

## **COTTON BOLL QUILT GUILD BYLAWS**

### **Article I. Mission Statement**

The members of the Cotton Boll Quilt Guild meet to promote quilting in the community, share ideas, and enjoy a camaraderie based on our shared quilting interests. Our goals are to continue learning, improve our skills, educate our members, expand our membership, and provide the opportunity to share in meaningful charity work that benefits our community.

### **Article II. Membership**

Section 1: Membership in the guild is open to anyone interested in quilting. A junior membership is open to ages 10-18. A person becomes a member upon payment of the guild annual membership dues.

Section 2: Guild members are entitled to attend all Guild meetings and participate in Guild sponsored activities, such as group email, workshops, retreats, Birthday Groups, etc. Guild members should read the bylaws and agree to the terms.

Section 3: Retreats and workshops are open to guild members only until two weeks prior to the event. Retreats and workshops will be open to all guild members for the fee of the retreat or workshop. Non-guild members may sign up two weeks prior to the retreat or workshops if spots remain open. Non-guild members will pay fee for retreats or workshops plus a non-member fee. The non-member fee for retreat is \$35; the non-member fee for workshops is \$15.

Section 4: Members are encouraged to attend meetings, serve on a committee, and participate in at least one charity activity, such as attend a quilt-making workshop, work on a charity project, donate a quilted project to a charitable cause, etc., loan personal quilt(s) to be shared in Auburn Library through the guild's library volunteer.

Section 5: A person may attend two meetings as a visitor before paying dues and becoming a member. Exceptions to this section shall include guests of Guild members outside the Auburn/Opelika area. Individual exceptions may be granted by a vote of the Executive Board.

Section 6: No member should advertise their own personal business during guild meetings, on the guild website, email system, Facebook page, or in any other manner. If a guild member is the speaker at a guild meeting, they are allowed to sell items.

**Article III. Dues**

Section 1: Annual dues shall be payable in December and/or January to the Treasurer. If dues are not paid by the end of February, the member will not be included in the member directory.

Section 2: New members joining after the June meeting pay one-half of the annual dues.

Section 3: Annual dues are currently as follows: Junior (10-18 year olds) - \$15.00; under 70 years old - \$35.00; seniors over 70 and full-time students - \$30.00. All dues shall be deposited into the guild's general fund to be used for guild expenses and programs/speakers. Any changes in the amount of dues will be determined by majority vote of the members via email.

**Article IV. Officers and Committees**

Section 1: No elected officer shall hold the same office in the Guild for longer than two consecutive terms, except in the case of an officer who has been appointed to fill an unexpired term. In the event that there is no nominee for a vacant elected position, the Executive Board may waive this provision.

Section 2: The officers of the Guild shall be: President, Vice President, Parliamentarian (Past President), Secretary, and Treasurer. All of these positions are elected by the Guild members.

Section 3: The Guild currently has 7 committees as follows: Comfort and Celebration, Birthday Groups, Membership, Nominating, Programs, Retreat, and Social Media. These committee heads shall be appointed by the President and approved by the board.

Section 4: The officers, committee chairs (with the exception of the Comfort Quilt chair and the Birthday Group Chairs), and immediate past president shall constitute the Executive Board.

Section 5: An officer/committee chair can be removed from duty if they are not performing their duties by a majority vote of the board. A member can be removed from the guild for behavior unbecoming by a majority vote of the board.

**Article V. Elections**

Section 1: A Nominating Committee of three members shall be appointed by the President and announced no later than the June meeting. This committee shall immediately begin actively searching for officer nominations to be announced at the September meeting, and take any other nominations from the floor. These will be voted on in the October meeting. If there is only one candidate for each office, a show-of-hands vote is acceptable; otherwise a ballot vote or email vote shall take place. Officers shall be installed at the December meeting.

Section 2: Committee vacancies for the following year will be announced in October. If there is more than one volunteer to head a committee, the incoming President will decide on the committee head, pending board approval.

Section 3: The term of office for officers runs from January through December.

Section 4: The Executive Board shall appoint officers to fill unexpired terms, except for the President. If the President cannot fulfill the term of office, the Vice President shall fill the unexpired term, as well as her term of office.

