

St. Croix International Quilters' Guild  
**BY-LAWS and STANDING RULES**

~ **BY-LAWS** ~

**ARTICLE I: NAME**

The name of this organization shall be the St. Croix International Quilters' Guild (a chapter of Pine Tree Quilters Guild), hereafter, the Guild.

**ARTICLE II: PURPOSE AND LIMITATIONS**

Section 1: The purpose of this Guild shall be:

- A. To promote cooperation and exchange of ideas among those persons interested in or engaged in quilting.
- B. To further the education and skill levels of the members of this Guild.
- C. To preserve the heritage of quilting and promote quilt-related activities.

Section 2: This Guild is not organized for personal profit. All activities of the Guild shall be conducted in such a manner so that no part of the net income may benefit any individual member except that a member may be hired by the Executive Board.

Section 3: No substantial part of the activities of the Guild shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Guild shall not participate or intervene in any political campaign or benefit of any candidate for public office or for or against any cause or measure being submitted to the people for a vote. The Guild shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

Section 4: All donations which are made in the name of the Guild shall be to non-profit organizations that are operated exclusively for charitable and educational purposes.

Section 5: In the event of dissolution, any and all properties owned by the Guild shall be distributed only to organizations which qualify as non-profit under the Internal Revenue Service code, and as the Executive Board shall select as recipients.

**ARTICLE III: PRINCIPAL OFFICE**

Section 1: The principal office for the transaction of the business of the Guild shall be the home address of the current Guild President. The principal place of business may be changed from time to time and other places established by actions of the Executive Board.

**ARTICLE IV: MEMBERSHIP**

Section 1: Membership in the Guild is open to anyone.

Section 2: The membership year shall be from August 1 through July 31.

Section 3: Membership annual dues shall be established and periodically reevaluated by the Executive Board. Any suggested changes will be submitted to the membership for approval by majority vote. Approved membership annual due revisions will be effective at the next renewal period or immediately for new members.

## **ARTICLE V: OFFICERS AND DUTIES**

### Section 1: COMPOSITION

The elected officers of this Guild shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer, and shall comprise the Officers of the Executive Board. They will be elected to 2-year terms.

### Section 2: AUTHORITY

The Officers of the Executive Board shall have the authority to transact any and all necessary business between meetings.

### Section 3: MEETINGS

The Executive Board shall consist of the Officers and the Chairpersons of the Standing Committees and will meet at a date and time determined by the Board. If a Board member misses more than three (3) consecutive Executive Board meetings, the Executive Board has the authority to declare the office vacant. In the event this action takes place, the President (or acting President) may appoint a replacement, subject to approval by the Executive Board, to finish the term or until the next election period, whichever comes first.

### Section 4: DUTIES

The **President** shall:

- A. Preside over the Guild and Executive Board meetings.
- B. Coordinate relationships between committees.
- C. Appoint committee chairpersons of Standing Committees, and Special Committees.
- D. Serve as the ex-officio member of all committees, except the Nomination Committee.
- E. Arrange short programs for each business meeting and 3 months beyond the end of her term in office.
- F. Use her personal mailing address to all correspondence, excluding financial.

The **First Vice President** shall:

- A. Perform duties of the President in the President's absence.
- B. Arrange or conduct the Saturday workshops three months beyond the end of her term in office.
- C. Oversee mechanics of Saturday workshop registrations and operations for the term of the office.

The **Second Vice President** shall:

- A. Perform duties of the President in the absence of both the President and First Vice President.
- B. Arrange or conduct the Wednesday evening workshops three months beyond the end of her term in office.
- C. Oversee mechanics of Wednesday evening workshop registrations and operations for the term of the office.

The **Secretary** shall:

- A. Record minutes of Guild business and Executive Board meetings.
- B. Maintain a copy of the most current By-Laws and Standing Rules in permanent records.

C. Conduct correspondence of the Guild.

The **Treasurer** shall:

- A. Record and maintain financial transactions, records of the Guild and tax filings (where appropriate).
- B. Sit on the Fund-Raising Committee and provide financial oversight to the Committee chairperson.
- C. Use the her personal mailing address as the business address for financial transactions.

## **STANDING COMMITTEES AND APPOINTED CHAIRPERSONS**

### Section 1: PURPOSE

The purpose of Standing Committees is to facilitate the organizational, educational, and philanthropic activities of the Guild. Standing Committee functions are described under the By-Laws and Committee Chairpersons often have board fiscal responsibilities.

### Section 2: CHAIRPERSON APPOINTMENTS

Committee Chairpersons are appointed to two-year terms by the President with the advice of the Executive Board Officers. Committee chairpersons are part of the Executive Board.

