

# Hands of Friendship Quilt Guild

## By-laws

Approved 8/17/16

### Guild Mission Statement

To promote the art of quilt making, to contribute to the growth and knowledge of quilt making techniques through educational opportunities, and to promote fellowship among persons interested in all aspects of quilt making.

### I. Quorum

No business may be conducted at a regularly scheduled meeting unless a quorum of the membership is present. A quorum shall consist of 50 percent of the dues-paying members of the Guild.

### II. Executive Committee

The Guild's Executive Committee shall consist of four members, with the duties of each member as outlined below:

#### 1. President:

- a. Shall preside at all meetings of the Guild.
- b. Shall prepare the agenda for all meetings.
- c. Shall establish standing and ad hoc committees and appoint chairpersons to head them as necessary to conduct the business of the organization.

#### 2. Vice President:

- a. Shall perform the duties of the President in his/her absence.
- b. Shall work with Program Committee to arrange meeting programs.
- c. Shall organize, publish, and distribute a Guild handbook annually.

#### 3. Secretary:

- a. Shall take and report accurate minutes of all meetings.
- b. Shall conduct all business correspondence of the Guild.
- c. Shall preserve all records of value to the Guild.

#### 4. Treasurer:

- a. Shall have charge of all funds of the Guild, receive dues, deposit receipts, and disburse monies as authorized by the Executive Committee.
- b. Shall work with the other members of the Executive Committee to develop an operating budget to be presented annually for approval of the membership.
- c. Shall provide a written report to the secretary each month of the past month's financial activities.
- d. Shall maintain a roster of Guild members and distribute membership cards as dues are received.
- e. Shall maintain all records necessary to the annual examination and preparation of such reports as are required.
- f. Shall receive a record of the financial transactions from each committee chairperson and maintain separate accounting for quilt show and retreat revenues and expenses.

### **III. Duties and Responsibilities of Membership**

The Guild is not a rigidly structured organization, but participation of all members is encouraged and needed.

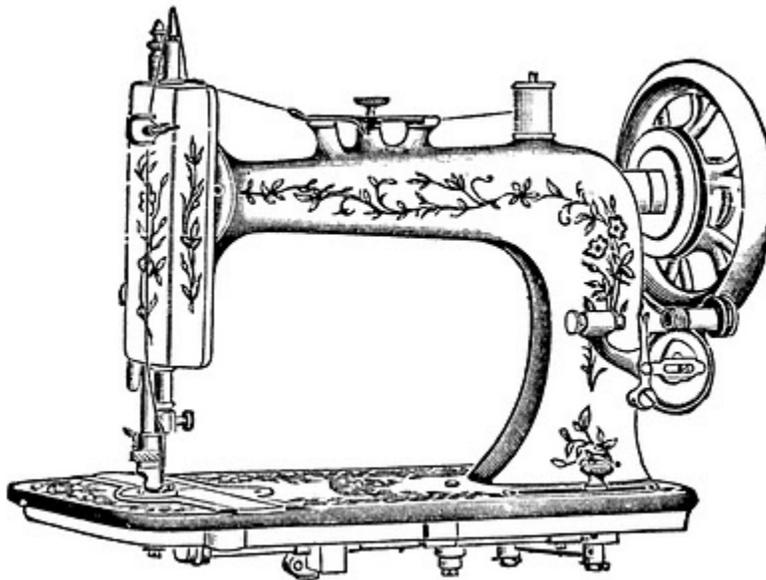
1. Any person may become a member upon payment of dues.
2. All members are encouraged to serve on at least one committee.
3. All members are encouraged to participate in the quilt show.
4. All members are encouraged to participate in all the Guild's major projects.

### **IV. Policies and Procedures**

Policies and procedures shall be established and maintained. New policies and procedures and/or modification to established ones must be approved by a majority of the dues-paying members at a regularly scheduled meeting of the Guild.

### **V. Bylaw Changes**

Approval of two-thirds of the dues-paying members of the Guild is required to amend the bylaws. To ensure adequate opportunity for review and discussion, proposed changes should be presented at one regular meeting and voted on at the next. Alternatively, mail distribution and voting may be conducted.



