

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

## WARREN COUNTY QUILT GUILD BY-LAWS

### Article I MEMBERSHIP

- Section 1: Membership shall be open to all people 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 of those members present at a monthly Warren County Quilt Guild Member meeting. The fiscal year of the Warren County Quilt Guild shall begin 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 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. Any insufficient funds checks must be repaid to the Guild in the form of a money order, cash or cashiers check and fees incurred reimbursed. Note: Past and Present WCQG members will pay the full annual rate, regardless of the time or 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 “Members” area of the Warren County Quilt Guild website. The website address is <https://www.warrencountyquiltguild.com>. Paid membership entitles each member access to all member sections in any other social media such as Facebook and other Warren County Quilt Guild sponsored social media sites.
- Section 6: Each member is expected to always act courteously and professionally. Failure to comply will result in removal of said member by the majority vote of the Executive Committee.
- Section 7: All personal information provided by a guild member will be used for guild information purposes only. Sharing of any personal member information must have written consent from the 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 each year and shall take office in January. Those Officers who are continuing in their role for a second consecutive one-year term shall have their position confirmed with a “vote of confidence” from Guild Membership at the November annual election.
- 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 a 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 the 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 checks in the absence of 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) The President and /or the Executive Committee may request the Secretary to send out correspondence on behalf of the Guild.
- c) Send the monthly mee/ng minutes to the Newsletter editor in /me for monthly publishing or directly to the guild membership and Website Administrator via email prior to the next meeting.

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. The outgoing Treasurer will chair the budget committee.
- 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) Allow bank deposits to be made by the President, Membership chairperson, and Retreat chairperson.

All checks for deposit must be stamped "For deposit Only". An itemized list of checks and cash will be e-mailed to the treasurer on the day of the deposit. Details will include check #, amount, date, member name, and fund category.

- f) Contact any member who has issued a check with insufficient funds for reimbursement of the cost of the check and any fees.

- g) Publish a full report of the immediate past year at the January meeting.
- h) Maintain treasurer's reports and documentation for 7 years.
- i) Submit the Treasurer's books for audit each January. The incoming Treasurer will coordinate the audit of the prior year.

## **Article IV STANDING COMMITTEES**

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

The Executive Committee, Membership Committee, Newsletter Committee, Program Committee, Fundraising Committee, History Committee, Nominating Committee, Promotions & Advertising Committee, Comfort Quilt Committee, Retreat Committee and Website Administrator 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 membership 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 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) Shall welcome any guests/non-members to monthly Guild meetings. Guests/non-members shall be welcome to attend two monthly meetings prior to joining the

Guild.

- d) Is responsible for maintaining a current list of membership names with e-mail address, home address, and phone number as available.
- e) Shall provide an electronic Membership Directory update to the Website Administrator as needed.
- f) The Membership Chairperson shall receive monies for membership dues payable to the Warren County Quilt Guild and is responsible to forward to the Treasurer or deposit membership dues received directly into the Guild bank account and providing a record of the bank deposit to the Treasurer.
- g) Is responsible for providing membership cards to all Guild members.
- h) Shall provide information and new members' packets to new members.
- i) Shall submit a written Annual Report of the activities of the Membership Committee at the January meeting. One copy will remain with the Membership Committee. A copy will be emailed to the Website Administrator to be posted in the Members area of the Website.
- j) The Membership Chairperson will send a "Welcome email" to validate a new member's email address prior to updating the Website Administrator.

**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 and publish the monthly Warren County Quilt Guild newsletter known as "The Quilters' Quill".
- c) The Quilters' Quill will be sent to the membership via email and posted to the Warren County Quilt Guild website.

**Section 5 Program Committee**

- a) Shall consist of the Vice President as Program Chair and members selected by the Chair.
- b) Shall plan, organize, and coordinate educational and social programs that support the purpose of the Guild, including workshops, lectures, trunk shows, and other quilting-related activities.
- c) Shall schedule monthly programs through March of the year following the Vice President's term of office.
- d) Shall coordinate logistical arrangements including location, equipment, and materials needed for each program or workshop.
- e) Shall collect all class and workshop fees and forward to the Treasurer.

- f) Shall be responsible for payment of the program-related fees with a check from the Treasurer.
- g) Shall have discretion regarding a refund of a workshop/speaker cancellation within the framework of the Sponsored Events Policy included in the guild bylaws.
- h) Shall manage program-related finances in accordance with the Guild's budget and financial policies.
- i) Shall keep a file of previous programs, including speaker details and contact information, for future planning
- j) Shall submit a written Annual Report of the activities of the Program Committee at the January meeting. One copy will remain with the Program Committee. A copy will be emailed to the Website Administrator to be posted in the Members area of the Website.

