

**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 Saline County Quilters' Guild shall be open to anyone who has an interest in quilts and quilting. Individuals seeking membership will complete a membership form and pay yearly dues. Membership renewals are due by the February meeting to remain on the active membership list. (6/2019)

ARTICLE IV

- 4.01 Officers. The elected officers shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer.
- 4.02 Officer Qualifications. All candidates shall be active guild members a minimum of one year and have attended a majority of the regular monthly meetings. (6/2019)
- 4.03 Duties of Officers.
- (a) **President.** The president shall preside at all meetings of 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. President shall have the authority to countersign checks as directed by the Executive Board or Guild membership. (This duty won't be necessary if there are two people serving as Treasurers.) (11/2013)
 - (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. (11/2013)
 - (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 serving in office. Quilt must be completed between January 1 and October 1 of the officer's term. (6/2019)
 - (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 secretary's successor. (6/2019)

(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 oral report at each guild meeting as well as a written report that will be sent out with the newsletter. The treasurer shall surrender all records and books to the treasurer's successor. (6/2019)

- 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, 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 outgoing 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.

ARTICLE X

10.01 Dissolution. In the event of the dissolution or disbanding of the Guild, any and all funds remaining in the treasury of the Guild will be distributed as follows:

- (a) All liabilities and obligations of the Guild shall be paid, satisfied, and discharged, or adequate provisions shall be made.
- (b) Assets held by the Guild upon condition requiring return, transfer, or conveyance, which condition occurs by reason the dissolution, shall be returned, transferred, or conveyed in accordance with such requirements.
- (c) Any remaining assets shall be transferred or conveyed to one or more 501(c) (3) charitable organizations. Recipient organizations will be recommended by the Guild's Officers and determined by a majority vote of the members present at a regular Guild meeting. Assets will be dispersed to the approved organizations within two weeks of the vote. (added 11/2013)

Article XI

11.01 Compliance Committee

(a) Committee shall be comprised of a chair and two members.

(b) Duties-

- (1) File 990-N: Between January 1st and May 15th complete the Annual report 990-N for our 501c3 status.
- (2) File State Nonprofit: Before August 1st file State report for Domestic Nonprofit Corporation at www.sos.arkansas.gov using filing number 100124197
- (3) Each year obtain the raffle license for our donation quilt from the Arkansas Miscellaneous tax department located in the Ledbetter building in Little Rock.
(added 2/2019)

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.

Duties:

- a) Contact professional quilting teachers from other areas, obtaining fees, class size, and travel and hotel/housing requirements.
- b) Bring the information before the guild and after approval may sign any necessary contracts.
- c) Sign up guild members, collect their fees, schedule a classroom.
- d) Make arrangements to host the guest teacher during the teacher's stay. (6/2019)

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.

Duties:

- a) Check books in and out of the guild library.
- b) Purchase new books, organize books, and conduct book sales when necessary.
- c) Write book reviews for the newsletter, as space permits, to inform members of new book purchases and to encourage use of library.
- d) Purchase a book in memory of each deceased member and place their name and date in it.
- e) Books may be checked out for two months. There is a \$.50 charge per month for over-due books up to the purchase price. (6/2019)

5. Fund Raising Chair. The chair is responsible for getting volunteers to help with fundraising.

Fundraising includes but is not limited to:

- a) Scheduling the Guild's donation quilt and volunteers to various locations.
- b) Checking donation purchase tickets in and out to members
- c) Overseeing door prize committee
- d) Scheduling other fundraising opportunities as needed. (6/2019)

6. Membership Chair.

Duties:

- a) Collect dues from members each January and as new members join.
- b) Transfer the income from dues to the treasurer.
- c) Provide a list of member's names, addresses, telephone numbers and e-mail addresses (if applicable) to the newsletter editor and to all members by the March meeting. (6/2019)

7. Program Chair.

Duties:

- a) Plan the program for each monthly membership meeting. A fee will be paid to out of town guild programs.
- b) Stay within a budget of \$600 per year. Chair may appeal to membership for additional funds. Guild members will not be paid for programs. Surplus funds do not carry over to the next year. (6/2019)

8. **Charity Quilts Chair**. Chairman will be responsible for organizing donated fabric, etc. and overseeing the making of quilts for charity and distribution of same. Chairman will also be responsible for purchasing batting, maintaining machines, laundering quilts, photographing and keeping a record of the quilts and where they are donated. Chairman will give a quarterly report to the guild. There will be a budget of at least \$50/month to purchase batting and supplies as needed. (added 4/2013)
9. **U.F.O. Chair**. President will appoint as needed.
Duties:
a) Organize the rules for any UFO challenge and maintain a record of projects declared and completed.
b) Decide categories and prizes as needed. (6/2019)
10. **Hospitality Chair**. President will appoint as needed.
Duties:
a) Greet visitors and be ready to introduce them during the meeting each month.
b) Make certain that all members sign in each month. (6/2019)
11. **Newsletter Editor**.
Duties:
a) Gather pertinent information and publish a newsletter once a month. The publication should include the president's message, minutes of the previous meeting, and program. 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 email, typed or handwritten and mailed or handed to the editor by the established due date.
b) Send out applicable invoices for advertising in the newsletter.
c) Have sufficient copies of the newsletter and financial report printed, labeled and mailed or emailed to all members 14 days before the day of meeting. (6/2019)
12. **QuiltMania Chair**.
Duties:
a) Reserve and negotiate the cost for the location.
b) Collect appropriate fees from attendees.
c) Assign rooms.
d) Arrange for a vendor to be present to provide items appropriate for the quilters.
e) Provide a collection of information and quilt related items for each attendee (if possible).
If there are classes, the teachers will be Guild members. The class, the fee and the supply list will be included in the registration form. No executive board meetings will be held at Quiltmania. (6/2019)
13. **Sunshine Chair**.
Duties:
Send cards as needed to members who have lost a family member. In the event of the death of a guild member, a card will be sent to the member's family. This card will include notification that a book will be placed in the Guild library in their name. (6/2019)
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)

Up-dated and ratified by majority vote June 17, 2019