

VEREINS QUILT GUILD OF FREDERICKSBURG

ESTABLISHED 1997

BYLAWS

Revised September 16, 2006

Revised November 19, 2016

ARTICLE 1

- 1.01** The organization shall be known as the Vereins Quilt Guild of Fredericksburg, hereinafter referred to as the "Guild."

ARTICLE 2

- 2.01** The objectives of the Guild are as follows:

- A.** The promotion and advancement of quilting.
- B.** The exchange of information and ideas on quilting.
- C.** The presentation of educational programs on quilting.
- D.** The improvement of skills and techniques of quilters.
- E.** Preservation of the history and appreciation for traditional quilt making.
- F.** Other aims and objectives as deemed appropriate by the membership, determined by a simple majority.

ARTICLE 3

- 3.01** Guild shall be a nonprofit organization in accordance with the State's approval and as defined by Section 501(c) (3) of the Internal Revenue Code (tax exemption). As a nonprofit organization, the Guild may participate in charitable funding provided such funds do not interfere with the objectives of the guild and are made to approved 501(c)(3) or approved charities. Projects and donations will be reexamined and voted on annually by the membership.

ARTICLE 4

- 4.01** Requirements for membership and schedule of dues are as follows:

- A.** Membership in the Guild is open to any person interested in any aspect of quilt making.
- B.** Dues are to be paid-in-full on/or before the third Saturday in November for the following year and must be received by December 31 to be included in the next roster.
- C.** New members joining in mid-year (after July 1st) shall pay one-half of the annual membership fee. This does not apply to renewal memberships.
- D.** Dues will be determined by the Executive Board with final approval by vote of the membership.
- E.** Nonmembers may attend one meeting free as a guest; after that time they will be required to become dues-paying members.
- F.** No member may profit personally from membership in the guild by soliciting or advertising the sale of merchandise or promoting a political agenda at the Guild meetings. The Guild roster/ membership list is for the express use of Guild members and may not be used for advertising or personal or political agendas.

ARTICLE 5

- 5.01** The guild shall be administered by an Executive Board consisting of a minimum of six(6) members: President, Vice President, Secretary, Treasurer, Newsletter Editor, and Membership Officer. The general duties and responsibilities of these officers, which constitute the leadership of the guild, are to attend regular meetings as well as executive meetings and perform other duties as described in the job description for each office as follows below. A quorum of four (4) elected board members shall be necessary to conduct Guild business.

(A) President: Shall preside over regular meetings as well as executive meetings; supervise the activities of the Guild; serve as a liaison with other organizations; coordinate with the Vice President on the selection of programs and meetings; and perform any other duties related to the office of President. The President may appoint an assistant to the positions of Vice President, Secretary, Treasurer, Newsletter Editor, and Membership Officer, as necessary, if warranted by the workload.

(B) Vice President: Shall conduct meetings in the absence of the President. Shall arrange for programs, speakers, and workshops for the monthly meetings of the general membership. Shall arrange with the Treasurer to negotiate for the appropriate per diem as provided for in the Guild's annual budget to include travel, housing, and meals for speakers, as needed. The Vice President may, after notifying the President, request one or two Guild members to assist with registration and collection of monies for workshops or other program requirements, as needed. (This assistant(s) will not be considered a member of the Executive Board.) Shall get the news of the Guild to the local newspaper and/or radio stations of regular meetings, of guest speakers, and items of interest.

(C) Secretary: Shall take minutes of all general meetings and Executive Board meetings. Shall provide a copy of the minutes for all general meetings and those of the Executive Board meetings to the Newsletter Editor. Shall maintain a file (s) of reports as shall be submitted from outgoing officers, standing committee chairs, and special committee chairs. The reports/files will be passed to new officers. Advise the President of illness or loss of immediate family by a member when so advised.

(D) Treasurer: Shall receive all monies collected by the organization and deposit these funds in a checking account maintained by the Guild for this purpose; sign checks for authorized disbursements; keep accurate records available for audit; publish an annual report as of December 31 in the February newsletter; prepare a budget for the coming year, no later than October of each year, with the input of the Executive Board and committee chairs, as required. The budget shall include all anticipated income and disbursements, and shall be used as a planning guide for the coming year.

(E) Newsletter Editor: Shall be responsible for publishing and disbursing a monthly newsletter to members. Shall be responsible for advertising in the newsletter and the collection of monies for same. Shall generate and maintain a file of the newsletters on the website.

(F) Membership Officer: Shall act as hostess and greeter and maintain a sign-up book for each meeting. Shall collect membership dues for the Treasurer. Shall inform the President and Newsletter Editor each month of new members who join that month; and of members whose birthdays fall in the coming month. Shall be responsible for maintaining the membership roster.

(G) Parliamentarian: Shall be the outgoing President. Shall chair the nominating committee. Shall at the request of the President, serve as an ex officio member of the Executive Board. A copy of New Robert's Rules of Order shall be provided by the Guild.

5.02 The Board of Directors (Executive Board) will be elected for a two-year term of office. Each officer is limited to a two-year term of service for any particular office.

(A) The nominating committee shall be appointed by the Executive Board. The nominating committee shall consist of chairman (Parliamentarian) and two other Guild members.

(B) A nominating committee, formed in June, shall present a slate of officers at the July meeting.

This slate will be published, prior to the August meeting. Nominations will be accepted from the floor, with the consent of the person to be nominated, at the August meeting. Floor nominations will require voting with paper ballots. Other nominations may be submitted in writing to the nominating committee prior to the publishing deadline for the August newsletter. Voting shall be conducted in September.

(C) The officers will take office January 1.