# **Hands of Friendship Quilt Guild**

## **Policies and Procedures**

1. The Guild year shall run from July 1 through June 30.
2. Dues shall be established by a majority vote of the membership at the June meeting, and are due at the July meeting. The Treasurer shall send delinquent notices in September and if dues are not received by the October meeting, then that member's name shall be dropped from the roster.
3. Visitors may attend two meetings before being asked to pay dues.
4. Meetings will be held on the third Wednesday of each month at 6:30 p.m.
5. Officers shall be elected annually at the June meeting, and take office at the July meeting.
6. All committees must operate within the estimated amount given to them, which is approved by the Guild at the beginning of each year in July. Any expenses above the estimated amount must be approved by the executive committee and/or the guild.
  - a. All contracts over \$1000 must also have the signature of the President, Vice President, or Secretary.
  - b. The Hands of Friendship Guild Secretary must receive a copy of all contracts, once they are signed, for the records.
7. The Hands of Friendship Guild has the following standing committees, with recommended functions:
  - a. **Community Service Committee**
    - 1) Gather requests for charitable contributions, service projects for the Guild and present proposed project(s) for review and approval of the membership.
    - 2) Organize work sessions or provide information to members regarding what needs to be done to help with the Community Service project(s).
    - 3) Purchase (as governed by the annual budget) and/or collect supplies/materials necessary to complete the community service project(s).
  - b. **Courtesy Committee**
    - 1) Send cards to members in the event of illness, death in family, or special occasions.
    - 2) Send appropriate recognition to member in event of death of member, or death of member's spouse, children, or parents per guidelines developed by the committee.
    - 3) At the beginning of each year, purchase a book of stamps to be used for mailing cards, buy cards as necessary, and present bills for reimbursement.
  - c. **Historian Committee**
    - 1) Keep a scrapbook of all Guild activities
    - 2) Take or arrange for pictures to be taken at all Guild events.
  - d. **Newsletter Committee**
    - 1) Prepare monthly newsletter to be e-mailed to those members with e-mail, or mailed to those without e-mail.
  - e. **Nominating Committee**
    - 1) Put together a slate of nominees for the Executive Committee to be presented at the May meeting.
  - f. **Fun & Games**
    - 1) Help members to know each other and to "branch out".
    - 2) Develop a quick fun activity for members at meetings.

- g. Program Committee** (Note: the Vice-President should serve on this committee)
  - 1) Arranging nine quilt-related programs for the months of January, February, March, April, July, August, September, October, and November.
- h. Special Exhibits Committee**
  - 1) Choose and present an annual member quilt challenge at the September general meeting.
  - 2) Challenge quilts shall be worked on throughout the coming year and displayed at the quilt show the year after that. For example: The challenge offered in 2015-2016 is worked on throughout that year, and displayed at the 2017 quilt show.
  - 3) Work with the Quilt Show Committee to display the challenge quilts at the quilt show.
- i. Quilt Show Committee**
  - 1) The quilt show committee shall be responsible for the planning and execution of the quilt show. (Note: Planning and execution of a quilt show is a complex project, which is made easier by serving an internship. For that reason, it is recommended that individuals serve for the duration of two quilt shows with half of the committee rotating off after each show). Planning and execution of the quilt show including but is not limited to, the following:
    - a) Work with event locations/venues to plan an appropriate quilt show location.
    - b) Develop, distribute and collect entry forms for the quilt show.
    - c) Develop a quilt show layout to include individual quilt entry placement.
    - d) Gather information for and coordinate the production of show materials for distribution to attendees.
    - e) Develop and implement a quilt entry number and labeling system.
    - f) Oversee all subcommittees of the quilt show committee.
    - g) Order supplies and equipment.
    - h) Plan for and conduct a Viewer's Choice Award vote.
    - i) Assure that the event is publicized and that the Publicity Committee is notified of awards and the raffle quilt winner.
    - j) Provide a written report after each show containing plans, points of contact, financial records, and other pertinent data for use by the next Quilt Show Committee and in the development of the Guild's annual budget.
    - k) Provide monthly status reports to the membership.
  - 2) **Sub-Committees of Quilt Show Committee**
    - a) Awards/Ribbons Committee**
      - i. Make award ribbons.
      - ii. Count the Viewer's Choice ballots and place awards on the winning quilts.
      - iii. Provide information on winning quilts to the Publicity Committee for publication.
      - iv. Make and distribute nametags to members attending or working the show.
    - b) Publicity Committee**
      - i. Provide information to the community about the upcoming quilt show, through the media (television, radio, magazines, newspapers, and other printed materials) and flyers and signs.
      - ii. Develop an article about the quilt show to include award and raffle ticket winner and submit it for publication by local newspapers.
    - c) Raffle Quilt Committee**
      - i. Plan the annual raffle quilt, purchase all necessary supplies, coordinate Guild members in the quilt's construction, and oversee the quilting and finishing of the raffle quilt.
      - ii. Develop, reproduce, assemble and distribute raffle ticket sales packets (photograph, tickets and instructions) to members and oversee sales and record keeping.

