

SINNISSIPPI QUILTERS, INC. CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE 1: NAME AND PURPOSE

The name of the organization shall be Sinnissippi Quilters, Inc. The guild is Chapter IL # 548 of the National Quilting Association (NQA). The purpose of the club shall be to promote fellowship among persons interested in all aspects of quilting; to preserve and appreciate quilting heritage and traditions; to encourage quilt making and collecting; to share in the knowledge and education of quilting techniques.

ARTICLE II: MEMBERSHIP

Section 1: Membership shall be open to all people interested in quilting or stitching and shall not be restricted on the basis of age, race, sex, sexual preference, nationality or religion.

Section 2: Dues shall be payable in August and delinquent October 15th. The amount of the dues shall be set by the Board no less than annually. Members joining after February 1st will pay a prorated amount of the dues. Membership shall have voting right and the right to be appointed or elected to positions. A fee for non-member shall be levied for programs with speakers.

ARTICLE III: BOARD MEMBERS

Section 1: The Board of the guild shall be:

President	Special Projects Chair
Vice President	Membership Chair
Secretary	Quilt Show Chair
Treasurer	Publications Chair
Program Chair	

The immediate past-president is considered an ex-officio member of the Board. The Board will include at least four (4) members from the afternoon group and four (4) members from the evening group.

Section 2: Board Responsibilities and Terms of Office

President: shall preside at meetings of the organization and Board, appoint the Chair of the standing committees, have general supervision of the organization and perform such other duties as pertain to her office.

Vice President: shall in the absence of the President, preside at Board and organization meetings. This shall be a two-year position; the second year the person will be President.

Secretary: shall record proceedings of the Board and the guild meetings. The Secretary may appoint a second person to record the proceedings of the opposite guild meeting.

This position shall be a two-year term and be elected in even years.

Treasurer: shall be the custodian of all guild funds; recording all revenues and expenditures. Any unbudgeted items that are greater than \$100.00 shall be brought to the membership for discussion and vote. A financial report shall be given to the Board monthly and the full membership at least quarterly. The treasurer shall prepare the annual budget and present it at the annual meeting. The fiscal year shall be August 1st to July 31st. This position shall be a two-year term and be elected in the odd years.

Quilt Show Chair: shall chair the biennial guild Quilt Show.

Program Chairman: shall plan and coordinate the speakers and/or events for the guild programs. Proposed programs shall be submitted to the Board for approval.

Program Chairman 2: shall work with the Program Chair during year one. This shall be a non-voting term and the person shall serve as Program Chair in year two.

Membership: shall record new members, members' attendance at the guild meetings, and be responsible for the annual directory publication.

Membership 2: shall perform the duties of the membership chair at the opposite meeting. This shall be a non-voting term and the person shall serve a Membership Chair in year two.

Publication Chair: shall be responsible for the bimonthly publication of the guild's newsletter and other material as needed.

Special Projects Chair: shall coordinate special quilts that the guild produces for charitable organizations. Charitable projects and its associated costs must be presented for approval of the Board. The Special Projects Chair will find a coordinator for the project and purchase materials. The Special Projects Chair coordinates the sew-in held yearly.

ARTICLE IV: STANDING COMMITTEES

The Board may establish standing and ad hoc committees as it deems necessary and appropriate for the administration of the conduct of the affairs of the Guild. Standing committee chairs shall be appointed by the President and may include but not limited to:

AQS Book Orders	Workshops
Hospitality	Comfort Quilts
Show and Tell	Web Site
Librarian	Fat Chance
Sunshine	Secret Sisters
Historian	Photographer

ARTICLE V: NOMINATING COMMITTEE

The Executive Board shall appoint a nominating committee no later than January. The committee shall consist of up to three (3) members. The slate (of nominees) is to be presented at the March Board meeting. The Secretary shall present the slate to the guild membership at the April meeting. At the time, nominations from the floor will be accepted, provided that the nominee is present or has given written consent. The Secretary will present the ballot to be voted upon at the May meeting and the Board members will take office August 1st.

ARTICLE VI: ELECTIONS

Section 1:

All officers shall be elected by ballot at the Annual Meeting. They shall assume their

duties as of August 1st to coincide with the Fiscal Year. A written ballot may be required when there is more than one nominee for a position. If there is not more than one nominee for each position, by unanimous vote, the Secretary may be instructed to cast the vote for the guild.

Section 2: No member shall be eligible for the same office for more than two (2) consecutive terms.

Section 3: a midterm vacancy of a board position shall be filled by a appointment that is endorsed by the Board.

ARTICLE VII: MEETINGS

Section 1: The regular meeting shall be held the first Thursday of each month. The time and location of the meeting may be changed by the Board or by a majority vote of the membership.

Section 2: the Annual Meeting shall be held in May.

ARTICLE VIII: CONTRIBUTIONS

Contributions to other charitable organizations may be considered. Contributions may be in the form of cash, vouchers, specifically written for the purpose, or in any manner determined by the Board. Contributions of cash or requiring an expenditure of cash not part of the annual budget and over \$100.00 shall require an approval of the general membership at any of its regular meetings, in keeping with Article III, Section 2 (treasurer).

ARTICLE IX: AMENDMENTS

Proposed bylaw changes shall be presented to the membership at a monthly guild meeting. The bylaws may be amended the following month by a 2/3 vote of the membership in attendance.

ARTICLE X: PARLIAMENTARY LAW

Robert's Rules of Order shall be the authority upon all questions not covered by the Constitution and Bylaws.

