

Walnut Valley Quilters' Guild Bylaws

Amended June 2019

ARTICLE I: NAME

The name of this guild shall be Walnut Valley Quilters Guild.

ARTICLE II: PURPOSE

The purpose of this guild shall be to stimulate an interest in quilts, to promote and advance the art of quilting, and to conduct educational programs and services in the design and techniques of quilt making.

ARTICLE III: MEMBERSHIP

Section 1. Membership is open to anyone who has an interest in quilts.

Section 2. A person may attend two regular meetings of the guild as a guest before being required to join if further attendance is desired.

Section 3. Members shall pay annual dues of \$25.00. Dues are payable in June. Membership not renewed by August will be terminated. New members not members the previous guild year can join January 1 for \$15.00. All current charter members are lifetime honorary members and no longer need to pay dues.

ARTICLE IV: BOARD OF DIRECTORS

The Board of Directors shall be composed of elected officers who shall each serve for a term of two years.

Section 1. A nominating committee of five members shall be appointed by the Board of Directors prior to the regular meeting in March. Two members shall be appointed from the Board and three members from the guild at large.

Section 2. The nominating committee shall nominate annually President and First Vice-President-Elect. In odd-numbered years the committee shall also nominate Second Vice-President, Ways & Means, and Publicist/Historian. In even-numbered years the committee shall also nominate Secretary, Treasurer, and Newsletter Editor. Past President and First Vice-President are the ninth and tenth board members. In the event the immediate Past President is unable to serve, the Board of Directors shall appoint a past president for one year.

Section 3. The list of nominees for offices shall be printed in the newsletter prior to the election in May. At least one nominee shall be from the evening group if possible.

Section 4. Election of officers shall be at the regular meeting in May. If there is more than one nominee for an office, the vote shall be by ballot.

Section 5. The Board of Directors shall meet monthly as called by the President. Five members shall constitute a quorum. The May Board of Directors meeting will be a transitional meeting between the incoming and outgoing officers.

Section 6. Upon the resignation of an officer, the Board of Directors shall appoint a member to fill the vacancy.

ARTICLE V: OFFICERS

Section 1. The term of office as Board Member shall be two years, beginning June 1. No member shall serve more than two consecutive terms on the Board of Directors (four years). After an absence of one year, a member may be re-elected to the Board.

Section 2. Officers are elected for two years and may be elected to succeed themselves with the exception of the First Vice-President-Elect who will automatically become First Vice-President the second year, and President who will automatically become Past President the second year.

Section 3. The duties of officers shall include:

President: shall preside over all the meetings; shall provide agenda to secretary; shall appoint standing and special committees; shall serve as an ex-officio member on all committees except the Nominating Committee; shall reserve meeting places for the coming year; shall be responsible for contacting board members regarding cancellation of a meeting due to weather; shall make arrangements for obtaining/returning key to meeting place if necessary; shall oversee the Board of Directors meeting time, place and agenda; and shall oversee the transfer of duties and records to the new Board of Directors at the May Board meeting; shall store and transport the sound system/equipment(charge unit the day before the meeting); shall write monthly letter for guild newsletter due by the 20th of each month; shall get mail regularly from the PO box (key in notebook);shall be familiar with the bylaws; shall provide each board member with a folder containing documentation pertaining to the WVQG; and shall appoint a qualified auditor(s) to annually review the treasurer's records.

First Vice-President: shall, in the absence of the President or at the President's request, preside at meetings; shall submit news article to the Newsletter Editor with the program, workshop, and related information; shall host or find host for the program/workshop presenter and take care of personal needs of presenter; shall keep organized records of contacts made and other pertinent information in the files provided; shall serve as Workshop Chairman and take care of the following: collect fees for workshops and turn in to treasurer, keep track of sign-up lists and supply lists, have items available as needed at workshop (extension cords, quilt racks, etc.), be responsible for opening and closing the classroom, host the workshop teacher to lunch, etc, and arrange the area for class—tables, chairs, etc. .

