

## By Laws

*Latest Revision February 2009*

The Olathe Quilter's Guild is a social, educational, and community service group gathered to share the interest of quilting.

The Olathe Quilter's Guild meets the second Tuesday of the month at 6:30 p.m., unless otherwise announced or members are notified. Special activities may be held other days.

Membership is open to anyone who has an interest in quilts. A person may attend 2 regular meetings of the Guild as a guest before being required to join. Members shall pay annual dues of \$25.00, payable in January of each year. Members joining after October 1, will pay one half the annual dues for the year.

Any money spent by the Guild shall be pre-approved by the Board. Any money expenditures over the amount of \$100.00 must be voted on by the Guild.

The officers shall be elected in November to assume duties in January of the following year. The officers are: President, Vice-President, Program Chair Elect, Secretary, Treasurer, Ways and Means, Historian, Librarian, Membership Chair and Editor of the Newsletter. The term of office shall be one year, commencing with the January meeting and terminating with the December meeting of that year. An individual may not hold the same office for more than two successive years. The Guild will accept signed proxy votes given to another Guild member if the member cannot attend the November meeting.

The board of the Guild shall be composed of the elected officers and the advisor. The duties of the officers shall be:

**President:** Shall preside over all meetings and appoint positions necessary to the welfare of the Guild. Shall also be the Guild representative to the community.

**Vice-President:** Shall perform presidential duties in the absence of the President or at the President's request. Shall also be the Program Chairperson.

**Program Chair Elect:** Shall work in conjunction with the Vice-President on programs. On the second year, she shall become the Vice-President.

**Secretary:** Shall record and be the custodian of the minutes of the meetings. Shall be responsible for the Guild correspondence and courtesy cards (death, hospital, new baby, wedding, etc.)

**Treasurer:** Shall collect and take charge of all dues and funds made available to the Guild. Shall also take charge and pay all bills approved by the Board upon presentation of receipt or statement. Shall keep a written account of all transactions in a book and receipts in a file belonging to the Guild. Audits will be performed by the Treasurer and Advisor. The outgoing and incoming Treasurer shall prepare a tentative budget for the new Board. Shall prepare an end of the year Statement of Condition to be available at the January meeting. Shall be responsible for the annual audit presentation to the Board.

**Membership Chairperson:** The Membership Chairperson's duties include greeting new members and providing them with a gift bag containing the membership roster and other guild information. The Membership Chairperson shall be responsible for collecting and forwarding

dues for new members to the Treasurer. The Membership Chairperson is also responsible for updating the membership roster and forwarding it to the general membership.

**Ways and Means Chairperson:** The Ways and Means Chairperson shall head the Ways and Means Committee. The committee shall be responsible for raising money for the general fund. They shall present ideas for fund-raising to be approved by the Board. The Ways and Means Committee will distribute instructions and oversee the project to completion. All Guild members will be encouraged to participate in these projects.

**Historian:** Shall collect and preserve accounts of Guild activities, including appropriate memorabilia for the current year with past years added to the Guild Library.

**Librarian:** Shall be in charge of all the Guild's books. Must also make sure all books are returned in time for the annual audit.

**Editor of the Newsletter/Co-editor (with the discretion of the editor):** Shall prepare and distribute a quilter's newsletter following the format of letterhead in newsletter notebook. Shall maintain Guild notebook of all original newsletters.

**Advisor:** Shall be the immediate past president. Shall perform quarterly audits with the Treasurer. Shall advise of procedure for business meetings when necessary.

The financial audit shall take place after the December meeting and before the installation of new officers in January.

**The Board of the Guild:** Shall be composed of the elected officers and the advisor. Officers who miss more than two meetings annually without contacting a board member before the meeting when an absence occurs, or who do not fulfill the duties of their office, can be replaced by the Board for the good of the Guild. This action will only be taken after a conference between the Board and the officer in question.

The name of the Olathe Quilter's Guild cannot be used by any one person or any religious, political, community or business group for the purpose of monetary gain, ownership of property, or for the promotion of any work-related project. The Guild may support a service project to serve a community organization(s) only with the majority vote of the members present at a regular meeting. None of the Olathe Quilter's Guild's funds may be used for any of these projects. Members may notify the Guild by both a spoken report at a regular meeting or by posting a notice in the monthly newsletter about projects that they are actively involved in and for which they are seeking volunteer help.

