

Creative Quilters Guild of Ellis County Bylaws

By-Laws Revised June 22, 2020

Article 1 - Name

This organization shall be called Creative Quilters Guild of Ellis County, Inc. and hereinafter shall be referred to as "the Guild."

Article 2 - Purpose

The Guild is organized and will be operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The purpose of the Guild shall be to perform charitable activities and to preserve and encourage the art of quilting, to promote a gathering of people with this common interest and to provide instruction for members and education for the public in design and technique of quilting.

Article 3 - Membership

Section A: Membership shall be defined as an individual who pays annual dues as provided by Article 4, who attends guild meetings, participates in guild activities and/or works on committees. Honorary members shall be named by unanimous decision of the Executive Board if that board determines that some non-member has benefited the organization in an outstanding manner. All current and past Presidents are Life Members with full membership voting rights. Honorary and Life members are not charged with dues.

Section B: Members in good standing shall have voting privileges and shall have the right to hold an office or committee chair position, except as provided by Article 7.

Section C: Membership in this Guild is non-transferable.

Section D: Members must be a member in good standing for a minimum of one year prior to holding office or committee chair positions.

Section E: Visitors are welcome to attend two general Guild meetings per year at no charge and thereafter will be asked to join the guild or pay a nominal fee per meeting as established by the Executive Board.

Section F: A nominal fee may be charged visitors and/or members for special meetings or programs. Such fee shall be established by the Executive Board.

Section G: The Executive Board, by affirmative vote of 2/3 of members of the Board present at the meeting, may suspend or expel any member after an appropriate hearing.

Article 4 - Dues

Section A: Dues are payable annually on or before the first general Guild meeting of the fiscal year (August). The annual membership dues for each member shall be determined by the Executive Board. The Board has the authority to propose an increase in dues but any increase must be presented for approval by the membership at the May general Guild meeting before the next annual dues are to be paid. The increase shall be accepted or denied by a simple majority vote of the membership. Dues are non-refundable.

Article 5 - Fiscal Responsibility

Section A: The guild's fiscal year shall run from August 1st –July 31st .

Section B: All monies received by this guild shall be made payable to "Creative Quilters Guild of Ellis County (CQGEC)" and given to the Treasurer, who shall make deposits into a bank account to the credit of the Creative Quilters Guild of Ellis County, Inc. If a refund or a check needs to be returned for any reason, the money or check will be deposited into the bank account of the Creative Quilters Guild of Ellis County, Inc. and a check will be issued through the guild.

Section C: Financial reports will be presented monthly to the Executive Board and quarterly to the general Guild membership for approval.

Section D: The President and two non-board members will form an Audit Committee and audit the Guild's records in April and October.

Section E: Any and all records should be available upon request to any board member within a reasonable period of time.

Article 6 - Meetings

Section A: The guild shall meet on a regular scheduled day during each month except for May and November/December. Due to holiday conflicts, the date of the May and November/December meetings will be announced at the preceding general Guild meeting. Each general Guild meeting shall be a combined business meeting and program.

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

Section C: Motions shall be adopted by a majority vote of members present at any general Guild meeting.

Section D: Executive Board meetings shall be held monthly at a time and place to be determined by each Board and announced to the membership.

Section E: 2/3 of members of the Executive Board shall constitute a quorum.

Section F: The rules of parliamentary practice comprised in the current edition of "Robert's Rules of Order Newly Revised" shall be used as a guideline in all proceedings of the Guild and the Executive Board, subject to such special rules as have been adopted.

Section G: The general Guild meeting in June shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports of officers and committees and for any other business that may arise.

Section H: Special meetings of the guild may be called by or at the request of the President, the Executive Board, or not less than one tenth of the Guild members having voting rights. Any place may be designated for the meeting site within Ellis County, Texas. Printed, e-mail or phone notice of such Special meeting shall be delivered to each guild member entitled to vote within 7-14 days of the meeting.

Section I: There are standing rules which may be changed by a majority vote of the Executive Board.

Section J: In the event of any emergency, an unforeseen circumstance which affects the functionality of the guild as a whole, these bylaws may be amended or repealed, in whole or in part, by a majority vote of the executive Board provided such amendment or repeal shall only be effective for the duration of such emergency.

