

# Heritage Quilters Guild of South Suburbia

## Membership Policies

1. Members are requested to wear name tags at all meetings.
2. Due to the style and complexity of programs, infants and children are not permitted to attend meetings.
3. Membership lists are to be used exclusively by our members and may not be used by any person or business as a mailing list unless specifically agreed to by the membership.

### Heritage Quilters Guild of South Suburbia By-Laws

#### Article I – Name and Purpose

Section 1: This organization shall be known as the “Heritage Quilters Guild of South Suburbia.”

Section 2: The purpose of the Guild shall be to foster the art of quilting and to encourage, through education, a high standard of design and technique of quilting’s various forms.

Section 3: The Guild is not organized for profit and no one may benefit financially from membership in the Guild. The Guild may contract with members in their professional capacity.

#### Article II – Membership

Section 1: **Regular Membership:** Any person over the age of 18 years with a serious interest in the art of quilting shall be eligible for membership upon payment of annual dues. The number of members may be limited as determined by the Board of Directors and approved by a majority vote of the general membership. Members may attend meetings, participate in special events and have the option to sign up for workshops before they are offered to other guilds or the public.

Section 2: **Dues:** Membership dues shall be at such a rate, schedule or formula as may be determined by the Board of Directors and approved by a majority vote of the general membership. Annual dues shall be payable by July 1<sup>st</sup> of each year, however, there will be a \$5.00 late fee for current members, however, dues will be reduced \$10.00 for anyone joining at the March, April or May meetings. All membership privileges apply.

Section 3: **Guests:** The nominal guest fee charged and the number of meetings a guest shall be permitted to attend per year shall be determined by the Board.

#### Article III – Executive Officers and Board

Section 1: **Executive Officers:** Officers shall consist of a President, Vice President, Secretary and Treasurer. The President and Treasurer shall have previously served on the Board of Directors.

Section 2: **The Officers** shall be elected at the May meeting of the general membership and shall serve for a term of one year. No officer will serve more than two consecutive terms in the same office. Unexpired terms shall be filled through appointment by the President with the approval of the Board.

Section 3: **Board of Directors:** The Board of Directors consists of all officers and chairmen of committees. The Board shall manage the affairs of the Guild and shall present all major recommendations for the approval of the general membership.

Section 4: **Duties of the Executive Officers:** The **President** shall preside at all meetings and board meetings and advise committee chairmen if needed. The President shall have served at least one (1) year on the Board at some time. The incoming President shall confirm all committee chairmen on an annual basis.

**The Vice President** shall preside at all meetings which the President is unable to attend. The Vice President shall work with the President and assist committee chairmen as needed.

**The Secretary** shall keep minutes of all Guild meeting and Board meetings. The Secretary shall also conduct general correspondence as required pertaining to the Guild.

**The Treasurer** shall act as custodian of the funds and shall provide an itemized accounting of receipts and disbursements. The treasurer shall be responsible for keeping all financial records and shall handle payment for services rendered by any individual who has been engaged by the Guild for the purpose of lecture or workshop. Checks shall be signed by either the Treasurer or President. The Treasurer shall deposit all funds in the bank to the credit of the Guild. The Treasurer shall have served at least one (1) year on the Board at some time

Section 5: **Budget Committee:**

1. Will consist of three members: The Treasurer, an Executive Board Member and one (1) from the general membership.
2. Will compile a proposed Budget for the coming year for general endorsement at June meeting.

Article V – Committees

Section 1: **Membership/Greeters:** The Membership Committee shall be responsible for soliciting and registering new members, providing and maintaining a directory of the entire membership and collecting dues and guest fees. The Greeters will be responsible for welcoming guests and/or new members and supplying any information to them regarding the Guild procedures. Co-operate with and assist the Information Tech committee so that the membership data-base is current and correct.

Section 2: **Program:** The Program Committee shall be responsible for the planning and executing the programs for the Guild meetings. It will also contact and make all arrangements for guest lecturers and teachers. The Workshop Committee will serve on this committee for workshop scheduling purposes. Co-operate with and assist Information Tech committee so that all events are posted and deleted from the Website.

Section 3: **Workshop:** The Workshop Committee shall plan and execute workshops

Section 4: **Special Events:** They will be responsible for events that may not be on a monthly or yearly basis, (ie.) Bus trips, Midnight Madness, Secret Pals, Pot Luck and/or Door Prizes. The committee shall also be responsible for Special Quilt projects (ie.) Block-of-the-Month, Challenges, Round Robin, Mystery Quilts or any or any other quilt-related projects of their choosing. Guild Member's participation is voluntary in any and all of these activities). The Special Events Committee is to report to the Board and work independently.

Section 5: **Publicity:** The Publicity Committee shall be responsible for keeping the public, via newspapers, the Guild members via bulletin board, informed about the activities and accomplishments of the Guild.

Section 6: **Refreshment/Hostess:** The Refreshment Hostess Committee is responsible for Arranging "Coffee and . . ." at our Guild meetings.