### Section 3: COMMITTEE SELECTION

Committee members are selected by the Chairperson. Committees usually consist of 2 to 7 members. The following are Guild Standing Committees: Membership Committee, Fund Raising Committee, Special Events Committee, Quilt Show Committee, Publicity/Community Education Committee, and Newsletter Committee.

**Membership Committee** shall:

- A. Be chaired by the Membership Chairperson.
- B. Keep up-to-date membership records.
- C. Oversee membership renewals and new membership.
- D. Greet and register members and guests at the Guild's meetings.
- E. Publish Guild membership directory. Provide a copy of the membership directory annually to each member and provide each new member with a New Member packet which is to include a copy of the By-Laws and Standing Rules.

**Fund-Raising Committee** shall:

- A. Be chaired by a Chairman appointed by the President and approved by the Officers of the Executive Board. The Chairperson of each event shall submit a budget for approval by the Executive Board.
- B. Conceive and coordinate fund-raising activities of the Guild under the direction of the Executive Board.

**Special Events Committee** is formed to provide Christmas parties, June Pot-Luck Party, Area 5 meeting hosts (when it is St. Croix's turn), and other special activities designated by the Executive Board. The Special Events Committee shall:

- A. Be chaired by a Chairman appointed by the President and approved by the Officers of the Executive Board. The Chairperson of each event shall submit a budget for approval by the Executive Board.
- B. Conceive and coordinate special events of the Guild under the direction of the Executive Board.

**Quilt Show Committee** shall:

- A. Be chaired by a Chairman appointed by the President and approved by the Officers of the Executive Board. The Chairperson shall submit a budget for approval by the Executive Board.

- B. Conceive and coordinate all activities of the Guild's biennial Quilt Show (in even numbered years) under the direction of the Executive Board.

**Publicity/Community Education Committee** shall:

- A. Be chaired by the Publicity/Community Education Committee Chairperson.
- B. Submit news releases to media.
- C. Arrange for and coordinate any interviews, pictures, etc. requested by the media.
- D. Coordinate with community organizations to provide activities that promote the heritage of quilting.
- E. Write and submit articles of Guild activities for the Pine Tree Quilters Guild bi-monthly newsletter, *Patchwork Press*.

**Website Committee** shall:

- A. Be chaired by a Chairman appointed by the President and approved by the Executive Officers.
- B. Be responsible for maintaining and regularly updating the Guild website: [www.stcroixquilters.com](http://www.stcroixquilters.com).

## ARTICLE VI: MEETINGS

Section 1: A general business meeting will be held monthly at a date and time set by the Executive Board.

Section 2: In conducting the affairs of this Guild, the final authority for procedure shall be Robert's Rules of Order, Rev., wherever applicable and not inconsistent with these By-Laws.

## ARTICLE VII: ELECTIONS

Section 1: The term of office for elected officers shall be for 2 years and run from July through June. Elections will be held each year using the following schedule:

- In odd-numbered years, the President, Second Vice President and Secretary will be elected.
- In even-numbered years, the First Vice President and Treasurer will be elected.

Section 2: A transitional meeting between out-going and in-coming officers will take place between the June and July business meetings.

Section 3: Election of Guild officers shall be conducted as follows:

- A. A **Nominating Committee** shall be appointed by the President with the following representatives: (1) member from the Executive Board who will serve as Committee Chairperson and (3) members from the Guild membership.
- B. Members of the Nominating Committee shall understand that they are not eligible for nomination as executive officers.
- C. The Nominating Committee shall be appointed by March to select a complete slate of officer candidates.
- D. The slate of officer candidates will be presented to the Guild membership at the May business meeting. Additional nominations may be made from the floor at the May business meeting. Voting will take place in June by ballot or acclamation. Newly-elected officers will take office in July.
- E. In the case of resignation(s), vacancies may be filled by the President's appointment to complete the term of the person replaced.

## **ARTICLE VIII: CHANGES OF BY-LAWS AND STANDING RULES**

- A. Any proposed change to the By-Laws and Standing Rules shall be made in writing to the Executive Board one month prior to a business meeting.
- B. The proposed change will be presented to the general membership.
- C. The proposed change will then be voted on at the next consecutive business meeting. Approval of a change in By-Laws and/or Standing Rules must be made by a majority vote of the members present.
- D. Any change of the By-Laws and Standing Rules would necessitate the retyping of the By-Laws and/or Standing Rules text.

