

**SIERRA GOLD QUILTERS GUILD
BY-LAWS
NOVEMBER 2011**

ARTICLE I, NAME

The name of the guild shall be the Sierra Gold Quilters Guild.

ARTICLE II, MEMBERSHIP

Anyone having an interest in the art of quilting shall be eligible for membership.

Section 1: Members in good standing may hold office, receive the newsletter, and participate in workshops and classes.

Section 2: Associate members shall receive the newsletter and roster, and are non-voting members. Associate members may attend three business meetings annually and may attend classes on a space available basis for an additional fee.

Section 3: Prospective members may attend two meetings before paying dues.

ARTICLE III, OFFICERS

President	Secretary
Vice President	Treasurer

Section 1: The executive board shall consist of the officers: President, Vice President, Secretary, and Treasurer.

Section 2: A nominating committee of three persons shall be elected at the September business meeting. At the November business meeting, the nominating committee shall present their candidates for the four officers. Open nominations from the floor will be accepted at this time, with permission of the nominee, followed by the election of officers. New officers shall be installed at the December meeting to take office January 1st.

Section 3: The executive board shall be empowered to fill vacancies for the remainder of the year.

Section 4: Any guild correspondence must be approved by at least two members of the executive board.

ARTICLE IV, OFFICERS' DUTIES

Section 1: The *President* shall preside at all meetings of the guild; appoint all committees; be an ex-officio member of all committees, without the right to vote, except the nominating committee and shall exercise a general supervision of the affairs of the guild.

Section 2: The *Vice President* shall act in the absence of the President, represent the guild at the bi-annual NCQC meeting where instructors are introduced, and shall plan the programs, classes, and workshops. The Vice President shall be responsible for the folding quilt racks and shall plan the gift for the outgoing President.

Section 3: The *Secretary* shall keep a record of all executive board and regular meetings and shall pick up and review all mail at the Post Office in Pine Grove weekly.

Section 4: The *Treasurer* shall receive and bank all monies from dues and guild activities; pay all bills as submitted for budgeted items; make a monthly report; and submit the books for a yearly audit. All checks shall be signed by the treasurer, vice president, or president. The treasurer and three committee members shall set a tentative budget bi-annually for review by members at the November meeting and approval by members at the business meeting in December, to be effective January 1st.

ARTICLE V, STANDING COMMITTEES

Audio Equipment	Block of the Month	Budget
Bylaws/ Parliamentarian	Charity Coordinator	Chemo Caps
Community Outreach	County Fair	County Library Display
Donation Quilt Coordinator	Greeter	Historian
Hospitality	Library	Membership
Mini Quilt Show	Newsletter	Opportunity Quilt Coordinator
Program Assistant	Quilt Show	Raffle
Setup	Sunshine	Telephone
Webmaster		

ARTICLE VI, STANDING COMMITTEES DUTIES

Section 1: *Audio Equipment* shall bring and setup the audio equipment at each quilt business meeting.

Section 2: *Block of the Month* shall select a block pattern, make a sample, put together kits with at least one fabric, sell them at meetings, collect completed squares, and hold a raffle for the completed squares.

Section 3: *Budget* shall work with the treasurer to set a tentative budget bi-annually for approval by members.

Section 4: *By-Laws/Parliamentarian* shall have a copy of the bylaws available at all meetings and be prepared to answer any questions about the bylaws. The parliamentary authority of the guild shall be Roberts Rules of Order, Revised.

Section 5: *Charity Coordinator* shall recommend a charity to be sponsored by the guild, collect monthly donations, and give donations to the selected charity.

Section 6: *Chemo Caps* shall have kits prepared for caps at the monthly meetings and distribute completed caps to appropriate groups in need.

Section 7: *Community Outreach* shall maintain donated fabrics and make those fabrics available to members for community quilts and Christmas stockings at the monthly meetings, then distribute community quilts and Christmas stockings to appropriate groups in need.

Section 8: *County Fair* shall coordinate white glove helpers and work with the Opportunity Quilt committee for opportunity quilt ticket sales at the county fair.

