain the 'Guild Information Sheet' is always current, and available to quilt shops and other outlets as requested. The Publicity Committee shall coordinate information with the Webmaster.
- (viii) **Community Service:** The Community Service Committee shall oversee and appoint chairpersons for community service projects approved by the Executive Committee and undertaken by the Guild.
- (ix) **Bee Group Committee:** The Bee Group Committee shall help organize and coordinate Bee Groups from among the members. They will be responsible for the NewBee group for the year and assist the members in forming/joining an ongoing Bee.
- (x) **Photographer:** The Photographer shall take pictures at Guild meetings and other Guild activities for posting on the Guild website or the internet.
- (xi) **Refreshments:** The Refreshment Committee shall be responsible for coordinating the provision of refreshments at Guild meetings.
- (xii) **Sunshine:** The Sunshine Committee shall send cards to members and friends of the Guild as necessary.
- (xiii) **Bulletin Board:** The Bulletin Board Committee shall set up a bulletin board or information table at each general meeting, on which shall be displayed information of interest to the membership.
- (xiv) **Bylaws:** The Bylaws Committee shall be chaired by the First Vice President. It shall review the Guild's bylaws and make recommendations to the Board of Directors regarding any proposed amendments or modifications at least once annually. The committee shall be responsible for seeing that any approved changes be presented to the Directory Committee, so all future publications of the Bylaws are accurate.
- (xv) **Block of the Month:** The Block of the Month Committee shall be responsible for the preparation and dissemination of an annual pattern booklet, including blocks to be submitted monthly, entitling the maker to a chance of winning all the blocks made by participating members. The Block of the Month Committee shall also conduct the winner selection process at each Guild meeting.

- (xvi) **Quilters Challenge:** The Challenge Committee shall be responsible for the determination of criteria to be used for the Guild's annual challenge to the members. The Challenge Committee shall outline all applicable rules, fabrics, design elements, etc. The Challenge Committee shall be responsible for the quilts submitted for a period of one year, or as agreed by the maker, and for coordinating the exhibition of such quilts as appropriate.
 - (xvii) **Golden Scissors:** The Golden Scissors Committee shall oversee, maintain a record of, and provide the charms described below. A small scissors charm is given to members who make a quilt that meets the following guidelines: 1. The quilt must be completed within one year of the date the scissors are awarded. 2. The quilt top must be made by the owner, except for Block of the Month, and friendship quilts. "Cheater cloth" quilts are not accepted. 3. All quilting must be done by the owner, 4. The quilt must have a perimeter of at least 280 inches as confirmed by the Golden Scissors Chairperson before the meeting is called to order. The Golden Scissors will be presented to the maker, who may display the quilt during the Golden Scissors portion of the meeting. A Golden Thimble charm will also be awarded for quilts that are hand quilted in addition to meeting the Golden Scissors requirements.
 - (xviii) **Raffle Quilt:** The Board of Directors shall evaluate the need for a raffle item annually. If approved, the Raffle Quilt Committee shall set the guidelines for, and establish the procedures by which a quilt, or other item, is produced by the members as a fund-raising project.
 - (xix) **Property:** The Property Committee shall arrange for accessible storage for the physical property of the Guild, shall maintain a record of this property and shall maintain a property check-out and return system, and act, if necessary, to implement the return of checked-out property. The Property Committee shall make keys to the storage available to necessary committee chairs. She/He shall assess the need for additional equipment, research pricing and suggest purchases to the Board.
 - (xx) **Door Prize Committee:** The Door Prize Committee shall obtain suitable door prizes and hold drawings at guild meetings to determine prize winners.
- 4.2 Resignation and Removal of Committee Members:** A committee member, including the chairperson, may resign at any time, by giving notice to the President, and such resignation shall be effective when the notice is delivered, unless a later date is specified. Any committee chairperson or member may be removed by the vote of a majority of the members of the Executive Committee, other than the person(s) whose removal is being considered. The President shall appoint chairpersons and/or members to fill any vacancy occurring in a committee, regardless of cause.
- 4.3 Meetings:** Each of the foregoing committees shall meet on an as needed basis at a date, time, and place selected by the committee chairperson.
- 4.4 Quorum and Voting:** Each of the foregoing committees shall establish rules providing the number of committee members required at a meeting to constitute a quorum. Each committee shall further determine its rules regarding voting.
- 4.5 Action Without Meeting:** Unless the Articles of Incorporation or these Bylaws provide otherwise, any action required or permitted to be taken at any meeting of any committee may be taken without a meeting, if the action is taken by those members of the committee whose vote would be required to pass an act of such committee at a regular meeting.

