

## Fallbrook Quilt Guild Bylaws

### Article I: Name

The name of this organization shall be the "Fallbrook Quilt Guild".

### Article II. Purpose

The purpose of this organization shall be to promote interest in all forms of quilting. It is a non-profit organization dedicated to goodwill among quilters.

### Article III: Membership and Dues

Members shall be persons who are interested in the art of quilting and take an active part in Guild activities. Each member shall pay annual dues of \$30 due by the July meeting for the upcoming year. Members will not be required to purchase opportunity quilt tickets as part of their membership dues. However, members are expected to sell or purchase a minimum of 30 tickets, prior to the opportunity quilt raffle, since this constitutes a significant portion of the Guild's revenue. Members are to provide a door prize donation the month of their birth. Each member is encouraged to make two or more quilts of love per year.

- A) The fiscal year shall be from July 1 through June 30 of each year.
- B) The amount of the dues is to be recommended by the Board and voted on by the general membership, and is payable at the July Guild meeting.
- C) Membership dues after December 1 are one-half the current yearly rate. This shall be limited to new members. Renewing members shall pay full yearly dues.

### Article IV: Officers and their Duties

- A) The President shall preside over all regular meetings and be Chairman of the Board and have the option to call special meetings. The President may appoint special committees to meet specific needs of the Guild at any time. The President shall oversee all committees and assist when necessary. The President may authorize extra expenditures not to exceed \$50.00.
- B) The Vice President's office shall be a two-year position beginning with 2nd Vice President position one year then moving up to 1st Vice President for the second year.
  - 1) 1st Vice President shall preside in the absence of the President and take over all the duties of that office. The 1st Vice President shall be the Program/Workshop coordinator for the current year and may establish a committee to assist with this duty.
  - 2) 2nd Vice President shall assist the 1st Vice President as needed and plan the Programs/Workshops for the following year.
- C) The Secretary shall keep an accurate record of all regular and Board meetings. The Secretary shall be responsible for supplying the President with a copy of the minutes in a timely manner and reporting the minutes at the following meeting and shall be responsible for all official correspondence at the direction of the President.
- D) The Treasurer shall keep an accurate record of receipts and disbursements and give a printed, itemized monthly report to the President, Secretary, and Newsletter chairman. A copy of the Treasurer's report shall be published and made available at regular scheduled meetings. The Treasurer shall insure that all expenditures are in compliance with the annual budget. The Treasurer is responsible for providing an annual budget which will be published in the newsletter with copies to the President and Secretary.
- E) The Non-Profit Compliance Officer (NPCO) shall be a two-year position on the Executive Board with voting right and Board meeting attendance and responsibility. During the last six months of tenure, the NPCO shall mentor and train a new candidate to assume duties and responsibilities at

the beginning of a new two year term. The duties assigned to the NPCO shall include maintaining a procedural binder of all communication, reports, insurance and records regarding the guild's compliance with Federal, State, and local agencies, and will insure that the Fallbrook Quilt Guild is in legal compliance at all times. The NPCO shall act as liaison with Federal, State, and local agencies for the guild, and will bring any changes and recommendations to the Executive Board as these occur in a timely manner.

#### Article V. Executive Board

The Executive Board shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Non-Profit Compliance Officer and these standing committee chairmen: Membership, Newsletter, and Ways and Means. The Executive Board shall conduct the routine business of the Guild, authorize unbudgeted expenditures not to exceed \$100.00, and make recommendations for needed budget changes. All Board members must be present or polled in order to vote on any matter before the Board relating to any change of Guild policy. Each member of the Board shall have one (1) vote at Board meetings. In the case of a co-chaired committee, the committee shall have one (1) vote. If there is a disagreement between the co-chairmen regarding the vote, their vote will be disallowed. No officer shall serve more than three (3) consecutive years on the Board and no more than two (2) years in the same position. At the end of three (3) years an officer must step down. After one (1) year has passed, the retiring officer may again run for a Board position. In the event an officer or committee chair is unable to fulfill their position, the executive board shall appoint a replacement.

