

**BY-LAWS OF THE  
SCRUBGRASS STITCHERS QUILT GUILD  
OF EMLENTON, PENNSYLVANIA  
ESTABLISHED: JULY 12, 2010  
REVISED: FEBRUARY 19, 2024**

**Article 1: Name**

The name of the organization shall be Scrubgrass Stitchers Quilt Guild. (SSQG)

**Article 2: Objective**

As members of the SSQG, located near Emlenton, Pennsylvania, we hereby establish this document to express our purpose and intentions. This document further provides the guidelines in an orderly and agreed-upon manner.

This organization exists in order to give its members the opportunity to share a mutual interest in quilting. The organization is committed to teaching and sharing information and skills related to quilting, both within the organization and throughout the community. This organization seeks to encourage interest in the art among members and non-members alike and will conduct at least one community service project each fiscal year.

**Article 3: Organization**

Section 1. This guild is a non-profit organization.

Section 2. All rights and powers of this organization are vested in its members.

Section 3. Elected officers of the organization include the President, Vice-President, Secretary, Program Chair and Treasurer. In the performance of their duties, as outlined in these by-laws, these individuals may then enlist the aid and advice of other members by forming standing committees.

Section 4. Membership is open to any interested individual in accordance with the accepted procedure as set forth in the by-laws. Any and all members are qualified to serve as officers, or on any committee following accepted procedures as set forth in the by-laws. Junior members 10-18 can be members with all rights and privileges but cannot hold any office.

Section 5. The guild shall meet once a month on the third Monday of the month unless a holiday prevents it. Then the guild will meet on the second Monday just for the month with the holiday. The guild will meet at the Scrubgrass Grange, 5104 Emlenton-Clintonville Road, Emlenton, PA 16373. The Grange and the Guild will negotiate the monthly rental fee, which shall cover the cost of rental and utilities.

## **Article 4: Property**

In event of the dissolution of this organization, all property and/or funds shall be donated or the properties sold and the proceeds donated to a charitable organization as determined by the members or donated to the Scrubgrass Grange.

## **Article 5: By-Laws**

Section 1. This organization shall adopt such by-laws as may be required for the accomplishment of its purpose.

Section 2. The articles of these by-laws shall be revised by a vote of the membership as defined by the following procedures:

- a. Proposed revisions shall be submitted to any officer.
- b. Members shall be notified verbally or in writing of the date of the meeting in which these revisions shall be considered and voted upon by the membership.
- c. Ratification shall be by a majority of the members present.

Section 3. By-law revisions March 2018

- a. Article 2: Added community service project each fiscal year.
- b. Article 3: Section 3. Deleted Vice-President and Secretary
- c. Article 6: Section 7: Deleted guests expected to pay \$2/meeting.
  - a. Added Section 8 Junior members owe no dues.
- d. Article 7. Section 1: Changed fiscal year from January-December to July-June.
  - a. Section 2: Changed dues from \$25.00 to \$20.00 and added that any change shall be voted by membership.
- e. Article 8 Section 2: Officer Terms changed to 2 years instead of 1 year, with a maximum of 2 consecutive terms.
- f. Article 8 Section 5: Clarified duties of all officers.

Section 4. By-law revisions January 2024

- a. Article 2: Clarified Objective to include the word “teaching” and eliminate the word “disseminating;” Changed the words “Members are” to “The organization is”
- b. Article 3: Section 3: Added Vice-President and Secretary; substituted the word “Chair” for “Chairmen/Chairman;” removed chairs as members of the Executive Board
- c. Article 3: Section 5: Changed meeting date to third Monday and clarified rental fees paid to the Scrubgrass Grange
- d. Article 6: Section 5: Clarified delivery of membership list and by-laws as electronic
- e. Article 7: Section 2: Clarified dues structure for existing and new members of the organization
- f. Article 8: Section 3: Inserted procedure for transferring leadership to the Vice-President in the event the President resigns
- g. Article 8: Section 4: (a) changed the structure of the Nomination Committee to consist of the Executive Board rather than three persons (b) appointed by the outgoing president
- h. Article 8: Section 5: (a), (b), (c), (d), (e) – clarified the duties of all elected officers

- i. Article 8: Section 6: Expanded the number of Committees/Committee Chairs to be appointed by the president to reflect the current practice of the organization and added them to be members of the Executive Council.
- j. Article 8: Section 7: Added Section 7 to clarify the makeup of the Executive Board.

