

**By-Laws Of
Material Girls Quilt Guild
Of Coffeyville, KS
Proposed December, 2006**

Article 1

Name

The name of this organization shall be The Material Girls Quilt Guild, Coffeyville, KS, a non-profit organization referred to as the Guild.

Article 2

Mission Statement/Purpose

The Material Girls Quilt Guild was organized in 2002. Their purpose was to promote interest in quilts, encourage the art of quilt making and to educate the beginners, as well as, the experienced quilters.

Article 3

Membership

Section 1

- A. Personal membership in the Guild is open to any person, regardless of race, color, creed, sex or national origin, who subscribe to the purposes of this Guild. Membership becomes valid with payment of dues. Members shall be supplied with a membership book, which contains a membership roster, By-Laws, Officers and Committee listing and other information.

Section 2

- A. Guests are welcome to attend two (2) meetings free and are expected to become dues paying members no later than the third (3rd) meeting. Members and non-members shall sign in at each meeting.
- B. Membership runs from July 1 to June 30. Dues are annual, payable by July. The amount of dues is set by the general membership, on the recommendation of the Board.
- C. Any member not renewing by the August meeting will be dropped from the membership.
- D. Members are required to make and wear name tags at each meeting. A penalty of \$0.25 will be charged to a member without a name tag and the member will not be eligible for door prizes. Name tags preferably should be made of fabric. There are patterns available in the Guild library.

Section 3

- A. Members will receive a membership roster and free admission to Guild meetings as scheduled, except for special programs where extra costs must be defrayed. Additional programs and workshops are subject to admission charges to the membership and guests.

Section 4

- A. Any decisions made by the voting of the general membership shall be made by a majority of the members present at a regular or special meeting, when all members have been notified. No provision is made for absentee or proxy vote.

Article 4

Meetings

Section 1

- A. Meetings are held the first Tuesday of the month. The guild library will be open at 6:30 PM. The business meeting will begin at 7:00 PM, followed by a program. Other meetings may be announced by telephone, email or mail in advance.

Section 2

- A. Board Meetings are open to the General Membership and are held prior to the monthly Guild meeting

Section 3

- A. Special meetings may be called by the President, other Board members or by action of membership. All members are to be notified of special meetings.

Section 4

- A. The place of the Guild and Board meetings shall be arranged by the President, with the approval of the Executive Board.

Article 5

Board of Directors

Section 1

- A. The Board of Directors shall consist of the Executive Committee and the Chairpersons of the Standing Committees. The Executive Committee consists of the President, President-Elect, Secretary, and Treasurer. President Elect, Secretary and Treasurer are the only Officers of the Guild voted on by the General Membership. The Standing Chairpersons are appointed by the President, with approval of the Board.
- B. The President-Elect, Secretary, Treasurer and Standing Committee Chairs are the only voting members of the Board.
- C. The President votes only in the case of a tie.
- D. The Standing Committees consist of: Program Chairperson, Membership Chairperson, Fundraiser Chairperson, Block of the Month Chairperson, Newsletter Chairperson, Party Chairperson, Retreat Chairperson and Door Prize Chairperson.
- E. Other committee chairpersons include Beekeeper, Historian Chairperson, Librarian Chairperson, Opportunity Quilt Chairperson, and Quilt Show Chairperson. These are non-voting members of the Board and are expected to attend board meetings when they need to report any activity in regards to their event.
- F. All elected Officers and incoming Standing Committee Chairs shall attend Board meetings.
- G. Term of office for an elected position shall be from July 1 to June 30.
- H. The Secretary and Treasurer may serve no more that two consecutive terms in any one office.
- I. Any Officer elected or appointed may be removed with due cause at any time by a two-thirds vote by the General Membership when the best interests of the Guild would be served by such a removal.

Section 2

- A. President
 - 1. The President shall be the Chief Executive Officer of the Guild and shall preside at all general, special and Board meetings.
 - 2. The President shall be the official spokesperson for the Guild.
 - 3. The President shall instruct the secretary regarding the issuance of notices, minutes and general correspondence.
 - 4. The President shall attend as many workshops, opens sews and other activities as possible.
 - 5. The office of President is limited to one year.
- B. President-Elect
 - 1. The President-Elect shall serve as assistant to the President in all matters and act as Parliamentarian.
 - 2. The President-Elect shall perform such duties as requested by the President.