#### Article VI: Meetings

- A) Regular meetings shall be the first Thursday of each month.
- B) Board meetings shall be at the discretion of the President. All Executive Board members are required to attend Board meetings.
- C) When the time or place of a regular meeting is changed, the membership shall be notified in advance.
- D) The fee for workshops shall be charged in proportion to the teacher's fee. The fee to non-members, if the workshop has not been filled by the membership, shall be determined by the cost to the Guild.
- E) In the event a guest speaker at a regular meeting charges a fee, guest admission will be charged.

#### Article VII: Elections

- A) The Board shall appoint a nominating committee of three members at the March meeting.
- B) The nominating committee shall submit a slate of candidates for the offices at the April meeting.
- C) Nominations may be made from the floor provided the approval of the nominee has been secured in advance.
- D) Officers shall be elected by a quorum of members in good standing at the May meeting.
- E) Installation of officers shall be at the June meeting.

#### Article VIII: Committees

- A) Chairmen of standing committees shall be elected by the membership. Each committee chairman selects necessary committee members.
- B) To serve as a guild officer or committee member the individual must be a member in "good standing". A "member in good standing" is defined as an individual who has paid the required dues for the current year.
- C) Committee chairmen cannot arbitrarily change or omit the duties of their position as outlined in the job descriptions or by established procedure without a majority vote of the Board.
- D) All committee chairmen are required to keep their procedure manuals updated and to make this information available to their successors at the joint June Executive Board meeting.

E) All committee chairmen are required to submit a written report and budget to the board annually. Copies of this report shall go to the President, Treasurer, and their respective committee's procedure manual.

F) Standing committees of the Guild shall be:

1. Membership
2. Newsletter
3. Ways and Means

***Standing Committees and Their Duties:***

Ways and Means:

Print and distribute opportunity quilt tickets to Guild members, keep accurate record of sales, be responsible for showing and displaying the opportunity quilt in appropriate places, make monthly reports on sales, and inform the membership of upcoming ticket sale locations. The chairmen may establish a committee to assist with ticket sales.

Newsletter:

Compile and edit "The Village Quilter" newsletter for the membership on a monthly basis. The newsletter shall contain information regarding Guild meetings, activities, and related information. Closing date for all information to be published will be at the discretion of the committee.

Membership:

Collect dues, keep an accurate record of attendance at the Guild meetings, introduce new members and guests at the Guild meetings, and provide new members with a gift bag. Provide the Newsletter committee, the Directory committee, and Executive Board a list of new members and their addresses.

*Special committees shall consist of:*

Block of the Month	Publicity	SCCQG Representative
Sunshine	Audit	Design and Construct Opportunity Quilt
Birthday Drawings	Quilts of Love	Friendship Groups
Door Prize	Hospitality	Cup and A Quarter
Scholarship	Nominating Committee	Directory
Historian	Newsletter Distribution	Quilt Show

**The duties and functions of these committees are set forth in the job descriptions.**

Special Committee Job Descriptions:

Block of the Month:

Design and/or choose a block for the membership to make each month. Make and present a sample to the membership to view. Keep a record of the pattern used and the size. Transfer this record to incoming BOM chairs as a permanent and ongoing record.

Sunshine:

Send appropriate cards to Guild members.

#### Door Prize:

Acquire and display a door prize (such as a mini-quilt, baskets, dolls, etc.) and sell tickets. Draw the name of a winner at each meeting. Transfer monies and obtain a receipt from the Treasurer.

#### Birthday Drawings:

Sell tickets and distribute (by drawing) the quilt related birthday items (provided by members in the month of their birth) at monthly meetings. Transfer monies and obtain a receipt from the Treasurer. Notify the Newsletter chairman of the members' birthdays for the upcoming month.

