

SIERRA GOLD QUILTER'S GUILD BY-LAWS

Revised February 14, 2016  
(November 2011)

ARTICLE I, NAME

Section 1: The name of the guild shall be Sierra Gold Quilter's Guild.

ARTICLE II, MEMBERSHIP

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

Section 1: Members in good standing are eligible to hold office, will receive the newsletter, and may participate in workshops.

Section 2: Associate members shall receive the newsletter, roster and are non-voting members. Associate members may attend three business meetings annually and may attend workshops on a space available basis. Cost: workshop fee plus \$10.

Section 3: Prospective members may attend two meetings before joining Sierra Gold Quilter's Guild.

ARTICLE III, OFFICERS

President	Secretary
Vice President	Treasurer

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

Section 2: If an elected member tenders her/his resignation before her/his term is up, the executive board shall be empowered to fill vacancies for the remainder of the year.

Section 3: 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 NCQC meetings where instructors are introduced, and shall plan the programs and workshops. The Vice President shall plan the gift for the outgoing President.

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

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 1<sup>st</sup>.

ARTICLE V: COMMITTEES and DUTIES

Audio Equipment	Block of the Month	Budget
By-laws/ Parliamentarian	Charity Coordinator	Chemo Caps
Community Outreach	County Fair	County Library Display
Dog Beds (Pet Beds)	Donation Quilt Coordinator	Greeter
Historian	Hospitality	Library
Membership	Mini Quilt Show	Newsletter
Nominating	Opportunity Quilt Coordinator	Program Assistant
Quilt Show	Raffle	Setup
Sunshine	Telephone	Webmaster

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 by-laws available at all meetings and be prepared to answer any questions about the by-laws. 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 10: Dog Bed (Pet Beds) - Coordinator shall have beds of various sizes ready for filling at the monthly guild meeting and distribute completed pet beds to various animal shelters, pet boarding, veterinarians, etc.

Section 11: 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 12: 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 13: Historian shall keep a record of guild events.

Section 14: Hospitality shall make sure refreshments are available at all business meetings.

Section 15: Library shall keep all books and reference materials; maintain a list of checkouts; and purchase new library items based on library budget.

Section 16: 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 17: Mini Quilt Show shall plan and coordinate the mini quilt show at the monthly business meetings.

Section 18: Newsletter shall create a monthly newsletter; collect newsletter input from guild members; and send newsletters to all members of the guild.

Section 19: 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 1<sup>st</sup>.

Section 20: 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 21: Program Assistant shall report to the vice president; organize set-up and take-down at workshops; and take care of providing workshop instructors' lunch needs.

Section 22: Quilt Show shall coordinate efforts for the quilt show, making sure all committees are filled and that the quilt show runs smoothly.

Section 23: Raffle shall purchase and get donations for raffle items, sell tickets at monthly meetings, and conduct the monthly raffle.

Section 24: Set-up shall organize set-up and take-down of tables and chairs at monthly meetings.

Section 25: Sunshine shall send cards and letters to guild members and maintain an inventory of cards.

Section 26: Telephone shall coordinate callers to contact members when the need arises.

Section 27: Webmaster shall maintain the guild website.

#### ARTICLE VI, MEETINGS

Section 1: The business meeting shall be held the second Tuesday of each month, commencing at 10:00 AM. The workshops shall be held the Wednesday immediately following the second Tuesday business meeting commencing at 9:00 AM, except as noted in the newsletter or announced at the business meeting.

Section 2: The executive board will meet no less than once every other month. Time and place to be decided by the president. Board meetings are open to the general membership.

#### ARTICLE VII, QUORUM

Section 1: To constitute a quorum for the transaction of business at the guilds business meeting, there must be one half (1/2) plus one (1) of the full voting membership present.

Section 2: If the numbers of voting members drops below one half (1/2) plus one (1) of the full voting membership at a guild meeting, all business will cease.

Section 3: To constitute a quorum for the transaction of business at the guild's board meeting, there must be 3 of the 4 board members present.

#### ARTICLE VIII, 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 January 31. Delinquent members shall be dropped.

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

#### ARTICLE IX, 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 X, AMENDMENTS

Section 1: After board approval the proposed amendment changes to the by-laws shall be presented to the membership 30-days prior to a vote. After the 30-day notice, the by-laws may be amended at any regular meeting by the quorum number of one half (1/2) plus one (1) of the full voting membership.

Section 2: Amendments to motions may be amended at any regular meeting by the quorum number of one half (1/2) plus one (1) of the full voting membership.

## ARTICLE XI, DISBANDMENT

Section 1: In the event of disbandment of Sierra Gold Quilter's 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.

Business of the Sierra Gold Quilter's Guild (known as an Assembly) will be conducted and governed by Robert's Rules of Order, Newly Revised. Amendments to the by-laws will be amended by following Robert's Rules of Order, Newly Revised.

February 14, 2016