First Vice-President-Elect: shall plan programs through May of the year in which he/she will serve as First Vice President ; shall present program and workshop agenda/contract containing all budget information to the board for approval at least 60 days prior to date of program and, following board approval, shall have the contract signed 30 days prior to the program; shall send two written contracts to program/workshop presenter—one to keep and one to sign and return; shall follow-up with confirmation of date, time, etc.; shall keep organized records of contacts made and other pertinent information in the files provided.

Second Vice-President: shall, in the absence of the President and First Vice-President, preside at meetings; shall assemble and distribute new member packets; shall assist as needed with workshops; shall greet members and guests at meetings; shall keep name tags and sign-up book for members and guests; shall arrange for collecting door prizes for each meeting and shall organize the drawing for door prizes at each meeting.

Secretary: shall record the proceedings of all guild meetings and board meetings; shall have guild minutes available at the next guild meeting and give a copy to the President and Treasurer; shall distribute copies of board minutes to all board members; shall maintain a notebook with copies of all guild and board minutes; and shall keep a current copy of the bylaws, history, and other information as needed.

Treasurer: shall keep an accurate record of receipts and disbursements of the guild monies; shall have available a Treasurer's report at each guild meeting and have several copies available for distribution if requested; shall provide copies of the report to board members at the board meeting; shall, if requested, give a copy to the Newsletter Editor for publication in the newsletter; shall keep the board informed as to the status of the yearly guild budget; shall deposit all money taken in and pay all bills; shall keep a record of membership, date dues are paid, and make new membership cards when dues are paid; shall keep a copy of the current membership form; shall give names of new members to the Newsletter Editor, Webmasters, and the Second Vice-President; shall send statements to newsletter advertisers for payment (\$60/year, subject to change by vote of Board of Directors); shall have Treasurer's records ready to be audited following the May Board meeting; shall give all records to the new Treasurer prior to the June guild meeting; and shall file Form 990-N (e-postcard) with IRS electronically (www.irs.gov/eo) after May 31 but before Oct. 15 of each fiscal year in order to maintain tax-exempt status.

Publicist/Historian: shall send notice of guild meetings, workshops and activities) to area newspapers and/or other media outlets; shall keep a file of newsletters, news items and/or pictures of special events and programs as needed; and shall forward pictures to Webmasters.

Newsletter Editor: shall direct publication of the newsletter to be printed monthly; shall submit the completed newsletter to the Webmasters for emailing to the membership; shall mail by USPS newsletters to those members without email; shall work with the Treasurer and Ways and Means Chairman to procure new advertisers; shall appoint assistants from the membership for mailings and articles; and shall communicate with Treasurer and Webmasters to keep membership and advertiser lists current.

Ways and Means Chairman: shall develop and coordinate money making projects and/or activities to be presented to the Board of Directors and approved by the membership; shall work with Treasurer and Newsletter Editor in procuring new advertisers; and shall serve as a member of the Quilt Show Committee as needed.

Past-President: shall send condolences and card to family of deceased members concerning Special Merit Award at the Cowley County Fair; shall contact the Fancy Work Superintendent at the Cowley County Fair with names of deceased members to be honored with the Special Merit Award; shall keep current listing of WVQG charter members; and shall serve as chairman of the Long Range Planning Committee.

ARTICLE VI: COMMITTEES

Section 1. The following Standing Committees shall be appointed by the President with approval of the Board: Budget (whole Board acts as committee), Bylaws, Ways and Means, and Long Range Planning.

Budget Committee: shall prepare a proposed budget of estimated income and expenditures to be voted on at the guild annual meeting in May. Adoption of the budget authorizes payment of expenses up to the annual budgeted amount. Expenditures less than \$100 not authorized by the budget may be approved by the Board of Directors. Expenditures over \$100 not authorized by the budget must be approved by the general membership at a regular meeting.

Bylaws Committee: shall review the bylaws annually, propose amendments, and provide the membership with an updated copy of the current bylaws as requested.

Ways and Means Committee: shall work with the chairman on all fund raising projects.

Long Range Planning Committee: shall offer suggestions for the good of the guild.

Section 2. The President may appoint as needed Special Committee Chairmen such as Quilt Show, Comfort Quilts, Opportunity Quilt, and Guild Parties.

