

BY-LAWS OF THE EVENING STAR QUILT GUILD
ADOPTED OCTOBER 3,
2013

Statement of our organization:

The first meeting of the Evening Star Quilt Guild was held on Monday, September 21, 1998, at the Helena Public Library. Charter members were: Becky Wammack, Rachel Ivey, Alisha Horton, Resa Culpepper, Candy Suther, Sheryl Simpson, Roxie Elliott, Kathy Sumrall, Sheryl Colle, Stacey Grammer, Deborah Fillmer, and Meg Simle.

Article I. NAME

This organization shall be called Evening Star Quilt Guild.

Article II. PURPOSE

The purpose of the Guild shall be to promote the love of quilts; to encourage and preserve the art of quilts and quilting; and to contribute friendship, knowledge, and encouragement to others.

Article III. MEMBERSHIP

Section 1. Eligibility. Membership is open to all persons interested in quilts and quilting.

Section 2. Visitors. Visitors may attend 2 regular meetings of the Guild free. On the third attendance, dues must be paid and membership established.

Section 3. Junior and Senior Membership. Junior and Senior membership is available to those who meet the age requirements. Junior membership is open to those up to a senior in high school. They must show a personal desire to participate and must be accompanied by a parent. A probationary period of 2 meetings is required. The board will decide if they are allowed to join on the third meeting. Senior membership is available to those who have reached their 60th birthday by September 30.

Section 4. Donations. Each member is encouraged to donate quilts to a qualified charity such as Project Linus and/or Quilts of Valor.

Section 5. Anti-Discrimination. No person shall be discriminated against because of race, color, religion, age, national origin, sex, or handicap.

Section 6. Denial of Membership. The Board reserves the right to deny membership to anyone if a two thirds vote of the Board is obtained.

Section 7. Expulsion of Member. Any member may be expelled from the Guild by a two thirds vote of the Board if that member acts in any manner which:

- a) tends to interfere with operations of the Guild,
- b) engages in the theft of the property of the organization or of its members,
- c) uses the name of the organization with intent to defraud,
- d) engages in criminal or unlawful activity during Guild sponsored activities, or
- e) creates a threatening situation.

Any and all dues paid will **not** be refunded. An expelled member may petition the Board for reinstatement giving reasons for their violations. The Board, by a two thirds vote, may grant reinstatement by placing member on a probationary period to be decided by the Board. Once a member completes the probation in a satisfactory manner, he/she will be reinstated with full voting rights.

Article IV. DUES

~~**Section 1.** Amount. The amount of annual dues is \$30.00. Junior and Senior members will pay annual dues of \$20.00.~~

~~**Section 2.** Renewal Date. The payment of annual dues shall be due at the September meeting, and will be considered late after the October meeting.~~

~~**Section 3.** Renewing Members. Dues of renewing members shall be the full amount of the annual dues, regardless of the month of renewal.~~

~~**Section 4.** New Members. New members joining September to February will pay the full amount of annual dues and membership will be due again in September. New members joining March to June will pay \$20.00 and full membership will be due again in September. New members joining in July or August will pay \$30.00 which will be applied to the new membership year to start in September, and full membership will be due again September of the following year. Junior and Senior membership will remain \$20.00 throughout the year.~~

Article IV. DUES *(bylaws change to Article IV approved July 7, 2016)*

Section 1. Amount. The amount of annual dues is \$25.00.

Section 2. Renewal Date. The payment of annual dues shall be due at the September meeting, and will be considered late after the October meeting.

Section 3. Renewing Members. Dues of renewing members shall be the full amount of the annual dues, regardless of the month of renewal.

Section 4. New Members. New members joining September to February will pay the full amount of annual dues and membership will be due again in September. New members joining March to August will pay \$15.00 and full membership will be due again in September.

Article V. MEETINGS

Section 1. Regular Meetings. The Guild shall meet once each month unless otherwise designated by the board.

