

# Crazy Quilters' Quilt Guild

## Bylaws

### **Article 1. Name**

The name of the organization shall be Crazy Quilters Quilt Guild. (Any reference to the full membership of this organization shall be referred to as "The Guild".)

### **Article 2. Purpose**

The purpose of The Guild shall be

- a) To create, encourage, maintain and record an interest in all matters pertaining to the making, collecting, and preserving of quilts;
- b) To preserve the heritage of quilting;
- c) To participate in community education and service; and
- d) To be a gathering for people with a common interest in quilting.

### **Article 3. Membership and Dues**

1. Membership shall be open to all persons interested in quilts and quilt associated interests.
2. Annual dues are \$45.00 per year, with a half off fee after March 1st; dues may be changed consistent with Article 13 of these By-Laws.
  - a) Annual dues are payable in September. Membership and monthly newsletter will terminate at the close of the October general meeting if dues are not paid.
  - b) Members are also required to buy or sell the raffle tickets as specified in The Guild Policies. (*Refer to CQ Policies; Section 6*)
3. September 1 through August 31 shall be our fiscal year. Members may be accepted at any time.
4. Holding office, making motions, debating, voting, and all other privileges of membership shall be limited to those members whose membership is current.
5. A nonmember may attend, at the minimum cost of \$5.00 per meeting, a maximum of two regular meetings. Thereafter membership will be required. (*Refer to: CQ Policies, Section 5.*)
6. Distribution of a membership list outside of the Guild is prohibited. Doing so will result in dismissal from The Guild.

### **Article 4. Meetings**

1. Regular meetings will be held the first Tuesday of every month, unless otherwise ordered by the Executive Board.
2. The regular June meeting shall be known as the Annual Meeting and shall be for the purpose of electing Officers and other business that may arise.
3. Fifty-one percent (51%) of the members of The Guild shall constitute a quorum.

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### **Article 5. Officers and Their Elections**

1. Officers of The Guild shall be President, Vice-President, Secretary, Treasurer, Membership Officer(s), and Programs Officer(s). These members shall constitute the Executive Board of The Guild.
2. To be eligible to hold office, a nominee must have been a member of The Guild for at least six months.
3. Officers shall be elected at the Annual meeting in June and shall be installed at the regular September meeting.
4. The officers shall be elected by ballot, if necessary, to serve for one year and their term of office shall begin at the beginning of the meeting at which they are installed.
5. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
6. It shall be the duty of the Nominating Committee to nominate officers of The Guild.
  - a. The Executive Board will appoint a chair of the Nominating Committee in March.
  - b. The Committee will consist of the chair and at least two members who are not current officers of The Guild
  - c. The Committee shall report at the regular meeting in May and its report shall appear in the June newsletter.
  - d. Before the election in June, additional nominations from the floor shall be permitted.
  - e. Vacancy of any officer position will be filled by appointment by the Executive Board until the next scheduled election.

### **Article 6. Duties of Officers / Executive Board**

The **Executive Board** shall appoint the chairs of the Standing Committees, and reappoint those seeking to continue chair positions.

1. The President shall
  - a. Preside at all meetings of The Guild and the Executive Board,
  - b. Receive reports from committees and appoint ad hoc committees as necessary,
  - c. Serve as an ex-officio member of all committees of The Guild, except the nominating committee,
  - d. Appoint an audit committee to complete a treasury audit within two months of the conclusion of each term, whether a full fiscal year or some portion thereof.
2. The Vice-President shall
  - a. Assist the President as called upon,
  - b. In the absence of the President, preside at meetings of membership and Executive Board,

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- c. Assist, as needed, the Board and Committee Chairpersons,
  - d. May serve as an ex-officio member of any committees of The Guild, except the nominating committee.
3. The Secretary shall:
    - a. Record and maintain minutes of all Guild and Board meetings,
    - b. Maintain the official By-Laws.
  4. The Treasurer shall:
    - a. Deposit all monies received in a timely manner,
    - b. Pay all bills, upon receipt of vouchers, providing that expenditures in excess of the approved budget have been approved by The Board,
    - c. Chair the Budget Committee, seek input from all Standing Committee Chairs and prepare a budget for submission at the July meeting of The Board.
  5. The Membership Officer shall:
    - a. Collect and document collection of annual dues,
    - b. Maintain a current membership list, with submission to the Newsletter Chairperson,
    - c. Submit a budget amount for the upcoming year to the Treasurer in July,
    - d. Keep a record of all money transactions.
  6. The Programs Officer shall:
    - a. Plan and oversee a variety of educational programs and workshops for monthly meetings, and submit for update to Web Chairperson,
    - b. Publish a programs listing by the September meeting,
    - c. Be authorized to hire any individual with appropriate knowledge of lecture topic,
    - d. Submit a budget amount for the upcoming year to the Treasurer in July,
    - e. Keep a record of all money transactions. (*Also refer to: CQ Policies, Section 4, 5, and 8.*)

### **Article 7. The Board and Its Duties**

1. The Board shall consist of the elected Officers (a.k.a. Executive Board) and the Standing Committee chairs.
2. The Board shall have general supervision of the affairs of The Guild between its business meetings, make recommendations to The Guild, and shall perform such duties as are specified by these Bylaws.
3. The Board shall be subject to a vote of The Guild and none of its acts shall conflict with action taken by The Guild.
4. The Board members shall attend meetings, as set by the President, or at the request of three members of the Board. All Board meetings are open to all members of The Guild.
5. The minutes of the Board meetings shall be available to the full membership via email and upon request.