## **ARTICLE IX: OTHER GUILD GUIDELINES**

### **I. Business Meetings**

- A. Meetings will be held monthly, time and place as designated by the Executive Board.
- B. Guests are welcome.
- C. There is NO SMOKING at any time.
- D. Use of cameras is permitted.
- E. In order for everyone present to be able to enjoy themselves and hear the officers and/or speakers, members and guests should remain quiet and attentive during the meeting.

### **II. Equipment**

- A. The Guild equipment currently not in use shall be maintained in a safe and secure manner by Guild members.

### **III. Membership**

- A. The membership year shall be from August 1 to July 31.
- B. The Guild membership list may not be used for commercial purposes.
- C. The yearly dues will be established annually by the Executive Board. Once the yearly dues have been established, they will be submitted to the membership for approval by majority vote.
- D. Name tags are to be worn at each business meeting.
- E. A membership directory will be published annually by the October business meeting by the Membership Committee.

### **IV. Executive Board**

- A. Executive Board meetings shall be held as determined by the Board.
- B. Executive Board members are expected to attend Executive Board meetings.
- C. All reimbursable expenses must be pre-approved by the Executive Board.
- D. Reimbursements from the Treasurer are to be by itemized receipts.
- E. The Guild will pay membership dues on a yearly basis to the Pine Tree Quilters Guild.
- F. All officers and standing committee chairpersons are to maintain and update yearly a procedural notebook to be passed on to their successors.
- G. Executive Board members must arrange a substitute in case of absence from Board meetings.
- H. While Executive Board meetings are open to all Guild members, only Board members have voting privileges at said meetings.

## V. Programs and Workshops

Definitions of Programs, Workshops, and Special Workshops are as follows:

- A. A **program** is the activity which occurs during the regular monthly business meeting. It may be a lecture, demonstration, or hand-on feature, but is open to all members and requires no registration or fee. However, a kit may be sold to members who wish to participate in hands-on activity.
- B. A **workshop** occurs at the Wednesday evening or Saturday day-long meeting, **may** require pre-registration and a fee, and includes actually making something.
- C. A **special workshop** will be conducted by a regionally or nationally known teacher outside the Guild membership. Travel expenses and fees charged by the teacher will be covered by the Guild funds plus a workshop fee from the participants as determined by the Board. Kit fees may be added by the speaker/teacher. Members will be given the first opportunity to participate, but the Board may decide on non-member participation to help defray costs incurred.
- D. An honorarium may be given to members presenting a program or workshop. The Board may establish an honorarium amount during their term in office. In addition, any expenses incurred may be reimbursed by the Guild.

## VI. Special Events

- A. A special event is any activity that is not a regular program or workshop (i.e., seminar, retreat and/or bus trip, etc.).
- B. Special events may be scheduled by the Executive Board under direction from the membership.

## VII. Special Committees

- A. Chairpersons of Special Committees are not voting members of the Executive Board and therefore are not required to attend Board Meetings. Chairpersons are appointed as necessary by the President with the advice of the Executive Board.
- B. The following are **Special Committees**:
  - a. **Block of the Month**—will choose the design of the monthly quilt block and provide copies of directions for members at business meetings. The Chairperson will explain the construction techniques necessary to make the new block.
  - b. **Historian**—will keep records of newsworthy events, and maintain a scrap book to be available for viewing at all meetings. All scrapbooks will be the property of the Guild.
  - c. **Hospitality**—will meet and greet members at each business meeting, paying extra attention to guests and/or new members to make them feel welcome and comfortable. The committee will also coordinate light refreshments and other details needed to promote a social atmosphere at all business meetings. The Committee will solicit members to help provide food; the Guild will fund the purchase of paper products and coffee. The committee is also responsible for the monthly ½ yard fabric drawing by announcing a theme for fabric to be brought in each month and conducting the drawing.
  - d. **Show and Tell**—will be responsible for encouraging and presenting member projects at each business meeting.
  - e. **Lap Quilt Committee**—will coordinate the gathering of lap quilts from members to be donated annually to residents of Calais Methodist Homes (CMH) and will work with the CMH director and Guild members in the distribution of the quilts. The committee will also work with the 1<sup>st</sup> Vice

President in arranging a Saturday workshop once a year which will feature a lap quilt pattern that members may choose to make for this purpose.

- f. **Representative to Area 5 of Pine Tree Quilters' Guild**—will act as a liaison between the Guild and Pine Tree Quilters Guild (including Area 5 activities) and will keep members informed of meetings, special events and other items of interest. (This position will be held by the president.)

