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# FORT WORTH QUILT GUILD

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## BY-LAWS



JANUARY 1, 2019

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**FORT WORTH QUILT GUILD  
BY-LAWS**

**Article I – Name**

This organization shall be called the Fort Worth Quilt Guild and hereinafter shall be referred to as the “Guild”.

**Article II – Purpose**

The purpose of the Guild shall be

1. To preserve and encourage the art of quilting.
2. To promote a gathering of people with this common interest.
3. To provide instruction for Guild members and education for the public in design and technique of quilt making.

**Article III – Membership**

Sec. 1. A member shall be defined as

- A. An individual who pays annual dues as provided by Article IV.
- B. Attends Guild meetings.
- C. Participates in Guild activities and/or works on committees.

Sec. 2. All members shall have voting privileges and shall have the right to hold office or committee chair, except as provided by Article VII, Sec 4.

Sec. 3. Membership in this Guild is not transferable or assignable.

**Article IV – Dues**

Sec. 1. Dues are payable annually on or before the first general meeting of the fiscal year, unless the member has agreed to a payment plan lasting no longer than five (5) months.

Sec. 2. The annual dues for each member shall be \$25.00. Rejoining after a lapsed membership is \$25.00.

Sec. 3. Exceptions

- A. New Members joining after the sixth month of the fiscal year (March) shall pay \$10.00 for annual dues that year. Annual dues will then be payable in accordance with **Article IV Sec 1 and 2**.
- B. Annual dues for senior citizens age 65 and over shall be \$20.00 annually.
- C. Dues will be waived for any member age 80 years and over who has been a member for at least 10 consecutive years.
- D. Dues are not refundable.

**Article V – Fiscal Responsibility**

Sec. 1. The fiscal year shall start on September 1<sup>st</sup>.

Sec. 2. The outgoing President shall appoint a review committee consisting of the Vice President and two (2) general members at the July meeting. They shall review the Treasurer’s records and report to the membership.

Sec. 3. All monies received by the Guild shall be paid to the Treasurer who shall make deposits into a bank account to the credit of the Fort Worth Quilt Guild.

**Article VI – Meetings**

Sec. 1. The Guild shall meet on the 3<sup>rd</sup> Tuesday of each month. The meeting shall be called to order in accordance with the Standing Rules.

Sec. 2. The date and/or time of a general meeting may be changed by a quorum vote of the Executive Board if necessary, provided all the members are notified two (2) weeks prior to the change.

Sec. 3. The rules of parliamentary practice included in the current edition of Robert’s Rules of Order shall govern all proceedings of the Guild and the Executive Board, subject to such special rules as have been or may be adopted.

Sec. 4. Motions shall be adopted by a majority vote of members present at any general meeting.

## **Article VII – Officers and Elections**

Sec. 1. The elected officers of the Guild shall be a President, President Elect, Vice President (1 or 2), Secretary (1 or 2), Treasurer and two (2) Members At Large voted by the general membership.

Sec. 2. The officers shall be elected at the general meeting on the last month of the fiscal year (August), and shall be installed on the first month of the new fiscal year (September) assuming their duties at that time.

Sec. 3. The Executive Board shall consist of elected officers from Sec. 1, and the immediate Past President. Five (5) members of the Executive Board shall constitute a quorum.

Sec. 4. At the last Executive Board meeting of the fiscal year (August), the meeting shall be attended jointly by the outgoing board members and the incoming board members, with the voting responsibility being maintained by the outgoing board.

Sec. 5. No member shall serve in the same office for more than two (2) consecutive years.

Sec. 6. There shall be a Nominating Committee consisting of four (4) non-board members.

- A. One (1) shall be the immediate Past President.
- B. Three (3) shall be elected from the general membership at the general meeting three (3) months prior to the end of the fiscal year (June).
- C. The chairperson of the committee shall be selected by the other committee members.
- D. The Nominating Committee shall present a slate of one (1) or more nominees for each office at the general meeting two (2) months prior to the end of the fiscal year (July). Nominations may also be made from the floor at this meeting.
- E. All nominees shall have signified a willingness to serve.

