

DESERT WINDS QUILT GUILD BYLAWS

Article I

The name of the organization shall be Desert Winds Quilt Guild.

Article II

The purpose of this organization is:

- To contribute to the knowledge and appreciation of quilts.
- To sponsor and support quilting activities.
- To encourage quilt making and collecting.
- To contribute to the knowledge of quilting techniques, textiles, patterns, and history through educational meetings, workshops, travel, and friendship.
- To pursue charitable works within the community **that are agreed upon by the membership.**

Article III

Dissolution of the Desert Winds Quilt Guild:

Desert Winds Quilt Guild is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of Desert Winds Quilt Guild, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article IV

Membership

A. Membership shall be open to all who are genuinely interested in quilting and it's related art forms.

B. Membership dues of this organization shall be \$25.00 per year. Members not paying dues by February 1st shall have a 30 day grace period to pay said dues. Regular members must pay \$25.00 per year, regardless of renewal month. New members will be prorated per quarter.

C. Membership shall terminate upon failure to pay dues after the 30 day grace period and will no longer receive personal newsletters.

D. Visitors will be welcome to join a regular meeting at no charge for two meetings. They will be required to join at the third meeting.

Article V Officers

A. President shall preside at all meetings and shall be Chief Executive Officer. She shall appoint Committee Chairmen. She may co-sign checks. It shall be her responsibility to maintain high standards of the Guild. She shall promote good morale among guild members, be of assistance where necessary to Committee Chairmen at workshops, both during and outside Guild meetings.

B. Vice-president shall perform all duties of the President in her absence. She shall be Program Chairman. She may co-sign checks.

C. Secretary shall record and be responsible for keeping file of regular and Board meetings. She shall be in charge of any guild correspondence given her by Guild officers. She may co-sign checks. She will be responsible for picking up mail at the post office and timely distribution thereof. She shall be responsible to e-mail copies of the minutes to the members and to provide hard copies at the meeting for those that do not have e-mail. If there is no e-mail capability she shall read the minutes at the meeting.

D. Treasurer shall be custodian of all guild funds and shall keep a record of all receipts and expenditures. She may co-sign checks. She shall give a monthly financial report. Her Treasurer's report is to list in detail all income and expenditures. An audit of funds and records is to be done every other year on the odd years or when there is a change of officers, or at the end of the present Treasurer's term. She shall be responsible to e-mail copies of the treasurer's report to the members and to provide hard copies at the meeting for those that do not have e-mail. If there is no e-mail capability she shall read the treasurer's report at the meeting

E. The Board of Directors shall consist of elected officers.

F. Resignations of officers and or committee chairs shall be in writing and given to the president. The remaining officers shall appoint a replacement.

G. President and Vice-president shall serve no more than two (2) consecutive years.

Article VI Nominations

A. A Nominating Chairman shall be appointed by the President. The Chairman shall choose her committee.

B. The Nomination Committee shall select a slate of officers to be presented to the Guild members at the October meeting of the year, at which time asking for any other nominations.

C. The Nomination Committee shall provide the list of nominations to be printed in the newsletter following the October meeting.

Article VII

Meetings

- A. Guild meetings shall be held once a month.
- B. Board meetings will consist of the Board of Directors and Committee Chairmen.
Committee Chairmen shall be encouraged to attend board meetings.
- C. Board meetings are held monthly and are open to all members to discuss and vote on Guild business.
- D. A simple majority of 51% of Guild members present at a Board meeting or general meeting shall constitute a majority.

