

WARREN COUNTY QUILT GUILD CONSTITUTION

Article I **NAME**

The name of the organization shall be the Warren County Quilt Guild.

Article II **PURPOSES**

The purposes of the Warren County Quilt Guild are:

- Section 1: To share interest in quilts and quiltmaking.
- Section 2: To encourage and maintain high standards of design, technique, and creativity.
- Section 3: To instruct members in methods of techniques of quiltmaking.
- Section 4: To promote the study of historical sources of quilts and quiltmaking.
- Section 5: To preserve the art of quiltmaking.
- Section 6: To stimulate interest in quiltmaking.

WARREN COUNTY QUILT GUILD BY-LAWS

Article I **MEMBERSHIP**

- Section 1: Membership shall be open to all persons interested in the purposes listed in Article II of the Warren County Quilt Guild Constitution.
- Section 2: Individuals interested in the objectives of this organization shall become members by paying yearly membership fees determined by the vote of the members.
- Section 3: Annual dues shall be determined by a majority vote of those members present at the meeting. The fiscal year of the guild shall begin on the first week of January, ending the last week of December. Membership dues shall be paid annually in January of the calendar year. Membership dues are non-refundable. New members shall pay the full yearly membership dues if they join from January to June, for those who join from July through December dues will be prorated to 50% of the full annual dues.
Note: Past and Present WCQG members to pay full annual rate, regardless of the time of year/month membership is paid.
- Section 4: Each member shall be entitled to one vote.
- Section 5: Each member is entitled to participation in all the Warren County Quilt Guild activities and will be given a password to access the Warren County Quilt Guild Newsletter known as " *The Quilters' Quill*". Paid membership entitles each members access to all member sections in any social media.
Each member is expected to act courteously and professional at all times. Failure to comply will result in removal of said member by the majority vote of the Executive Committee.
- Section 6: All personal information provided by a guild member will be used for guild information

Section 7: purposes only. Sharing of any personal member information must have written consent from guild member.

Article II: OFFICERS AND THEIR ELECTION

- Section 1: The Officers of the Guild shall be a President, Vice President, Secretary, and Treasurer.
- Section 2: The Officers shall be elected at the November meeting of the Guild and shall take office in January.
- Section 3: A vacancy occurring in an office shall be filled for the unexpired term by a member of the Guild elected by a majority of the remaining officers.
- Section 4: The term of office for each Officer shall start in January following the election, except those elected in special election who shall assume office at once.
- Section 5: All officers shall hold office for one year, or until their successors are elected. If a member serves for two consecutive years in the same office, she/he must vacate that office for one full year before becoming eligible to again hold that office.

Article III: DUTIES OF THE OFFICERS

- Section 1: **The President Shall:**
- (a) Preside, governed by Roberts Rules of Order, at all meetings of the Guild and Executive Committee.
 - (b) Perform all such duties assigned by the Executive Committee.
 - (c) Appoint Committee Chairs as the need arises.
 - (d) Sit as ex-officio member on all committees except the Nominating Committee.
 - (e) Sign all checks along with the Treasurer.
- Section 2: **The Vice President Shall:**
- (a) Act as an aide to the President.
 - (b) Perform the duties of the President in the absence of that Officer.
 - (c) Act as Program Chair of the guild.
 - (d) Supervise the arranging and scheduling of all workshops.
- Section 3: **The Secretary Shall:**
- (a) Record the minutes of all meetings of the Guild and the Executive Committee.
 - (b) Conduct all correspondence of the Guild as requested by the President and/or the Executive Committee.
 - (c) Send the minutes to the Newsletter editor in time for monthly publishing.
- Section 4: **The Treasurer Shall:**
- (a) Be custodian of the funds.
 - (b) Chair the Budget Committee and as Chair, provide to the Committee data regarding budget category actual expenditures for the immediate past year for use in preparing the Proposed Budget for the next year.
 - (c) Disperse **and/or mail** funds within the framework of the budget. The Treasurer will sign checks for disbursement only after receipt of a check request signed by the requester and approved by the President.

