

# By-Laws

## Quilting Bees Quilt Guild

### ARTICLE I            NAME

The name of this organization shall be **Quilting Bees Quilt Guild**

### ARTICLE II           OBJECTIVES

Section 1: To promote the appreciation and love of quilts, quilt making, and quilt collecting.

Section 2: To encourage quilt making by providing inspiration and education.

Section 3: To serve our community by providing quilts for local charities.

Section 4: To provide opportunities for fellowship and the sharing of common interests.

### ARTICLE III           POLICIES

Section 1: Quilting Bees members shall also be members of the Tennessee Valley Quilter's Association (TVQA).

Section 2: Quilting Bees meetings will be held at a suitable time and location to be determined by the membership.

Section 3: Information files are to be assembled and maintained by each Board Officer and Committee Chairperson and passed on to each new Officer or Committee Chairperson at the beginning of their new term.

Section 4: Charities supported by the Guild will be voted on annually by the membership in January.

Section 5: If the Murfreesboro City Schools or Rutherford County Schools are closed due to inclement weather, our meeting will be cancelled.

### ARTICLE IV           MEMBERSHIP AND DUES

Section 1: Membership in Quilting Bees Quilt Guild shall be open to all persons interested in the Objectives set forth in Article II.

Section 2: The voting body of this organization shall consist of the elected officers and members in good standing. A member in good standing shall be defined as a member whose dues are current, hereafter referred to as member in these By-Laws. Each member will have one vote. When voting, the majority of members present shall constitute a quorum except when amending the By-Laws (Article X; Amendments)

Section 3: Annual dues shall be \$15.00 and shall be paid by the first meeting in February. An additional \$15 dues will be collected from each member who has not paid this through another Guild, and forwarded to TVQA in order to meet our obligation for TVQA membership.

The membership period shall be from January 1 to December 31. If a first-time member joins on or after September 1, Quilting Bees dues shall be \$7.50 for the remainder of the calendar year and \$7.50 will be collected for TVQA dues for the remainder of the calendar year.

Section 4: Dues will not be refunded to those who choose not to remain a Quilting Bees member.

Section 5: Visitors are welcome at any Guild meeting, however attendance at more than three meetings within one calendar year will require paid membership.

Section 6: Membership will be limited to 75 persons.

## ARTICLE V OFFICERS AND ELECTIONS

Section 1: The officers of this organization shall be: President, Vice-President, Secretary, and Treasurer, and shall make up the Board. The officers shall be elected for a term of two years with the new term beginning in an odd-numbered year and may serve more than one consecutive term. Elections will be held the first meeting in November with the officers-elect assuming their positions January 1 of the new year. No one can be nominated without prior consent. A majority of members present at the time of the vote will elect the officers.

Section 2: A vacancy in any office shall be filled by choice of the current officers and approved by membership vote. No one may be nominated without prior consent.

## ARTICLE VI DUTIES OF OFFICERS

Section 1: The **President** shall preside at Guild meetings, conduct the business meeting and create an agenda for the meeting. The President will be responsible for opening and/or setting up the meeting room, or designate someone to do so. The President will be responsible for cancelling and/or rescheduling meetings due to inclement weather or other circumstances. The President shall conduct a monthly Board meeting to follow up and oversee committees. The President shall attend the TVQA quarterly meetings along with another Quilting Bees officer or member or see that the Quilting Bees are represented by two members. The President shall maintain the Bees email account or appoint someone to do so.

Section 2: The **Vice-President** shall preside over the meeting and conduct the business meeting in absence of the President. The Vice-President shall be responsible for scheduling monthly workshops and programs. Scheduled events will be submitted to the website coordinator for posting on the Quilting Bees website, along with pertinent information for the workshops.

Section 3: The **Secretary** shall record the minutes of the business meetings and shall be responsible for keeping these records. A copy of the minutes shall be submitted to the website coordinator for posting on the Quilting Bees website. Hard copies of the minutes or any other pertinent information, will be mailed to those who have no computer access. The Secretary shall keep record of attendance at meetings. The Secretary shall also submit Guild News to the TVQA Newsletter Editor for the TVQA quarterly newsletter. The Secretary will be responsible for sending pertinent correspondence as needed.