Section 6: **Fundraising Committee (as needed)**

- 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 facilitation of all arrangements and actions associated with said Fundraising.
- b) The Fundraising Chair shall be responsible for the collection of any money made from the activity and forward to the Treasurer.
- c) Proceeds from fundraising events will be shown as a separate line on Financial Statements. Future funding allocation for specific fundraising "purpose" will be reduced in annual budgets or approval by the guild.
- d) Shall submit a written Annual Report of the activities of the Fundraising Committee at the January meeting. One copy will remain with the Fundraising Committee. A copy will be emailed to the Website Administrator to be posted in the Members area of the Website.

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 November Newsletter.

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 newspaper articles, newsletters, photographs, etc., pertaining to the Warren County Quilt Guild's activity for the purpose of maintaining a record for the Guild.
- c) Shall take pictures of Show and Tell entries at the monthly meeting, and forward to the Website Administrator.

Section 9 **Promotions & Advertising Committee (as needed)**

- 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 submit a written Annual Report of the activities of the Promotions & Advertising Committee at the January meeting. One copy will remain with the Promotions & Advertising Committee. A copy will be emailed to the Website Administrator to be posted in the Members area of the Website.

Section 10: **Comfort 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 scheduling 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. One copy will remain with the Charity Quilt Committee. A copy will be emailed to the Website Administrator to be posted in the Members area of the Website.

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 accommodation for retreats.
- d) Shall be responsible for collecting all monies for the retreat and forwarding said monies over to the Treasurer in a timely manner or deposit monies received directly into the Guild bank account and providing a record of the bank deposit to the Treasurer.
- e) Shall be responsible for obtaining the door prize gifts, nametags, etc. while staying within the annual operating budget allocated to retreats.
- f) Shall be responsible for handling all problems or concerns between the guild members and the facility.
- g) Shall submit a written Annual Report of the activities of the Retreat Committee at the January meeting. One copy will remain with the Retreat Committee. A copy will be emailed to the Website Administrator to be posted in the Members area of the Website.

**Section 12: Website Administrator Committee**

- a) Shall consist of the Website Administrator, appointed by the President, and members selected by the Website Administrator.
- b) Shall maintain all areas of the website so they are accessible to users.
- c) Shall maintain programming information, calendar of events, news articles, comfort quilt information, retreat information, officer and committee contact information, inventory list, by laws, and other guild information as needed.
- d) Shall post The Quilters' Quill to the website, monthly, in the Members area. Past editions of the newsletter will be archived, by year, for 2 years.
- e) Shall post the Guild Membership form on the website.
- f) Shall post the membership list to the website in the Members area. Will post updated versions as they are received from the Membership Chairman.
- g) Shall post required year-end reports from the Committee Chairs to the website in the Members area. Two years of reports will be archived, organized by year.
- h) Shall post monthly Show and Tell pictures to the Members area of the website.
- i) Shall provide the Expense and Reimbursement Policy and a copy of the WCQG Reimbursement Form on the website.
- j) Shall ensure website hosting is paid annually.
- k) Shall ensure website domain is paid annually.

- l) Shall monitor the guild email account and respond to all inquiries in a timely manner.

## **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 dissolutions 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 by email at least 14 days prior to said meeting. The notice of the meeting will also be posted on the public page of the website.

# WARREN COUNTY QUILT 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 canceled 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 their registration fee or find their 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.

# **WARREN COUNTY QUILT GUILD**

## **EXPENSE AND REIMBURSEMENT POLICY**

Requests for reimbursement of expenses paid on 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 WCQG Reimbursement Form (available on the WCQG website) 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 budgeted 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 may result in disapproval of the reimbursement.

## Change Log of Amendments to WCQG By-Laws

NO.	Type of Change	Description of Change	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 they cannot complete their term.	April 8, 2015
6	Change	See complete view of changes within document dated October 2017	
7	Add  Change	Article IV, Section 12: Added this section to cover Website Administrator Committee responsibilities.  Changes made to all sections of the By-Laws to update current operation processes with email, website, and social media.	November 9, 2022
8	Add  Change	Article I, Membership, Section 3 revised to include language for handling "insufficient funds" checks from members. Article II, Officer Elections, Section 2 revised to clarify	February 12, 2026

	<p>officer term of office.</p> <p>Article III Executive Officers section revised the Treasurer duties section to include allowing deposits to WCQG bank accounts from the Membership Committee Chairperson, Retreat Chairperson and Program Committee Chairperson.</p> <p>Article IV - Additional wording for activities for standing committees and Executive positions.</p> <p>Added wording specific to Fundraising Committee with regards to allocation of funds raised for specific purposes which includes Comfort Quilts and Programs, Membership Committee, Program Committee, changed wording to reflect current language used for managing and maintaining online communication tools such as the website and email accounts in the Website Administrator section.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