Section 2. Change of Meetings. The board may change the date of any regular meeting when necessary.

Article VI. OFFICERS, EXECUTIVE COMMITTEE and BOARD

Section 1. Officers. The elected officers of the Guild shall be *President, Vice President-Programs, Vice President-Special Events, Secretary, Treasurer, and one Director*. These officers shall compose the Executive Committee.

Section 2. Election. The officers shall be elected by a majority vote of the members present at the July Guild meeting, shall be installed at the August meeting, and shall assume their duties at the end of the August Guild meeting.

Section 3. Qualification of Officers. All officers must be Guild members in good standing. Good standing is defined as: having membership dues paid, participating in Opportunity Quilt ticket sales, attending at least 75% of guild meetings, and having all library dues, if any, paid in full.

Section 4. Terms. The President shall be elected for a term of one year only and shall be eligible to serve two consecutive terms. All other officers shall be elected for a term of one year, but may serve more than two consecutive terms.

Section 5. Executive Board. The Executive Board (Board) shall consist of the Executive Committee (the elected officers), the immediate past president (who serves as Parliamentarian and Chair of the Bylaws Committee), and the standing committee chairs or co-chairs. Any ESQG member in good standing may attend a Board meeting. Anyone may voice an opinion at the Board meeting. One third of the number of persons – not positions – on the Board shall constitute a quorum for the transaction of business. The act of the majority of the Board present at a meeting at which a quorum is present shall be the act of the Board unless a greater number is required by these bylaws. Each office and standing committee is entitled to one vote on the Board; however, each person regardless of how many offices or committee chairs held is only entitled to one vote.

Section 6. Action by Consent in Lieu of Meeting. The Executive Committee may take action on behalf of the Board without a meeting if: 1) ALL members of the Executive Committee who are entitled to vote consent to the action in writing or by electronic methods such as fax or email; 2) the action is reported to the Board and Guild members at the next scheduled meetings; and 3) a copy of each consent is filed with the minutes of the Board. This allows the Executive Committee to rapidly respond to issues that may arise and require decisions before a regularly-scheduled meeting of the Board or Guild.

Section 7. Vacancies. If an officer position is vacated, the Board will fill the vacancy.

Section 8. Removal of Officer. In the event that any officer is unwilling or unable to fulfill his/her responsibilities, the Board, by a two-thirds vote, may place a motion for his/her removal before the general membership. In the event that a duly elected officer cannot complete the term of office, whether by removal or resignation, the Board shall appoint a member to carry out the term of office.

Section 9. Duties of Officers and Committee Chairs. All guild officers and committee chairs shall report directly to the President of the guild, and shall attend the board meetings prepared to discuss the agenda and plans for their office or area of responsibility. These individuals shall make the Board, or the President at the very least if privacy is an issue, aware of their activities and plans for their office (both short term and long term), particularly if guild funds shall be used to facilitate these activities. All officers and committee chairs are expected to assist the Treasurer in preparation of the guild budget by providing him/her with an estimate of funds they anticipate needing for the year, and the Board subsequently votes on the budget. Therefore each person should be aware of the annual budget as it pertains to their office. If an officer or committee chair anticipates needing more funds than are allocated to them for any reason, a request for additional funds must be brought before the Board and voted on prior to the activity requiring such funds. Any unapproved spending which exceeds budgeted amounts may not be reimbursed.

A. President. The President shall call all meetings; shall preside at all Guild, Executive Committee and Board meetings; shall appoint all Standing Committee Chairs; shall serve as ex-officio member of all Standing Committees; and shall sign checks in the absence of the Treasurer.

B. Vice President-Programs. The Vice President-Programs shall preside in the absence of or at the request of the President at Guild and Board meetings and has the responsibility of securing a program for each month of the Guild year, shall be responsible for logistics associated with the monthly programs including setting up the room for each meeting according to the meeting requirements, and presenting a gift to the outgoing president.