A. The Quilt Show and/or other major fund raising chairmen shall report monthly to the Board of Directors.

ARTICLE VII: MEETINGS

Section 1. The regular meeting of this Guild shall be on the second Monday of each month. The May meeting shall be designated the annual meeting of the Guild which shall include election of officers and adoption of the budget.

Section 2. The meeting day may be changed or cancelled with Board approval by notification of the membership through the newsletter, via email or news media.

ARTICLE VIII: PROGRAMS AND WORKSHOPS

Section 1. Contracts for programs and workshops with members and non-members of the Walnut Valley Quilters Guild will be negotiated by the First Vice President Elect.

Section 2. When the final contract is signed by the presenter, workshop fees will be approved by the Board of Directors.

ARTICLE IX: DISSOLUTION

The object and purpose of this organization being entirely educational, no part of its earnings shall inure to the use or benefit of an individual. Reimbursement for expenditures or the reasonable compensation for services rendered shall not be deemed to be distribution of income of principal. In the event of dissolution of the Guild, any and all of its funds and any other property then owned by it shall be distributed to or for the use of charitable or educational organizations as determined by the Board of Directors.

ARTICLE X: AMENDMENT OF BYLAWS

These bylaws may be amended at a regular meeting of the Guild by a two-thirds vote of the members present at each meeting, providing the proposed amendments have been presented to the members in writing previous to the meeting.

STANDING RULES:

1. Regular meetings shall be held at 5:30 p.m., alternating between Arkansas City and Winfield. The June Birthday Party and December Christmas Party shall be held in alternating cities in alternating years. Meeting times may be changed as needed at the discretion of the Board of Directors.

2. Members are urged to wear a name tag to all meetings of the Guild.

3. The Second Vice-President shall be responsible for distribution of New Member Packets which shall include a copy of the bylaws, a current membership list, and a history of the guild.

4. Payment for a scheduled workshop is required when a student signs up and is non-refundable except if cancelled by the teacher or the Guild or a replacement is obtained. Any deficit will be subsidized by the Guild as needed from the Workshop/Education budget.

5. The President shall be encouraged to make a President's quilt at the end of her/his term of office. The quilt shall involve the membership of the guild in some way. The President shall be reimbursed for fabric up to the amount budgeted as receipts are presented to the Treasurer. Theme and pattern shall be the choice of the President. The President shall show the quilt at a regular guild meeting and/or at the next guild show.

6. In order to give due respect and considerations to our special speakers, guests, and other guild members, we recommend that children should not be brought to regular guild meetings. The Guild shall not be responsible for providing child care. The exception shall be:

A member's child or grandchild who is under 18 years of age may join as a junior member at no charge. They shall not receive a newsletter and must be interested enough to sit quietly and listen to the program. The board shall rescind their membership if there is a problem.

7. Annual and/or lifetime honorary memberships may be given at the discretion of the Board.

8. A Walnut Valley Quilters' Guild member contracted for a program shall be given a \$150 total payment for presenting a program at both guild meetings.

9. A copy of bylaws, officers' duties and other WVQG information shall be kept by each board member.

10. WVQG will award a Special Merit award of \$25 in the quilting department of the Cowley County Fair each year. Guild members who pass away during the time between June 1 and May 31 will be memorialized through that award. The past president will send a card to the family of the deceased member informing them of the memorial award.

11. Two Webmasters shall be appointed by the Board of Directors annually in the month of April and shall maintain the guild website; maintain the guild email account; email the newsletter as submitted to them by the Newsletter Editor to all guild members; coordinate with the Treasurer and the Newsletter Editor concerning email addresses of guild members; put pictures received from the Publicist/Historian to the web maintain WVQG Facebook page; and report to the Board of Directors when requested to do so. Except for the monthly newsletter, the guild email shall not be used for personal reasons or advertising.

12. All individuals or organizations desiring to offer items for sale at a guild meeting shall first obtain permission from the guild president.

13. These standing rules may be amended or rescinded at a regular meeting of the Guild by a two-thirds vote of members present without previous notice OR by a majority vote of members present if previous notice has been given.