Sec. 7. Elections shall be by a majority vote of the membership.

Sec. 8. A vacancy occurring in any office shall be filled for the unexpired term by a member elected by a majority of the membership.

### **Article VIII – Duties of Officers**

- Sec. 1. The President shall be the principal officer of the Guild, and shall
- A. Preside at all meetings of the Guild and Executive Board.
  - B. Serve as Ex-officio member of all committees except the Nominating Committee.
  - C. Appoint standing and appointed committee chairpersons and, when necessary, appoint a chairperson for any temporary committee (i.e. By-Laws Review)
  - D. Appoint an Audit Committee to audit the Treasurer's books before the new fiscal year (September) begins.
  - E. Co-signs expenditures in accordance with the financial policies of the Guild
  - F. Vote only in the event of a tie.

Sec. 2. The President Elect shall perform the duties as President in the absence of the President, unless unable to do so. In that event, the President may appoint a member of the Executive Board to perform such duties.

- Sec. 3. The Vice President(s) shall
- A. Arrange for monthly programs
  - B. Arrange for Workshops
  - C. If there are two (2) Vice Presidents, the duties shall be shared.

- Sec. 4. The Secretary(s) shall
- A. Take and report accurate minutes of the proceedings of all meetings of the Guild and the Executive Board.
  - B. Conduct the correspondence of the Guild
  - C. In a permanent file, preserve all records and letters of value to the Guild and its officers.
  - D. If there are two (2) Secretaries the duties shall be shared.

Sec. 5. The Treasurer shall

- A. Have charge of all monies of the Guild and shall report thereon at all monthly meetings of the Guild and the Executive Board.
- B. Pay all bills and disburse all money owed.
- C. Reimbursement for members' expenses shall be issued upon receipt of an invoice if possible, but no later than three (3) days after the invoice is received.
- D. Checks over \$1,000.00 and any in-bank withdrawals must be co-signed by the President and the Treasurer.
- E. Keep an itemized record in a permanent file of all receipts and expenditures.
- F. Head a Budget Committee which shall present a budget to the general membership at the first meeting of the fiscal year (September).
- G. Use the standardized principles of accounting.

Sec. 6. The immediate Past President/Parliamentarian shall

- A. Attend all meetings of the Guild and the Executive Board, when possible.
- B. Advise the Guild on all parliamentary questions.
- C. Shall serve as a voting member of the Executive Board only in the case of a tie.
- D. Should a President serve a second consecutive term, a Parliamentarian shall be elected by the general membership for that year.

**Article IX – Committees**

Sec. 1. The standing committees of the Guild shall be:

- A. Membership
- B. Hospitality
- C. Webmaster
- D. Newsletter/Communications
- E. Quilt Show
- F. Community and Guild Member Service
- G. Special Projects
- H. Raffle Quilt



Sec. 2. Duties and responsibilities of the standing and appointed committee chairpersons are

A. Membership

1. Keep a current record of all members
2. Collect dues and process accordingly
3. Distribute membership cards annually
4. Greet members and guests of the Guild
5. Maintain the Guild roster and publish quarterly or as needed

B. Hospitality

1. Serve as a liaison between the Board and the management of the Guild's meeting place.
2. Organize refreshments for social functions (i.e. Christmas Party, Potluck, etc.).
3. Recruit volunteers to bring refreshments, set up table(s) and clean up following the meeting.

C. Webmaster

1. Update the Guild's website and Facebook account with current events, upcoming programs and current newsletter.
2. Promote community awareness by publicizing Guild activities.
3. Promote Guild meetings, programs and/or events as appropriate.

D. Newsletter/Communications

1. Gather information, coordinate and publish a newsletter.
2. Send the Newsletter to members electronically or mail a hardcopy to members as requested.
3. Solicit business ads, bill advertisers and keep records of all transactions.
4. Report births, deaths, illnesses or other items of concern to Guild members (a.k.a. Sunshine and Shadows).
5. Communicate emergency information to members upon notification by the President or other Executive Board member.

