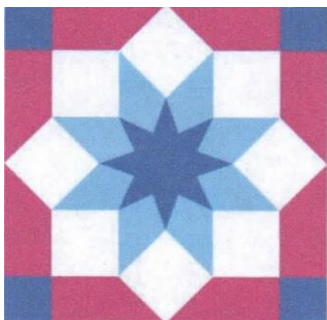


Starlight Quilters Guild By-Laws

- 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. The Guild business year operates on a calendar year, January through December. The Guild membership year operates on a fiscal year, April through March.



- II. **The purpose of the organization shall be to:**
1. Promote the art of quilt making.
 2. Educate members and the public through programs and workshops.
 3. Encourage public appreciation of quilting.
 4. Serve the community through charitable activities involving quilting.
- III. **Membership**
1. Membership is open to everyone.
 2. The membership year shall be from April 1 through March 31.
 3. The annual membership dues rate shall be determined by the Board each year during the budget development process. Members joining after October 1 shall pay one- half of the annual membership dues for the remaining membership 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.

Board of Directors

- V.
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 in January, April, July and October, or as requested by the President.
 3. The Board will review and approve an annual budget and present it to the membership for approval at the November guild meeting.
 4. The Board shall approve non-budgeted expenses of \$250.00 or more.
 5. The Board shall appoint two or more Board members to audit the Treasurer's accounts annually. The audit results will be communicated to the membership with a copy provided for the Treasurer's records.

VI. Elections

1. The Vice-President shall form and chair 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 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

1. New officers and committee chairs shall be installed in November and take office in January for a term lasting 12 months.
2. 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. Provide signature approval on non-budgeted expenses over \$100 with an annual limit of \$1,000.
5. Designate someone to pick-up the mail.

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 member of 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. Provide a copy of the quarterly Board meeting minutes to be included on the Starlight Quilters Guild web site.

Treasurer (1-year term)

1. Maintain an accurate written record of all Guild income and expenditures throughout the year; available for audit by May of each year.
2. Present the annual proposed budget to the Board for approval at the October Board meeting.
3. Report on the budget at each quarterly Board meeting and/or Guild meetings, and as requested by the President.
4. Provide monthly financial information for inclusion on the Guild website, in the monthly newsletter or mailings, as required by the Articles of Incorporation.
5. Issue reimbursements for expenditures as authorized by the Board; obtain President's approval for payment of non-budgeted expenses exceeding \$100; and endorse checks and prepare all Guild deposits.
6. File Federal Form 990-N and Kansas Annual Report for maintaining not-for-profit status, issuing fees when appropriate. These forms are due in February and June, respectively.
7. Pay US Post Office fees for PO Box by October, or the date due.

Assistant Treasurer (1-year term)

1. Perform all duties of the Treasurer at Guild and Board meetings, in the absence of the Treasurer.

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)

Communications Coordinator

1. Manage the official Starlight Quilters Guild e-mail (i.e. responding to public inquiries or forwarding to appropriate board member).
2. Communicate to membership meeting information, or other information relevant to guild activities/membership at request of board members and ad hoc committee members via email.
3. Monitor/post information on Guild's Facebook pages.
4. Facilitate communication of board members/chairs as needed.

Community Services Chair(s)

1. Identify prospective community service organizations, with membership input and/or a vote, to annually donate a minimum of \$250.00 budgeted as the Guild's charitable donation. Actual amount to be determined each year by the board.
2. Identify a 'group project' annually, based on membership interest, to benefit a community organization. Encourage and coordinate membership involvement to make handmade items, such as quilts, which benefit the recipients.
3. Coordinate the collection of donated fabric and supplies, and the creation of kits if applicable.

Door Prizes Chair(s)

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

Fundraising Chair(s)

1. Create fundraising events for membership participation.

Guild Challenge Chair(s)

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 Chair(s)

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(s)

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.

Kansas City Regional Quilt Festival Representative(s)

1. Attend KCRQF Meetings and keep the SQG membership apprised of plans.
2. Coordinate SQG assistance with KCRQF.

Library Chair(s)

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(s)

1. Promote annual membership renewal (April-March).
2. Keep a current roster/directory of the members to include name, mailing address, phonenumber(s) and email address and provide a copy to membership in a timely manner.
3. Maintain a record of attendance at each Guild meeting for members and guests.
4. Provide a welcome letter and appropriate Guild-related information to each guest and new member.

Newsletter Chair(s)

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(s)

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.

Program Committee Chair(s)

1. Schedule programs (e.g., contacting speakers and negotiating contracts) for monthly Guild meetings and submit a master schedule for inclusion in the Star Quilters Guild web site.
2. Provide program contract copies to the Treasurer, for reimbursement purposes, in a timely manner.
3. Serve as Guild host for speakers at Guild meetings and workshops.
4. Submit detailed program and speaker information for the monthly newsletter.

Quilt Show Chair(s)

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 an inventory of quilt show equipment and the location where they are stored.

Retreats Chair(s)

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

Website Chair(s)

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

Workshops Chair(s)

1. In coordination 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 an inventory of Guild-owned equipment for use in workshops and retreats, and the location where these items are stored.

Ad Hoc Committees and Task Forces

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

VIII. **Amendments**

1. 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.