

SCRAPPY LADIES QUILT GUILD
SOUTHEASTERN COLORADO

BYLAWS AND STANDING RULES

Article I - NAME

The name of this organization shall be Scrappy Ladies Quilt Guild.

Article II - PURPOSE

The purpose of this organization shall be that as a non-profit organization, it would promote good fellowship among persons interested in the art of quilting, preserve the tradition, culture and history of quilting, and promote the knowledge and appreciation of all aspects of quilting.

In accordance with our Statement of Purpose, Scrappy Ladies will annually set aside a portion of their assets to continue our tradition of producing donation quilts to support the organizations with whom we have committed our resources.

Article III - MEMBERSHIP AND DUES

Section 1 - Members shall be individuals interested in the art of quilting, believing in the purpose of this organization and paying annual dues.

- A. New members shall be accepted at any time. Dues shall be reviewed and established annually in September, to be in effect for the following fiscal year. The vehicle for change is the Standing Rules of the organization.
- B. The fiscal year shall be January 1 to December 31.
- C. Membership shall not exceed 100 members. The size of available meeting hall facilities and the philosophy of sharing work at each meeting mandates this bylaw.
- D. Members shall have fabric name tags and be encouraged to donate 25 cents to petty cash if name tags are not worn to the meetings.
- E. Supporting membership is open to quilt shop owners and professional quilt teachers who support the guild in various ways, but because of class schedules are not always able to attend the meetings and participate in committees. Supporting members will pay dues
. Attendance at meetings is waived.

Article IV - OFFICERS AND THEIR DUTIES

Section 1 - The officers of this organization shall be President, Vice President, Secretary, and Treasurer.

- A. The president shall preside over all meetings and perform all other duties that the office requires. The president shall be the Chairman of the Executive Board and shall have the power to call special meetings.
- B. The vice-president shall preside in the absence of the president and shall take over the duties of the president if for any reason the presidency is vacated. The vice-president shall be program chairman.
- C. The secretary shall keep an accurate record of all regular and board meetings. The secretary shall write a thank you letter to each person who presents a program to the guild.
- D. The treasurer shall keep an accurate record of receipts and disbursements and pay major bills authorized by the Board. The treasurer shall also be required to give a report to the membership at the monthly meetings along with an annual report to an Audit Committee. The treasurer shall also maintain a current list of all guild assets. The treasurer shall collect all monies submitted for guild activities.

Article V - EXECUTIVE BOARD

The executive board shall consist of the president, vice president, secretary, treasurer and the committee chairpersons. It shall conduct the routine business of the guild and authorize expenditures. It shall conduct an annual review of assets. The board shall be alert to all quilting activities and inform the membership. The board shall meet as often as necessary.

Article VI - MEETINGS AND ELECTIONS

Section 1 - The guild meetings shall include a monthly meeting of the entire membership and meetings of special interest groups as often as required.

- A. Regular meetings shall be held on the day of the month determined by the Board.
- B. It may be necessary to schedule a meeting on a day other than the regular meeting day. Members will be notified if a change becomes necessary.
- C. Workshop meetings shall be self-supporting. Any fee charged shall be determined by the cost of the workshop. Non-members may attend if there is room.

Section 2 - Elections shall be by ballot.

- A. Each year the Board shall appoint a nominating committee consisting of a chairman and two other individuals.
- B. The committee shall submit a slate of officers and make its report at the November meeting.
- C. Officers shall be elected at the December meeting by the majority of members present. An election may be unnecessary if only one individual volunteers for each position.
- D. Nominations may be made from the floor.

Article VII - COMMITTEES

Section 1 - The following may be the committees of the guild.

- A. Newsletter
- B. Membership
- C. Publicity
- D. Historian
- E. Nomination Committee (at election time)
- F. Programs
- G. Library
- H. Hospitality
- I. Games
- J. Photography
- K. Charity Quilts
- L. Web-site
- M. Kitchen Duty

Section 2 - Special committees shall be formed as necessary and serve until their special purpose has been fulfilled.

ARTICLE VIII - AMENDMENTS

Suggestions for changes in the by-laws must be submitted to the Board in writing. Once approved by the Board, they must be printed in the newsletter prior to being voted on by the membership at large. Voting may be done by a show of hands at a regularly scheduled monthly meeting of the Guild or by mail-in ballot.

STANDING RULES

Standing rules may be changed at the monthly meetings by a majority vote of the attending members.

1. Dues for the year shall be **\$20.00** to be reviewed annually in September. Minutes will be sent by email, but the guild will cover the costs of mailing minutes to members who do not have internet access.
2. Dues may be prorated, meaning that a member may join in July for the half-year charge of the established fee.
3. The Guild shall meet the second Monday of each month.
4. Committees shall be formed to audit both raffle and regular checking accounts on an annual basis. Reports shall be provided to the general membership.
5. Some specific duties of some committees are as follows:
 - a. Publicity committee will act as a liaison between the guild and the public, advertising special events to which the public is invited.
 - b. The Membership committee collects dues, keeps attendance and compiles and publishes the directory of members and makes sure all members have a copy.
 - c. The Historian collects pictures and news articles about the guild and its activities.
 - d. The Librarian maintains the Guild's collection of books, patterns, rulers, etc., and suggests new items of interest it is felt should be added to the Guild's collection. Individual members are responsible for returning items they have checked out in a timely manner.
 - e. Games/Raffle manager shall be required to keep a tally sheet for each year's raffle quilt showing all expenses connected with the production of the quilt, as well as profit for same.
6. Items to be expensed through the Raffle Account include, but are not limited to, the following: Raffle Quilt expenses, Guild programs, Raffle license, Raffle Table fees, Ticket printing, library books, Guild meeting room.
7. Annual expenses are to be reviewed against budget and used to prepare new year's budget. Said budget is to be reviewed and approved by the Board no later than the February meeting annually.
8. **The Board shall have a discretionary spending allowance of \$100 for incidental spending.**

