

Last revised/approved April 20, 2017

Oconomowoc Quilters' Guild

By-Laws

- Article I. NAME** The name of this organization will be "OCONOMOWOC QUILTERS' GUILD" (hereinafter referred to as the "Guild").
- Article II. PURPOSE** The purposes of the Guild are (1) to promote the art of quilt making and related textile areas; (2) to provide educational opportunities; (3) to encourage the sharing of members' talents and fellowship; (4) to share the quilting arts with the community; (5) to honor and preserve our quilting heritage.
- Article III. MEMBERSHIP**
- Section 1.** All individuals interested in the art of quilt making are eligible for membership.
- Section 2.** Membership in this organization shall be limited to dues paid annually.
- A. Adult membership dues are payable at the beginning of each fiscal year (November 1 through October 31) of \$30.00 annually, and shall be payable October 31. New members joining after April 1st shall pay prorated dues of \$20.00. Dues are not refundable.
- B. Junior membership is open to anyone fourteen years old to eighteen years old with a fee of \$10.00 annually.
- C. Dues may be changed by the Board of Directors with the approval of the majority of the members.
- D. Adult guests are welcome to attend two meetings within one year term. Attendance at third meeting requires paid membership. Children twelve years old to fourteen years old may attend unlimited meetings with a member.
- E. Special events meetings. When a program cost is incurred by the Guild, non-members will be charged \$10.00 for a national speaker and \$5.00 for a local speaker.
- F. Members are encouraged to participate in one guild activity annually other than retreat or regular meetings.
- Section 3.** Members who attend meetings are entitled to vote on all issues presented.
- Section 4.** Members shall be able to obtain copies of the by-laws and membership roster online. By-laws and rosters may not be used for commercial purposes.
- Section 5.** Removal of members: Removal must be approved by majority of the Board and members whose removal is being considered shall receive notice of that action and an opportunity to redress the problem. Members may be removed from membership with cause including but not limited to failure to pay dues.
- Article IV. MEETINGS** The regular meeting of the Guild shall be on the third Thursday of each month from November 1 through October 31 unless agreed upon by the Guild members.
- Article V. OFFICERS** The officers of the Guild shall be President, Vice President, Secretary, and Treasurer. Nominations shall be presented to the Guild in September. The officers shall be elected at the October meeting and shall take office commencing, November, and serve for one year term. The Board consists of officers and committee chairpersons. Hereby noted as the Board.
- Article VI. DUTIES OF OFFICERS**
- Section 1.** President - The President shall manage the business of the Guild; preside at all meetings; shall appoint ad hoc committees as necessary; and shall serve as an ex-officio member of all committees except the Nominating Committee.
- Section 2.** Vice President - The Vice President shall preside over meetings in the absence of the President and assists and supports the President.
- Section 3.** Secretary - The Secretary shall keep all of the records of the Guild; shall record the minutes covering all meetings; shall be responsible for all correspondence of the Guild; and shall maintain a file of the minutes, correspondence, by-laws and all other non-financial records related to the Guild.
- Section 4.** Treasurer -The Treasurer acts as custodian of the Guild's assets; shall deposit and disburse funds of the Guild; shall complete an accurate financial record of all transactions; shall create financial reporting for monthly meetings; and prepare annual audit reports.
- Section 5.** All Board members are expected to attend all meetings of the Board and the Guild.
- Article VII. COMMITTEES**

Section 1. All committee chairpersons are members of the Board and are volunteers or appointed by the President to serve for a one year term. Ad hoc committees must submit all proposed contracts to the Board for approval.

Section 2. Ad hoc committees are appointed by the President and will serve only for the time required to accomplish the purpose of the committee. (i.e. Audit, Nominating and By-Laws Committees).

Section 3. The Board may dissolve an ad hoc committee at any time deemed desirable.

Section 4. Standing committees are: Program, Activity, Newsletter, Website, Hospitality, Refreshment, Sunshine, Membership, Retreat, Raffle, Quilts of Valor and Charity.

Section 5. Other committees can be appointed by the President with the approval of the majority of the Board when deemed necessary.

