

Fallbrook Quilt Guild Bylaws

Article I: Name

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

Article II. Purpose

The purpose of this organization will 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 will be persons who are interested in the art of quilting and take an active part in Guild activities. Each member will pay annual dues by the July meeting for the upcoming year. Members are responsible for selling or purchasing a minimum of 30 opportunity quilt tickets, prior to the opportunity quilt raffle. Members are to provide a donation the month of their birth for the Monthly Birthday Drawing. Each member is encouraged to make two or more Quilts of Love per year.

- A) The fiscal year will be from July 1 through June 30 of each year.
- B) The amount of the dues is to be recommended by the Executive 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 will be limited to new members. Renewing members will pay full yearly dues.

Article IV: Officers and their Duties

- A) The President will preside over all regular meetings and be Chair of the Executive 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 will oversee all committees and assist when necessary. The President may authorize extra expenditures not to exceed \$50.00.
- B) The Vice President's office will 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 will preside in the absence of the President and take over all the duties of that office. The 1st Vice President will be the Program/Workshop coordinator for the current year and may establish a committee to assist with this duty.
 - 2) 2nd Vice President will assist the 1st Vice President as needed and plan the Programs/Workshops for the following year.

The 2nd Vice President will submit a detailed budget at the May Executive Board meeting including the months that the Guild will have speakers and the associated costs. Any significant changes to the actual cost exceeding \$100 per speaker will be brought before the Executive Board for approval.
- C) The Secretary will keep an accurate record of all regular and Executive Board meetings. The Secretary will 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 will be responsible for all official correspondence at the direction of the President.
- D) The Treasurer will keep an accurate record of receipts and disbursements and give a printed, itemized monthly report to the President, Secretary, Ways & Means Chairperson and Newsletter chairs. A copy of the Treasurer's report will be published and made available at regular scheduled meetings. The Treasurer will insure that expenditures of all committees are in compliance with the annual budget and are reported accurately. The Treasurer will provide an annual budget, in conjunction with the Budget Review committee, which will be published in the newsletter with copies to all members of the Executive Board.

The Treasurer will keep a record of any charitable donations that the guild received during any given fiscal year.

The Treasurer will coordinate with the Quilt Show Chair and Accounting Lead to insure all income and expenses are in compliance with generally accepted accounting principles and reported accurately. The Treasurer will coordinate with the Quilt Show Chair, Accounting Lead and Budget Review committee for their line item budget review between May – July for submission with the remainder of the budget.

- E) The Non-Profit Compliance Officer (NPCO) will be a two-year position on the Board with voting right and Board meeting attendance and responsibility. During the last six months of tenure, the NPCO will 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 will 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 will 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. The NPCO will coordinate with the Guild Treasurer, Quilt Show Accounting Lead and/or Ways & Means Chair to prepare reports submitted to governmental agencies. The NPCO will insure that Roberts Rules of Order are adhered to at Guild meetings and Executive Board meetings.

Article V. Executive Board

The Executive Board will consist of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Non-Profit Compliance Officer and these standing committee chairs: Membership, and Ways and Means. The Executive Board will 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 will have one (1) vote at Board meetings. In the case of a co-chaired committee, the committee will have one (1) vote. If there is a disagreement between the co-chairs regarding the vote, their vote will be disallowed. No officer will serve more than four (4) consecutive years on the Board and no more than two (2) years in the same position. At the end of four (4) years an officer must step down. After one (1) year has passed, the retiring officer may again run for an Executive Board position. The Executive Board may approve an extension of the two and four-year limits. In the event an officer or committee chair is unable to fulfill their position, the executive board will appoint a replacement.

Article VI: Meetings

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

Article VII: Elections

- A) The Board will appoint a nominating committee of three members at the March meeting.
- B) The nominating committee will 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 will be elected by a quorum of members in good standing at the May meeting. A quorum will consist of a simple majority of those present.
- E) Installation of officers will be at the June Guild meeting.