Article VIII

Committees

- A. Committees shall consist of Programs, Newsletter, Membership, Publicity, Door Prize, Charity, Opportunity Quilt, Fat Quarters, Block of the Month, Bargain Table, Sunshine, Refreshments, SCCQG Representative, Sit-n-Sew, Christmas Party, Nomination Committee, and Webmaster and Parliamentarian.
- B. Each chairman shall select her own committee members when necessary.
- C. The term of office for Committee Chairman shall be one year, unless reappointed by the President-elect for the following year.
- D. Committees:
 - 1. Programs shall be chaired by the Vice-president. The committee will be responsible for setting up workshops, mini-lessons, contracts for outside speakers/teachers and the annual Guild challenge.
 - 2. Newsletter Chairman shall:
 - a) Edit and publish a monthly newsletter, know as "Cool Breeze".
 - b) Through the newsletter, notify members of regular Guild meetings, Board meetings, workshops, and any special out-of-Guild events provided by the membership .
 - 3. Membership shall:
 - a) Sell Guild pins.
 - b) Collect dues and give to Treasurer.
 - c) Issue yearly membership cards.
 - d) Maintains membership roster.
 - 4. Publicity Chairman shall:
 - a) Be responsible for publicity in various news media.
 - 5. Door Prize Chairman shall:
 - a) Be responsible for selling tickets, encouraging members to contribute to the door prize table, collecting door prize money and turning over said funds to the treasurer on a regular basis.
 - 6. Refreshment Chairman shall:

- a) Be responsible for maintenance of refreshment table and equipment, and encouraging members to contribute.
7. Charity Chairman shall:
- a) Be responsible for researching charity needs in the community and coordinating such pursuits. Responsible for storage and distribution of quilts, also ordering batting and labels.
8. Sunshine Chairman shall:
- a) Send cards to members that are ill.
 - b) Send flowers or a charitable contribution of the family's choice upon the death of a spouse, child, or immediate family member, not to exceed \$75.00.
9. Bargain table Chairman
- a) Collect and price donations coming in.
 - b) Clean up the area when the meeting is over.
10. Fat Quarter Chairman
- a) Responsible for the theme of the month, collecting the fat quarters, and conducting the drawing.
11. Block of the Month Chairman
- a) Be responsible for the block of the month design, collecting the blocks, and conducting the drawing.
12. Opportunity Quilt
- a) Design and make quilt with committee.
 - b) Responsible for ticket sales.
13. SCCQG Representative
- a) Attend quarterly meetings and report back to the Guild
 - b) She will be reimbursed for actual mileage, (per IRS allowances) and lunch.
14. Webmaster
- a) Design and maintain website
15. Sit-n-Sew
- a) Supplies patterns, fabric, and batting as needed
16. Christmas Party
- a) Arranges for food, table decorations, utensils, any raffles, any entertainment, setting up and taking down.
17. Nomination Committee
- a) Responsible for obtaining nominations for Board members
 - b) Responsible for sign-up sheets for committee chairmans
18. Parliamentarian
- a) Effective meeting management.
 - b) Review agenda before meetings.
 - c) Advises the president during the meeting as needed.
 - d) Make the president look good.
 - e) Makes sure the organization's rules are followed. (By-laws)
19. Greeter
- a) Shall greet members and guests.

Article IX

All members shall be responsible for the neatness of the community room and each member shall clean her area .

Article X

Desert Winds Quilt Guild General Rules

A. Expenses of non budgeted items up to \$200.00 must be approved by the Board of Directors. Any expense beyond the approved budgeted amount must be approved by a vote of the membership.

B. Children will not be allowed at regular meetings unless prior approval as been received from two Board members.

C. The cost of a 'business card size ad" in the "Cool Breeze" will be \$20.00 for six (6) months or \$35.00 for twelve (12) months.

D. Members' sales ads will be 10 cents per word and 50 cents per picture for one issue. Members' ads must be resubmitted for each monthly issue. All ads must be paid in advance.

E. A non-refundable charge of \$5.00 will be paid in advance for classes presented by Guild members and deposited directly into the Guild's general fund. Presenters will be reimbursed for their expenses outside of prizes.

F. Class fees for outside teachers shall be paid in advance and shall be non-refundable and will deposited in the general fund.

G. The President will be presented with an appropriate gift to be decided upon by the Board at the end of each yearly term.

H. The e-mail address on the membership list shall not be used for inappropriate mailings.

I. All cell phones shall be set on vibrate or off during meetings and guest presentations.

J. The cost for production, printing, and mailing of the monthly newsletter will be reimbursed monthly.

K. Website expenses shall be reimbursed as needed.

Revised July 3, 2013