

# 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 Quilter's Guild of South Suburbia By-Laws

### Article I - Name and Purpose

Section 1: This organization shall be known as the "Heritage Quilter's 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 profit 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.

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 shall 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, and send reminder notices of Board Meetings.

The *Secretary* shall keep minutes of all Guild meetings 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.

Article IV - Committees (All committees must consist of at least two or more members).

Section 1: *Membership/Greeter:* 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 Greeter(s) 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 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 the Information Tech committee so that all events are posted and deleted from the website.

- Section 3: *Workshop*: The Workshop Committee shall be responsible for planning and executing the workshops. It shall also be responsible for handling Members Show and Tell and the Guest Lecturers demonstration items at the Guild meetings, if necessary.
- Section 4: *Special Events*: Will be a sub-committee of the Program Committee. They will be responsible for events that may not be on a monthly or yearly basis, (i.e.) Bus Trips, Midnight Madness, Secret Pals, Pot Luck and/or Door Prizes. This committee will also be responsible for *Special Quilt Projects* (i.e.) Block-of-the-Month, Challenges, Round Robin, Mystery Quilts or any other quilt-related projects of their choosing. (Guild members' participation is voluntary in any and all of these activities.) The *Special Events Committee* is to report through the Program Chairman or the Board but will work independently.
- Section 5: *Publicity*: The Publicity Committee shall be responsible for keeping the public, via newspapers, and 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.
- Section 8: *Librarian*: The Librarian and her committee shall be 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 co-operate with and assist the IT Committee so that both the membership database and 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* for conducting business shall be those members present 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 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 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