ARTICLE V: Executive Committee

- 5.1 Members:** The Executive Committee shall be comprised of the officers of the Guild, the immediate Past President, and the Chairpersons of each Committee. The Executive Committee may, from time to time, also invite, as guests, other members or persons as they may consider appropriate to the functioning of the Executive Committee.
- 5.2 General Powers:** Subject to these bylaws, the business and affairs of the Guild shall be conducted and managed by the Executive Committee, under the direction of the Board of Directors. In addition, the Executive Committee shall act as the Guild's Finance Committee. The Executive Committee shall develop a budget for the forthcoming calendar year from a proposal submitted in September of each year by the Treasurer. This budget shall then be submitted to the members by inclusion in the newsletter prior to the December meeting. The members shall approve or disapprove and/or amend such budget at the December general meeting. The then current budget may be revised at any time upon approval of the members. At any time between regularly scheduled general Guild meetings, the Executive Committee may authorize the expenditure of non-budgeted funds, provided, however, that no such expenditure shall exceed \$1,000 without the prior approval of the membership.
- 5.3 Meetings:** The Executive Committee shall meet five (5) times a year, on a schedule determined by the President. Special meetings may be held if called by any two (2) or more members of the Executive Committee or by the President. Notice may be given orally, electronically or in writing. If given in writing, the notice is effective when received or five (5) days after its deposit in the mail if mailed with first class postage prepaid and correctly addressed. Neither the business to be transacted, nor the purpose of any regular or special meeting need be specified in the notice or any waiver of notice. Executive Committee meetings are open to all Guild members who are encouraged to attend.
- 5.4 Quorum and Voting:** At all meetings of the Executive Committee thirty per cent (30%) of the members in office immediately before the meeting begins shall constitute a quorum for the transaction of business. A person holding two or more seats on the Executive Committee shall have only one vote and shall be considered one person for the purpose of counting a quorum. If, at any meeting of the Executive Committee there shall be less than a quorum present, a majority of those present may adjourn the meeting, without notice other than an announcement at the meeting, until a quorum shall be present. The affirmative vote of a majority of the Executive Committee members present at any meeting at which there is a quorum at the time of such act shall be the act of the Executive Committee, except as might be otherwise specifically provided by statute or by the Articles of Incorporation or these Bylaws.
- 5.5 Action without Meeting:** Unless the Articles of Incorporation of these Bylaws provide otherwise, any action required or permitted to be taken by the Executive Committee may be taken without a meeting if the action is taken by seventy per cent of the members of the Executive Committee. The action must be evidenced by written consents, which can be email, describing the action taken, signed by each member and filed with the minutes of the proceedings of the Executive Committee.

ARTICLE VI: Board of Directors

- 6.1 Members:** The Board of Directors, hereinafter referred to as "the Board", shall be comprised of the currently elected officers of the Guild. The Board may, from time to time, also invite the participation of such other persons as they may consider appropriate to the functioning of the Board.
- 6.2 Duties:** In addition to the duties specified elsewhere in these Bylaws, the Board shall act as an advisory body to the Guild and shall from time to time specifically direct the action of the

Executive Committee as is deemed necessary. The Board shall have and may exercise all of the powers given by law to the Guild.

