BY-LAWS OF THE
HEARTS & HANDS/ECA QUILTERS' GUILD 2026

ARTICLE I: NAME AND PURPOSE:

SECTION I: NAME: This organization shall be known as the HEARTS & HANDS/ECA QUILTERS' GUILD, hereinafter called "The Guild".

SECTION II: The PURPOSE of The Guild shall be to foster the art of quilting, to encourage a high standard of design and technique in all its various forms, and to stimulate an interest in these goals within the community.

SECTION III: The Guild is registered as a specialty club of the North Carolina Extension and Community Association of Lee County and shall be nonprofit, nonpartisan, and nonsectarian.

SECTION IV:

(A) Notwithstanding any other provisions of its charter or these by-laws, The Guild shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Code.

(B) No part of any net earnings or resources of The Guild shall be used to benefit any individual or any Director or Officer of The Guild, except that reasonable compensation may be paid for services rendered to and for The Guild effecting one of its purposes. No Director or Officer of The Guild or any private individual shall be entitled to share in the distribution of any of The Guild's assets on dissolution of The Guild.

(C) The purposes for which The Guild is organized are exclusively religious, charitable, scientific, literary, or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue code.

(D) Members may not sell items for personal gain at any Guild functions other than offering quilts for sale during the biennial quilt show.

SECTION V: PERMANENT MAILING ADDRESS:

Hearts & Hands/ECA Quilters' Guild
P.O. Box 162
Sanford, NC 27332

ARTICLE II: MEMBERSHIP

SECTION I: MEMBERSHIP: Any ADULT PERSON 18 or older with a serious interest in the art of quilting shall be eligible for membership upon payment of the annual dues. A prospective member may attend two meetings, excluding workshops, prior to joining The Guild. An Honorary Membership may be given to a person or persons who have provided services to The Guild who are not voting members. A Junior Membership may be given to persons ages 15 – 17 years with their dues being half price; junior members must be sponsored by an active member of the Guild.

SECTION II: DUES: Annual dues shall be $25.00 per year, as of November 2008, which runs from January 1 through December 31. The $25.00 includes dues to the North Carolina Cooperative Extension Service. Dues will be $15.00 for Guild members who already belong to an Extension Club. Annual dues are due and payable in October and are considered delinquent on December 31. Members who have not paid their dues will be removed from the membership roster in January. Between July 1 and December 31, dues for new members shall be $12.50 (one-half of Guild dues). No refunds will be made on any part of the dues paid to The Guild.

SECTION III: Members shall be eligible to vote on the amendments of the by-laws, the budget and for the election of officers. Members, in good standing, shall also have voting privileges on matters presented at all Guild meetings.

SECTION IV: Members are encouraged to wear name tags to Guild functions.

SECTION V: Members are encouraged to participate in the Community Service Projects as voted on annually by Guild membership. Each selected Service Project entity will have a guild member as liaison or point person. Parameters for each project will be outlined with specifics as to type of fabric, batting, construction, size, theme and any other required specific information.

SECTION VI: Members are encouraged to participate in the construction and sale of The Guild's Raffle Quilt. Members are responsible for the sale of a minimum of 20 tickets or a contribution of $20 to the Guild's biennial fund raiser. Members are also encouraged to report total volunteer hours on a semi-annual basis and to complete their Yearly Activity Report.

ARTICLE III: OFFICERS, BOARD OF DIRECTORS AND NOMINATING COMMITTEE

SECTION I: OFFICERS: Officers of The Guild shall consist of a President, Vice President, Secretary and Treasurer. No officer may hold more than one office at a time. The elected officers of The Guild constitute the Executive Board.

SECTION II: ELECTION OF OFFICERS: The officers shall be elected at the September meeting of the members and shall serve for a term of two years. Officers may serve multiple terms, but they cannot be consecutive. A vacated office shall be filled by a member appointed by the President and approved by the Board of Directors.

SECTION III: BOARD OF DIRECTORS: The Board of Directors shall consist of all officers and committee chairpersons.

SECTION IV: NOMINATING COMMITTEE: The President shall appoint a Nominating Committee no later than the June meeting, which shall consist of three (3) members composed of one Board member and two members from the general membership. The Nominating Committee shall present the slate of officers, as well as a slate of chairpersons for committees at the August meeting. All persons nominated shall have given their consent to serve prior to being nominated. Nominations may be made from the floor. If there are no nominations from the floor, the President will close the nominations. Then at the September meeting, a motion will be made and voted on to declare the slate of officers accepted. If there are nominations from the floor, the election shall be by secret ballot in September. The outgoing President shall be in charge of the Installation of the new officers, which shall take place at the December Social. The term of office for the new officers shall commence on January 1st.