3. In the absence of the President, the President-Elect shall conduct Guild meetings and/or Board meetings.
 4. In the event that the President cannot complete the term of office elected to, the President-Elect will assume all duties and responsibilities of the office of President for the remainder of the term.
 5. The President-Elect shall chair the Nominating Committee and shall become President when the current President steps down from office.
 6. The President-Elect shall attend as many workshops, opens sews and other activities as possible.
- C. Secretary
1. The Secretary shall keep records of minutes including all motions made and carried at each general, special and Board meetings, and shall take care of general correspondence.
 2. The Secretary shall conduct Guild meetings in the absence of the President and President-Elect.
 3. The Secretary shall submit articles concerning all Guild activities to the local newspapers in a timely fashion.
- D. Treasurer
1. The Treasurer shall have the care and custody of the Guild's funds, recording all dues, income and expenditures and keep a balanced statement.
 2. The Treasurer shall give a report to the newsletter chairperson within 5 days of the general meeting.
 3. Before the close of each fiscal year, the Treasurer shall prepare the books for audit.
 4. The Treasurer shall conduct Guild meetings in the absence of the President, President-Elect and Secretary.
 5. The Treasurer shall supply the Membership Chair with any new member information.
 6. The Treasurer shall supply new members with a membership book, which contains a membership roster, By-Laws, Officers and Committee listing and other information.

Section 3 Committees

- A. Program Chairperson
1. The Program Chair shall coordinate and plan all programs, workshops and open sews.
 2. The Program Chair shall make arrangements for any guests to travel, stay and dine while they are visiting.
 3. All program and workshop plans must be submitted to the Board for approval prior to any program or workshop.
 4. The Program Chair shall provide programs through the month of August, in order to allow the upcoming Chair time to plan programs.
- B. Membership Chairperson
1. The Membership Chair shall greet and welcome all members and guests.
 2. The Membership Chair shall maintain membership roster and guest registration, in conjunction with the Treasurer.
- C. Door Prize Chairperson
1. The Door Prize Chairperson shall collect door prizes from various sources, within the allotted budget.
 2. The Door Prize Chairperson shall coordinate the drawing of door prizes to eligible members whose dues are current and are wearing their name tag.
- D. Historian
1. The Historian shall collect news articles from all newspapers, the Guild newsletter, all flyers and business cards.

- E. Librarian
 - 1. The Librarian shall, with the approval of the Board, obtain, replace and maintain books, magazines, stencils, patterns and other material.
 - 2. The Librarian shall organize a check out system and collect fines of \$0.25 per month after the first month of checkout.
 - 3. It is their responsibility to determine if material is appropriate for use in the library.
- F. Fundraiser Chairperson
 - 1. The Fundraiser Chair shall oversee all Fundraising Sub-Committees (excluding the Opportunity Quilt):
 - a. Quilt Shop receipts
 - b. Best Choice Labels
 - c. Cook Book Sales (when applicable)
- G. Opportunity Quilt Chairperson
 - 1. The Opportunity Quilt Chairperson shall organize a committee to choose the quilt pattern and determine supplies needed to complete the quilt and present to the Board for approval.
 - 2. Upon approval, it is the responsibility of the Opportunity Quilt Committee to oversee the completion of the quilt, utilizing whatever means they see fit.
- H. Block of the Month (BOM) Chairperson
 - 1. The BOM Chairperson shall select pattern(s) and project(s) to be distributed.
 - 2. The BOM Chairperson shall provide clear and concise instructions and be responsible for the BOM at general meetings.
- I. Nominating Committee
 - 1. The Nominating Committee shall be chaired by the President-Elect and consists of two (2) other members appointed by the President.
- J. Beekeeper
 - 1. Beekeeper Chairperson shall organize any and all small groups within the Guild.
- K. Party Chairperson(s)
 - 1. The Party Chairperson(s) shall organize committees for the Christmas and Birthday parties.
 - 2. The committees will plan all details and host the Guild Christmas and Birthday Parties.
 - 3. The Party Chairperson(s) will submit plans to the Board for approval.
- L. Newsletter Chairperson
 - 1. The Newsletter Chairperson shall write the Guild's newsletter and distribute, by mail, email or posting to the Guild's website, to all members of the Guild that are in good standing.
 - 2. The Newsletter Chairperson shall mail the newsletter to all members who have provided S.A.S.E. #10 envelopes, 10 business days prior to the next month's meeting.
 - 3. All committee reports shall be given to the Newsletter Chair by the deadline set by the Newsletter Chair.