Section 7: **Newsletter:** The Newsletter Committee shall be responsible for publishing a newsletter to inform members of Guild activities and other quilt related data. All members will receive the newsletter via email. Non-computer members will have the newsletter handed out to them the follow Guild meeting

**Librarian:** The Librarian and her Committee shall responsible for purchasing, Cataloging, maintaining and lending Guild Quilting books and magazines to members.

Section 9: **Nominating:** The Nominating Committee shall consist of two people appointed by the President, one of whom shall be a past President. The Nominating Committee shall provide a slate of officers at the April meeting for the general membership to vote on at the May meeting. Installation of officers shall take place at the June meeting.

Section 10: **Historian:** The Historian shall maintain and keep the Guild scrapbook up-to-date with newspaper clippings, photos, etc. The Minutes of all meetings shall be kept.

Section 11: **Service Committee:** The Service Committee shall be responsible for presenting and organizing community service projects and making sure they are carried out.

Section 12: **Quilt Show:** The Quilt Show Committee shall be responsible for organizing the Guild Quilt Show which shall be held at the discretion of the Board.

Section 13: **Information Tech:** The Information Tech committee shall be responsible for maintaining the Guild Website. Membership and Newsletter Committees are to cooperate with and assist their IT Committee so that both the membership data base email accounts are always up-to-date. Program and Workshop committees are also responsible for seeing that all events are posted on our site.

Article V – Meetings:

Section 1: **Regular Meetings:** Guild Meetings shall be held on the third (3<sup>rd</sup>) Tuesday of each month from September through June with no meeting in December.

Section 2: **The Outgoing Board of Directors** shall hold a joint meeting with the incoming board members at the June Board meeting.

Section 3: **A Quorum** will consist of two (2) Executive Board members present and at least four Committee Chairmen at any given meeting.

Article VI: Dissolution:

**On Dissolution**, all remaining funds shall be distributed according to the decision of a Simple majority of the total attending membership.

Article VII: Parliamentary Authority:

The current edition of Roberts Rules of Order shall be the final source of authority in In all questions of parliamentary procedure.

Article VIII: Amendments:

These By-Laws may be altered, amended or repealed and the new By-Laws adopted at any business meeting of the Guild by a two-thirds (2/3) vote of the members present. By-Laws shall be reviewed by the Executive Board at least every three years.

Adopted-November 1982  
1<sup>st</sup> Revision-September, 1983  
2<sup>nd</sup> Revision-March ,1985  
3<sup>rd</sup> Revision-October ,1988  
4<sup>th</sup> Revision-May, 1992  
5<sup>th</sup> Revision-June, 1997  
6<sup>th</sup> Revision-October, 2000  
7<sup>th</sup> Revision-March, 2004  
8<sup>th</sup> Revision-April, 2008  
9<sup>th</sup> Revision-May, 2016

## Motions Passed by the Board

It was decided at the April 29, 2003 Guild Board Meeting that all future Secretaries will keep an on going record listing all motions passed.

As the by-laws are revised these newly passed motions may be incorporated if necessary, into the by-laws. Those motions incorporated will be deleted, all other motions will remain and any newly passed motions will be added to this list.

The list of passed motions shall be attached to the by-law to facilitate the workings of the Guild's Board.

**N/A 1.** (Nov. 27, 2001)....A request was made from another Guild regarding renting our quilt show racks and the mannequin hangers. The Board voted NO, as we felt the mannequin hangers were painted by one of our own members and that other people would not take care of our things.

**N/A 2.** (March 26, 2002).... The Board voted to raise the gas/mileage fee for guest lecturers to 35.6 cents per mile. (It has now become a Speakers decision).

**3.** (Oct. 22, 2002)....Relating to the Paarlburg Farm/Raffle Quilts: A motion was made "On a quilt show year there will be two quilts shown; The Paarlburg Farm raffle quilt and the Guild's Quilt Show Raffle Quilt" The motion was passed.

**N/A 4.** (March 25, 2003)....A motion was made and passed stating "For the person who serves as hostess, \$50.00 will be allotted per guest speaker, per occasion, for housing and local transportation costs to and from the guild meeting and/or the workshop."

**5.** (March 23, 2004)....A motion was made and passed that the member's dues will be reduced to \$10.00 for anyone joining at the March, April or May meeting. All membership privileges apply.  
NOTE: Refer to Article II, Section 2.

**6.** (Sept 3, 2011)...There are nine (9) founding mothers still in our guild and we would like to Recognize them by waiving the member fee from now on. They are: Nora Ankeer, Caryl Damiani, Alice DeYoung, Eunice Karambelas, Rosemary Keblusek, Lorilee Pilota, Marilyn Thompson, Josephine Wilsak and Lois M. Wise. The Board voted and it was passed. (This did not get into the new revision of the By-Laws in May of 2016 as this information was not found until the guild already voted on the current changes. (Lorilee Pilota, President)