SECTION V: DUTIES OF OFFICERS:

THE PRESIDENT shall preside at general membership meetings, and at the Board of Directors' meetings; shall be an ex-officio member of all committees except the Nominating Committee; shall appoint a Nominating Committee; shall not have a vote except in case of a tie; shall perform such duties as are incidental to the office; shall be a signer of the checkbook although this duty may be delegated to the Vice President at the request of the President. The President shall keep one key to the Post Office Box, although this duty may be delegated to the Vice President at the request of the President. The President shall also maintain The Guild email and forward necessary emails to the membership.

THE VICE PRESIDENT shall preside at the Guild meeting in the absence of the President; shall assist the President; shall also serve as Chairperson of Programs.

THE SECRETARY is responsible for both duties of Recording and Correspondence. The Secretary shall keep minutes of all meetings of members and the Board; will be custodian of The Guild minutes; will give all notices as required by law or by-laws, and generally will perform all duties incident to the office of the Secretary and such other duties as may be required by law and these by-laws, or which may be assigned by the Board. She shall provide a copy of the minutes from each meeting to the Executive Board via email for approval before providing them to the membership. Copies of the full text of the minutes of all meetings shall be available to any member on request. The Secretary shall be responsible for all general Correspondence as directed by the President and shall also have in her possession one key to the Post Office Box. The secretary shall provide an annual file of the minutes to the Historian.

THE TREASURER shall receive, disburse and maintain all funds received by The Guild; shall provide a copy of the monthly Treasurer's report to the members of the Executive Board and to any member who requests a copy; shall maintain records of all receipts and disbursements; make bank deposits; write donation receipts; shall prepare in simple terms monthly, quarterly and/or annual financial statements as requested or required; shall keep any necessary tax records and make any necessary tax reports; and shall provide a copy of the Annual Financial Summary to the President, the Vice-President and The Guild Historian. The Treasurer shall also be responsible for producing a budget, with the assistance of the Board of Directors, prior to January, then presenting it to the membership for a vote. The Treasurer shall also be a signer of the checkbook and serve as a member of the Quilt Show Committee.

SECTION VI: TRANSITION OF OFFICERS: Each officer and committee chairperson shall be responsible for providing adequate training to incoming officers and committee chairpersons. Records/supplies shall be transferred to new officers and committee chairpersons after the December Social and prior to the January Guild meeting.

SECTION VII: DUTIES OF THE EXECUTIVE BOARD AND THE BOARD OF DIRECTORS:

Meetings of the Executive Board shall be called by the President and/or upon request by any officer of the Guild. A majority of the Executive Board shall constitute a quorum. The Board shall have the power to approve non-budgeted expenditures for The Guild in an amount not to exceed $200.00. Non-budgeted expenditures more than $200.00 must be approved by the membership at a regular business meeting of The Guild.

Meetings of the Board of Directors shall be called by the President and/or upon written request of three of the Board members. Officers and Committee Chairpersons shall attend all board meetings or shall notify the President of their absence prior to the meeting. A majority of the Board of Directors members constitute a Quorum, providing at least three (3) officers are present. Members of the Board shall be Guild members in good standing. The Board shall transact necessary business between regular meetings of the Guild. The Board shall hear all complaints and resolve disputes between members.

ARTICLE IV: MEETINGS

SECTION I: BOARD OF DIRECTORS ANNUAL MEETING: There shall be a joint meeting of the outgoing Board of Directors with the incoming Board of Directors which will be held at the November Sew Day.

SECTION II: REGULAR MEETING DAY AND PLACE: The Guild shall meet on the first Saturday of each month at 12:00 P.M. at the McSwain Extension Education and Agriculture Center, 2420 Tramway Road, Sanford, North Carolina 27332; or at any other place designated by the Executive Board. Sew Days will normally be held on the third Saturday of the month at the Extension Center. A Social Gathering for Guild members will be held in December. Meeting dates and places may be changed by the Officers if the Extension Center is unavailable due to a holiday or conflict with another event.

SECTION III: QUORUM: A quorum for conducting business shall consist of a simple majority of the current membership being in attendance.

ARTICLE V: COMMITTEES

PROGRAM CHAIRPERSON shall be the Vice-President of the Guild. The Vice President shall organize a committee to assist as needed. The Vice-President, together with the committee, shall be responsible for all programs, including the Block of the Month (BOM), workshops and trips.

