

Yampa Valley Piecemakers Quilt Guild

2009 By-Laws

ARTICLE I - Name

The name of this organization shall be the Yampa Valley Piecemakers Quilt Guild.

ARTICLE II – Purpose

The purpose of this guild is to preserve and encourage the art of quilting, provide instruction for its members and education for the public, and to be a gathering place for people with this common interest.

ARTICLE III - Non-Profit

The Guild shall be not-for-profit. No part of its earnings shall inure to the benefit of any member, but shall be used exclusively for the purposes of the organization. The Guild will initially operate under the umbrella of the Community Foundation of Northwest Colorado a 501(c) 3 that will act as a fiscal agent for the Guild.

ARTICLE IV – Membership and Dues

Section 1. Membership shall not be denied to any person interested in the history, preservation, and/or the development of the art of quilting.

Section 2. Annual dues shall be set by the Executive Board. Annual dues shall be payable in January of each year. Members who have not paid by the February general membership meeting will be dropped from membership.

Section 3. Dues for new members (new members are those who have never been a member previously) joining after June 30 shall be pro-rated.

Section 4. Privileges of membership include:

- a. The right to cast a vote in the election of officers, the approval of the Guild's budget and the amendment of bylaws.
- b. The right to hold office in the Guild according to Article VI.
- c. The right to attend monthly meetings and to participate in Guild activities on a priority basis and at membership rates.
- d. The right to attend Board meetings as a non-voting member.

Section 5. A person may attend two general meetings of the Guild as a guest before being required to join.

Section 6. Membership list will be made available to all paid members once yearly and will not be distributed or sold by the guild and is for the express use of members only. Members may choose not to have their name/s and addresses put on the list by completing the appropriate box on the membership or membership renewal form.

Section 7. When special workshops are held by guest speakers, members are accepted first and then as space permits nonmembers will be accepted.

ARTICLE V – Meetings

Section 1. General Meetings

- a. A meeting of the general membership shall be held once each month, except December.
- b. The meeting time and place shall be set by the Board.
- c. The minutes of the previous general meetings shall be provided to the membership at the next monthly meeting and the Treasurer's report shall be published in the monthly newsletter. The minutes will be open for additions and/or corrections and approval at the monthly meetings. The Treasurer's report will be read at the monthly meetings.
- d. All members present shall constitute a quorum for the transaction of business.

Section 2. Board Meetings

- a. The Board shall meet monthly at a time and place determined by the Board members.
- a. The time and place shall be published in the Newsletter.
- b. A simple majority of the Board shall constitute a quorum for the transaction of business.
- c. The Board will be members in good standing of the Guild. And include the President, Vice President, Secretary, Treasurer, Program Committee, Communication committee and other committees when they needed.

ARTICLE VI – Officers & Committees

Section 1. The elected officers of the Guild shall be President, Vice-President, Secretary, and Treasurer.

Section 2. The officers shall be elected by a majority vote of the members present at the November Guild Meeting, shall be installed at the January meeting, and shall assume their duties at that meeting.

Section 3. Elected officers comprise the Executive Board. Executive Board Members are responsible for governing the Guild. They meet monthly at least one week before the general meeting and make decisions that do not need to be voted upon by the general membership. They prepare information to present to the general membership.

Section 4. Duties

President

The President shall be the Chief Executive Officer of the Guild and shall preside at all general, special and Board meetings. The President shall be the official spokesperson for the Guild. The President shall instruct the secretary regarding the issuance of notices, minutes and general correspondence. President shall plan, organize and preside at all Board meetings. Will appoint special committee chairpersons. Shall have authority to enter into contracts in the name of the Guild, with the Board approval. Shall appoint all Standing Committee and Audit Committee Chairs and will be willing to sit in on all of the committees if needed and will appoint special committee chairpersons. The guild President shall have the authority to enter into contracts in the name of the Guild, with the Board's approval. Shall appoint all Standing Committee and Audit Committee Chairs and will be willing to sit in on all of the committees if needed. The Guild President should also help recruit new members to the committees and ensure that when possible new people have a chance each year to serve as chair or co-chair. The President's term will be one year. Except for the first year, the President is not directly elected each year. The Vice President/President Pro-tem becomes the next President.

Vice President

The Vice President shall preside in the absence of/or at the request of the President at the Monthly meetings and/or the Board meetings. The Vice-President will have a staggered term of two years. The first year will be as the Vice President then moving into the President position at the end of the term. The Vice-President shall be responsible for the monthly Show and Tell segment of each meeting and will act as chair of the Programs Committee.

Secretary

The Secretary shall keep the records of the Guild, and Board meetings: and shall conduct general correspondence of the Guild. The Secretary will be a part of the Membership Committee and assist that committee to keep a record of all members, receive all membership forms, and transfer funds to the treasurer.

