

## CONSTITUTION AND BYLAWS

OF

### THE SALINE COUNTY QUILTERS' GUILD

#### ARTICLE I

- 1.01 Name and Logo. The organization shall be known as The Saline County Quilters' Guild. The logo of the guild shall be as set forth in the guild's newsletter and shall not be used for personal profit.

#### ARTICLE II

- 2.01 Objectives. The purpose of The Saline County Quilters' Guild shall be to stimulate an appreciation of the art of quilting, to enhance the members' quilting skills, to educate the public, and to encourage the preservation of existing quilts for future generations.

#### ARTICLE III

- 3.01 Membership. Membership in the Saline County Quilters' Guild shall be open to any lady who has an interest in quilts and quilting.
- 3.02 Membership dues. Membership dues shall be payable at the regular January meeting. If dues are not paid by the February meeting, membership status shall be forfeited.

#### ARTICLE IV

- 4.01 Officers. The elected officers shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer.
- 4.02 Officer Qualifications. A presidential candidate shall be an active guild member a minimum of one year and have attended a majority of the regular monthly meetings. Candidates for offices other than president shall be active members for the previous four (4) months and have attended a majority of the regular monthly meetings.
- 4.03 Duties of Officers.
- (a) President. The president shall preside at all meetings of the the Saline County Quilters' Guild, appoint all standing committee chairpersons and special committees deemed necessary, perform other duties pertaining to the office, and shall serve as ex-officio member of all committees, excluding the nominating committee.
  - (b) First Vice-President. The first vice-president shall preside at all meetings in the absence of the president. The first vice-president shall also be responsible for organizing and directing the quilt show and sale.
  - (c) Second Vice-President. The second vice-president shall preside at all meetings in the absence of the president and the first vice-president. The second vice-president shall also serve as the coordinator for the fund raising quilt, always working one year in advance of the year she is serving office.
  - (d) Secretary. The secretary shall be responsible for recording the minutes of all regular meetings and executive board meetings. The secretary shall maintain copies of all records and correspondence for future reference and handle all general correspondence

not handled by other officers or committees. The secretary shall surrender all minutes, correspondence records, and other pertinent materials to her successor.

- (e) Treasurer. The treasurer shall receive and maintain all guild funds, financial records, and accounts. The treasurer shall disburse monies as authorized by the executive board. The treasurer shall keep an accurate account of monies received and disbursed and shall present an accurate report at each guild meeting. The treasurer shall surrender all records and books to her successor

4.04. Election of Officers. Officers shall be elected for a term of one year beginning on the first day of January.

4.05 Office Vacancies. The president shall appoint, subject to the approval of the executive board, an active member to fill any unexpired term of an officer due to resignation or death.

## ARTICLE V

5.01 Executive Board. The executive board shall consist of the elected officers and appointed committee chairpersons.

5.02 Executive Board Duties. The duties of the executive board shall be to transact necessary business between meetings and to submit recommendations to the membership for approval.

5.03 Executive Board Meetings. The executive board meetings will meet at least quarterly or at other times deemed by the president, on the Thursday before stated meetings in January, April, July and October. A report of executive board meetings shall be presented to the membership at the next regular guild meeting. Unless notified in the newsletter that a board meeting is closed, any guild member may attend executive board meetings. Only members of the executive board may vote at executive board meetings. There will be an exit meeting between out going officers and chairmen and incoming officers and chairmen.

5.04 Executive Board Quorum. A majority of members of the executive board shall constitute a quorum for the transaction of business at all executive board meetings.

5.05 Executive Board Expenditures.  
Any expenditures in excess of \$50.00 (Fifty dollars) must have the prior approval of the general membership on the recommendation of the executive board.

## ARTICLE VI

6.01 Nominating Committee and Elections.

- (a) The nominating committee shall consist of five (5) members: two (2) members from the executive board and three (3) members from the membership-at-large. The committee nominees shall be presented and elected by the general membership at the August meeting.
- (b) At the September meeting, the nominating committee shall present a slate of officer nominees to the general membership. Nominations will be accepted from the floor and voting shall be held at the October meeting.

## ARTICLE VII

7.01 The Saline County Quilters' Guild Meetings.

- (a) Regular guild meetings shall be held monthly at a time and place to be determined by the general membership.

- (b) A minimum of time shall be devoted to business matters at the regular guild meetings. Routine business matters or other actions, such as changes in policies and procedures, shall carry by a majority vote of members present.

7.02 Order of Business. The following agenda shall be followed at all regular meetings:

- Call to Order
- Reports of Officers
- Reports of Committee Chairpersons
- Unfinished Business
- New Business
- Program
- Show and Tell
- Adjournment

#### ARTICLE VIII

8.01. Changes to the Saline County Quilters' Guild Constitution and By-Laws. Amendments to the Constitution and By-laws of the guild shall be presented to the Executive Board for consideration. Any changes must be presented to the general membership and published in the guild newsletter prior to the meeting at which a vote will be taken.

#### ARTICLE IX

9.01 Bill of Rights and Responsibilities.

- (a) Guild members shall have the right to:
  - (1) Attend monthly meetings
  - (2) Participate in organizational activities on a priority basis
  - (3) Cast a vote in election of officers
  - (4) Approve organizational activities, policies, and constitutional amendments.
- (b) Guild members shall have the responsibility to:
  - (1) Support and uphold the principles and rules of the guild
  - (2) Take an interest and active part in guild affairs
  - (3) Observe courtesies.

## STANDING COMMITTEES

Every officer and chairman will be responsible for keeping an up-to-date job description for her successor in order to accomplish the annual transitions in an efficient manner.