COMMUNITY PROJECTS CHAIRPERSON shall be responsible for suggesting, supporting and monitoring all community projects. The Chair shall organize a committee to assist as needed.

QUILT SHOW CHAIRPERSON shall be a volunteer approved by the Board of Directors in the first quarter of the new year immediately after the Quilt Show. The Quilt Show Chair shall organize a committee to assist as needed. Expenditures up to $200 can be made at the discretion of the Quilt Show Chairperson. Expenditures over $200 can be made at the discretion of the Quilt Show Chairperson with the approval of two-thirds of the Quilt Show committee. The Quilt Show Chairperson has the responsibility to render a periodic report of expenditures to the Treasurer, who will report regularly to the membership.

THE HISTORIAN shall also have in their possession master versions of Guild documents in their native form (not PDF) including, at a minimum, the By-Laws, Tri-fold Membership Brochure, Membership Questionnaire, Membership Card and Reimbursement Form. The Historian shall also keep record copies of minutes and financial reports.

HOSPITALITY/RAFFLE TREASURE CHAIRPERSON maintains the list of members signing up to bring in refreshments to The Guild meetings and reminds the members who are responsible prior to the meeting date. The Hospitality Chair coordinates the purchase of paper goods and plastic utensils for special events of The Guild. The Chair is also responsible for maintaining the list of members volunteering to bring two new wrapped gifts for Raffle Treasures and shall remind the members who are responsible for the Raffle Treasures prior to the meeting. The Chair shall sell raffle treasure tickets at general membership meetings and transfer money to the Treasurer after the meeting ends.

PUBLICITY CHAIRPERSON manages the Guild Facebook and Instagram accounts and takes pictures at meetings, workshops, etc. The Publicity Chair may also put meeting dates in area newspapers, submit articles and pictures relating to Guild activities to the local newspaper, submit articles to quilt magazines and arrange news coverage for special events that The Guild has during the year.

MEMBERSHIP CHAIRPERSON shall welcome members and guests, ensure that everyone signs the attendance roster, introduce Guests and New Members at Guild meetings, hand out membership forms and information and assist new members in filling out the membership form. The Membership Chairperson shall also maintain The Guild Membership Roster and Emergency Contact Roster. The membership roster cannot be sold or used for commercial purposes. The Membership Chairman is responsible for purchasing nametags for new members and providing them with the Guild pin. The Membership Chairperson shall also provide members with their Guild Membership Card.

WEBMASTER shall maintain The Guild website including posting meeting dates and locations, pictures of guild activities, information on programs/classes and BOM patterns. The Webmaster shall post quilt show information and results. The Webmaster shall also be responsible for renewing The Guild contract for the website and email on an annual basis.

SUNSHINE CHAIRPERSON shall send cards to guild members who may be ill, have a death or serious illness in the family or who may just need encouragement. Members are asked to contact the Sunshine Chairman when they are aware of a fellow Guild member who may fit these categories. Members' birthdays are recognized during the monthly guild meeting.

ARTICLE VI: WORKSHOP MEETINGS

Workshops shall be conducted by Guild members and external teachers to teach various skills and techniques to both Guild and non-guild members. Fees for attending workshops will be set for each event by recommendation of the Vice President and the Program Committee with the approval of the Executive Board. A refundable registration fee may be charged at the discretion of the Program Committee. Such fee would be forfeited if the registrant failed to attend without prior notification.

ARTICLE VII: AMENDMENT OF BY-LAWS

This Constitution and By-Laws may be amended, altered, or repealed every two years and presented at a regular scheduled meeting for approval. Proposed amendments must be presented to the general membership at least 30 days prior to there being a vote on the proposed amendments.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of The New Roberts Rules of Order shall govern this association in all cases to which they are applicable and in which they are not inconsistent with the Hearts & Hands/ECA Quilters' Guild By-laws.

ARTICLE IX: AUDIT COMMITTEE

An audit of the books shall be done yearly by two members appointed by the President whose duty it shall be to audit the Treasurer's account. The Treasurer must be present at the audit. The Audit Committee's report shall be submitted to the general membership.

ARTICLE X: DISSOLUTION

In the event of dissolution, the residual assets of The Guild will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or corresponding section of any prior or future Internal Revenue Code, or to the Federal, State, or local government for exclusively public purposes.

THESE BY-LAWS OF THE HEARTS & HANDS/ECA QUILTERS' GUILD WERE REVISED AND ADOPTED BY THE MEMBERSHIP AT THE MAY 2, 2026 MEETING.

Crystal Gers, President

Patricia Brown, Secretary

Patricia Poulson, By-Laws Committee Chair