- (d) Keep an itemized account of all receipts and disbursements.
- (e) Make all bank deposits.
- (f) Publish a full report of the immediate past year at the January Annual Meeting.
- (g) Submit the Treasurer's books for audit each January.

Article IV **STANDING COMMITTEES**

Section 1: **Standing Committees of the Guild** shall be:

The Executive Committee, Membership Committee, Newsletter Committee, Program Committee, Fund Raising Committee, History Committee, and Nominating Committee.

Section 2: **The Executive Committee**

- (a) Shall consist of the Officers of the Guild and the non-voting Chairs of the Membership and Newsletter Committees.
- (b) Shall be empowered to develop policy and to act for the entire Guild between general memberships meetings to coordinate the group's activities.
- (c) May establish committees whenever advisable and necessary to facilitate the purposes of the Guild.
- (d) Shall have discretionary powers to disburse funds up to \$200 for Guild purposes.
- (e) Shall propose an Annual Operating Budget for the year's activities to be approved at the January Annual Meeting of the membership. The Budget Committee shall consist of the newly elected Officers and the outgoing Executive Committee. The fiscal year will run January through December.
- (f) May amend the Annual Operating Budget by recommendation to the membership at a general monthly meeting plus publishing the recommendation in the newsletter. The recommendation shall then be put to a vote of the membership at the next general meeting.

Section 3: **Membership Committee**

- (a) shall consist of a chairperson, appointed by the President to serve as a nonvoting member of the Executive Committee, and members selected by the Chair
- (b) shall promote membership
- (c) Is responsible for maintaining a current list of membership names with e-mail address, home address, and phone number as available.
- (d) Shall provide an electronic Membership Directory update to the Newsletter Committee annually.
- (e) The Membership Chairperson shall receive monies for membership dues payable to the Warren County Quilt Guild and forward to the Treasurer.
- (f) Is responsible for providing membership cards to all Guild members.
- (g) Shall provide information and new member's packets to new members.
- (h) Shall submit a written Annual Report of the activities of the Membership Committee at the January meeting, made in triplicate, with copies for the files of the President, the Historian, and the Membership Committee.
- (i) The Membership Chairperson will send a "Welcome email" to validate new members email address prior to updating the Newsletter Committee.

Section 4: **Newsletter Committee**

- (a) Shall consist of the Editor, appointed by the President to serve as a nonvoting member of the Executive Committee, and members selected by the Editor.
- (b) Shall collect information, publish, the monthly Guild newsletter known as the Quilters' Quill.
- (c) The Quilters Quill will be posed to the Warren County Guild website.

- (d) Shall submit a written Annual Report of the activities of the Newsletter Committee at the January meeting, made in triplicate, with copies for the files of the President, the Historian, and the Newsletter Committee.

Section 5: **Program Committee**

- (a) Shall consist of the Vice President as Program Chair and members selected by the Chair.
- (b) Shall schedule monthly programs through March of the year following the Vice President's term of office.
- (c) Shall *supervise the arranging and scheduling* of all workshops.
- (d) Shall collect all class and workshop fees and forward to the Treasurer.
- (e) Shall be responsible for payment of the workshop instructor with a check from the Treasurer.
- (f) Has discretion regarding a refund of a class or workshop cancellation within the framework of policy established by the Executive Committee.
- (g) Shall submit a written Annual Report of the activities of the Program Committee at the January meeting, made in triplicate, with copies for the files of the President, the Historian, and the Program Committee.

Section 6: **Fundraising Committee**

- (a) Shall consist of the Fundraising Chair appointed by the President and members selected by the Chair
- (b) Shall be responsible for designing, organizing and the facilitation of all arrangements and actions associated with said Fundraising.
- (c) The Fundraising Chair shall be responsible for the collection of any money made from the activity. All monies to be forwarded to the Treasurer.
- (d) Shall submit a written report of the activities of the Fundraising Committee within 30 days of the conclusion of the event, made in triplicate, with copies for the files of the President, the Historian, and the Fundraising Committee.

