

Stitching Memories Quilt Guild By-Laws
Rev. 5 – November, 2013

Article I – Name of the Organization

This non-profit organization shall be known as the Stitching Memories Quilt Guild, hereinafter “the Guild”.

Article II – Purpose of the Organization

The purpose of the Guild is to promote and advance the art of quilt making, to encourage quilters, and to preserve the history of quilting. Its assets are to be used solely to further these purposes, unless for a purpose that is offered to all members and brought to the Board and General Membership for a vote and approval.

Article III – Membership

Section 1: Eligibility & Rights

Any person 18 years of age or older with an interest in quilts is eligible for membership in the Guild with full voting privileges upon payment of dues. Each member will receive a roster of the members and a monthly newsletter from the Guild. Each member is eligible to use the library and to participate in all guild activities.

Members shall be eligible to vote at general meetings, on amending by-laws, the election of officers, fiscal matters, and any other issues brought properly before the membership. No quorum shall be required; a majority shall rule.

Section 2: Dues

The fiscal year of the Guild will be from March 1st to February 28th. The executive board will recommend the amount for annual dues for approval by the general membership. Dues are payable annually by March 1st. Members who are delinquent on May 1st will automatically be dropped from the rolls.

Section 3: Meetings

The Guild will meet the third Monday of the month at a time and place to be announced by the Executive Board. Special meetings may be called by the President or Board or at best 25% of the members. The purpose of a special meeting will be stated along with a place. Members will be notified at least three (3) days prior except in an emergency.

Section 4: Guests

No one may attend more than two (2) regular meetings of the Guild without becoming a full voting member. If a non-member attends a meeting, workshop, or trip at which materials or expenses are incurred, the non-member will be asked to pay a fee at the discretion of the Program Chairman and Executive Board.

Section 5: Expulsion

By a vote of two-thirds of the members present at a meeting, the Guild may terminate a membership, or revoke or suspend specific privileges of a member who acts in a manner inconsistent with the obligations of membership. A member whose termination or other sanction has been proposed shall have the right to address the members prior to the taking of the vote.

Article IV - Administration

Section 1:

Routine affairs of the Guild will be administered by an Executive Board comprised of the elected officers and Standing Committee Chairpersons, with each having an equal vote. A Committee that has more than one (1) chair will have only one vote. The Executive Board may decide any matter not specifically prohibited or otherwise restricted by these by-laws. The Guild shall be governed by the By-Laws of the organization.

Section 2:

All complaints concerning the Guild should be directed to the president or a board member verbally and in writing for resolution of the problem. No business shall be transacted if less than 25% of the membership is present. A majority vote of the members present shall rule unless otherwise stated in the By-Laws.

Section 3: Officers

- A. Elected officers of the Guild will consist of President, Vice-President, Secretary, and Treasurer. President and Secretary shall be nominated and voted on in alternate years to the nomination and vote of the Vice President and Treasurer.
- B. All officers will serve for two fiscal years from the March 1st to February 28th. No member may hold more than one office concurrently nor may any member hold the same office for more than two years in succession.
- C. Should the office of President become vacant in mid-term, the Vice President will assume the title and duties of President for the remainder of that term. A vacancy occurring during mid-term in any other office will be filled by appointment by the executive board with approval of the general membership.
- D. All officers and standing committee chairpersons shall transfer complete updated records of their office to their successor as soon as possible after leaving their positions, but prior to the next guild meeting.
- E. A quorum of the Executive Board shall consist of a majority of the committee.

Section 4: Officers' Duties

A. President

1. The President will preside over all general and Executive meetings, coordinate Guild activities, and represent the Guild to other organizations and agencies.
2. The President will serve as an ex-officio member of all committees except the Nominating Committee.
3. The President will appoint Standing Committees and designate the chairperson of the committee for approval by the board.
4. The President will appoint an Audit Committee to audit the financial records of the organization annually. Audit Committee member(s) shall be from the general membership and shall not be a repeat from the previous annual audit. No board members shall serve on the Audit Committee. Audit Committee will document and report the results to the Executive Board and General Membership at the next regular guild meeting.
5. The President will co-sign checks with the Treasurer on any purchases \$400 and above.

C. Vice-President

1. The Vice-President will assist the President, preside in his/her absence, and serve as Program Chairman.
2. The Vice-President will plan programs and see that arrangements are made for the program presenter.
3. The outgoing Vice-President and the incoming Vice-President shall start working together ~~to~~ on scheduled upcoming programs.