These bylaws may be altered through the following procedure: first, the change shall be presented at a Guild meeting in writing. Then the proposed change will be published in the next newsletter. After publication, the change will be voted on at the next Guild meeting. The change will require a majority vote of a membership present at the meeting.

## Committee Guidelines

*Latest Revision, November 2002*

Committees shall be chosen by the following procedure: the November newsletter will include a survey for each member to complete and return by mail or in person at the November meeting, indicating their service interest. At the first meeting of the new Board, committees with chairpersons and co-chairpersons will be chosen. Co-chairpersons will have the option to move up to chairperson the following year. Each committee shall keep records of completed projects to be entered into an annual project book. Each committee will also hand down to the next committee any information that will be of help or interest for future reference.

**Program:** The Vice-President and at least two members shall plan a schedule of twelve programs and/or workshops beginning with the June meeting of the following year through the May meeting of the next year. The programs should relate to quilting and must be approved by the Executive Board. In the December newsletter, the committee will distribute a survey for program ideas to be collected at the December meeting. These ideas will be turned over to the incoming Vice-President in January. They will contact other guilds for the opportunities to share speakers. The committee will distribute program information to the Newsletter Chairperson for publication in the program handbook and monthly newsletter. The committee will operate within a budget established by the Executive Board. The Budget may only be exceeded by a majority vote of the general membership. The committee is responsible for travel and accommodations of guest speakers and a member of the committee will introduce our guest speaker and program.

**Ways and Means:** Shall plan a minimum of one money making project per year. The funds of this project shall go to the general fund. By March, the Committee shall present to the Executive Board a summary of ideas, including a description of expenses for materials, time required, and skills necessary for each. Ideas approved by the Executive Board will be presented to the general membership for selection by a majority vote. The Ways and Means Committee will distribute instructions and any materials and will oversee the project to completion. All Guild members will be encouraged to participate in these projects.

**Calling:** The Secretary and at least six members shall advise members of special activities and the support needs of guild members in cases of hospitalization or a death in the family. Cancelled meetings due to weather shall be determined in the following manor: If the Olathe School District closes schools due to the weather, our guild meeting will also be cancelled. Cancellation will be posted on the website and on TV stations. If you are in doubt, please call a member of the board.

**Nominating:** The current President and at least two members shall present a slate of candidates to serve as officers for the next fiscal year. This committee will seek volunteers at the September meeting and announce the slate of candidates in the November newsletter. Officers shall be elected by a majority vote of the general membership (in attendance or by proxy vote) at the November Guild meeting on the slate presented by the committee and any nominations received from the floor.

**Audit:** The outgoing and incoming President, Advisor, and Treasurer shall be the Audit committee. The annual financial audit shall take place after the December meeting and before the installation of the new officers in January.

**Special Events:** The Vice-President and a co-chair will lead this group to handle arrangements for the 'special events' of our guild. Volunteer members will be needed to share responsibilities and support this committee. The volunteers can select the months that they can help with the special events. Duties may include helping and entertaining speakers, refreshments, decorations, cleanup, and other required tasks to handle events (i.e. picnic, Christmas party, etc.).

**Challenge Project:** Shall consist of a chairperson, co-chairperson, and committee to select from surveys a challenge project and materials. They will announce the project to the membership at a Spring meeting and document the challenge project in the next newsletter following the presentation. This committee shall be responsible for displaying the finished projects at a designated meeting in the fall. Dates for presentation and showing of Challenge projects may require coordination with the Program Committee and the Executive Board to fit the Guild calendar. Members shall be allowed at least six months to complete challenge projects. The Challenge Committee shall work with the Quilt Show committee to present and hang projects at the next annual quilt show.

**Quilt Show:** Shall consist of a chairperson, co-chairperson, and committee to select the location of the following year's show (location subject to Executive Board approval) and coordinate all facets orchestrating the current Guild show. Any and all decisions regarding the layout of the show will be left to the discretion of the chairperson. There will be no children, no food, and no smoking at the quilt show set up. The chairperson shall attend Executive Board meetings as requested before the quilt show to report committee activities and plans. The chairperson will also attend the board meeting immediately following the quilt show. A survey shall be presented to the membership following the quilt show for feedback.