Article 7 - Officers and Elections

The Business Dictionary defines the executive committee as a “group of directors appointed to act on behalf of, and within the powers granted to them by, the board of directors. Typically, it consists of a chairperson, vice-chairperson, secretary, and **treasurer.**”

Section A: Elected officers of the guild shall be a President, Vice President Programs, Secretary, Treasurer, and Standing Committee Chairpersons: Membership, Hospitality, Publicity, Newsletter, Door Prizes, Workshops, Community Service, Ways & Means, Historian, Quilt Show, Librarian, and Social Media.

Section B: The Executive Board shall consist of the elected officers and Elected Standing Committee Chairpersons, who will all have the capacity to vote on the Executive Board.

Section C: The officers shall be elected at the general Guild meeting in June for a term of one (1) year and shall be installed in the first month of the new fiscal year, assuming their duties at that time.

Section D: At the first Executive Board meeting (in August) the Executive Board 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.

Section E: No members shall serve in the same office for more than two (2) consecutive terms except for the Social Media & Hospitality Chairperson. No member shall hold more than one board office and/or serve on more than one committee at one time unless approved by a quorum of the Executive Board. No member shall serve on the Executive Board for more than four (4) consecutive years except for the Social Media & Hospitality Chairperson.

Section F: Any board member who needs to vacate an office during their term must submit a letter of resignation to the Board. A vacancy occurring in any office shall be filled for the unexpired term by a member elected by the majority vote of the Executive Board.

Section G: There should be a nominating committee consisting of 2-3 members who meet 2 months prior to the elections (April). The nominating committee shall present a slate of one or more nominees for each office at the May general Guild meeting. All nominees shall have signified a willingness to serve.

Section H: All elected officers & elected chairs of the Guild shall be able to perform their duties with the appropriate knowledge and materials. If they are unable to do this, they may be asked to resign by the Executive Board after a hearing.

Article 8 - Duties of Officers

Section A: The President shall be the principal officer of the guild and shall:

1. Preside at all meetings of the guild and Executive Board.
2. Serve as ex-officio member of all committees.
3. Appoint a chairperson for any temporary committee, e.g. by-laws review.
4. Receive annual reports of all officers and committee chairs at the last Executive Board meeting.
5. Serve as Chairperson of the Audit Committee to review the Treasurer's Records with two volunteer guild members.
6. Vote only to break a tie vote.

Section B: The Vice President in charge of Programs shall perform the duties of the president in the absence of the President and shall:

1. Be responsible for programs for the general Guild meetings.
2. Send thank you notes to guest speakers.

Section C: The Secretary shall:

1. Take accurate minutes of the proceeding of all of the general Guild meetings and publish them in the Guild Newsletter prior to the next general Guild meeting.
2. Take accurate minutes of the proceedings of the Guild Executive Board meetings and send them to the Board two weeks prior to the next Executive Board meeting.
3. Conduct the correspondence of the guild. Preserve all records and documentation of the guild and its officers in a permanent file.

Section D: The Treasurer shall:

1. Have charge of all monies of the guild and shall report by email monthly before the Executive Board meetings and quarterly in the newsletter.
2. Pay all bills with signature of Treasurer and co-signature of President or two selected board members or an approved guild member.
3. Keep an itemized record in a permanent file of all receipts and expenditures.
4. Budget will be presented to the Executive Board at the first Executive Board meeting of the fiscal year (August).
5. Use standardized principles of accounting.
6. Provide the audit committee with complete up to date records for their audit in April and October.

Article 9 – Committees

Section A: The Standing Committees of the Guild shall be: Membership, Hospitality, Publicity, Newsletter, Door Prize, Quilt Show, Workshops, Community Service, Librarian, Historian, Ways & Means, and Social Media. The Committee Chairperson will select members to help carry out the responsibilities of her committee. The elected Committee Chairperson will be the only committee member with a voting right.

Section B: Responsibilities of the Standing Committees Chairpersons will be kept on file in the Standing Rules of the Guild.

Section C: All committees requiring funds shall submit proposed annual budgets to the Treasurer prior to the Executive Board meeting in August to set the budget and be approved in September. Any expenses not in the approved budget shall be presented to the Executive board so that it may be considered for approval.

Section D: All committees shall compile and prepare written annual reports that accurately reflect the duties that have been performed by the chairperson and members of that committee.

Article 10 – Amendments

Section A: These bylaws may be amended or revised by a 2/3 majority vote of the members present at the general Guild meeting.

Section B: All proposed amendments or revisions shall be presented in writing to the Executive Board and the general membership the month before the actual vote.