B. Secretary

- A. The Secretary will maintain all Guild records, other than financial records.
- B. The Secretary will produce and distribute minutes of all meetings, including Board Meetings. The minutes of all meetings will be provided to the Newsletter Editor.
- C. The Secretary will conduct Guild correspondence.

D. Treasurer

1. The Treasurer will receive and maintain written accountability of all funds received by the Guild from

- any source.
- 2. The Treasurer will disburse funds in accordance with the approved annual budget. Any expenditure exceeding \$500 must be approved by a majority vote of the general membership.
- 3. The Treasurer will report the status of Guild funds monthly to the Executive Board and general membership.
- 4. The Treasurer will prepare and file all tax records for the Guild's fiscal year.
- 5. The Treasurer will prepare an annual budget to be approved by the Board and the general membership by January guild meeting.
- 6. The Treasurer will be an ex-officio member of any committee or activity that involves the use or raising of the Guild's funds.
- 7. The treasurer shall not be requested to hold any check by the payee nor accept any check that is post-dated. The Guild shall not be held responsible for any service charges incurred by a payee for insufficient funds.

Section 5: Committee Chairs

- A. Only the President or Board shall have the authority to appoint committees or committee chairpersons.
- B. Chairman of the committee shall present expenditures to the Executive Board for approval and reimbursement.
- C. Special committees shall be appointed as needed.
- D. Standing committee chairs will be Quilt Show, Ways & Means, Refreshment, Historian, Librarian, Sunshine and Shadows, Membership, and Newsletter Editor.

Section 6: Committee Duties

- A. Quilt Show Chairman
 - 1 Shall secure a location for the bi-annual Guild show,
 - 2 Shall solicit members of the Guild to head and/or work on various show committees,
 - 3 Shall inform the Executive Board of the members of the show committee(s) and attend the monthly board meetings to update the board on the show's progress,
 - 4 Shall conduct regular meetings to ensure that the show committees are working smoothly and discuss and resolve any problems,
 - 5 Shall work with the President and Treasurer on the financial aspects of the show and present a show budget to the Executive Board nine (9) months prior to the show, and
 - 6 Shall be in charge of checking for insurance coverage, providing security against theft, setting entrance ticket prices, and generally ensuring that the show runs smoothly.
- B. Ways & Means
 - 1. The ways and means committee is responsible for fund raising efforts to supplement the membership's dues, to provide funds for programs and other expenses. This will include, but not be limited to, Country Store and Quilt Raffle.
- C. Refreshment Chairman
 - 1 The Refreshment Chairman shall be responsible for getting hostesses for preparing and serving refreshments for each monthly meeting.
 - 2 The Hostesses shall be responsible for making sure that the meeting place is clean and in order after the meeting as per the Hostess Guidelines listed in the Policy Section.
- D. Historian
 - 1 The Historian will maintain a written, photographic, or electronic record of Guild activities.
 - 2 The Historian will provide relevant information to the Newsletter Editor.
- E. Librarian
 - 1 The Librarian will purchase or collect and maintain books, magazines, and miscellaneous materials for the lending library.
 - 2 The Librarian will provide relevant information regarding additions to the Newsletter Editor.

- 3 Items checked out of the guild library shall be checked in at the next guild meeting (i.e. approximately four weeks). Should the borrower need the item longer than four weeks, they will need to bring the item to the librarian and request that they be allowed to recheck the item on a month-to-month basis. Any Items not returned shall be paid for by the person who checked the item from the library at the current rate as per the internet.

F. Newsletter Editor

1. The Newsletter Editor will produce and distribute monthly newsletter to all members.
2. The Newsletter Editor will report Guild meetings and activities to the local newspapers.
3. The Newsletter Editor shall obtain advertising for the Guild Newsletter, with advertising invoices submitted based upon expiration dates in the Guild Newsletter.
4. The Newsletter Editor may select an assistant to sell advertising for the newsletter.

G. Sunshine and Shadows Chairman

1. Sunshine and Shadows Chairman shall send get well cards to guild members and sympathy cards to guild members upon a death in the immediate family. Immediate family is husband, wife, son, daughter, grandchild, mother or father.
2. Guild members should notify Sunshine and Shadows Chairman of illness or death and provide appropriate address for the card.

H. Membership Chairman

1. The Membership Chairman will keep the membership list updated.
2. The Membership Chairman will provide a copy of the current membership list and by-laws to new members.
3. Membership list, membership cards, and current by-laws will be provided annually to all members.