Section 9: *County Library Display* shall arrange for small quilts to be hung at the library in September.

Section 9: *Donation Quilt Coordinator* shall receive requests for donation quilts, find groups or individuals within the guild to provide those quilts, and make sure the donation quilt is completed in the needed timeframe.

Section 10: *Greeter* shall greet arriving members and guests at monthly meetings, maintain attendance logs, maintain name-tag needs, and at the monthly meetings will display local quilting opportunity ads/brochures received by the guild.

Section 11: *Historian* shall keep a record of guild events.

Section 12: *Hospitality* shall make sure refreshments are available at all business meetings.

Section 13: *Library* shall keep all books and reference materials; maintain a list of checkouts; and purchase new library items based on library budget.

Section 15: *Membership* shall keep a record of all members; take new member signups; give member information to newsletter chairman as new members join the guild; and prepare the guild roster which will include the by-laws and standing rules.

Section 16: *Mini Quilt Show* shall plan and coordinate the mini quilt show at the monthly business meetings.

Section 17: *Newsletter* shall create a monthly newsletter; collect newsletter input from guild members; and send newsletters to all members of the guild.

Section 18: *Opportunity Quilt* shall make sure a quilt is created; establish a committee to manage quilt ticket sales, maintain a record of where the quilt is at all times, and establish a quilt marketing chairman to find locations to sell quilt tickets.

Section 19: *Program Assistant* shall report to the vice president; organize set-up and take-down at classes and workshops; and take care of providing class instructors' lunch needs.

Section 20: *Quilt Show* shall coordinate efforts for the quilt show, making sure all committees are filled and that the quilt show runs smoothly.

Section 21: *Raffle* shall purchase and get donations for raffle items, sell tickets at monthly meetings, and conduct the monthly raffle.

Section 22: *Setup* shall organize setup and takedown of tables and chairs at monthly meetings.

Section 23: *Sunshine* shall send cards and letters to guild members and maintain an inventory of cards.

Section 24: *Telephone* shall coordinate callers to contact members when the need arises.

Section 25: *Webmaster* shall maintain the guild website.

ARTICLE VII, MEETINGS

Section 1: Meetings shall be held the second and fourth Tuesdays of each month, commencing at 10:00 a.m., except as noted in the newsletter or announced at the business meeting.

Section 2: The executive board will meet before the regular meeting at 9:00 a.m. on every other month.

ARTICLE VIII, QUORUM

Section 1: To constitute a quorum for the transaction of business at business meetings, there must be at least 25% of the membership present.

Section 2: One more than half shall constitute a quorum of the executive board.

ARTICLE IX, DUES

Section 1: The membership dues shall be established by the executive board and approved by the membership. The dues structure is to be reviewed annually.

Section 2: Dues are payable on January 1 and are delinquent after February 2. Delinquent members shall be dropped.

Section 3: Dues will be pro-rated for the first year of membership only. They will be pro-rated on the quarter system.

ARTICLE X, GUILD FUNDS

Section 1: Guild funds can be used for such things as books and equipment, guest speakers, workshops, special events publicity, hall rentals, paper, postage, miscellaneous supplies as voted by the membership. The executive board has the right to spend \$100.00 maximum without prior approval by members. All motions involving unbudgeted expenditures over \$100.00 shall be voted upon by the membership.

Section 2: The books will be audited by March and approved by the April business meeting.

ARTICLE XI, AMENDMENTS

Section 1: The by-laws may be amended at any regular meeting by a majority vote of members present.

Section 2: After Board review, the proposed Amendments are to be published in the newsletter, then read, discussed, and voted on at the next business meeting.

ARTICLE XII, DISBANDMENT

Section 1: In the event of disbandment of Sierra Gold Quilters Guild, the funds from the treasury shall be donated at the discretion of the executive board to a local charitable organization. The guild library and equipment shall be offered for sale to the guild membership. Any remaining items shall be donated at the discretion of the executive board.