Article 11 - Dissolution

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

Revised and Approved – June 22, 2020

Creative Quilters Guild of Ellis County

Standing Rules

Bylaws usually are drafted at an organization's inception, while standing rules tend to be established as needed by committees or other subsets of management. Bylaws govern the organization as a whole and can be amended only by providing notice and gaining a majority vote.

Article 1 – Dues

Section A: Dues are payable annually on or before the first general Guild meeting of the fiscal year (August). The annual membership dues for each member shall be determined by the Executive Board. The Board has the authority to propose an increase in dues but any increase must be presented for approval by the membership at the May general Guild meeting before the next annual dues are to be paid. The increase shall be accepted or denied by a simple majority vote of the membership. Dues are non-refundable.

Section B: Annual dues for senior citizens age 60 and over may be discounted according to the Executive Board.

Section C: Annual dues for members according to the Executive Board are \$25 per year. Senior Citizens age 60 and over are \$20 per year. Senior Citizens age 80 and over are free. Past Presidents' dues are free.

Article 2 – Meetings

Section A: The guild shall meet on the 4th Monday of each month at 6:30pm for a Fellowship period with the meeting starting promptly at 7 pm, on a regular scheduled day during each month except for May and November/December. Due to holiday conflicts, the date of the May and November/December meetings will be announced at the preceding general Guild meeting. Each general Guild meeting shall be a combined business meeting and program.

Section B: The guild shall meet for general Guild meetings at Waxahachie Bible Church, located at 621 North Grand Avenue in Waxahachie, Texas.

Article 3 - Duties of Officers

Section A: The President shall be the principal officer of the guild and shall:

1. Preside at all meetings of the guild and Executive Board.
2. Serve as ex-officio member of all committees.
3. Appoint a chairperson for any temporary committee, e.g. by-laws review.
4. Receive annual reports of all officers and committee chairs at the last Executive Board meeting.

5. Serve as Chairperson of the Audit Committee to review the Treasurer's Records with two volunteer guild members.
6. Vote only to break a tie vote.

Section B: The Vice President in charge of Programs shall perform the duties of the president in the absence of the President and shall:

1. Be responsible for programs for the general Guild meetings and where necessary entertain the guest speaker including arranging meals and accommodations which will be paid by the guild.
2. Send thank you notes to guest speakers.

Section C: The Secretary shall:

1. Take accurate minutes of the proceedings of all of the general Guild meetings and publish them in the Guild Newsletter prior to the next general Guild meeting.
2. Take accurate minutes of the proceedings of the Guild Executive Board meetings and send them to the Board two weeks prior to the next Executive Board meeting.
3. Conduct the correspondence of the guild. Preserve all records and documentation of the guild and its officers in a permanent file.
4. Shall be responsible for acknowledging births, deaths, illnesses, or other concerns of Guild members.

Section D: The Treasurer shall:

1. Have charge of all monies of the guild and shall report by email monthly before the Executive Board meetings and quarterly in the newsletter.
2. Pay all bills with signature of Treasurer and co-signature of President or two selected board members or an approved guild member.
3. Keep an itemized record in a permanent file of all receipts and expenditures.
4. Budget will be presented to the Executive Board at the first Executive Board meeting of the fiscal year (August).
5. Use standardized principles of accounting.
6. Provide the audit committee with complete up to date records for their audit in April and October.
7. All collected guild money shall be given to the treasurer within two weeks after it is received. This includes vendor checks received on the wait list. Present any money collected between board and general membership meetings, with a prepared deposit slip, to the treasurer at the next board or general membership meeting. If these meetings are delayed or canceled, or you are unable to attend, contact the treasurer by phone or email to arrange a contact time and place.

Article 4 - Committees

Section A: The Standing Committees of the Guild shall be: Membership, Hospitality, Publicity, Newsletter, Door Prize, Quilt Show, Workshops, Community Service, Librarian, Historian, Ways & Means, and Social Media. The elected Committee Chairperson will select members to help carry out the responsibilities of their committee.