C. Vice President-Special Events. The Vice President-Special Events shall be responsible for logistics associated with the special events including setting up the room according to the requirements of the speaker/presenter; negotiating contracts with speakers; making arrangements for out of town speakers, including lodging, transportation and meals; and securing an alternative location for the program if attendance is expected to exceed the limitations of the normal meeting place.

D. Secretary. The Secretary shall keep the records of the Guild and board meetings; and shall conduct general correspondence of the Guild. The Secretary of the Guild shall provide a copy of the minutes of the Guild meeting to the newsletter for publication before the next scheduled meeting.

E. Treasurer. The Treasurer, with input from the Board, shall prepare the budget; shall make monthly and annual reports to the Guild. Any funds collected should be turned over to the Treasurer, or to the Treasurer's representative, to be deposited no later than 21 days from receipt.

F. Director. The Director shall be a member of the Board whose purpose is to represent the Guild as a whole. This officer shall bring concerns or issues before the Board that may have been voiced by a Guild member, and shall vote according to the wishes of the Guild.

Article VII. COMMITTEES

Section 1. Special Committees. Special Committees shall be formed by Parliamentary Procedure; these committees are Nominating and Bylaws.

- A. Nominating Committee. The Nominating Committee shall consist of three members. The Nominating Committee shall nominate at least one eligible person for each office and present the slate at the June Guild meeting. Additional nominations with the permission of the one nominated, may be made from the floor at the July meeting prior to the election. A member of the Nominating Committee may not be nominated for an elected position in the Guild. If someone serving on the Nominating Committee seeks to run for an elected position, they must first resign from the Nominating Committee and the resulting vacancy on the Nominating Committee must be filled. The Nominating Committee should strive to put as many interested names on the ballot as possible.
- B. Bylaws Committee. The immediate past president shall head the Bylaws Committee and bring any recommended changes or amendments before the Board and the membership according to due process.

Section 2. Standing Committees. The President shall appoint all Standing Committee Chairs and shall serve as ex-officio member of all Standing Committees. The Standing Committees can be changed by a majority vote of the Executive Board.

Section 3. Duties of the Standing Committees. All activities and decisions made on behalf of the Guild are subject to Board approval.

- A. Historian Chairperson. This committee will keep a scrapbook of past events, pictures, and any other materials that will serve as documentation of the existence and work of the Guild.
- B. Librarian Chairperson. This committee will hold books and videos that are the property of the Guild and will keep records of lending of said materials to members of the Guild.
- C. Membership Chairperson. The Chairman shall greet visitors and keep a list of all visitors and members at each meeting and introduce the visitors to the membership. He/She shall contact prospective members and give prospective members information about the Guild. They shall provide temporary nametags for visitors and supply the membership packets/dues to the Treasurer for new members. Addresses of visitors and new members are to be given to the Newsletter Committee after the Guild meeting.
- D. Newsletter Chairperson. The Chairperson shall obtain pertinent information from any Officer, Committee Chairperson, or member and compile and publish a newsletter. Included in the newsletter shall be the monthly program and a supply list, if needed, the minutes of the last Guild meeting, and the Treasurer's report.
- E. Publicity Chairperson. This committee shall contact newspapers, magazines, and other outlets to provide information about Guild functions and meetings as appropriate.
- F. Cuddle Quilt Chairperson. The chairperson shall collect cuddle quilts from the guild membership and track the number of quilts received and member participation in the endeavor. He/she shall be responsible for making sure the membership is familiar with the specifications, if any, required by certain organizations receiving the quilts, as well as familiarize the membership with any rules in place for guild drawings regarding prizes, etc. to encourage participation in this event. The guild has historically donated its cuddle quilts to Project Linus, but if a member would like to make a different suggestion as

to where the cuddle quilts will be distributed, the member may make the suggestion to the Cuddle Quilt Chairperson to be submitted to the board, or may approach the board him/herself, for investigation and approval of said suggestion and, pending board approval, to be voted on by the membership of the Guild.