**Mini-Quilt:** Shall consist of chairperson, co-chairperson, and committee to oversee selection of charities, collection of mini-quilts and production of the auction. They shall collect suggestions from the membership of charities by the September meeting, narrow the choices to no more than six and publish each charity's mission statement and funding sources in the November newsletter. They shall conduct a guild vote by ballot at the November meeting. The committee shall be responsible for collecting monies for and distributing quilts from the auction and for distributing all proceeds to selected charities.

**Hostess:** Shall consist of a chairperson and committee. They will be present at meetings to greet guests and make them welcome. They will sit with guests that come to the meeting alone. They will get the guests name and find out information about the guest, then introduce the guest to the membership.

**Welcoming:** Shall consist of at least two members to be at the front desk to greet members and guests. They will find a member with whom a guest can sit during the meetings. The committee will provide nametags, sign-up sheets, and extra newsletters at the table. The committee is responsible for purchasing and distributing the monthly door prize. They will give a report at the meeting about the guests and members present. One member shall function as the New Member Coordinator. Her duties include greeting new members and providing them with a gift bag containing the membership handbook and other guild information. The New Member Coordinator shall be responsible for collecting and forwarding dues for new members to the treasurer.

**President's Quilt:** Shall consist of chairperson, co-chairperson, and committee to collect and straighten blocks which are brought to the designated meeting to give to the President in December. The committee will be responsible for the assembly of quilt blocks into a quilt top for the second year President. Materials to be paid for out of treasury (the cost not to exceed \$1.00 per member each year).

**Community Quilt Education:** Requests to present or host events to support the community in the area of quilt education will be addressed on an individual basis as needed. Volunteers from the general membership will be encouraged to support these functions as they occur based on member's available time and skills. Requests for Guild support of community education should be forwarded to a member of the Executive Board.

**Block of the Month:** Shall consist of a chairperson and committee. They will be responsible for selecting a theme and the patterns to be distributed through the newsletter monthly including templates and/or rotary instructions. The committee will also be responsible for introducing the year's theme at the January meeting along with samples the blocks.

**Setup and Tear-down Committee:** Shall consist of a chairperson and committee. They will be responsible for setting up and taking down tables and chairs used during our regular meetings. One table is always needed for the Welcoming Committee. Additional tables are to be requested in advance by members. Requests may be made anytime up to the day before the meeting. Otherwise members will be expected to set up and put away tables and chairs that they displaced during the meeting. Contact names and numbers for reserving tables will be the chairman and/or any of the committee members. If any guild programs (i.e. picnic, Christmas party, etc.) require a special set-up we will hire the church janitor as we have in the past.

**Workshop Committee:** Shall consist of a chairperson and committee's purpose is to provide quilting related educational opportunities for the members of the guild. The committee will survey the guild membership about desired workshop topics. The committee will offer several workshops throughout the year based on the survey results or available instructors. The committee will also schedule workshops with featured program speakers when possible. The committee will set and collect workshop fees to cover any costs incurred from the workshop teacher, facility, or materials. If a guild member presents a lecture or workshop, that member will be paid \$50 for a lecture and \$100 for a workshop.

**Opportunity Quilt Committee:** The Opportunity Quilt serves to raise general funds for the guild. Committee members shall consist of a chair, co-chair and committee. The members are responsible for choosing an appropriate quilt design, providing directions and materials to the guild members who wish to participate in construction of the quilt, and generally overseeing completion of the quilt. This committee shall convene for the time necessary to complete the construction of the quilt, not to exceed 2 years. This is not a standing committee, but shall be convened at the discretion of the Board for the purpose of increasing the General Fund. A budget for the Opportunity Quilt expenses shall be submitted to the Board for approval by the Guild membership. The cost of the Opportunity Quilt will be taken from the profits generated by the sale of opportunity tickets. The committee is charged with the responsibility of providing the Ways and Means Committee with a finished quilt, ready for opportunity ticket sales, in time for the nearest possible Quilt Show deadline. The date for "drawing" the winning ticket shall take place at the discretion of the Ways & Means Committee and will be guided by the completion of the quilt and the date of the annual quilt show.