

Helping Hands Quilt Guild By-Laws

Article I Name of Organization

The name of this organization will be: Helping Hands Quilt Guild, Inc. Hereafter, referred to as the Guild.

Article II Charter

The Guild was originally formed as a Christian organization, though all faiths are welcome and encouraged to join, exclusively for educational and charitable purposes in compliance with Internal Revenue Code Section 501(c)(3).

Article III Goals

The goals of the Guild are to preserve, promote and further the art of quilting and an appreciation of quilts and quilting, including, but not limited to, hand and machine quilting, through educational meetings, lectures, quilting classes, travel to quilt related events and locations, and any other activities which may accomplish this purpose. Each meeting will start with a prayer.

Article IV Members

Section 1. Membership. The Guild membership will consist of any person who has paid Guild dues for the current year. The current year shall be the period from January 1 to December 31. Names will be removed from the roster after December 31 for non-payment of dues for the upcoming year. Members are welcome to be re-instated upon payment of the dues.

Section 2. Guests. Guests may attend two meetings before joining the Guild.

Section 3. Name tag. All members are encouraged to make and wear a name tag.

Article V Dues

Section 1. Dues Amount. The Guild will assess dues. Dues of \$25 will be charged for membership. Student members (through college age) will pay dues of \$5 per year. Annual dues may be paid at the September through November meetings or mailed to the membership chairperson not later than December 31. New members joining the Guild in June through August will receive a \$10 discount on dues for that year.

Section 2. Purpose of Dues. Guild dues are to be used only for the purpose of administration of the Guild, such as, but not limited to:

- A. postage
- B. office supplies
- C. speakers
- D. publishing monthly newsletters
- E. workshops and programs
- F. rental space

Section 3. Life Members. To qualify for life membership a member must have reached the age of at least 75 and been an active member for the 5 years immediately prior to attaining life membership. Life Members will be exempt from paying dues. It is the responsibility of the member to notify the membership chairperson and provide proof of age.

Article VI Officers

Section 1. Officers. The officers of The Guild shall be: President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer. These positions may be shared by two members at the discretion of the board.

Section 2. Executive Board. The Executive Board will consist of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, immediate Past President and Chairpersons of Committees. The Executive Board will meet no less than three times per year and will be responsible for conducting the business of the Guild. The Executive Board will be responsible for allocating money to, but not limited to: standing committees for yearly events, newsletter, programs, special events and workshops. A quorum of one-half of the executive board members needs to be present in order to carry out any business or vote on any motions. All members are welcome to attend Board meetings although without voting privileges. The Executive Board will develop a working budget.

Section 3. Officer compensation. Officers will serve without compensation. Expenses may be reimbursed with the approval of the Executive Board, in accordance with the reimbursement policy.

Section 4. Term. Officers shall serve one two year term only in the same office on a consecutive basis. If an office becomes vacant before the end of the term it shall be filled by a recommendation of the President, subject to the approval of a majority of the Executive board.

Section 5. Nominating Committee. The designated Chairperson of the Nominating Committee will be the outgoing president.

- A. The Nominating Committee will consist of a total of three (3) members, convening in July.
- B. Nominations will be made by volunteers contacting the Nominating Committee, the Committee approaching members, and from the floor.
- C. The slate of proposed officers will be read at the September and October meetings. Additional nominations may be made from the floor at those times.
- D. The Nominating Committee will submit to the October Newsletter, the slate of officers at the conclusion of the September meeting.
- E. Voting for officers will be held following the close of nominations in October.

F. New officers will be installed for their term at the November meeting.

Section 6. President. The President shall preside at all meetings and shall perform such duties as required under parliamentary procedures and the By-Laws of the Guild. The President may delegate responsibilities.

Section 7. Vice President. The Vice President shall perform all duties of the President in the absence or inability to so perform. The Vice President will be in charge of Programs.

Section 8. Corresponding Secretary. The Corresponding Secretary will work closely with the President and shall be responsible for Guild correspondence and notification, including but not limited to U.S. mail, email, and the telephone tree. The Corresponding Secretary is also responsible for press releases.

Section 9. Recording Secretary. The Recording Secretary shall be responsible for taking minutes at the Executive Board meetings and regular monthly meetings and transmitting a copy of these minutes to the Newsletter Editor.

Section 10. Treasurer. The Treasurer shall be responsible for receiving and dispersing all Guild monies, keep an ongoing ledger with a current balance, itemize the receipts and expenses and provide the membership with a year-end report. The Treasurer will submit a monthly report to be published in the Newsletter. The Treasurer is responsible for Federal and State tax filings and the Delaware Annual Report required of The Guild. A professional tax preparer, either a Federally licensed Enrolled Agent, a Federally Registered Tax Preparer, a state licensed Certified Public Accountant or a Delaware Public Accountant, may be retained for this, or any other purpose as necessary. An annual audit will be conducted by a committee consisting of three (3) members to be completed by the February Executive Board meeting.