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6. The Board, including all outgoing officers, and incoming officers, shall attend the July budget meeting to assemble a fiscal year budget.
7. The Board shall present a budget to the membership for approval at the August meeting.
8. Voting at the Board meetings shall consist of Officers and Standing Committee chairpersons – a 51% quorum should be maintained.
9. The Board shall be given emergency power to alter for a temporary period of time Art 3 (Membership and Dues), Art. 4 (Meetings), and Art. 5 (Election of Officers) in the event of a national, state, or local emergency (i.e. pandemic, natural disaster, or other extreme situation) to ensure the continuity and well being of the Crazy Quilters Quilt Guild. Any temporary changes must be voted on by the board (majority rule) and issued to the membership in a timely manner. The Board will notify the membership when the period of temporary emergency power is concluded

*Voted on in November, 2020. Approved by 50 members voting in favor.*

### **Article 8. Standing Committees**

Chairpersons shall maintain a year-to-date record of all financial transactions with the Treasurer, to be submitted to the Executive Board at the conclusion of each fiscal year. Chairpersons wishing to continue a position shall seek reappointment at the end of each term.

1. Historical – Shall record The Guild's history through articles and pictures in a permanent record.
2. Hospitality – Shall oversee volunteer signup for service and cleanup of refreshments, and purchase supplies as needed.
3. Sunshine & Shadows – shall share information in a compassionate or congratulatory manner regarding members. In keeping with privacy issues consistent with HIPAA regulations, no statement of the nature of an illness or health issue will be communicated to the membership.
4. Newsletter- Shall monthly publish The Guild's news, consistent with the stated purpose of The Guild; and notify members of information updates as needed.
5. Publicity – Shall prepare publicity for Guild-sponsored activities at the recommendation of the Executive Board, shall keep a file of possible publicity sources with the name of key people and publication dates, and shall send appropriate publicity release to the local news media as needed.
6. Community Service – Shall plan and oversee regular community education and service projects, consistent with the stated purpose of The Guild. (*Refer to: CQ Policies, Section 2.*)
7. Library – Shall be responsible for the collection of books, tapes and other educational material.

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8. Raffle Quilt Creation – Shall plan, recommend, and oversee the design and construction of quilt projects for The Guild as revenue-raising ventures, with the assistance of The Guild members.
9. Raffle Quilt Marketing – Shall plan, recommend, and oversee the marketing strategy, regulations, and operation of raffle ticket sales. *(Refer to: CQ Policies, Section 6.)*
10. Website – Shall maintain and update Guild information on The Guild's website and other social media outlets. Information will be consistent with the stated purpose of The Guild. Password information and access will be held by the Website Chairperson and the President. *(Refer to: CQ Policies, Section 7.)*

### **Article 9. Ad Hoc Committees**

Consistent with Article 6, the President shall appoint Ad Hoc Committees as necessary. Such Committees may include, but are not limited to the following:

1. Guild Quilt Exhibit or Show – Shall plan and execute the event to promote the art of quilting with the assistance of guild members.
2. Challenge – Shall plan, recommend, and oversee annual quilt challenges made available to The Guild members.
3. Blocks & Swaps – Shall oversee the selection, duplication, and distribution of patterns which may be offered to Guild members.
4. Show and Tell – Shall oversee the display of quilts and quilting projects of The Guild members and visitors at each monthly meeting.
5. Quilters' Studio – Shall offer education about quilting or related subjects.
6. Communication Chain – Shall maintain telephone and email chains to be used for meeting change notification.
7. Retreats and Trips – shall be primarily self-supporting.

### **Article 10. Retail Sales and Advertising**

1. Announcements - Retail Sales and Commercial announcements at The Guild meetings are prohibited. Exceptions can be granted by the President, in consultation with the Board, for sewing and quilting related items, such as book and pattern sales by guest lecturers.
2. Advertisements - A business endeavor may place an advertisement in The Guild newsletter. Content will be at the discretion of the Newsletter Chairperson and the Executive Board. *(Refer to CQ Policies, Section 1.)*

### **Article 11. Disposition of Property**

Upon dissolution of The Guild, the Board, and by the vote of the membership, shall make provisions to pay all debts. The remaining assets shall be disposed in a

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manner consistent with the purpose of The Guild. Dissolution and disposition of assets will constitute a quorum of 51% vote of current members.

### **Article 12. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern The Guild in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order The Guild may adopt.

### **Article 13. Amendments**

These By-Laws may be amended at any regular meeting of The Guild by the vote of two-thirds of the members present, provided that the proposed amendment(s) has been submitted in writing at the prior regular meeting and has been published as part of The Guild newsletter.

### **Article 14. Deceased Members**

A deceased member of The Guild may be memorialized with a book donated to the member's community library. A book plate will identify the member and The Guild. (*Refer to: CQ Policies, Section 3.*)

*Revised 9/4/18*