E. Quilt Show

1. Responsible for the planning and execution of the Quilt Show
2. Coordinate the publicity of the quilt show
3. Find a venue for the quilt show when necessary, and present any documents (i.e. contracts) to the Executive Board for approval and signature.
4. Coordinate door prizes.
5. Solicit volunteers for the show
6. Coordinate the mini quilt auction and Guild sales booth

F. Community Outreach and Guild Member Services

1. Coordinate Outreach projects such as hugs quilts, Lovies, "Janie" quilts etc.
2. Track volunteer hours
3. Investigate and recommend to the Guild on charitable and educational programs for the Guild's consideration.

G. Special Projects Committees (including but not limited to the following):

1. Door Prize Committee shall collect and distribute gifts at monthly meetings.
2. Sewing Bee Committee shall be the contact point for information regarding the day and nighttime sewing groups and include that information in the Newsletter, at the general meeting and to the Webmaster.
3. Quilt Challenge Committee shall determine a program and provide all specifics for challenges.
4. President's Quilt Committee shall be responsible for deciding upon a signature block and color way for the outgoing President's quilt and shall arrange for the construction of the quilt for presentation to the outgoing President at the last general meeting of the fiscal year (September 1st).
5. Swap Committee shall designate the type of swap (size, color, quantity, etc.) and sort for redistribution to participating members.

#### H. Raffle Quilt Committee

1. Raffle Quilt Committee will oversee the planning and construction of the quilt.
2. Determine the cost to construct the quilt.
3. Purchase tickets and distribute to members to sell and receive all monies from the sale of tickets.
4. Take the quilt to other guilds' meetings and to TAQG to sell tickets
5. Keep accurate records of the sales and expenses of the quilt.
6. Deliver the quilt to the winner.

Sec. 3. All committees requiring funds shall submit proposed annual budgets to the Treasurer prior to the Budget Committee meeting. Any expenses not in the approved budget shall be considered an unauthorized expense unless otherwise approved by the Executive Board.

#### **Article X – Amendments**

Sec. 1. These By-Laws may be amended or revised by a two-thirds (2/3) majority vote of the members present at the general meeting.

Sec. 2. All proposed amendments or revisions shall be presented in writing to the general membership the month before the actual vote and included in the current Guild's website and published Newsletter.

#### **Article XI – Dissolution**

In the event of the dissolution of the Guild, all assets shall be assigned to an organization chosen by the membership in accordance with Section 501(c) (3) of the Internal Revenue Code.

## STANDING RULES

1. Annual dues shall be payable in September. Members may ask to pay their dues in up to five (5) installments. Members whose dues remain unpaid after the November general meeting, or have not set up a payment plan, or have defaulted on their payment plan, shall be removed from the roster. They may not attend any general meetings until they rejoin by paying dues (see **Sec. 2 of Article IV – Dues**).
2. Executive Board meetings are held on a date and at a place to be determined by the current President. Five (5) members of the Executive Board shall constitute a quorum.
3. Guests are welcome to attend two (2) regularly scheduled Guild activities. After that, they will be required to join the Guild if they have not already done so.
4. At Guild general meetings, guests may be charged \$5.00 to attend the meeting at the discretion of the Executive Board.
5. Workshops are \$25.00 for members, \$35.00 for non-members.
6. There will be NO SMOKING, NO ANIMALS OTHER THAN SERVICE ANIMALS, AND NO CHILDREN UNDER AGE 10 allowed at Guild meetings.
7. Members presenting a structured, instructional presentation or workshop, may be compensated at the discretion of the Executive Board.
8. All Guild members are encouraged to participate in the Guild's major projects.
9. The distribution of member projects such as Hugs and "Janie" quilts will be at the discretion of the Executive Board.
10. The meeting shall start at 7 pm.