- iii. Be responsible for sales of raffle tickets during the quilt show.
- iv. Deliver the quilt to the drawing winner.
- d) Setup and Take Down Committee**
  - i. On the first morning of the show accept quilt submissions and provide receipts to entrants.
  - ii. Label entered quilts with numbers and information tags developed/provided by the Quilt Show Committee.
  - iii. Display entered quilts according to the plan developed by the Quilt Show Committee.
  - iv. Remove entered quilts from display racks at the close of the show and assure an orderly return to the rightful owners or designees.
- e) Special Exhibits Committee**
  - i. Develop a list of quilts that will be in the quilt show that were part of the guild challenge and give that list to the quilt show committee person coordinating exhibitor registration for the quilt show.
  - ii. Display the challenge quilts at the quilt show.
- f) Theme Committee**
  - i. Choose an overall theme for the quilt show.
  - ii. Announce the theme for the next year's show no later than the **September** general meeting.
  - iii. Set up a theme corner display at the quilt show, which incorporates the raffle quilt.
- g) Vendor Committee**
  - i. Select and invite vendors to participate in the annual quilt show by setting up booths and offering quilting-related items for sale.
  - ii. Communicate show requirements, expenses and other necessary information to vendors.
- h. Quilt Retreat Committee (Note: Planning and execution of a quilt retreat is a complex project which is made easier by serving an internship. For that reason, it is recommended that individuals serve for the duration of two retreats with half of the committee rotating off after each retreat).**
  - 1) Arrange for and hold an annual Quilt Retreat including:
  - 2) Contact and arrange for teachers/presenters working within the budget established by the Guild.
  - 3) Arrangement for a retreat location.
  - 4) Develop retreat registration process and materials and implement.
  - 5) Assure the retreat is adequately advertised and make presentation to the Guild membership.
  - 6) Plan conference layout.
  - 7) Order meals and snacks.
  - 8) Order supplies and equipment.
  - 9) Request attendee favors from local merchants.
  - 10) Develop, reproduce, package and distribute attendee handouts and favors.
  - 11) Set-up conference rooms and registration table.
  - 12) Provide a written report after each retreat containing plans, points of contact, financial records, and other pertinent data for use by the next retreat committee and in the development of the Guild's annual budget.
  - 13) Provide a monthly report to the Guild membership.
- i. Special Events/Christmas Party Committee**
  - 1) Plan for and host the annual Christmas party in December.

- 2) Arrange for Quilt 'Til You Wilt nights at a frequency determined by the membership.
- 3) Organize the Shop Hop and other community events.
- 4) May propose other events to membership as they arise.

**j. Logistics/Set Up Committee**

- 1) Responsible for picking up the Adair County Annex key between 8:30 a.m.-noon and 1-4:30 p.m. on the third Wednesday of each month for each Hands of Friendship Quilt Guild Meeting.
- 2) Set-up will begin between 5:30-6 p.m.
- 3) Take-down will begin between 8:00-9 p.m. depending on when the meeting is over.
- 4) Annex key will be returned on Thursday by the person who picked up the key.

**k. Ad Hoc Committee**

- 1) The chairpersons of standing and ad hoc committees established by the President shall appoint committee members as necessary to complete the assigned task(s).
- 2) If Ad Hoc Committee develops a specialized retreat or activity, they will follow the quilt retreat guidelines listed in the by-laws.



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