Adopted May 18, 2005

Revised April 18, 2007

Revised September 21, 2011

## ~ STANDING RULES ~

### MEMBERSHIP:

1. Regular membership dues will be \$16 per year.
2. Annual Membership dues are payable at the August business meeting and no later than the September business meeting.
3. Each new member will receive a New Member Packet which includes a history of the Guild, current By-Laws and Standing Rules, directions to make Guild name tag, and current directory of members.
4. Members will have first choice at workshops. Non-members may attend workshops on a space available basis and may be required to pay a higher fee. No refunds will be made for workshops not attended.
5. There will be a 25¢ charge for each member not wearing a nametag at a business meeting.
6. Each member shall be responsible for selling or purchasing 2 books of raffle tickets on the Guild's raffle quilt made for our biennial Quilt Show.
7. Members are encouraged to make a lap quilt each year which the Guild will donate at Christmastime to residents of the Calais Methodist Homes Apartment Complex. The size of lap robes should be no smaller than 54" x 65". Lap robes are due by the November business meeting.

### MEETINGS:

1. All meetings and workshops will be held at the Recreation Hall of Calais Methodist Homes, Palmer St., Calais, ME.
2. Wednesday evening workshops will be held the first Wednesday of the month and will begin at 6 pm (Eastern Standard Time).
3. Saturday day-long workshops will be held the first Saturday of the month from 9 am to about 4 pm (Eastern Standard Time).
4. Business meetings will be held the third Wednesday of the month at 6 pm (Eastern Standard Time).
5. All meetings and workshops are set to occur on specific dates. Changes to the dates cannot be made, with the exception of an emergency. Emergencies shall be determined by the Executive Board.
6. Block of the Month patterns will be available for all members and guests.
7. Once a year, members are requested to provide light refreshments for business meetings.

### WORKSHOPS:

1. A Sign-Up sheet will be distributed and workshop fees collected at business meetings for all workshops. Workshop fees must be pre-paid no later than the business meeting prior to the workshop and are not refundable.
2. The Guild may subsidize workshops.

3. Members **may** be charged for workshops as follows:

<b>WORKSHOP</b>	<b>INSTRUCTOR</b>	<b>FEE</b>
<i>Wednesday evening</i>	<i>Member</i>	<i>\$2 may be collected from each participating member (non-members may be charged \$3) and given to the instructor as an honorarium.</i>
	<i>Regional/National Teacher/Speaker</i>	<i>The total cost of the workshop may be divided equally among members and a workshop fee charged accordingly to participants. Non-members may be charged slightly more. The Guild may subsidize these workshops.</i>
<i>Saturday day-long</i>	<i>Member</i>	<i>\$10 may be collected from each participating member (non-members may be charged \$15). The first \$50 may be given to the instructor as an honorarium. Additional monies collected may be divided equally between instructor and Guild.</i>
	<i>Regional/National Teacher/Speaker</i>	<i>The total cost of the workshop may be divided equally among members and a workshop fee charged accordingly to participants. Non-members may be charged slightly more. The Guild may subsidize these workshops.</i>

4. There may be additional workshop charges for materials or kits as determined by the instructor.
5. A Guild member who houses an out-of-town speaker or teacher will not be required to pay the workshop fee or will be compensated accordingly.
6. Members who teach workshops will be reimbursed for associated expenses as pre-approved by the Executive Board. Once approved, the instructor must present itemized receipts for reimbursement.
7. Speakers who do not charge a fee may be paid a \$50 honorarium for a program presentation.
8. Due to advanced scheduling of regional and national teachers and speakers, the Executive Board may schedule teachers and speakers beyond their term of office.

#### **MONETARY TRANSACTIONS:**

1. All monies collected on behalf of the Guild shall be turned in to the Treasurer, or in her absence, the Guild President.
2. Monies collected during business meetings should be turned in at the meeting. Monies collected between meetings shall be turned in at the next business meeting. Any exceptions shall have prior approval of the President.
3. All bills and receipts for reimbursement must be presented to the Treasurer within sixty (60) days of expenditure.
4. The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer will be authorized to sign Guild checks. Two signatures will be required.

**MEMORIALS:**

In the event of a death of a Guild member, the Guild will donate \$25 to the charity of the family's choice.

**MISCELLANEOUS:**

1. Member quilts and work will have first priority in hanging and display at any Guild show or any other function.
2. Items ordered by the Guild for Guild members must be pre-paid.
3. There will be no commercial promotion at meetings by any member without prior approval of the Executive Board.
4. All requested changes for present Standing Rules must be pre-approved by the Executive Board.

Adopted: May 18, 2005

Revised: July 12, 2007

Revised: September 21, 2011