Article VIII: Committees

- A) Chairs of standing committees will be elected by the membership. Each committee chair 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 and purchased 30 Opportunity Quilt Tickets.
- C) Committee chairs 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 chairs 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) Committee chairs must submit a budget to the board annually. If no budget is submitted, the Executive Board will determine their budget for the new fiscal year.
- F) Standing committees of the Guild will be:
 1. Membership
 2. Ways and Means

Standing Committees and Their Duties:

Ways and Means:

Print and distribute opportunity quilt tickets to Guild members. Keep an accurate record of sales upon receipt of payment for tickets and track the ticket sales by Guild member. Prepare an annual raffle report summary for the period September 1 – August 31st and submit to the NPCO for reporting to the State of by September 10th of each year. -Show and display the opportunity quilt in appropriate places, make monthly reports on sales, and inform the membership of upcoming ticket sale locations. The chair may establish a committee to assist with ticket sales. Announce the Guild member selling the most tickets during the fiscal year and draw the winning ticket for the Opportunity Quilt at the June Guild meeting.

Membership:

Collect dues, keep an accurate record of attendance at the Guild meetings, introduce new members and guests at the Guild meetings.- Provide the Newsletter committee, the Directory committee, and Executive Board a list of new members and their addresses. Provide the Newsletter committee with the list of birthdays each month. Provide guidance to the Friendship Groups committee as needed.

Special committees may include:

Audit	Birthday Drawings	Block of the Month
Budget Review	Cup and a Quarter	Design & Construct Opportunity Quilt
Directory	Door Prize	Friendship Groups
Historian	Hospitality	Newsletter
Nominating	Publicity	Quilts of Love
Scholarship	SCCQG Representative	Sunshine Website

The duties and functions of these committees are set forth in the following job descriptions. Specific policy and procedures are set out in each committee procedure manual and materials.

Special Committee Job Descriptions:

Audit:

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

Birthday Drawings:

Sell tickets and distribute (by drawing) the quilt related birthday donations (provided by members in the month of their birth) at monthly meetings. Transfer monies and obtain a receipt from the Treasurer

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. Transfer monies collected, if any, and obtain a receipt from the Treasurer. Report any activity at the monthly meetings. Provide current pattern and instructions to Website chair for publication on the Guild website.

Budget Review:

The Budget Review committee will consist of the President, Treasurer, NPCO and others as determined by the above-mentioned officers. Review the budgets of all the Offices and committees submitted to the Executive Board along with the prior fiscal year's income and expenses. Prepare a current year budget and a projection for the following year to reflect the anticipated cash flow. Submit the budget to the Executive Board at the July Executive Board meeting for review. Prepare the final budget for presentation to the general membership at the August meeting. A member from this committee who does not write/sign checks or make deposits will prepare monthly bank reconciliations in coordination with the Treasurer.

Cup and a Quarter:

Enlist at least 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.

Design and Construction:

Oversee design, construction, and quilting of the opportunity quilt. Provide a prize for the individual selling the most tickets. Coordinate with the Ways and Means Chair as needed. Provide photo and all quilt information to Website chair for publication on the Guild website.

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.

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.

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.

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.

Hospitality:

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

Newsletter:

Compile and edit Guild newsletter for the membership on a monthly basis. The newsletter will contain information regarding Guild meetings, activities, and related information. Closing date for all information to be published will be the 20th of each month. List the members with upcoming birthdays in the newsletter with a reminder to provide a donation for the Birthday Drawing committee in their birthday month. Provide current month's newsletter to Website chair for publication on the Guild website. Fees for advertising in the Newsletter will be set by the Executive Board.

Nominating:

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

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.

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. Keep accurate records of the donations.

Quilt Show

Organize committees to run the quilt show. Each Guild member is strongly encouraged to participate in the Quilt Show in some capacity other than exhibiting a quilt. The Quilt Show committee will have a designated Accounting Lead who will work with the Guild Treasurer and Executive Board. Quilt Show Chair and Accounting Lead will submit a detailed line item budget annually no later than the May Guild meeting each year to the Executive Board. The Quilt Show budget will be reviewed by the Guild Treasurer and the Budget Review committee for clarifications and recommendations.

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. When the budget review committee

designates scholarship monies are available, provide the information to area candidates in a time manner as outlined in the scholarship notebook, or as directed by the board.

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 will 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. Provide scholarship application form and letter to Website chair for publication on the Guild website.

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.

Sunshine:

Send appropriate cards to Guild members.

Website

Maintain and update the Guild website including development of new pages as required. Upload new images and new and revised pages to the web server as needed. Submit invoice(s) for domain name and hosting fees to the Guild Treasurer.

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 and approved by the Board at an Executive 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
Revised May, 2019