## **Article 6: Membership, Definitions, and Procedures**

Section 1. Membership consists of those individuals who have paid their dues and supplied the Treasurer with her/his name, address and other pertinent information. All members are to see that their dues are paid to the Treasurer on a timely basis.

Section 2. Membership shall be extended to any individual indicating her/his desire to join. Membership dues for the year shall be paid at the first meeting in July.

Section 3. Members are expected to read and accept the provisions in the by-laws.

Section 4. Members are expected to actively engage in the activities of the organization.

Section 5. Members shall be supplied with an electronic copy of this document and a directory of membership. The membership list cannot be distributed or sold and is for the exclusive use of members only.

Section 6. All members shall be required to return any property and/or records belonging to the organization in the event of her/his resignation.

Section 7. Guests are welcome to attend two meetings before becoming a member.

## **Article 7: Dues and Financial Organization**

Section 1. The fiscal year shall be from July 1 to June 30.

Section 2. Yearly dues will be determined on a yearly basis by a vote of the membership present at the June meeting. All dues are payable at the first meeting in July. New members joining between July and December will be responsible for 100% of the current dues amount for the year. New members joining between January and June will be required to pay 50% of the dues amount for the current year. Any change in the amount of dues shall be voted on by the membership. Junior members are not required to pay dues.

Section 3. All dues are payable to the Treasurer.

Section 4. The treasury of the SSQG exists for the sole purpose of funding those activities related to the purpose of the organization as outlined in Article 2 of these by-laws.

Section 5. The source of funding for special classes or events will be decided by a majority vote of the guild members. Individuals may pay for some special expenses.

Section 6: A committee appointed by the President shall audit the Treasurer's records at the end of the fiscal year.

## **Article 8: Officers and Election Procedures**

Section 1. All members in good standing are qualified to serve as officers. To qualify for office you must be an active member and have your dues paid up-to-date.

Section 2. All officers shall serve a two year term corresponding to the fiscal year of the organization. Officers may be elected to a second term of two years, but may serve no more than two consecutive terms in any one office.

Section 3. In the event of the resignation of any officer, the remaining officers shall be empowered to appoint an interim officer to fill the unexpired term, with the exception of President, in which case the Vice-President will assume the position for the remainder of the term. Any officer, upon fulfilling an unexpired term, may be elected to two consecutive terms.

Section 4. The following procedures are to be used for nominations and voting:

- a. The nomination committee shall consist of the Executive Board.
- b. The nomination committee shall secure the permission of each individual nominated for the office.
- c. At the time of the election, nominations will be accepted from the floor, providing permission has been secured from each nominee.
- d. The nomination committee shall present the slate to the membership at the meeting marking the end of the year (June meeting) and shall conduct the voting, count votes and announce results.

Section 5. The following officers shall be elected to serve two year terms and fulfill all obligations herein described.

- a. President – The duties of the President shall include scheduling and presiding at all regular and special meetings of the organization. The President will also preside over all Executive Board meetings. The President shall appoint all standing committees.
- b. Vice-President – the Vice-President shall oversee the Executive Council. The Vice-President shall preside over meetings in the absence of the President. Upon successful completion of at least one term of office, the Vice-President shall move into the position of President.
- c. Secretary – The Secretary shall record the meetings' activities and provide an electronic summary of each meeting to the membership. The Secretary shall maintain a record of all members and electronically distribute updated membership lists to all members.
- d. Program Chair – The Program Chair shall lead the Program Committee which is be responsible for arranging the monthly programs, educational workshops and activities.
- e. Treasurer – The Treasurer shall receive and disburse all monies from the treasury. The Treasurer will also keep a record of all financial transactions to be presented to the membership at all regular meetings and provide records for the annual audit.

Section 6. The following committees and chairs are to be appointed by the officers to the same terms and will be members of the Executive Council:

- a. Bi-Annual Quilt Show Chair(s)
- b. Webmaster(s)
- c. Grange Liaison

- d. Correspondence Chair(s)
- e. Hospitality Committee Chair(s)
- f. Social Committee Chair(s)
- g. Philanthropy Committee Chair(s)
- h. Retreat Committee Chair(s)
- i. Shop Hop Committee Chair(s)
- j. Program Committee to work with the Program Chair
- k. Audit Committee and Chair
- l. Ad hoc committees as needed.

Section 7: The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Program Chair, Grange Liaison, and Hospitality Chair. In addition, the immediate past President shall be an Ex-Officio member of the Executive Committee.

Last revised February 2024