

BYLAWS OF REBECCA'S REEL QUILTERS

I. NAME

The name of this guild shall be Rebecca's Reel Quilters (RRQ).

II. PURPOSE

The purpose of this guild shall be to promote the art of quilting through education, friendship, charitable activities, and the love of quilts. Guild members are encouraged to share their talents, knowledge and resources to further the education of our members and to support the community.

III. MEMBERSHIP

Membership is open to all persons. Individuals under 18 years of age are welcome to join the guild if they have an active adult member to sponsor them. The sponsoring member will be responsible for that person at all guild activities.

Membership dues are \$50.00 per year. Annual dues are payable to RRQ by January 31. New members joining after June 30 will pay \$25.00 for the remainder of the year.

The fiscal year of the guild is January 1 through December 31. Members whose dues are not paid by January 31 will be dropped from the email distribution and the membership list.

IV. GENERAL MEETINGS

Regular meetings of guild members are held on the first Sunday of the month at Poricy Park at 2:00 in the afternoon. If the first Sunday occurs in a holiday weekend, the meeting will be held on the second Sunday of the month. There are no meetings in July and December. One meeting per year will be designated as the annual business meeting.

Non-members are invited to attend regular meetings with payment of a guest program fee when appropriate.

V. EXECUTIVE BOARD

An Executive Board shall be formed to manage and control the property, finances, business and educational activities of the guild. The Board will be comprised of four officers: the President, the Vice President/Program, the Secretary, and the Treasurer; and five others, as listed below.

All board members are responsible for attending board meetings, maintaining financial records as well as a notebook or electronic file related to their position.

A simple majority of the members of the Executive Board shall constitute a quorum for the transaction of business. When a quorum is present at any meeting, a two-thirds majority of the members present shall decide any questions brought before such meetings except as otherwise provided by law or by these Bylaws.

The Executive Board will consist of the following:

- President
- Vice President/Programs
- Secretary
- Treasurer
- Membership Chairperson
- Workshop Registrar
- Communications Coordinator
- Webmaster
- Librarian

Terms of office for the offices of President, Vice President/Programs, Secretary, Treasurer, Membership Chairperson, and Workshop Registrar shall be two years, with half of the positions standing for election in alternating years. The President may not serve more than one consecutive 2 year term.

The positions of Webmaster, Communications Coordinator, and Librarian will be appointed by the President. The term of office for these positions is indefinite.

An Executive Board member will be relieved of her position after three (3) unexplained Executive Board meeting absences and/or nonperformance of her duties in a proper and satisfactory manner. An effort will be made to resolve the problem before this action is taken.

Executive Board vacancies within a calendar year will be filled by recommendation of the Nominating Committee and appointment by the Executive Board for the remainder of the term of office.

The positions of Hospitality and Show Chairpersons will not be considered members of the Executive Board. They are not required to attend board meetings.

VI. ELECTION PROCEDURES

A nominating committee will be formed annually at the August regular guild meeting. The committee will be comprised of the Treasurer, the Membership Chairperson, one additional Executive Board member, and two (2) members-at-large, making a total of five (5) committee members. The committee will decide who will chair the committee.

A slate of candidates will be presented by the nominating committee at the October general meeting. Nominations will be accepted from the floor. Nominations will be published in the email blast prior to the November guild meeting and will be voted on at the November general

meeting. Results will be announced at the November guild meeting. Any tie-breaking vote will be taken at the November meeting.

Terms of office begin with the December Executive Board meeting.

VII. DUTIES OF EXECUTIVE BOARD POSITIONS

The President shall

- A. Serve as the official representative of RRQ
- B. Preside at all general guild meetings and Executive Board meetings
- C. Call special meetings as needed
- D. Appoint chairperson positions as described in section V.
- E. Maintain overall responsibility for all legal matters and documents as well as the necessary filing of legal reports and documents for the guild
- F. Be authorized to sign checks
- G. May authorize an additional board member to sign checks when appropriate
- H. Will verify all checks made out to the Treasurer

The Vice President/Programs shall

- A. Preside at all meetings in the absence of the President
- B. Perform the duties of President if the current President is unable to complete his or her term
- C. Be responsible for planning and presenting programs for regular guild meetings, and for keeping the Executive Board informed of all planned programs.
- D. Provide the President with a calendar of all planned programs and workshops
- E. Make all arrangements for programs including
 - a. Contacting presenters
 - b. Arranging accommodations, if necessary
 - c. Overseeing physical set-up for each program, coordinating with the administrator of the facility
 - d. Contracting with speakers for the current year and, at a minimum, the first two months of the following fiscal year to budget long-range programs. Using the current budget as a guideline, the total amount of contracts may not exceed the budgeted amount authorized for the fiscal year.
- F. Make arrangements for all workshops including
 - a. Planning and presentation of workshops.
 - b. Contract for workshop leaders for the current year and, as needed, the first two months of the following fiscal year to budget long-range workshops. Using the current budget as a guideline the total amount of contracts may not exceed the budgeted amount authorized for the fiscal year.
 - c. Keep the Executive Board apprised of all workshops planned
 - d. Promote workshops offered by the Guild including such information as notification of date, place, time, cost, contact person for making reservations, and payment methods.