Section 7: **Nominating Committee**

- (a) Shall consist of a chairperson appointed by the President and two or more members selected from the floor.
- (b) Shall be formed at the September meeting.
- (c) Shall present a slate of officers and ask for additional nominations from the floor at the October meeting.
- (d) Shall publish the slate in the October and November Newsletters.

Section 8: **History Committee**

- (a) Shall consist of a chairperson appointed by the President, and members selected by the Chair, for maintaining an accurate history of the Guild.
- (b) Shall collect for the Guild's newspaper articles, newsletters, photographs, etc. pertaining to the Guild's activity.
- (c) Shall submit a written Annual Report of the activities of the History Committee at the January meeting, made in triplicate, with copies for the files of the President, the Historian, and the Program Committee.

Section 9: **Promotions & Advertising Committee**

- (a) Shall consist of a chairperson appointed by the President, and members selected by the Chair.
- (b) Shall be responsible for obtaining advertising from local businesses for the Newsletter.
- (c) Shall be responsible for managing and maintaining the website for the Warren County Quilt Guild.
- (d) Shall pursue advertising opportunities and/or activities for guild member involvement via local newspapers.
- (e) Shall submit a written Annual Report of the activities of the Promotions & Advertising Committee at the January meeting, made in triplicate, with copies for the files of the President, the Historian, and the Promotions & Advertising Committee.

Section 10: **Charity Quilt Committee**

- (a) Shall consist of the chairperson appointed by the President, and members selected by the Chair.
- (b) Shall be responsible for maintaining the materials, notions, and supplies the guild has purchased for the making of the charity quilts.
- (c) Shall be responsible for taking care of the donated and/or purchased fabric.
- (d) Shall be responsible for distribution of kits to members for completion.
- (e) Shall be responsible for setting up workshops several times a year for the construction and completion of charity quilts.
- (f) Shall be responsible for the delivery of charity quilts to our Warren County charities.
- (g) Shall be responsible for keeping a record of the quilt makers, the number of quilts produced, and the number of quilts donated and to which Charity.
- (h) Shall submit a written Annual Report of the activities of the Charity Quilt Committee at the January meeting, made in triplicate, with copies for the files of the President, the Historian, and the Charity Quilt Committee.

Section 11: **Retreat Committee**

- (a) Shall consist of the chairperson appointed by the President, and members selected by the Chair.
- (b) Shall be responsible for organizing two retreats per year.
- (c) Shall be responsible for acquiring adequate accommodations for retreats.
- (d) Shall be responsible for acquiring a minimum of two dates and presenting them to the members to vote on preferred date by a show of hands.
- (e) Shall be responsible for collecting all monies for the retreat and turning said monies over to the Treasurer in a timely manner for direct payment to the facility.

- (f) Shall be responsible for obtaining the door prize gifts, nametags, etc. while staying within the annual operating budget.
- (g) Shall be responsible for handling any and all problems or concerns between the guild members and the facility.
- (h) Shall submit a written Annual Report of the activities of the Retreat Committee at the January meeting, made in triplicate, with copies for the files of the President, the Historian, and the Retreat Committee.

Article V LIMITATIONS OF ACTIVITIES

The affairs and activities of the Warren County Quilt Guild shall always be conducted in such manner that no part of its funds shall accrue to the benefit of any member, Officer, or other individual, that no substantial part of its activities shall be the carrying on of propaganda or otherwise attempting to influence legislation, and that it shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article VI AMENDMENTS AND REVISIONS

These by-laws may be amended. All members shall be notified in writing at least 30 days prior to the meeting at which time the vote on the matter will be taken. The majority of those present at the Guild meeting will be required to amend said by-laws.

Article VII DISSOLUTION OF THE GUILD

In the event of dissolution of the Warren County Quilt Guild, all assets and monies remaining after the payment of all liabilities shall be distributed according to a majority vote of the members present at a scheduled meeting of which all members shall be notified in writing, post marked at least 14 days prior to said meeting.