Article VII

Meetings

Section 1. Frequency. Monthly meetings will usually be held on the fourth Tuesday of the month except December. (Changed from fourth Monday)

Section 2. Cancellation. In the event a meeting must be unexpectedly canceled, it will be announced via email, phone tree, website, and Facebook.

Section 3. Executive Board meetings. Executive Board meetings may be called by the President or by petition of one-half of the membership.

Section 4. Quorum and voting. Forty percent (40%) of the total membership constitutes a quorum to conduct business for the Guild. During voting, the majority of the votes determines the outcome. Votes may be conducted by a show of hands or by a ballot as determined by the Executive Board prior to the membership meeting.

Article VIII

Programs

Section 1. Topics. Programs should in some way be related to quilt making; however, unrelated programs may be offered when there is sufficient interest by the members.

Section 2. Participation. The entire membership of the Guild should be encouraged to participate in programs as students or participants. Additionally, members are encouraged to participate as instructors, speakers, reporters, etc., with compensation, as approved by the Executive Board.

Section 3. Show and Tell. The membership is encouraged to bring "Show and Tell" to meetings and to share their quilt related experiences with other members. Members are encouraged to share news of quilt related events happening anywhere.

Section 4. Workshops. Workshops are open to all guild members.

A. Registration for workshop shall be in writing and paid for at the time of registration. The instructor may limit the number of registrants. Registrations are transferable.

B. Only members who have registered and paid for a class or workshop may participate in that event. When there are openings after all members have been given an opportunity to register, registration may be opened to the public.

C. The Guild may offer workshops at no charge to the members.

Article IX

Committees

Section 1. Standing Committees. Standing Committees may consist of:

1. Communication
2. Fund Raising
3. Hospitality/Refreshments
4. Membership
5. Newsletter Editor
6. Quilt Show
7. Quilting for Others
8. Quilts of Valor
9. Raffle Quilt
10. Sit and Sew/Workshop
11. Sunshine/Friendship Quilts

Section 2. Ad-hoc committees. Ad hoc committees may be established at the discretion of the President.

Section 3 Communication Committee. The Communication Committee shall be responsible for the Guild website, Facebook, and pictorial directory.

Section 4. Fundraising Committee. The Fundraising Committee shall be responsible for raising funds to meet the Guild budget. It does not include the Raffle Quilt.

Section 5. Hospitality/Refreshments Committee. The Hospitality/Refreshments Committee shall coordinate the refreshments for each meeting and the Holiday party in November. They are responsible making sure volunteers who bring refreshments are also to help set up the room.

Section 6. Membership Committee. The Membership Committee shall be responsible for maintaining a list of active members. Each year in January, the committee will publish a list of members and make it available to all members at the January meeting. A member may request in writing that his/her address, email address, and/or phone number be omitted from the list.

Section 7. Newsletter Editor. The Newsletter Editor shall be responsible for publishing a Guild newsletter which may include: notice of quilt events, reports of committees, all classes as far in advance as known and other items of interest.

Section 8. Quilt Show Committee. The Quilt Show Committee shall be responsible for representing the Guild for the planning of the Quilt Show.

Section 9. Quilting for Others Committee. Quilting for Others is a group of volunteers who make and donate quilts for people in need of the warmth and comfort of a quilt.

Section 10. Quilts of Valor Committee. The Quilts of Valor Committee is a group of volunteers who make and donate quilts to cover service members and veterans touched by war with comforting and healing quilts of valor.

Section 11. Raffle Quilt Committee. The Raffle Quilt Committee shall be responsible for planning, sewing, and selling tickets for the Raffle Quilt.

Section 12. Sit 'n Sew/Workshop Committee. The Sit 'n Sew/Workshop Committee shall be responsible for planning and carrying out speaker and member-led workshops.

Section 13. Sunshine/Friendship Quilts Committee. The Sunshine/Friendship Quilts Committee shall conduct and manage those activities necessary for assisting members based on their need during a time of tragedy or misfortune. This Committee can arrange for someone from the Guild to chair a committee to make a quilt related object as deemed appropriate for comfort, friendship, and remembrance toward a member of the Guild. This would be deemed appropriate by the Chairman and the Executive Board.

Section 14. Reports. Each officer and chairperson of a standing or ad hoc committee shall submit the committee's report and projected expenditures for the following year to the Executive Board after November.

Section 15. Term. Chairmanship of a committee shall be limited to one two year term or more at the discretion of the President with the Executive Board approval.

Article X
Order of Business

The order of business at the monthly meeting shall include but not be limited to:

- prayer
- Introduce guests and/or new members
- program
- refreshments
- business
- show and tell
- adjournment

The order of business may be rearranged by the President when it would result in a more orderly meeting.

Article XI
Amending By-Laws

If there is to be a change in the By-Laws, a motion is to be submitted to the membership at a business meeting. The motion will be printed in the newsletter. The membership shall vote on By-Law changes at the next business meeting. Changes in By-Laws may be adopted by a majority vote of the members present.



Mary Dawn Ditty, President

ADOPTED January 29, 2019