1. Out of Town (Professional) Workshop Chair. The chairman will contact professional quilting teachers from other areas, obtaining fees, class size, travel and hotel/housing requirements. Chairman will bring the information before the guild and after taking a vote to approve, the teacher will sign a contract and make all arrangements for the class. Chairman will sign up guild members, collect their fees, schedule and sign contract, if necessary, for classroom. Chairman will act as hostess for the guest teacher during her visit, or recruit a hostess for her.
2. Five-thirty Workshop Chair. Chairman will either be willing to teach the pre-meeting class or find a teacher from our membership to do so before each meeting. Teachers should be on time and be prepared to teach at 5:30.
3. Saturday Workshop Chair. Saturday classes are for SCQG members and are to be taught by members. Chairman will arrange for a meeting place, collect the \$5 fee and furnish the supply list. Money collected will be used for teacher's expenses, copies, instructions, door prizes, etc. Any money left over will be deposited to the guild.
4. Librarian. The librarian will be responsible for checking books in and out of the guild library, purchasing new books, organizing books, and conducting book sales when necessary. The librarian should also write book reviews for the newsletter, as space permits, to inform members of new book purchases and to encourage use of library. One book will be purchased per year with the deceased member's names written in the book. Policy #2: Books may be checked out for two months. There is a \$.50 charge per month for over-due books collected by the librarian.
5. Fund Raising Chair. The chairman is responsible for scheduling the guild's donation quilt and volunteers to various locations to raise money. Chairman will check the donation quilt purchase tickets in and out to members and will turn that money over to the treasurer. The chairman is also responsible for other fund raisers in addition to the donation quilt. Door prize committee will come under fund raising committee. Chairman will have freedom to organize other fundraising if she sees the need or opportunity such as donation quilt, silent auctions, etc. If the donation quilt is taken to other venues, person taking the quilt may be reimbursed for mileage at the Government rate with a limit of \$50.00.
6. Membership Chair. Membership chairman collects dues from members each January and as new members join. She transfers the income from dues to the treasurer. She will be responsible for providing a list of member's names, addresses, telephone numbers and e-mail addresses (if applicable) to the newsletter editor.  
  
She will provide a printed membership list to all members at the February membership meeting.
7. Program Chair. Program chairperson(s) is/are responsible for planning the program for each monthly membership meeting. A fee will be paid to out of town guild programs. The chairman is responsible for programs and will have a budget of \$600 per year. Chairman may appeal to membership for additional funds. Guild members will not be paid for programs.
8. Food Chair. Chairman will obtain volunteers to provide the snack meal each month. Chairman may increase/decrease the number of people needed as she deems necessary. Chairman will be responsible for purchasing paper goods.
9. U.F.O. Chair. President will appoint as needed. Chairman will organize the rules for any UFO challenge and maintain a record of projects declared and completed. This chair may not be active

each year and may be activated or ended at any time. Chairman will decide categories and prizes as she chooses.

10. Hostess Chair. Hostess will greet visitors and be ready to introduce them during the meeting each month, or she may appoint another member to introduce them for her. She should also make certain that all members sign in each month.
11. Newsletter Editor. The newsletter editor is responsible for gathering pertinent information and publishing a newsletter once a month. The publication should include the president's message, minutes of the previous meeting, treasurer's report, program and 5:30 workshop notes, and hostesses for the next meeting. Other material may be included as requested by other committee members and officers. Bonus material may include recipes, patterns, clip art and contributed pieces. Material may be received by e-mail, typed or handwritten and mailed or handed to the editor by the due date established by her. Advertising in newsletters will cost \$35.00 for business card sized ad space. Membership should be encouraged to print out newsletter from web site to save on postage..

The editor will have sufficient copies printed, labeled and mailed to all members about one week before the day of meeting.

12. QuiltMania Chair. The Quiltmania chairperson shall be responsible for reserving and negotiating the cost for the 4-H Center, collecting monies, assigning rooms, arranging for a vendor to be present to provide items appropriate for the quilters, providing a collection of information and quilt related items for each attendee, and providing teacher(s) from the guild who will be responsible for teaching classes each day, as well as the "do nothin' group. No executive board meetings will be held at Quiltmania.
13. Sunshine Chair. The sunshine chairperson will send a card to the member who has lost a spouse, a child or a parent. In the event of the death of a guild member, a card will be sent to the member's family.
14. Technology Chair. The technology chairperson is responsible for investigating new technology and making recommendations, as it applies to the guild, for purchases of new equipment and software. The chairperson will oversee the operation, maintenance and storage of technology already acquired, such as the projector, microphone, and website. (4/06 & 8/06)

## **POLICIES**

1. In the event of the death of a guild member a book will be placed in the guild library—one book each year with all the deceased members' names in that one book. At the time of the death a card will be sent to the member's family. (2003)  

A card will be sent to the member who has lost a spouse, a child or a parent. (5-86) – (11-17-03)
2. A charge of fifty cents per month will be charged on overdue library books—up to the price of the book. (3-87) – (2-99)  

Books may be checked out for two months after which there will be a charge of fifty cents per month. If lost, the borrower will pay the price of the book. Overdue books may be listed in the newsletter.
3. The board can spend as needed up to \$50 without a vote of the membership. (2-88)
4. The program committee is allowed \$600 per year for speakers. If there is money left at the end of the year, it is not to be carried over to the following year. (5-06)

5. Advertising in the guild newsletter will cost \$35.00 per year for a business card size ad space.
6. Men and children (under the age of 12) unless specifically invited to participate, shall be excluded from all guild activities. (1-91)
7. Vendors at meetings, unless asked to present a program, will not be reimbursed for expenses of coming.

Up-dated 5/18/09