Membership Committee

1. Chair shall select additional members necessary to assist in duties.
2. Greet members and guests of the Guild.
3. Keep a current Directory of all guild members.
4. Keep a record of all visitors to meetings.
5. Work directly with Treasurer to collect dues and process accordingly.
6. Distribute membership cards and membership directory.
7. Provide attendance and membership figures at monthly Executive Board meetings.
8. Provide mailing addresses and address changes to Newsletter Chair.
9. Provide new members with a packet including information about the guild which may include current By-Laws, Standing Rules, membership directory, meeting refreshments list and pattern for making name tag, etc.
10. Keep track of all Guild, Community Service and Quilt Show hours, and the accumulative hours. Maintain a permanent record of volunteer hours Guild members serve the Guild or promote the art of quilting in the community.
11. Be responsible for promoting Guild memorabilia (neck wallets, t-shirts, pins, etc.)

Hospitality Committee

1. Organize any social functions and extend courtesies to members as needed.
2. Coordinate refreshments at general Guild meetings.
3. Coordinate refreshments at Guild quilt show.

Publicity Committee

1. Promote community awareness by publicizing Guild activities to outside sources.
2. Produce any monthly or general publicity flyers promoting Guild meeting or special programs.
3. Provide press releases to radio and newspaper contacts.
4. Coordinate with Quilt Show Chair for necessary input and assistance.

Newsletter Committee

1. Gather information from committees, coordinate and publish a monthly newsletter for all guild members.
2. E-mail a copy to members with Internet access and send via US mail to those who do not have email access.
3. Work closely with Membership to maintain a current list of guild members' e-mail and street addresses.
4. Maintain a list of members' internet addresses and contact members at the request of President or Executive Board with information deemed suitable for dispersion by this method.

Workshops Committee

1. Organize and coordinate workshops for educational or charitable purposes.
2. Responsibilities may also include organizing retreats, organizing excursions to shop hops, etc., initiating Block of the Month programs, organizing Block/Fabric swaps, Quilts of Valor, and organizing Challenges.
3. Coordinate with Program Chairman to organize workshops in conjunction with speakers.

Community Service Committee

1. Investigate and recommend to the Guild charitable programs for the Guild's consideration.
2. Coordinates involvement on local community activities in which the guild is invited to demonstrate the craft of quilting.
3. Allocate charitable donations as per members and Board recommendations.
4. Charity quilts - work with Workshop chairperson in organizing events for charity quilting.
5. Maintain a permanent record of volunteer hours Guild members serve the Guild or promote the art of quilting in the community.

Ways and Means Committee

1. Work with Treasurer to coordinate fundraising activities.
2. Be responsible for coordinating the showing and selling of tickets for the Raffle quilt.
3. Be responsible for promoting Guild t-shirts.
4. Oversee the selection of pattern, purchase of fabrics and construction of Raffle Quilt.

Door Prizes

Collect and distribute donated gifts and door prizes at general meeting.

Historian

1. Compile items (newspaper articles, photos, etc.) regarding the Guild and be responsible for maintenance of a yearly record.
2. Take pictures of Show and Tell at general Guild meetings.
3. Submits photos to website for Guild membership.

Library Committee

1. Maintain a lending library of quilt related materials in the guild library.
2. Prepare a list of new materials for the newsletter.
3. Provide materials at the general Guild meeting for the benefit of guild members.
4. Keep record of guild materials checked out and/or past due if applicable.

Quilt Show Committee

1. Has responsibility for the organization of the annual quilt show.
2. Hold regular show committee meetings apart from the Executive board meeting as needed.
3. Submits a budget to the Executive Board of potential expenditures six months (January) prior to the quilt show should the expenditure be an unusual expense for the annual show.
4. Obtains Executive Board approval prior to signing contracts if contracts are an unusual addition to the annual show or have significant increase.
5. Appoints committees as necessary to aid in the completion of the show.
6. Coordinates with the Community Services for monies raised at the silent auction and donated to the selected charity organizations.
7. Ensures finances will be handled by the quilt guild treasurer at the direction and clearance of the quilt show chair.
8. Hold a Silent Auction at the quilt show.
9. A check received from a vendor on the wait list will be sent to the treasurer to deposit to the guild account, and will not be held. A letter or email will be sent to the vendor notifying them

their check will be deposited and that they are on the wait list. If a space does not open, a reimbursement form will be prepared and sent to the treasurer to issue a full refund to the vendor, five to seven business days following the quilt show. However, a vendor on the wait list may request a full refund immediately, if they choose not to participate and wait for a possible opening in the show. A reimbursement form will be prepared and sent to the treasurer to issue a refund, immediately.

Social Media

1. Maintains a social media account to keep members up to date on Guild related happenings.
2. Works with Historian to get show & tell items to social media or website.