POLICIES AND PROCEDURES (BYLAWS)

ADVERTISING: Advertising will be accepted for printing in the bi-monthly membership newsletter at the rates determined by the Board at the beginning of each fiscal year and listed in the newsletter.

ADVERTISING - QUILT SHOW: Advertising quilts for sale should be at the discretion of the Quilt Show committees.

AUDIT: An audit of the Treasurer's books will be done informally, quarterly, during the fiscal year. A formal audit will be completed by an independent account, not a member of the guild, after June expenses are recorded so records are complete prior to new officers beginning their term.

BAD CHECKS: Any member who bounces a check will be responsible for reimbursing the guild for all returned check fees.

BUDGET: The budget shall be prepared by the Board and presented by the Treasurer to the membership at the May meeting and voted on at the June meeting.

CHECK SIGNING: All checks over \$50 must be signed by two (2) of the four (4) people chosen at the August Board meeting after an election to serve as alternate signatories. Business format checks will be used and must display Two signatures required to amount over \$50.

CONTRACTS: The program Chair will present a proposed list of programs to the Board. The President must co-sign all the contracts that are made by the guild.

DONATED QUILTING SERVICES: Any quilter who volunteers to quilt the raffle quilt or a non-profit fundraiser quilt, pre-approved by the Board, will be offered \$50 guild gift certificate. This certificate may be redeemed towards their membership dues or a guest speaker workshop. The guild will also reimburse the quilter for batting and thread used on the projects, paid for out of the Special Projects budget.

DUES: The annual dues shall be \$25.00. Annual dues shall be payable in August and delinquent September 15th. Half year's dues of \$12.50 are available starting in February.

GIRVIN TAPE: the Mary Girvin original tape is to be kept in a locked box by the President and a copy in the library.

GUEST FEES: The fee for nonmembers shall be \$5.00 per meeting consisting of a program. A guest may attend two times before being required to purchase a full membership.

JOB DESCRIPTIONS: Officers and Committee Chairperson are to prepare and/or update job description statement by the June Board meeting. The job description and all pertinent information acquired by the Officers and Chairperson will be passed on to their successors.

MAGAZINES: the guild will subscribe to relevant quilting magazines to be part of our lending library.

MEMBERSHIP: Membership cards are to be given to each member. Members' names will be printed in the directory only if their dues were received prior to September 15th.

MONEY FOR DEPOSIT OR BILLS FOR PAYMENT: Money for deposit or bills for payment including receipts, are to be presented to the Treasurer on the appropriate form.

PERSONAL PROFIT: any project which is sponsored by, worked on by, and paid for by Sinnissippi Quilters, Inc. members, is the sole property of the guild and cannot be

used for personal profit or gain by any member of the guild.

PROGRAM: any guild member contracted for a program will be paid \$100 per presentation.

GUILD SPONSORED EVENTS/WORKSHOPS: Fees are to be paid prior to the event and are refundable only up to two (2) weeks prior to the event.

QUILT: Any quilt owned by the guild is to be placed with the President for storage during her term.

QUILT SHOW CHECKING ACCOUNT: A separate checking account will be maintained for the funds specific to the Quilt Show. The cosigners for the Quilt Show Account must be the President, Quilt Show Chairperson, and the Quilt Show Treasurer. The printing of all new checks must specify the need to two (2) signatures. Business format checks will be used and must display “Two signatures required for amounts over \$50”. After all funds have been collected and/or expended following the biennial quilt show, the remaining funds will be distributed to Sinnissippi Quilters, Inc except for \$1,000 that is to be held in reserve for the next quilt show.

RAFFLE TICKETS: Raffles tickets for charitable causes may be sold in the lobby during meeting with prior permission of the Board. No one is to approach guild members for the sale of any goods.

REIMBURSEMENTS: Any member who agrees to be a hostess, providing overnight accommodations for one or more nights for a guest teacher or speaker will be compensated with a remission of fees for that guild workshop or for another guild workshop of her choice. Any expenses for restaurant meals for the guest will be compensated by the guild upon presentation of a receipt. Overnight accommodations should include a private room with no intrusion by children or household pets.

RENTALS: the guild does not rent out racks of frames to display quilts. The guild does not loan or rent out audio-visual equipment.

SPECIAL PROJECTS: Special Projects’ purchases are to be reasonably divided among area shops.

TELEPHONE CALLS: Long distant calls that are related to Board or committee work will be reimbursed after Board approval of an itemized bill showing the amount of the call.

INTERNAL WORKSHOPS: (done by guild members): Workshop leaders receive whatever fees are collected for that workshop. Fees are set by the leader. All persons attending the workshop are responsible to pay those fees prior to or on the day of the workshop. If the workshop is cancelled or an attendee cannot attend a preplanned workshop, 24 hour notification is required.

LIBRARY POLICIES AND PROCEDURES

CHECK-OUT: Members are able to check out items for one (1) month. The last date on the card (month/year) will be the due date.

RENEWAL: A member can renew material for an additional month either at the guild meeting or by calling a librarian. If the material is renewed, the librarian will enter the new date on the card along with the word “renewed” and her initials.

CHECK-IN: Return material to the librarian and allow her to check the item in. Do not leave material on the table and walk away. Lost books will be replaced at the current cost to purchase a duplicate item or reasonable facsimile, if the item is out of print. The person whose name appears last on the card will be held responsible to pay for the lost material.

FINES: Fines will be \$.50 per month per item.

POLICIES AND PROCEDURES: The Policy and Procedure section may be changed at anytime. The Board is responsible for reviewing and/or revising this part of the document as needed.

Amended 05/01/08