Warren County Quilt Guild Guild Sponsored Events Policy

Guild-sponsored workshops, retreats, field trips and other events may be offered from time to time and will be open to all Guild members on an equal basis. Registration for such events will be accompanied by payment in full at the time of registration. The Guild Event Coordinator will set the opening and closing registration dates. Registrations sent by mail will be processed in the order of their postmark dates. Registration fees will be submitted to the designated Guild Event Coordinator.

Events may be opened to non-members after a specified date, at which time registration will be accepted on a first-come basis, regardless of membership status.

Events may be cancelled by the Guild if registration fails to meet the level needed to support the cost of the event, or for other reasons beyond Guild control. Fees will be returned to registrants by the next scheduled Guild meeting. Any cancellation clauses specified in contractual agreements with teachers or sites will govern decisions to cancel an event.

Members may cancel their registration and receive refunds if cancellation is received by the Guild Event Coordinator in advance of a specified date prior to the event. If a waiting list exists, the opening may then be offered by the Coordinator to the next person on the list. The registration fee will be returned to the original registrant after the fee is received from the substitute. If no waiting list exists, the original registrant must either forfeit her registration fee or find her own substitute and receive payment from that individual. The Guild Event Coordinator must be informed of such change in enrollment status.

In the event of critical illness or death of a registrant or an immediate family member, cancellation will be handled on a case-by-case basis by the Guild Event Coordinator and the Executive Committee.

If the workshop or event leader/speaker cancels or postpones the event, the refund policy will be in accordance with this leader/speaker's suggested guidelines. Paid participants will be informed about the new options. If these changes are unacceptable, a refund may be requested from the Guild Event Coordinator. The Guild Treasurer will issue a refund by the next scheduled Guild meeting.

SAMPLE CHECK REQUEST:

These will be provided periodically with the newsletter, as well as copies with the treasurer.

Treasurer Info:

Check #: _____

Date: _____

By: _____

WCQG Check Request:

Please complete all information below and give to the WCQG Treasurer with receipts attached and all signatures completed.

Check to: _____ Amount: \$ _____

For: _____

Committee/ Event / Expense Reason

Check Requested by (Signature): _____

Approved by WCQG President: _____

WARREN COUNTY QUILT GUILD

Expense and Reimbursement Policy

Request for reimbursement of expenses paid for on the behalf of the Warren County Quilt Guild (WCQG) must be submitted within forty-five (45) days of the date incurred. The date on the receipt will be used to determine the beginning of the forty-five Day period.

All requests for reimbursements must be submitted on the form required by the WCQG with the original or legible copies of the receipts attached. Requests are to be submitted to the President for approval. Approved requests will be given to the Treasurer to issue the reimbursement.

Expenditures that would cause the total spent, for a budgeted expense, to exceed the budget amount must be approved by the Executive Board prior to the expense being incurred.

Failure to request reimbursement as required by this policy or obtain prior approval for expenses that exceed the budget amount may result in disapproval of the reimbursement.

CHANGE LOG of AMENDMENTS TO WCQG BY-LAWS

No.	Type of Change	Description of Change(s)	Date Adopted
	Initial Release	Initial version of By-Laws adopted.	September 13, 2006
1	Add	Add Guild Sponsored Events Policy	August 24, 2006
2	Change Add	Susan Rush, Treasurer, proposed changes based on Notice from the bank, regarding institution of a new fee for accounts requiring two signatures, to: A. Article III, Section 4(c) B. Article III, Section 4(g) WCQG Check Request	January 2010
3	Change Add	Duties of the Treasurer □ Article III, Section 4 Standing Committees: (Article IV) A. Section 9 Promotions & Advertising Committee B. Section 10 Comfort Quilt Committee C. Section 11 Retreat Committee	February 10, 2011
4	Add	Expense and Reimbursement Policy	February 8, 2012
5	Add	A. Article I, Section 5: Add wording that will cover access to the website or other social media B. Article II, Section 3: Add procedure defined for replacing the President in the event she cannot complete her term	April 8, 2015

6	Changes made	See complete view of changes within draft document dated October 2017	