Section 4: The **Treasurer** shall collect and disperse all Guild monies and maintain the Guild checking account. In addition to the Treasurer, two other Guild officers shall be signers on the account. A monthly Treasurer's report will be made available to all members prior to our monthly business meeting. All receipts for purchases will be filed and maintained by the Treasurer. An

annual budget will be presented to the membership and budgetary allowances approved by membership vote. The Quilting Bees membership list shall be maintained by the Treasurer and made available to all members. Treasurer will be responsible for forwarding TVQA dues to the TVQA Treasurer.

## **ARTICLE VII            MEETINGS**

Section 1: The Guild will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month, excluding the 4<sup>th</sup> Thursdays of November and December. The business meeting will be conducted on the 2<sup>nd</sup> Thursday of the month and a Sit-and-Sew or Charity Sewing will be held on the 4<sup>th</sup> Thursday. When special circumstances arise, the business meeting may be conducted on the 4<sup>th</sup> Thursday with prior notification.

Section 2: Special meetings may be called as needed by the President or elected officers.

Section 3: Should our meeting place become unavailable, meeting times and place may be determined by membership vote pending a By-Laws revision.

## **ARTICLE VIII            COMMITTEES**

Section 1: Committees shall be formed and a Chairperson appointed as needed by the Guild President. Committees may be discharged by the President when activities of such committees shall cease or be deemed unnecessary.

Section 2: Committees shall record activities and report to the Guild Board and membership.

Section 3: STANDING COMMITTEES: Each committee Chairperson shall ask for volunteers to help carry out their duties, obtain needed supplies with Board and/or membership approval, and report progress to the Guild.

1. QUILT SHOW: A Chairperson shall be appointed to oversee all aspects of the Show and organize committees to carry out duties for the show.
2. CHARITY QUILTS: A Chairperson shall be appointed to plan and oversee workshops, collect and disperse charity quilts, and form sub-committees to carry out such duties.
3. HOSTESS COORDINATOR/KITCHEN DUTY: A Chairperson shall be appointed to organize and maintain sign-up lists for lunch and/or brunch for the Guild, see that needed supplies are available and make sure that all areas are cleaned after the meals.
4. CLOSET ORGANIZER/SET-UP: A Chairperson shall be appointed to keep the Guild's supplies organized in the storage closet; bring supplies to the meetings and set up the room as needed.
5. RETREAT: A Chairperson shall be appointed to plan and organize Guild retreats.
6. WEBSITE: A Webmaster shall be appointed to maintain the Quilting Bees website, post meeting minutes, photos, and other information.
7. SUNSHINE: A Chairperson shall be appointed to send Get Well and Sympathy cards to those as needed and collect Heart Blocks to distribute as is appropriate.

## **ARTICLE IX            BOARD AUTHORITY**

Section 1: The Board is given authority to approve a purchase of up to \$100 without membership approval. Membership approval is required for purchases over \$100, when not already specified in

the Budget. Committee heads may spend their budgetary allowance for supplies as needed. All receipts for purchases must be given to the Treasurer for reimbursement.

Section 2: The Board is authorized to sign contracts as needed. (i.e. Securing venues for Quilt Show, obtaining teachers, etc.)

## **ARTICLE X                    AMENDMENTS**

Section 1: These By-Laws may be amended as follows:

1. All members shall be notified of any recommended changes 60 days prior to vote. Thirty days prior to vote, changes will be discussed at the business meeting. Voting shall take place at the following business meeting
2. A 2/3 vote of the members present shall constitute the vote.

## **ARTICLE XI                    DISSOLUTION OF GUILD**

Section 1: A vote of 51% of the members must be taken to dissolve The Quilting Bees Quilt Guild. Written notice of this vote must be given to each member at least 60 days prior to the vote being taken. The vote will be taken by written ballot to be provided by the Board. In the event a member cannot attend the meeting on the day of the vote, he/she may obtain a written ballot from the President two weeks prior to the vote and shall return the completed ballot by United States Postal Service no later than one week prior to the date of the vote.

Section 2: In the event of dissolution of the Guild, all assets will be dispersed, by suggestion of the Board and with the approval of 51% vote of the members, to selected charitable organizations provided they qualify as an exempt organization under Section 501 of The Internal Revenue Code of 1976.