- 6.3 Meetings:** The Board shall meet at least semi-annually at dates, times and places to be decided by the Board. Special meetings may be held if called by any two (2) or more Directors or by the President. Notice of such meetings may be given orally, electronically or in writing. If given in writing, the notice shall be effective when received or five (5) days after its deposit in the mail if mailed with first class postage prepaid and correctly addressed. Neither the business to be transacted, nor the purpose of any regular or special meeting need be specified in the notice or any waiver of notice.
- 6.4 Quorum and Voting:** At all meetings of the Board, a majority of the number of Directors in office immediately before the meeting begins, shall constitute a quorum for the transaction of business. If, at any meeting of the Board there shall be less than a quorum present, a majority of those present may adjourn the meeting from time to time, without notice other than an announcement at the meeting, until a quorum shall be present. The affirmative vote of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board, except as might be otherwise specifically provided by statute or by the Articles of Incorporation or these Bylaws.
- 6.5 Action without Meeting:** Unless the Articles of Incorporation or these Bylaws provide otherwise, any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if the action is taken by all members of the Board. The action must be evidenced by written consents, which can be email, describing the action taken, signed by each Director, and filed with the minutes of the proceedings of the Board and filed with the Guild's corporate records.

ARTICLE VII: Execution of Documents

The Board of Directors may, by proper resolution, provide for the method of signing checks, notes, drafts, bills of exchange or other instruments for the payment of money, for the transfer and sale of property, for the endorsement and registration of securities, for the assumption of liabilities, for the voting of stock held in other corporations, and for the execution of all other legal documents.

ARTICLE VIII: Guild Funds

- 8.1 Bank Accounts** All funds of the Guild not otherwise employed, shall be deposited to the credit of the Guild in a general or special account in such banks, trust companies, or other depositories as the Board may from time to time select or as may be selected from time to time by any officer, officers, agent, or agents of the Guild to whom such power has been delegated by the Board and for the purpose of such deposit. The Treasurer, President and First Vice President may endorse, assign, and deliver any check, draft, or other order for the payment of moneys which are payable to the order of the Guild.
- 8.2 Awards and Prizes:** From time to time, the Guild may submit quilts for entry into various shows or contests. All awards for these entries, monetary or otherwise, shall be retained by the Guild.

ARTICLE IX: Waiver of Notice, Approval and Consent

- 9.1 Waiver of Notice:** Any notice required by these Bylaws to be given to any officer or director or other person may be waived in writing, either before or after the event to which it relates and shall be deemed waived with respect to any meeting, along with any objections to the time or place of such meeting, by appearance at such meeting, except when such person attends a meeting solely for the purpose of stating at the beginning of the meeting, any objection to the transaction of business.

- 9.2 Approval:** Written approval of the minutes of any meeting, either before or after the meeting, shall be deemed waiver of notice of such meeting or shall be deemed an appearance at such meeting.
- 9.3 Consent:** Any action required to be taken or which may be taken at a meeting of the Board of Directors or any Committee may be taken without a meeting, unless otherwise stated in these Bylaws, if a written consent or consents setting forth the actions so taken shall be signed by all of the members of the Board or the Committee, as the case may be. Such consents shall be filed by the Secretary of the Guild with the minutes of the proceedings of the Board or the Executive Committee, whichever shall be deemed appropriate.

ARTICLE X: Indemnification and Insurance

- 10.1 Indemnification of Directors, Officers, Employees, Members and Volunteers:** The Guild may purchase indemnity and advance expenses to a Director or to any officer, employee, agent, member or volunteer who is not a Director to the extent permitted by the Articles of Incorporation, these Bylaws or any Bylaw.
- 10.2 Insurance:** The Guild may purchase and maintain insurance, at its expense on behalf of an individual who is or was a director, officer, employee, agent or member or volunteer of the Guild, is or was serving at the request of the Guild as a director, officer, partner, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, employee, benefit plan, or other enterprise, against liability asserted against or incurred by him/her in any such capacity or arising from his/her status as a director, officer, employee or agent whether or not the Guild would have power to indemnify him/her against the same liability under this Article.

ARTICLE XI: Amendment

These Bylaws may be amended or repealed and new Bylaws may be adopted by a majority of the members at any general meeting. Any proposed amendment(s), must be summarized at the general meeting and voted upon. A summary must have been published in the most recent newsletter preceding the vote. A full text of the amendment(s) shall be made available to the members. The members may approve or reject any such amendment(s) or may table such proposed amendment and refer the same back to the 1st Vice President for further study. A subsequent vote must be taken within six (6) months of the tabling of a proposed amendment(s).