5.03 **The Executive Board** shall hold a minimum of six (6) meetings yearly. These meetings shall be for the purpose of evaluating the aims and objectives of the Guild; reviewing and directing the goals and special projects for the year; and conducting any necessary business for the officers and Guild members. A written report of each board meeting shall be included in the first newsletter following a meeting.

ARTICLE 6

ARTICLE 6

- 6.01** The standing committee chairs shall attend regular Guild meetings and will consist of the following:
- (A) Social Hospitality:** Responsible for having and serving refreshments at the meeting.
 - (B) Block-of-the-Month:** Chooses a block or blocks to be made by the members each month. Provides patterns and instructions for the blocks. Determines if fabric will be purchased by the Guild or by individuals. Buys fabric and makes up kits, as required. Maintains a register for checking in/out of blocks each month. Handles a drawing for the blocks. As a policy, a minimum of twenty (20) blocks, or as many as required to make the chosen quilt, will be awarded to the winner.
 - (C) Beekeeper:** Provides information to new members about quilting bees. Encourages formation of new bees to insure that all members have an opportunity to join a bee. Assists and advises bees, as requested, in matters relating to quilting education, membership, etc. Submits written information regarding bee activities to the Newsletter Editor.
 - (D) Webmaster:** Shall determine the need and maintain a timely website for the Guild.
- 6.02** Committee chairs will be appointed each year by the President or by the Executive Board, if the President prefers.
- 6.03** Committee chairs may recruit volunteers or assistants, as needed.
- 6.04** Any other committees or chairs, as needed, for the successful completion of the goals of the Guild may be formed by the President or Executive board.
- 6.05** Standing committee members and other members in good standing at the time of the meetings may attend Executive Board meetings in a nonvoting capacity.

ARTICLE 7

- 7.01** Meetings of the Guild shall be held monthly, eleven (11) times a year, on the third (3rd) Saturday, with the exception of the month of December.

ARTICLE 8

- 8.01** The financial records of the Guild shall be audited by two members in good standing, appointed by the President, neither of whom is an elected officer. This audit shall be in January after the previous year's books are closed, and at any other time there is a change in the office of Treasurer. A Treasurer's report will be published monthly, in the newsletter as well as an annual report in February.

ARTICLE 9

- 9.01** Amendments or additions to the bylaws may be made by a vote of the general membership. A member may present a proposed change in writing to the Executive Board, who will review and publish it in the newsletter, to be voted on by a show of hands at a regular meeting. The amendment(s) must have a two thirds (2/3) majority of the members present at the meeting to carry.

ARTICLE 10

- 10.01** Upon notification of a vacancy in an elected office, nominations shall be taken from the floor at the first meeting following that notification.

ARTICLE 11

- 11.01** All business meetings shall be conducted according to these bylaws and New Robert's Rules of Order.

ARTICLE 12

- 12.01** In the event of the dissolution of the Guild, all assets shall be assigned to an organization chosen by the membership.

ARTICLE 13

- 13.01** All members shall be given a copy of the Guild bylaws.

ARTICLE 14

- 14.01** The Treasurer shall have authority to sign all checks. For payment of items of \$500 or more, the President must co-sign the reimbursement form.

ARTICLE 15

- 15.01** Except as provided in this section, the President shall have sole authority to enter into contracts in the name of the guild. The Executive Board, by resolution may authorize any officer or member to enter into any contract if the President is unavailable. Unless so authorized, no officer or member other than the President shall have any power or authority to bind the guild by any contract.

ARTICLE 16

- 16.01** A biennial quilt show shall be conducted by the membership for the purpose of furthering the objectives of the Guild.

STANDING RULES & PROCEDURES

Updated 2016

1. As a courtesy to all, members shall wear a nametag to the general meeting. Failure to wear a name tag means the member must pay 25 cents to Miss Piggy.
2. In the best interest of the Guild, no person shall held more than one office, committee chair or combination concurrently.
3. A monthly drawing (Treasure Chest) for donated items to raise funds may be held at the monthly meetings at the request of the membership.
4. Block of the Month: a member need not be present to win Block of the Month, however, the block must be turned in to be eligible.
5. Guild Program: any member who presents a program for our Guild shall be presented with a certificate to attend a future workshop at no charge.
6. Guild Workshop: any member who teaches a workshop for our Guild shall be presented with a certificate to attend a future workshop at no charge.
7. There shall be no workshop refund. In the event of cancellation, a member may find a replacement. In the event a member must cancel she must notify the Vice President who may have a waiting list.
8. Guild Retreat: any member who helps run or coordinate a retreat does not pay the fee and shall be presented with a certificate to attend a future workshop at no charge.
9. There shall be no retreat refund after the sign-up period closes. In the event a member must cancel, she must notify the retreat chairman. If the member cannot find a replacement, the fee will be forfeited.
- 10. Treasure Chest Funds: the distribution of these funds will be voted on by ballot at the November Meeting. Suggestions of 501(c)3 organizations should be given to a Board member by the October meeting. These will be approved by the Board to be in compliance with Article 3 and then printed in the November newsletter**
- 11. In order for the judging of the Biannual Quilt Show to be fair to all entries, only those members who have paid dues by January 1 of the show year may enter quilts.**
- 12. The Vereins Quilt Guild will loan our quilt racks and draperies only to the Hill Country Quilt Guild, Kerrville, Texas.**
- 13. Advertising in the newsletter will be for quilt related interests only.**
- 14. Jr. Memberships will be offered for quilters under 18 years of age and must be sponsored by a Guild member. Membership fee is 1/2 of the regular fee.**
- 15. Miss Piggy funds will be awarded at the November meeting by drawing. Member must be present to win.**