- G. Web Page Chairperson. The domain name for the Evening Star Quilt Guild will be owned and maintained by the Guild and shall not be the responsibility of any one member. Any individual or business wanting to advertise on the website will pay a fee to be determined by the Board. The Chairperson shall obtain pertinent information from any Officer, Committee Chairperson, or member and compile, publish and update the web site in a timely manner.
- H. Opportunity Quilt Chairperson. This committee shall bring to the Board the design and proposal for the Opportunity Quilt for majority approval. Fabric, pattern and any other supplies shall be distributed to members only with a time limit of completion. The committee will monitor the sewing process and completion of quilt top, the basting, and quilting process until quilt is completely finished. They shall determine drawing date and order tickets seven months prior to the drawing date, distribute the tickets to the membership, oversee the ticket sales and collection of money, and remit funds to the treasurer.
- I. Travel and Retreat Chairperson. Committee shall bring before the board, place, time and cost of proposed travel plan and/or retreat for majority approval. Committee shall oversee all plans for meals, classes and housing of the proposed event.
- J. Property Custodian Chairperson. The Custodian shall be responsible for keeping an inventory of all guild property, including such information as a description of each item, when the guild acquired it, the approximate value of it, how the guild came to possess it (whether the guild purchased it or if it was a gift), if the item was a gift, who donated it, if the item was purchased, from where it was bought and a copy of the receipt if possible. Also, the Custodian should know at all times where these items are-if they are being stored in a particular place such as someone's home, or if a guild member is borrowing it for some reason and how long they have had it. The Custodian should be able to obtain any property of the guild whenever it is needed by the guild, because they should know at all times where the property is. They should keep as accurate and descriptive records as possible in case the guild finds itself in a situation where it needs to distinguish its property from someone else's.
- K. Sit and Sew Committee Chairperson. The Sit and Sew Committee Chair shall be responsible for a monthly sign-up sheet, publish the date of the Sit and Sew in the Guild newsletter, arrange the dates and location of the Sit and Sew, collect the donation, request payment if necessary from the Treasurer, submit any payment to the venue, and submit budget to Treasurer.
- L. Hospitality Chairperson. The Hospitality Chair shall arrange for beverages, snacks or meals and the associated setup and cleanup for Guild functions.
- M. Sunshine Chairperson. The Sunshine Chair shall send correspondence to Guild members to recognize birthdays, illness, deaths and other life events as appropriate and identified.
- N. Challenge Quilt Chairperson. The Challenge Quilt Chair shall be responsible for developing, organizing and overseeing Guild challenges.

Section 4. Ad Hoc Committees. The President may appoint ad hoc committees from time to time as deemed advisable. Each ad hoc committee shall be appointed for a specific purpose or purposes, shall confine its activities to the accomplishment of the purpose or purposes for which created, and shall be discharged upon completion of the duties for which it was created.

Article VIII. AMENDMENTS

These Bylaws may be amended or revised, or overruled upon the recommendation of the Board, or by a two-thirds majority vote of the members present at a regular Guild meeting; providing notice of the proposed change has been made at the previous meeting or in the current Newsletter. Once adopted through due process, these Bylaws replace any earlier versions.

Article IX. DISPOSITION OF FUNDS

In the event of the dissolution or disbanding of the Evening Star Quilt Guild, any and all funds remaining in the treasury of the Evening Star Quilt Guild will be turned over to another educational, tax-exempt quilt guild, or to a charitable organization. The recipient organization will be determined, upon the recommendation of the Board, by a majority vote of the members present at a regular Guild meeting.

Article X. The revisions made in October of 2006 were absorbed into to the September 2013 re-write.

I, Joan Smith, Secretary of the Evening Star Quilt Guild, do hereby certify that, at a meeting of the Guild held on October 3, 2013, these Bylaws were adopted by the affirmative vote of a majority of the members present and are now in full force and effect.

Joan Smith, Secretary

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