

By-Laws of the SEWrory Sisters Quilting Guild

Effective October 1, 2023

Article 1 – Name

The name of this organization will be SEWrory Sisters Quilting Guild.

Article 2 – Purpose

The purpose of this guild shall be to preserve and foster the art of quilting and relative activities through friendship, charity, education, communication, and quality workmanship.

Article 3 – Membership

Section 1 – Membership is open to anyone interested in quilting and confirmed by the payment of dues. Members shall have all the rights and privileges of membership, which include: to vote on guild matters, to hold office, and to participate in guild functions.

New members will receive a copy of the bylaws. Members are encouraged to attend meetings, serve on a committee, and participate in charity work, fund-raising, and fulfilling the guild's commitment to projects, workshops, retreats and quilt shows through time, supplies, and/or assistance.

Section 2 - Dues

a. The Guild year runs from October 1 to September 30. All members shall pay annual dues either in person or by mailing a check to the Treasurer prior to the October meeting. A member whose dues are not paid by the October meeting will be dropped from membership.

b. Annual dues and guest fees will be set by the Officers and published on the Guild website.

Article 4 – Officers

Section 1 – Officers of the Organization shall be: President, Vice-President, Secretary, and Treasurer. Offices may not be held concurrently.

Section 2 – Terms of Office The term of office shall be two years, with an election at the end of the term. If the President resigns or otherwise is unable to fulfill the term, the Vice-President will automatically assume the office of President. In the event that any officer is unable to complete their term of office, the President shall appoint an interim officer.

Section 3– Duties of Officers

a. President – Shall preside at all meetings of the Guild; may call the meetings of the Officers, if needed; shall appoint all committee chairpersons and be considered a member of all committees; be responsible for originating and signing all contracts; be responsible for preparing the agendas and making them available for monthly meetings.

b. Vice-President – Shall assist the President as needed. Shall perform the duties of the President in case of the President’s absence or disability. Ensures that the guild website and Facebook page are updated in a timely manner and works closely with the guild webmaster.

c. Secretary – Shall be responsible for the permanent records of the Guild including minutes of all business meetings; shall work with the membership committee chairman to keep a current roster of the membership information in a spreadsheet and in the online directory and record attendance; set up emergency phone/text/email lists. The secretary shall send email or snail-mail on Guild related information when requested by Officers and/or Committee chairpersons. The Guild website shall contain a copy of the monthly meetings and the By-Laws and any amendments.

d. Treasurer – Shall be the custodian of all funds; including the collection of dues and the issuance of receipts upon payment of said dues; handle the Guild checkbook and keep records of all financial transactions; keep and provide an itemized account of receipts, disbursements, and balance of all accounts monthly; satisfy all Guild’s approved financial obligations; chair Budget Committee. Two signatures (President and Treasurer) shall be required on each check for the payment of said obligations. The books are to be audited annually in August by an auditing committee appointed by the President. All records will be delivered to the Treasurer’s successor within fifteen days following the expiration of the term of office.

Section 4 - Responsibilities of Officers

Officers shall have the power to act on behalf of the membership between meetings as needed. They shall have the authority to set both membership dues and guest fees.

Section 5 - Meetings

Meetings of the Officers may be called by the President as needed.

Article 5 – Nominations and Elections

Section 1 – Nominations

The President shall appoint a nominating committee in June made up of ~~two~~ three guild members. A member of the Nominating Committee shall report the proposed slate at the July meeting. Any member shall be eligible to serve as an officer. A full slate of at least one nominee for each Office is required. Nominations from the floor will be accepted at the July meeting. The nominations will then be closed.

Section 2 – Elections

a. Elections shall be held at the August meeting by paper ballot.

b. Those elected shall take office at the beginning of October of the election year.

Article 6 – Meetings

Section 1 – The guild shall meet on the last Saturday of each month except December. In the event of a cancellation or rescheduling of a meeting, members will be notified via the phone/text tree and email.

Section 2 – The **Quorum** for the transaction of business at any meeting shall be 51% of the membership with each member having one vote.

Section 3 - Meetings will be conducted following Roberts Rules of Order.