### **Article VI. Meetings**

Section 1: The general meetings of the Guild will be held monthly. The time and place shall be determined by vote of the members. Meetings shall be conducted using modified Robert's Rules of Order. Each meeting agenda shall include the following in this order:

1. Introduction, welcome, call meeting to order
2. Old Business (including minutes approval)
3. New Business (including Treasurer Report)
4. Introduce new members/visitors, current member news, and updates
5. Door prizes
6. Show and Tell
7. Program
8. Adjourn meeting

Note: Votes affecting all members shall not occur at meetings, but via email.

Section 2: The President shall in January call Executive Board meetings at least quarterly beginning and announced via email. Guild members are welcome to attend Executive Board meetings, but will not have a vote. Additional Executive Board meetings shall be called at the discretion of the President and communicated to the board members and guild members as to date and location via email. There will be a specially called transition board meeting in December for current officers and incoming officers.

### **Article VII. Duties of the Officers**

All officers and committee chairs shall present a yearly budget to the Treasurer (or President) by the January guild meeting.

**PRESIDENT:** The President shall preside at all meetings of the Guild and the Executive Board. The President shall appoint the chairs of all committees listed in Article IV, Section 4 and other such committees as needed. The President shall coordinate Guild activities, attend committee meetings as necessary, ex officio, and perform other duties as necessary. The President shall guide the Guild through the year in a positive direction, which will encourage its growth. The President will email

proposed budget to board after January board meeting for approval vote. The proposed annual budget will be presented to the Guild for approval at the February meeting. The President shall appoint an auditor for the financial records with the approval of the Board annually. The audit is to be done prior to the March guild meeting. The President and Board will address any concerns that may arise from the audit.

The President will secure dates for the guild retreat for the following year if the Treasurer is unable to do so.

**VICE PRESIDENT:** The Vice President shall work with the President and preside at Guild meetings in the absence of the President. The Vice President shall be chair of the Membership Committee, ensuring copies of the directory/bylaws are given to each member and other duties detailed in Article VIII.

**SECRETARY:** The Secretary shall record the Minutes of the Guild and Executive Board meetings and read the minutes of the previous meeting or publish these minutes on the Website. The Secretary shall maintain permanent files of all minutes and other pertinent records of the Guild (on the guild's external hard drive) and shall coordinate all necessary correspondence of the Guild.

**TREASURER:** The Treasurer shall receive and bank all Guild funds within two weeks. The Treasurer will distribute membership cards upon payment of membership dues. The Treasurer shall maintain records of all funds, disburse funds as authorized, give financial statements monthly at regular meetings and give an annual financial report at the January meeting.

Both the current Treasurer and the incoming Treasurer will work with the Executive Board to present a proposed budget for Guild approval at the February meeting. Prior approval from the President and the Treasurer is required for all purchases for the guild unless it is already in the approved budget. Any purchase over \$100 requires Board approval and guild vote if not previously approved in the budget. The Treasurer shall also be responsible for the Guild Post Office box and checking it once a week. The Treasurer will have authority to oversee budget planning for all offices and committees.

Requests for reimbursements should be made using the form on website along with original receipt and within 3 months of expenditure, or December 31, whichever comes first. The President should also be added to sign checks written by the guild. The Treasurer is responsible for securing dates for the guild retreat for the following year. If the Treasurer is unavailable, the President will do so. The President is authorized to sign checks when the Treasurer is unavailable.

**Parliamentarian:** The former guild President shall act as Parliamentarian, making sure meetings are well run and serving as an advisor to the Board.

## **Article VIII. Duties of the Committees**

Section 1: A guild member may only chair one committee.

Section 2: Each committee chair shall keep records of their responsibilities and duties, including important dates, passwords, or other information to be passed on to the new committee chair the next year in provided binder.

Section 3: All committee chairs shall present an itemized yearly budget to the Treasurer (or President) by the January guild meeting.

**CHARITABLE PROJECTS:** There will not be a standing Charity Committee, however should a tragedy present itself in our community, a committee may be named to address such needs. Budget shall be presented to Board for approval if the need arises.

**COMFORT & CELEBRATION:** The Comfort and celebration committee shall send get well, birth, sympathy and congratulation acknowledgements to Guild members. The committee will also provide block kits to make comfort quilts to members.

### **BIRTHDAY GROUPS:**

Birthday Groups will not be open to non-guild members.

There will be a committee head for each group. The chair is responsible for making rules available for all participants, emailing and communication of dates for lunches or dinners, making the calendar for celebrations for each group, and troubleshooting any issues that may arise within the group.

