

# Starlight Quilters Guild BY-LAWS

- I. The name of the organization shall be the Starlight Quilters Guild.
- II. The purpose of the organization shall be to:
  - A. Promote the art of quilting;
  - B. Educate members through programs and workshops;
  - C. Encourage public appreciation of quilting.
- III. Membership
  - A. Membership is open to anyone.
  - B. The membership year shall be from January 1 through December 31.
  - C. Members shall pay annual \$25 dues by December 31 of the current year. Members joining after June shall pay half of the membership dues for the remaining months.
- IV. Officers and Committee Chairs

New officers and committee chairs shall be installed in November and take office in January. These individuals shall be voting members of the Board. Their duties are as follows:

  - A. President (1-year term)
    1. Preside at all guild and Board meetings.
    2. Be a member of all committees in an advisory capacity.
    3. Appoint committees based on discretion and need.
    4. Sign any check and endorse checks over \$100 (along with the Treasurer) unless a budgeted item.
  - B. Vice-President (1-year term in preparation for Presidency)
    1. Perform all duties of the President and preside at guild and Board meetings in the absence of the President.
    2. Serve as a consultant to the membership and program/workshop committees.
  - C. Secretary
    1. Record minutes at all guild and Board meetings or any other meetings as requested by the President.
    2. Maintain a complete and accurate permanent file of all guild meeting minutes.
    3. Post a copy of the minutes at monthly guild meetings as required by the Articles of Incorporation.
  - D. Treasurer
    1. Maintain an accurate written record of all income and expenditures throughout the year.
    2. Report on the budget at each Board meeting and at guild meetings as requested by the President.
    3. Provide a full treasurer's report to the President monthly.

4. Post a summarized treasurer's report at monthly guild meetings as required by the Articles of Incorporation.
  5. Issue reimbursements on expenditures and payments as authorized by the Board.
  6. Sign any check and endorse checks over \$100 (along with the President) unless a budgeted item.
  7. Pay annual State of Kansas fees for not-for-profit status by mid-June.
  8. Pay US Post Office fees for PO Box by October.
- E. Assistant Treasurer
1. Perform all duties of the Treasurer at guild and Board meetings in the absence of the Treasurer.
- F. Immediate Past President (1-year term)
1. Serve on the Board as a voting member and as a mentor to the President and the Board, providing a historical and objective perspective.
  2. Offer assistance with the planning and implementation of guild activities as desired and schedule permits.
- G. Door Prizes Chair
1. Obtain door prizes and present them for the Door Prize Drawing held during the monthly guild meetings.
- H. Group Project Chair (based on membership interest annually)
1. Design the guidelines and coordinate membership involvement in a group project (e.g. Round Robin, Mystery Quilt, Block Exchange, etc.) based on interest.
- I. Guild Challenge Chair
1. Coordinate the annual Guild Challenge.
- J. Historian
1. Keep album of pictures, notes, and/or articles of special events and quilt shows in which the guild or members participate.
  2. Bring albums to guild meetings for display 2-3 times a year.
- K. Hospitality Chair
1. Coordinate monthly refreshment schedule.
  2. Coordinate monthly greeter schedule for greeters at the check-in table for all guild meetings.
  3. Coordinate an annual "New Member Tea."
- L. Librarian
1. Keep an up-to-date inventory of all library resources.
  2. Maintain an accurate record of guild library books, and various quilt related educational materials on loan.
  3. Purchase quilt related resources for the library as authorized.

M. Membership Chair

1. Promote annual membership renewal (Oct-Dec).
2. Print and issue membership cards and directories to members at guild meetings.
3. Keep a current roster of the members.
4. Maintain a record of attendance at each guild meeting for members and guests.
5. Provide a welcome letter and appropriate guild-related information to each guest and new member.
6. Coordinate *Bring a Friend Night* annually and other membership-related activities (e.g., *Girls Night Out*, daytrips via motor coach) based on membership interest.

N. Newsletter Editor

1. Publish and mail or email newsletter each month to members at least 2 weeks prior to the guild meeting.

O. Opportunity Quilt Chair

1. Coordinate the making, quilting and promotion of the annual Opportunity Quilt.
2. Print and distribute chances to members to solicit donations.
3. Coordinate the collection of monetary donations received for 'chances to win' throughout the year.
4. Recruit and schedule volunteers to assist with all promotional activities.

P. Programs & Workshops Chair (a newly combined committee for 2006)

1. Schedule programs (e.g. contacting speakers and negotiating contracts) for monthly guild meetings and submit a master schedule for inclusion in the SQG Membership Directory.
2. Plan, coordinate and be represented at workshops and retreats (e.g. identify teachers and techniques to teach based on membership interests, negotiate contracts, identify location, provide participants with a supply list, secure speaker honorarium check, collect fees, etc.)
3. Serve as guild host for speakers at guild meetings and workshops.
4. Submit detailed program and speaker information for the monthly newsletter.

Q. Project Linus Chair

1. Coordinate the collection of donated fabric and creation of quilt kits.
2. Schedule sewing nights for making Project Linus quilts.
3. Encourage members to make quilts of various sizes for Project Linus.

R. Quilt Show Chair (2 year term)

1. Coordinate all activities of the annual quilt show at the Shawnee Indian Mission Fall Festival held the second weekend in October (e.g., promotion and marketing, acquisition of quilts for display including Project Linus quilts, quilting demonstrations, sale of small quilts and craft items, promotion of chances for Opportunity Quilt, etc.)
2. Recruit and schedule volunteers to assist with making craft items for the boutique and donating small quilts for sale.

3. Coordinate the set-up and disassembly for the quilt show.
  4. Recruit and schedule volunteers to assist with set-up, disassembly and to work at the show.
- S. Website Chair
1. Maintain the website for the guild.
- V. Elections
- A. The Nominating Committee recruited or appointed from the floor by August, will prepare a slate of candidates.
  - B. Officers and committee chairs will be elected and installed at the November meeting by a majority of members present.
- VI. Meetings
- A. The guild will meet the 4th Tuesday in January – October. The meeting date in November will be determined each year based on the Thanksgiving holiday. There is not a guild meeting in December.
  - B. The Annual Meeting when officers are elected and installed shall be the November meeting.
  - C. Each member is entitled to one vote.
  - D. Decisions of the guild will be decided by the majority of members present at monthly guild meetings.
  - E. All meetings shall be conducted informally and respectfully guided by Robert's Rules of Order.
- VII. Board
- A. The Board will be made up of the elected officers and committee chairs or those appointed by the President to carry out a specific responsibility.
  - B. The Board will prepare an annual budget and present to membership for approval by the February guild meeting. The Board shall approve expenses of \$100 or more if it is a non-budgeted item.
  - C. The Board will audit the Treasurer's accounts annually.
- VIII. Committees and Task Forces
- A. The President will appoint committees and task forces when needed to carry out a specific task.
- IX. Amendments
- A. Amendments to the By-Laws may be added as necessary provided notice of the proposed changes have been indicated in the newsletter prior to a regular guild meeting. The amendments shall be voted on by a majority of members present.

*These By-Laws were updated and approved, November 28, 2006.*