Article 7 – Committees

Section 1 – Chairpersons appointed by the incoming President shall serve for a 2 year term beginning on December 1st of the year they are appointed. Some committee chairpersons will be appointed in even numbered years and some in odd numbered years as outlined below under Section 2. This will ensure that there are still some experienced board members seated on the board each year.

Outgoing committee chairpersons will assist the incoming chairpersons by sharing any notes, notebooks, computer programs, spreadsheets and/or other instructions from previous events, programs and other tasks of the committee while the outgoing chairperson was serving.

Committee chairpersons are responsible for inviting and adding members to their committee unless limited to Presidential appointments only.

Section 2 – Committees shall include:

Those committee chairpersons appointed in **ODD NUMBERED YEARS:**

a. **Nominations** – 3 members appointed by the outgoing President. Responsible for the slate of officers to be presented at the July meeting

b. **Hospitality** – 2-5 members who oversee refreshments sign-up for each special event including mini-retreats, sew days or workshops and are responsible for the September Anniversary party and the December party meeting.

c. **Community Service** – 2-5 members who organize service projects and sew days to be completed throughout the Guild year.

d. **Auditing** – 2 members appointed by the outgoing President. Audits Treasurer's books bi-ennially in August.

e. **Fundraising** – 2-6 members. Manage the monthly prize drawing, and the birthday basket drawings. Works closely with the Program and Hospitality Chairpersons on the Annual Silent Auction. Works closely with the Block of the Month (BOM) chairperson on the Annual Quilt Raffle Auction.

f. **Membership** – 2-6 members. Promotes the Guild to non-members thru social media, printed materials and the guild website. Ensures our online directory is easily accessible by members and has hard copies available for members that need them. Greets all members & guests as they arrive for meetings & makes sure they feel welcomed. Presents new members with name badges & introduces them to the guild for

pinning ceremony by the President. Ensures that new members are added to all forms of communication including texts (REMIND), email (Mail Chimp), Facebook group and Online Directory (CTRN). Makes sure that there is a good supply of Guild name badges and pins on hand at every meeting.

g. BOM – (Block of the Month) – 1-2 members. Distributes BOM patterns at monthly meetings, gathers completed blocks and keeps track of member participation, works closely with the Fundraiser Committee to create the Quilt for the Annual Quilt Raffle, manages the drawing for remaining blocks to members. Works closely with the webmaster to ensure copies of all BOM patterns are loaded on website.

Those committee chairpersons appointed in **EVEN NUMBERED YEARS**:

a. Sunshine – 1-2 members. Sends cards or notes on behalf of the Guild to members to express sympathy, get well wishes, congratulations, etc. Memorial flowers and donations to favorite charities will be limited to members spouse or child and a dollar amount will be determined by the Board of Directors each year. Reminds the members to bring their birthday baskets on their birthday months.

b. Program – 2-3 members. Assists the President with teachers, speakers, and programs/workshops.

c. Retreat – 4-6 members. Plans and organizes an annual retreat and mini-retreats for members. Works closely with the hospitality committee.

d. Quilts of Valor – 2-5 members. Contacts recipients and plans presentations, schedules sew days, and communicates with National QOVF.

e. WIP – (Works in Progress) – 1-2 members. Promotes the WIP program, keeps members engaged, tracks payments and disbursements of the WIP funds and manages the distribution of the unclaimed funds year end raffle.

Article 8 – Amendments

Section 1 - Guild Bylaws Guild bylaws will be reviewed every two years in June by the Board of Directors which includes the officers and committee chairpersons of the Guild. If said Board of Directors proposes any revisions to the bylaws, changes will be presented to the membership in July for discussion and a vote following Roberts Rules of Order in August .

Section 2 - By laws may be amended by a 51% majority vote of total guild membership. All members will receive a copy of the newly amended by-laws.

Article 9 - Dissolution of Organization

Upon dissolution of this organization, the assets of the organization will be distributed as follows: Liquidation of material goods or distribution to a similar non-profit organization doing charity work. Distribution of cash to the guild's current charities.