#### Historian:

Assemble a photographic record of the events, activities, and achievements of the Guild and its members. Take photos of members' quilts for publication on the guild website. Submit bills to the Treasurer.

#### Publicity:

Publicize the events and activities of the Guild as deemed necessary to inform the Guild and the public of current events in the local and national quilting community and report newsworthy items pertaining to the quilt-related achievements of the members.

#### Audit:

Two (2) members from the general membership shall be appointed in May to audit the out-going treasury books for the ending fiscal year. The newly elected Treasurer will be present for the audit. Provide an oral report at the July Guild meeting, followed by a written report.

#### Quilts of Love:

Provide supplies needed for making the quilts, disburse the supplies to members of the Guild, collect finished quilts, and deliver to the appropriate charities.

#### Hospitality:

Arrange for refreshments and necessary supplies for the regular meetings, set up, take down, and oversee cleanup of the kitchen and general area.

#### Nominating:

Solicit nominees for election to the Executive Board (President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary, Treasurer, Newsletter, Ways and Means, and Membership). Announce slate of nominees at the April meeting. Solicit volunteers for special committee chairmen.

#### Newsletter Distribution:

Collect from the printer the completed newsletter, stamp, staple, and mail in a timely fashion to all members in the Guild.

#### Southern California Council of Quilt Guilds Representative:

Attend the SCCQG quarterly meetings, vote on behalf of the general membership if required, and inform the membership of all news reported.

#### Design and Construction:

Oversee design, construction, and quilting of the opportunity quilt. Provide a prize for the individual selling the most tickets.

#### Scholarship:

By the fall of each year, update scholarship application forms and make available to area high schools. Submit a press release to the Village News advertising the scholarship availability. In early spring, review and evaluate all scholarship applications. Present applications and a recommendation of the chosen recipient to the Board for confirmation. If the recipient's high school holds a scholarship assembly, effort shall be made to have guild representative in attendance. When qualifications have been met, including verification of enrollment, introduce the winning candidate at a guild meeting.

#### Friendship Groups:

Establish new friendship groups. Help new members integrate with existing groups. Maintain a list of Guild friendship groups and meeting schedules. Promote friendship group activities.

#### Cup and a Quarter:

Enlist one volunteer each month to provide a cup filled with 6 to 8 fabric "fat quarters" of their choice for use as a raffle item, sell tickets and draw the winning ticket. Transfer monies and obtain a receipt from the Treasurer.

#### Directory:

Compile an annual directory containing the names of all members in good standing, the bylaws, founding members, past presidents, officers and committee chairs and their phone numbers, the program schedule for that year, and a disclaimer for the unauthorized reproduction of any of the directory's contents. Prepare directory for distribution at the September meeting.

#### Quilt Show

Organize committees to run the quilt show. (All activities are detailed in the Quilt Show Chairperson's manual and materials.) Each guild member is strongly encouraged to participate in the Quilt Show in some capacity other than exhibiting a quilt.

A member of the Guild who is not on any Quilt Show committee will be selected as the fiscal assessor to provide oversight of all Quilt Show expenditures and ensure the show is operating within budget.

#### Article IX: Amendments

An affirmative vote of the majority membership in attendance is needed for a proposed amendment to be included in the bylaws. In order to have the proposed amendment considered, the amendment must be presented to the Board at a Board meeting, read at the next general meeting, published in the newsletter, and voted on by the membership at the following monthly meeting.

#### Standing Rules:

A) A majority vote by the membership will carry all motions presented.

Bylaws were adopted at the April, 1987 meeting.

Revised May, 1989

Revised May, 1990

Revised January, 1993

Revised May, 1994

Revised August, 1996

Revised March, 1998

Revised October, 2000

Revised December, 2003

Revised April, 2004

Revised March, 2005

Revised September, 2005

Revised September, 2011

Revised September, 2012

Revised September, 2014

Revised August, 2016

Revised August, 2017