Article VIII. DUTIES OF STANDING COMMITTEES

Section 1. Program

- A. Plans and administers programs for the upcoming Guild year and submits them for the Boards' consideration and review. Submits all proposed contracts to the Board for approval prior to submitting contracts to the perspective speakers.
- B. Prepares letters (E-mail or paper) of confirmation and follows up with speakers. Provides copies to the Secretary.
- C. Arranges for housing, meals and transportation for activities as needed.
- D. Provides information on upcoming programs to the Guild newsletter and website.
- E. Works with other committees on workshops and programs as necessary.
- F. Publicizes and promotes Guild programs.

Section 2. Activity

- A. Serves as liaison to activity presenters (i.e.. demo's, in house projects).
- B. Provides information on upcoming sew days or activities to the Guild newsletter and website.

Section 3. Newsletter

- A. Publishes and distributes monthly newsletters to the paid membership via the website and/or email.
- B. Maintains a library of back issues of Guild newsletters.
- C. Solicits articles from the membership.

Section 4. Website

- A. Maintains website on all upcoming activities and events.

Section 5. Hospitality

- A. Greets and welcomes members and guests.
- B. Sets up information table prior to meeting.
- C. Recruits and organizes volunteers to help with the set-up and take down of meeting room chairs and tables if needed.
- D. Responsible for the collection of guest fees and providing said fees to the Treasurer.

Section 6. Refreshments

- A. Responsible for the monthly refreshments. Inventories all supplies and replaces as necessary.
- B. Sets up the refreshment area prior to meeting and prepares liquid refreshments such as coffee and oversees clean-up of beverages and snacks following the meeting.

Section 7. Sunshine

Sends appropriate greetings to Guild members and/or immediate family as necessary.

Section 8. Membership

- A. Membership coordinator will have a current roster of members available to all members via guild website. Any changes should be forwarded to the newsletter editor and website for publishing. Membership year runs from November 1 through October 31; after that date a new roster will be available to all members via E-mail and on the website.

Section 9. Retreat

- A. Coordinators will organize the yearly retreats and collects all monies.

Article IX. ACTIVITIES AND PROGRAMS

Section 1. Fees

- A. The cost of each activity/program will be determined by the appropriate committee. Payment must be made at the time of reservation. Members are given priority over non-members. All activity/program expenses should be covered by the fees for that workshop unless specifically approved by the board.

Section 2. Program Refunds

- A. No refunds are issued unless the club did not incur any type of charges. Any changes or substitutions must be made through the Program Chair. If there is a waiting list for the program, individuals on the waiting list have the right of first refusal.

Section 3. Activity/Program Supplies

- A. Any purchase of supplies, handouts, or equipment needed for activities or programs can be made by the Activity or Program Committees chair(s) in accordance with general guidelines established by the Board.

Section 4. Speaker/Teacher Payments

- A. All speakers and teachers will be paid through the Programs Chair as contractually agreed upon by the speaker and approved by the Board. The Treasurer will issue these payments by Guild check, which the Programs Chairs will present after all contractual obligations have been fulfilled.

Article X. FINANCES

Section 1. All proposed commitments of organizational funds and /or services in excess of \$50.00 must meet with the approval of the Board and membership.

Section 2. Any optional activities (i.e. workshops, bus trips, classes, etc) shall be **SELF-SUSTAINING**.

Section 3. Audit: The financial books and records of the Guild shall be subject to an annual audit after the close of the fiscal year and at any other time deemed necessary by the Board. The Board shall appoint two or more auditors from the Guild membership.

Section 4. Members who provide a one hour lecture at a regular meeting will be paid, upon request, not more than \$50.00 and not more than \$15.00 for supplies(receipts provided) . Aforementioned provisions subject to board approval.

Article XI. AMENDMENT TO BY-LAWS

Section 1. Amendments may be proposed by any member with one month's advance notification of the proposal. Proposed amendments will be published in the newsletter and voted on at the next meeting.

Section 2. The President, with the approval of the majority of the Board, may appoint an Ad hoc committee to study the by-laws and make recommendations accordingly.

Section 3. Approval of the amendments and /or by-laws requires a majority of the membership to be present at the regularly scheduled meeting at which the proposal is presented.

Article XII. DISSOLUTION OF ORGANIZATION

Section 1. The membership may vote to dissolve the Oconomowoc Quilters' Guild at any general meeting of the Guild by a simple majority vote, provided that a motion to dissolve has been submitted in writing at the previous general meeting.

Section 2. Should the Guild be dissolved, the Board will decide where to distribute the assets, with the provision that it select only from organizations that are organized and operated exclusively for charity and education purposes related to quilting.