I. Parliamentarian

1. The Parliamentarian shall be the Immediate Past President.
2. The Parliamentarian shall be responsible for assisting the President in parliamentary procedures of monthly meetings.
3. In the event, the Parliamentarian is absent from a meeting, a previous Past President will assist in parliamentary procedures of the meeting.
4. The Parliamentarian will act as an advisor to the Executive Board.
5. The Parliamentarian will serve as advisor to the By-Laws Committee.

Article V - Nominations and Elections

Section 1: Nominations

- A. A three (3) member Nominating Committee shall be selected by the Executive Board and approved by the membership at the November meeting.
- B. The Nominating Committee shall present a slate of officers to the general membership at the January meeting.
- C. At the January meeting, nominations for any office shall be accepted from the floor, providing the proposed candidate has given consent at the meeting or in writing.
- D. No member shall hold more than one office at a time.
- E. To be eligible to hold office, a nominee must have been a guild member for at least six months and the nominee for President should be a member at least one year.

Section 2: Elections

- A. The Officers shall be elected at the January meeting by ballot if there is more than one candidate submitted for office.
- B. A majority vote of members in attendance at the meeting is required for election. If no candidate receives a majority, there shall be a runoff election between the two candidates with the most votes.
- C. Officers shall be installed at the February meeting and officially take office on March 1st. Incoming officers shall attend January and February board meetings.

Article VI – Amendments to By-Laws

Section 1:

These by-laws may be amended as follows:

- A. May be proposed in writing by a member.
- B. May be proposed in writing by Executive Board.
- C. May be recommended by an ad hoc committee.

Section 2:

After approval of a majority of the Executive Board, proposed amendment or amendments shall be published in the Newsletter and shall be voted on by membership at the following meeting.

Section 3:

Amendments to By-Laws shall be approved by two-thirds (2/3) of the members attending.

Article VII –Dissolution

Should the Guild dissolve, all assets remaining after satisfaction of outstanding obligations will be used to purchase quilts for museums or historical societies and/or given to charity as determined by a vote of the general membership.

Effective Date: These By-Laws are effective upon ratification by the general membership.

Ratified by the General Membership on November 18, 2013.

Policy Section

Meeting Place Rules

1. Wash all dishes and put them away in the cabinet. DO NOT leave any dishes in the sink.
2. All food must be removed from the kitchen promptly after the close of any meeting or gathering. DO NOT leave food or drinks in the refrigerator.
3. After each meeting, guild members will survey the room and pickup and dispose of any food debris or trash found on the floor or tables.
4. All trash should be bagged and placed in outside receptacles.
5. The kitchen must be left in a clean, sanitary, and orderly condition. Leave the building area so that the next person can enjoy using it.
6. The person in charge of each gathering is responsible for seeing that the building is clean and the lights, air conditioning, or heat are turned off.
7. If anything is moved, it must be put back as found.
8. No smoking is allowed in any part of the building at any time.

Hostess Guidelines

The Refreshment Chairs are responsible for making list of Hostesses for meetings for announcing at meeting and for Newsletter information.

1. Hostesses are defined as the ten (10) people designated to bring refreshments for the guild meeting.
2. Hostesses are responsible for making sure all of the rules designated above by the Meeting Place Rules are obeyed.
3. Hostesses are asked to come early to meeting to bring their refreshments and help get the serving table ready by 5:30 pm.
4. Hostesses are required to stay until meeting and program are over to help clean up and leave the facilities in the same condition as when they came into the building.
5. The guild is supplying all serving supplies (plates, cups, napkins, plastic utensils, coffee, sugar and creamer. Special festive paper goods will be purchased at Christmas. Be sure to use guild supplies and not supplies belonging to other groups.
6. Hostesses may wear their Guild t-shirts and name tags are provided.
7. A Hostess is responsible to find a replacement if unable to serve in that capacity and to notify the Refreshment Chairs as soon as possible.

Requirements for Name Tags

Members are required to wear name tags to each meeting or any event where the member is representing the Guild.

New members will need to create name tags that are no larger than 3" x 5". The name tags may be pieced, printed from a computer, or appliquéd. The name of the guild and member name shall appear on the name tag.

A fee of \$1.00 per meeting will be charged to any member not wearing their name tags to a meeting.

Please see the Treasurer at the front table to pick up your guild membership card so you can receive discounts from various quilt shops. Treasurer also has guild pins for \$5.00.

Please take the opportunity at the next guild meeting to introduce yourself to new members and welcome them to our guild.