The Secretary shall

- A. Record minutes of Executive Board meetings

- B. Handle all correspondence as necessary and directed by the President
- C. Oversee compliance with guild bylaws
- D. Keep a record of the results of any votes taken at board and general meetings as required

The Treasurer shall

- A. Be authorized to sign and issue checks
- B. Record all financial transactions of the guild
- C. Collect monies and pay all bills
- D. Present a monthly financial report at each general meeting and board meeting
- E. Provide full financial report annually
- F. Receive and deposit monies in the bank account(s) maintained in the name of the guild
- G. Provide all financial reports as required by outside agencies
- H. File taxes and financial documents as necessary
- I. Compile an annual operating budget using input from board members, small group leaders, and members at large and present it at the October Executive Board meeting. The budget will become effective upon approval by the membership at the annual business meeting.

The Membership Chairperson shall

- A. Greet and register all attendees at each general guild meeting
- B. Maintain an up-to-date membership list
- C. Maintain a record of all payments, including date each payment is delivered to the Treasurer, verifying that Treasurer's records are in agreement
- D. Provide written receipt for all cash payments
- E. Publish Guild Membership Directory at least once annually and provide to membership
- F. Distribute membership cards.
- G. Maintain and distribute new member kits which will include a copy of the bylaws and membership list.
- H. Assist Communications Coordinator with membership distribution list

The Workshop Registrar shall

- A. Register workshop participants
- B. Collect and manage workshop monies, including maintaining a record of all payments, date payments are delivered to Treasurer, verifying that Treasurer's records are in agreement
- C. Distribute supply list to participants

The Communications Coordinator shall

- A. Send emails to general membership at the request of the President
- B. Maintain and update the guild's Facebook page and any other social media required by the guild. May delegate as appropriate.
- C. Assist the webmaster with updates to the website

The Librarian shall

- A. Provide method for checking books in and out of the library
- B. Track and collect delinquent books

- C. Monitor condition and currency of books
- D. Evaluate any suggestions for additions to the library
- E. Submit book reviews to communications coordinator and/or webmaster

The Webmaster shall

- A. Maintain and update the RRQ website

VIII. Small Groups and Special Interest Groups

If enough interest exists in a specific topic or area, a small group may be formed. This group must be recognized by the Executive Board. A leader must be designated for each group.

The leader shall

- A. Coordinate with President if meetings at the Annex are desired
- B. Provide input to Treasurer for annual budget
- C. Coordinate with Treasurer regarding reimbursement of expenses
- D. Track spending authorized in the budget
- E. Turn in all monetary donations to Treasurer to be designated for the use of the small group

The Hospitality Coordinators shall

- A. Coordinate refreshments for general meetings
- B. Coordinate general meeting set up and clean up

The Quilt Show Chairpersons shall

- A. Plan and execute all aspects of the quilt show
- B. Provide direction, guidance, and supervision for quilt show coordinators and show committees
- C. Prepare and submit an itemized budget for the quilt show
- D. Maintain record of all monies received for quilt show entries and other quilt show activities, including when monies are delivered to Treasurer, verifying that Treasurer's records are in agreement
- E. Prepare and submit a final report of all quilt show expenses and revenue to the Treasurer
- F. Provide an electronic copy of all forms and documentation used for the show, to be used as a resource for the next quilt show

IX. DISSOLUTION

In the event this organization is dissolved, the Executive Board, after paying or making provisions for payment of all liabilities of the organization, shall dispose of all remaining assets by donating them to charitable organizations.

X. AMENDMENTS TO THE BYLAWS

Bylaws will be reviewed every two years by the Executive Board.

Amendments may be proposed by any member of the guild by submitting them in writing to the Executive Board.

Proposed amendments will be published in the email blast prior to a vote being taken. Votes on proposed amendments will take place at the first general guild meeting following distribution of the email blast. Amendments will be approved by a simple majority of the members attending the meeting.