**Day group:** This group will be limited to the first 15 to sign up with the chair by November. Day group meets in members' homes at 11:30 am for lunch and dessert, which is provided by the Hostess for the month (decided in group meeting and using a sign-up sheet); during this month the birthday girl being celebrated receives her block wishes.

**Night Group:** This group will be limited to the first 10 to sign up with the chair. Night group meets in a restaurant of the birthday girl's choosing. Blocks for her are to be presented to her at that meal. Each member pays for her own meal.

If there is a need, other groups may be formed.

**MEMBERSHIP:** The Vice President is Chair of the Membership Committee. The membership committee shall produce a directory for the Guild following registration to be given to Guild members no later than the March meeting. The form this directory should take is at the discretion of the Membership committee, but shall be professionally printed. The Membership committee shall greet guests, having members and visitors sign in at each meeting. She will also be in charge of door prizes, guest book, name tags for members and guests, and packets for new

members. The new member packets should include the bylaws, a member directory, directions on how to sign up and use the Guild's email system, directions to the CBQG website, activities and groups that are available to members, and other such information that would be helpful for new members. Only one door prize will be offered per meeting and the value may not exceed a purchase price of \$35. All door prize money shall be turned over to the Treasurer (or President if needed) immediately after each guild meeting for deposit in the guild's general fund. The membership committee will also keep and maintain a list of members and visitors at each meeting.

**NOMINATING:** The members of the nominating committee shall be familiar with the Guild members, the duties and responsibilities of the officers, and the bylaws. The nominating committee shall be responsible for searching out and recommending a slate of qualified acceptable candidates (qualifications include being a guild member for at least two years, and if a former officer/committee chair, they shall have performed past duties in an acceptable manner). The board will provide a list of nonqualified members. The committee will present the slate of potential officers to the board for approval and to all guild members for a vote.

**PROGRAM:** The program committee shall plan programs for general membership meetings (no more than one program per guild meeting), provide the program schedule to the social media chairperson, introduce the program and/or speakers and cancel programs prior to contract payment date if it is known there is not enough interest. The Program Chair will oversee the Program Committee, which may include one or more of the following Coordinators: Block of the month, swaps, challenges, mystery quilt, etc. This committee shall organize educational opportunities outside of regular meeting times such as workshops and road trips to quilt shows, museums, quilt shops, etc. The Program committee shall write letters of appreciation to speakers forwarding them to the Secretary.

**RETREAT:** The Retreat committee will be for planning retreats for members, promoting participation, obtaining any other materials needed for the retreat, collecting fees and arranging with the Treasurer for payment of costs. The Retreat will self-fund and will not be a moneymaker for the guild. Any retreat prizes are to be donated. The price charged for retreat will ONLY include amount due to retreat center. There will be no upcharges for purchase of door prizes or gifts. Any door prizes or gifts to retreaters should be donated. If there are donated door prizes, each retreatter will be given one ticket for a chance to win item. No tickets for prizes are to be sold at retreat. There will be no refunds for retreat unless approved by board. A retreatter may sell their spot to a guild member only.

**SOCIAL MEDIA:** The Chair of this committee maintains and updates the Guild website, the private email system, and other media outlets such as the private Facebook page, photographs Guild meetings, show and tell, and other Guild activities to be posted on the web site. Any member who misuses the email system or Facebook page will be given a written warning from the Board. If a second

offense occurs, the member will be removed from any/all social media outlets for the guild.

**Article IX. Disbanding** In the event that COTTON BOLL QUILT GUILD ceases to exist, the disposition of money and assets shall be decided by a vote of the general membership. The distribution of remaining Guild funds will be to one or more non-profit organizations.

**Article X. Amendments to the Bylaws**

Section 1: Amendments to these By-Laws may be:

- a. Proposed in writing by the Executive Board
- b. Proposed in writing by a member or members
- c. Recommended and reviewed by a By-Law Review Committee at least every 5 years.

Any changes to the bylaws are to be voted on by all members via the guild email system.

Section 2: After approval by a majority of the Executive Board, proposed amendment or amendments shall be communicated to the general membership, and shall be published on the CBQG website. The proposed amendment or amendments shall be voted on by the members no sooner than 14 days after notification to the members.

Section 3: Amendments shall be approved by a majority of the members voting via email.

Section 4: Once changes in the bylaws are approved, they will go into effect immediately with the exception of 2020 Birthday Groups.