Article 6

Governing Boards

Section 1

- A. Executive Board
 - 1. The Executive Board shall be composed of the elected officers of President, President-Elect, Secretary and Treasurer.

Section 2

- B. Board of Directors

1. The Board of Directors of the Guild shall consist of the Executive Board and the appointed standing committee chairpersons. All shall have full voting power on Board decisions.

Section 3

A. Vacancy

1. If a vacancy occurs, except in the office of President, the vacancy will be filled by appointment by the Executive Board.

Section 4

A. Quorum

1. A quorum at Board meetings will consist of six members of the governing board.

Article 7

By-Laws

Section 1

A. By-Laws and Amendments

1. The by-laws shall take effect immediately upon their adoption. Revisions, additions or deletions are to be effective upon the date so voted by the membership.
2. These by-laws supercede any and all previously adopted by the Material Girls Quilt Guild of Coffeyville, KS.
3. Amendments to these by-laws shall be made by majority vote of members present at a regular or special meeting, when all Guild members have been notified of all changes at least ten days prior to said meeting.

B. Review of By-laws

1. These by-laws shall be reviewed annually by the Guild Board. If any Article is in need of revision, it will be brought before the membership for approval by majority vote.

Article 8

Programs, Workshops, Open Sews & Retreats

Section 1

A. Programs

1. Programs are included as part of the monthly meetings and may include well-known quilters and artists.
2. Programs given by Guild members will be paid \$25.00 plus expenses, as approved by the Board.

Section 2

A. Workshops

1. Workshops are available throughout the year and are held separate from the general meeting. All workshops are voluntary.
2. A nominal fee is charged to members, with an additional fee for non-guild members. Pre-registration is required.
3. No refunds are given, although the fee can be transferred to another workshop.
4. Information relating to dates, times, place and fees will be published in the Guild newsletter and local papers.

Section 3

A. Open Sews

1. Open sews are offered throughout the year.
2. There is a nominal fee to help with the custodial fees.

3. Minimal number of attendees is required to cover custodial fees.

Section 4

A. Retreats

1. Retreat fees are non-refundable or non-transferable (i.e. workshops and open sews).

Article 9

Section 1

Newsletter

- A. Material Scraps is the Guild's newsletter and is distributed monthly to members in good standing.
- B. The newsletter includes information about upcoming events, meetings, workshops and other information.
- C. The classifieds and advertisement section is available for members to advertise an item to sell or services relating to quilting.
 1. The cost for this service is five cents (\$0.05) per word for a classified ad per issue.
 2. A business (related to quilting) may advertise at a cost of twenty-five cents (\$0.25) per word for a classified ad per issue or \$25.00 for a business card size for one (1) year.
 3. Space may be limited.

Section 2

Show and Tell

- A. Show and Tell time is encouraged at general meetings for members to show any quilts or other projects that they have completed.

Section 3

Door Prizes

- A. Door Prizes are given to eligible members during the general meeting.
 1. Members are eligible by wearing their name tag and their dues being current.

Section 4

Library

- A. The Library contains books, magazines, patterns, stencils, videos and much more.
 1. Any item may be checked out for one month.
 2. Any member who loses, damages or destroys any material checked out in their name will be responsible for the replacement of said material or replacement purchase of equal value.

Section 5

Expenditures

- A. The Board must approve any expenditure over \$150.00 before the Treasurer issues a check from the checking account.

Article 10

Election of Officers

- A. A Nominating Committee will be appointed in April. The President-Elect shall head the committee with two other members appointed by the President. This Committee is not a Standing Committee and shall serve for a limited time.
- B. The Nominating Committee will make recommendations for President-Elect, Secretary and Treasurer in May, with nominations taken from the membership. From the recommendations and nominations, a ballot will be prepared and presented to the General Membership for a vote at the June general meeting.

A. Installation of Officers will be in July, conducted by the out-going President.

Article 11

Monies

Section 1

A. If, for whatever reason, the Guild should cease to exist, all assets will go to a registered Charity(ies) designated by the remaining Membership.

Article 12

Parliamentary Authority

The rules of **Robert's Rules of Order**, newly revised shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with the rules of the Guild.

By-Laws last reviewed and revised November, 2006