Treasurer

The Treasurer shall be responsible for carrying out the fiscal functions of the Guild. Duties include paying bills as directed by the Board. Preparing the budget: shall make monthly reports to the Board, prepare reports for the newsletter and present an annual report at the annual December Guild Holiday and Business meeting. With the help of the Membership Chair, will accept all dues and maintain a record of all members and membership dues. Part of the Treasurer duty will be to prepare paperwork for the audit committee. Treasurer will take charge of the legal, state registration for raffles and serve as chair of the raffle committee for the bookkeeping of the sale of tickets. Treasurer may also be asked to assist with special fundraising events.

Section 5. Standing Committees

Committees are formed to take on the programs, activities, etc.. of the Guild, not to govern the Guild. Therefore, committees **MUST** seek board approval on all major decisions and expenditures. Active committees should be strongly encouraged to send at least one member (chair or co-chair) to the monthly board meetings.

Section 6. Duties for Standing Committees

Communication Committee

Shall be responsible for coordinating all communications efforts including: assisting the President and Secretary with the PO Box and official correspondence, coordinating the newsletter and web site, chairing the advertising committee, providing media interviews, assisting with the development and update of all forms for contests, raffles, membership, etc.. The newsletter/web editor shall chair this committee.

Membership Committee

Shall be responsible for developing membership and services for members and will help the meeting committee to coordinate the smooth running of all General meetings. They will accept new membership forms and work closely with other Board and Committee members to report on dues, keep a list of members, develop forms and brochures, and provide suggestions of programs, flag people who might have skills or talents that would benefit the Guild. This officer will also survey the members to evaluate and improve services and to create a list of book recommendations to be provided to the Moffat County Library each year.

Programs Committee

Shall be a committee of at least two and preferably more members. The program chairperson and Co-chair shall serve a staggered term of two years: the Co-chair shall become Chair the second year of her term. This is to allow long term planning of programs. This committee will plan and run all General meeting speakers, events, demonstrations and workshops. The committee will work with the Board, other Committee Chairs and the general members in choosing programs and speakers. Choices should be presented to the Board and approved in a timely manner. Expenses for all paid speakers and/or teachers must be approved by the board after consultation with the Treasurer.

BOM Committee

Shall have the responsibility for choosing a monthly block pattern for the year. Ensure the block of the month and instructions are sent to the newsletter in a timely manner. Shall have copies of the block instruction at the meeting, shall make the sample block for the meeting. They will handle taking in the blocks each month and doing the drawing during the meeting.

Auditing Committee

Shall consist of three (3) members elected by the board to go over the books. Shall not include among its committee any person who has served on the board or managed the

disbursement or collection of funds during the year under audit. Audit will be yearly and done by Feb 28.

Advertising Committee

Shall be responsible for monthly updates to the newspaper about our meetings and flyers when needed. Doing a newsletter that will be monthly sending it to members by the internet or mail. Responsible for the monthly updating of a website during the times that the guild has one.

Charity/Community Committee

Shall coordinate the provision of small gifts for Sunset Meadow's Seniors. Bring requests for assistance to the Executive Board and then act on board decisions. Organize with other groups, charity-quilting days. Seek donations when needed for charity programs. Promote collection of charitable items for various organizations.

Meeting/Hospitality Committee

Shall be in charge of developing membership and will work with the Secretary/Treasurer to keep an updated membership list. Coordinate meeting set-up and clean up. Coordinate door prizes or special opportunity offers. Greet members at the door at meetings. Run the drawing for and hand out door prizes to winners. Make new members and visitors feel welcome. Coordinate hospitality treats, etc... at each meeting. Coordinate the November membership holiday party.

Shows/Raffle Committee

Shall be in charge of show coordination (including Art Walk, Wyman Museum, Moffat County Fair, and others as determined by the guild) and will help the Treasurer to run raffles. This committee will have co-chairs (rather than a chair and a second) with the Treasurer acting as chair for Raffle business and the Co-Chair to act as Show coordinator for any show.

Historical Committee

Shall work with the Secretary to document the history of the Guild. They will preserve media, newsletters, etc.. Take photographs and work to develop a comprehensive record that others such as the Communication Committee can access for use in Guild related work.

NQA Chapter Coordinators - two people ONLY

(The liaison position should be a permanent office that does not change with each change of chapter officers. This will allow for continuity in meeting NQA responsibilities.)

Shall make available to the chapter all correspondence received from NQA. Keep the chapter members informed of NQA-sponsored activities. Keep an updated file on all NQA programs and services and make the information available to the chapter members. Handle the annual chapter renewal and submit to the NQA office updated information when chapter officers change. Send to the NQA office the chapter newsletter and information to the current NQA Chapter Coordinator. Provide newsworthy items,

photographs, and updated material to the editor of THE QUILTING QUARTERLY for possible inclusion.

ARTICLE VII -- Amendments

Section 1. The Bylaws may be amended at any regularly scheduled meeting by a two-thirds vote of the members present. The membership shall be notified of the proposed change at the general meeting in the month prior to the meeting at which the vote is scheduled.

Section 2. Items not specifically covered in these Bylaws shall be determined by the standing Rules. These rules may be added to, amended, or repealed by a majority vote of the Board.

ARTICLE VIII -- Dissolution Clause

In the event the Guild is dissolved, the assets shall be used to purchase quilts for museums, and historical societies and/or given to quilt-related charity.