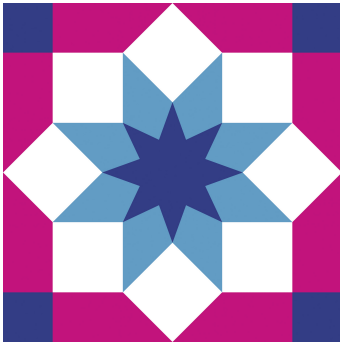


Starlight Quilters Guild By-Laws

- I. The name of the organization shall be the Starlight Quilters Guild. The logo for the guild shall be the Starlight Quilt block in royal blue, aqua, white and deep rose.**



- II. The purpose of the organization shall be to:**

1. Promote the art of quilting;
2. Educate members and the public through programs and workshops;
3. Encourage public appreciation of quilting.

- III. Membership**

1. Membership is open to everyone.
2. The membership year shall be from January 1 through December 31.
3. Annual membership dues shall be \$25. Members joining after July 1 shall pay one-half of the annual membership dues for the remaining calendar year.
4. A Junior Membership is available to students up to 18 years of age and shall have annual dues of \$15.

- IV. Meetings**

1. 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 no guild meeting in December.
2. The Annual Meeting, when officers are elected and installed, shall be the November meeting.
3. Each member is entitled to one vote.
4. Decisions of the guild will be decided by the majority of members present at monthly guild meetings.
5. All meetings shall be conducted informally and respectfully guided by Robert's Rules of Order.

- V. Board of Directors**

1. The Board of Directors (hereafter, "Board") will be made up of the elected officers and committee chairs and/or those appointed by the President to carry out specific responsibilities.

2. Quarterly Board meetings will be held the third Tuesday in January, April, July and October, or as requested by the President.
3. The Board will prepare an annual budget and present it to the membership for approval at the February guild meeting. The Board shall approve expenses of \$250 or more if it is a non-budgeted item.
4. The Board shall appoint two or more Board members to audit the Treasurer's accounts annually.

VI. Elections

1. The President shall appoint a Nominating Committee, by the August guild meeting. That committee shall prepare a slate of candidates for officers and committee chairs for the upcoming year. The slate of candidates shall be published in the newsletter prior to the November meeting.
2. Officers and committee chairs will be elected and installed at the November meeting by a majority of the members present.
3. Officer and committee chair positions not filled by the November meeting shall be filled as volunteers step forward, or as appointed by the President.

VII. Officers and Committee Chairs

New officers and committee chairs shall take office in January. These individuals shall be voting members of the Board. All Committee Chairs are responsible for keeping the President and/or Vice-President informed of any committee decisions and/or activities, and shall seek Board approval for any decisions or activities that involve the guild as a whole.

Duties of the Officers are as follows:

President (1-year term)

1. Preside at all guild and Board meetings.
2. Be a member of, or designate a representative to, all committees in an advisory capacity.
3. Appoint committees based on discretion and need.
4. Co-sign, along with the Treasurer, all checks over \$250 unless the check is for a budgeted item previously approved by the Board.

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.

Secretary

1. Record minutes at all Board meetings and/or any other meetings as requested by the President.
2. Maintain a complete and accurate permanent file of all Board meeting minutes.
3. Publish a copy of the quarterly Board meeting minutes **electronically and/or** in the following month's newsletter.

Treasurer

1. Maintain an accurate written record of all income and expenditures throughout the year.
2. Report on the budget at each quarterly Board meeting and as requested by the President.
3. Prepare the annual proposed budget to be voted on by the Board of Directors and approved by a majority of the members present at the February meeting.
4. Provide a full treasurer's report to the President if requested.
5. Issue reimbursements for authorized expenditures and payments.
6. Sign all outgoing checks.
7. Endorse all incoming checks.
8. File an annual report with the State of Kansas to maintain not-for-profit status, and file all required tax returns by their due date.
9. **Collect and distribute mail a minimum of once each month.**
10. Pay US Post Office fees for PO Box by October, or the date due.

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.

Duties of the Committee Chairs are as follows:

(listed in alphabetical order)

Community Services Chair

1. Coordinate the collection of donated fabric and supplies, and the creation of quilt kits.
2. Encourage members to make quilts of various sizes for Community Service Projects, such as Project Linus and Quilts of Valor.

Door Prizes Chair

1. Obtain door prizes within the allotted budget and present them for the Door Prize Drawing held during the monthly guild meetings.

Group Project Chair

Design the guidelines and coordinate membership involvement in a group project for the benefit of one or more community organizations (based on membership interest) annually.

Guild Challenge Chair

1. Coordinate the annual Guild Challenge in which members challenge themselves to create like objects based on a theme, color scheme, specific fabric, etc., based on member interest. Guild Challenge projects will be exhibited at a general meeting as designated by the Guild Challenge committee.

Historian

1. Along with Newsletter Chair, maintain a printed record of monthly newsletters to be stored in the guild library.

2. Take and preserve photographs at monthly guild meetings and other events as designated by the guild President.
3. Post photographs on guild web site when appropriate.

Hospitality Chair

1. Coordinate monthly refreshment schedule and maintain supplies for refreshments.
2. Coordinate monthly greeter schedule for greeters at the check-in table for all guild meetings.

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.

Membership Chair

1. Promote annual membership renewal beginning in October for the coming calendar year.
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.

Newsletter Editor

1. Gather information from members to publish the guild newsletter.
2. Mail or email newsletter each month, except December, to members at least 1 week prior to the guild meeting.

Opportunity Quilt Chair

1. Coordinate the making, quilting and promotion of an annual Opportunity Quilt for the purpose of raising funds to support educational programs and other projects beneficial to the members of the guild.
2. Print and distribute chances to members to solicit donations.
3. Coordinate collection of monetary donations received for chances to win the Opportunity Quilt throughout the year.
4. Recruit and schedule volunteers to assist with all promotional activities.

Programs

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.

1. Serve as guild host for speakers at guild meetings and workshops.
2. Submit detailed program and speaker information for the monthly newsletter.

Quilt Show Chair (2 year term)

1. Coordinate all activities of the guild's quilt show (e.g., promotion and marketing, acquisition of quilts for display, quilting demonstrations, sale of small quilts and craft items, etc.)
2. Encourage members 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 in whatever capacities are needed.
5. Maintain a list of quilt show equipment and boutique donations and the location where they are stored.

Retreat Chair

1. Plan and coordinate quilting retreats based on membership interest.

Website Chair

1. Maintain the website for the guild that includes information about the guild, guild meetings, current events, photos and other appropriate items.

Workshop Chair

1. In cooperation with the Programs Chair, plan, coordinate and be present (or designate a representative) at workshops (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.)
2. Keep a list of guild-owned equipment for use in workshops and retreats, and the location where these items are stored.

Ad Hoc Committees and Task Forces

The President will appoint committees and task forces when needed to carry out a specific task.

VIII. Amendments

Amendments to the By-Laws may be added as necessary provided notice of the proposed changes have been indicated **electronically and/or** in the newsletter prior to a regular guild meeting. The amendments shall be voted on by a majority of members present at the next scheduled guild meeting.

Revised and Approved July 2014