

# BY-LAWS OF THE COMMON THREADS QUILTERS GUILD

Newnan, Georgia

Revised July 2020

## Article I: NAME and LOGO

The name of this guild shall be Common Threads Quilters Guild.

The logo for CTQG shall be the Friendship Star.

## Article II: PURPOSE

The CTQG is a non-profit organization dedicated to providing a supportive network to benefit all members by:

- A. Sharing of knowledge, skills & experiences
- B. Fostering quilting education through programs, workshops, speakers and teachers
- C. Providing a forum for exchange of ideas
- D. Encouraging voluntary participation in Community Service projects to demonstrate love & support of others
- E. Nurturing friendship and fellowship among members.

## Article III: MEMBERSHIP & DUES

The membership of Common Threads Quilters Guild shall be open to anyone interested in quilts and quilting.

All members shall complete a Membership application and pay annual dues in January each year for the fiscal year January 1<sup>st</sup> through December 31<sup>st</sup>. Dues are not refundable. Dues are delinquent after February 28<sup>th</sup> and any member whose dues are delinquent will be removed from the membership roster. New memberships accepted after June 1<sup>st</sup> shall pay a flat rate of one-half the annual dues.

Dues amount shall be set and approved by a majority vote of membership and shall be voted and approved if a motion for change is requested.

Non-members may attend two scheduled events (i.e. two guild meetings, two classes, or one of each) per membership year. If a non-member wishes to attend additional meetings/classes, membership is required.

Only members in good standing may vote on business brought before the guild. A member will be in good standing when current in payment of dues. All membership

shall vote on electing officers, approving and amending bylaws, and other issues presented to the membership.

Additional monies can be collected from members and non-members for agreed upon special events, such as speakers, or materials for charity projects or other proposed expenses.

#### Article IV: EXECUTIVE BOARD

The executive board is the governing body, which handles guild business and brings issues to membership at general meetings for vote. All officers (5) and one (1) representative from each standing committee shall form the Executive Board and shall have one (1) vote each and must be present in order to vote on Guild affairs.

Officers of Common Threads Quilters Guild shall be: President, Vice-President of Membership, Vice-President of Programs, Secretary, and Treasurer. These Officers shall perform the duties prescribed by these bylaws for a term beginning January 1<sup>st</sup> through December 31<sup>st</sup>.

Four officers (President, Vice-President of Membership, Secretary, and Treasurer) are elected for a term of one (1) year and may be nominated for and elected to one (1) additional year in the same position.

There will be two (2) Vice-President of Programs to co-chair, each to serve overlapping two-year terms. Each year one (1) position will be filled through the election process. The co-chair who is in the second year of office will propose programs for the monthly meetings while assisting the new co-chair to plan programs for her second year.

No officer shall be eligible to serve for more than two (2) consecutive years in the same office.

If vacancies occur due to moves, resignations, etc., the Executive Board shall have the authority to approve replacements for the unexpired term.

A nominating committee shall be appointed in October each year consisting of at least three (3) guild members. It shall be the duty of the nominating committee to nominate one candidate for each office to be filled each term, and present this slate to the General Meeting in November of each year for majority vote by CTQG membership present. No absentee or proxy votes will be accepted.

#### Article V: DUTIES OF OFFICERS

A. President:

1. Presides at Executive Board and regular Guild meetings.
2. Serves on the Budget Committee and helps draft the yearly budget for the next fiscal year. Budget is to be determined and presented to the Executive Board in January each year and at the February general meeting each year.
3. Is also a member ex-officio of all committees except the nominating committee.
4. May call any Special Committee, Board or General Membership meeting as deemed necessary.
5. Is responsible for long range planning and direction of the Guild as outlined in purpose.
6. Writes a monthly or seasonal newsletter to be published on the web site.

B. Vice-President of Membership

1. Assists President as called upon and performs all functions in the President's absence.
2. Receives all membership applications and renewals for membership each year.
3. Maintains, updates, and distributes the current membership list, membership cards, and nametags each year.
4. Forwards all membership money to the Treasurer for deposit.
5. Greets members at the door at monthly meetings with attendance sign-in, nonmember sign-in, nametags, and introduces non-members at each meeting.
6. Updates membership roster each month to be posted on the web site.
7. Submits a Membership budget for approval by Board by January 31<sup>st</sup> each year.
8. Is responsible for the audit of Guild Treasury by December 31<sup>st</sup> each year.

C. Vice President – Programs/Co-Chairs:

1. Work together in presenting all programs at the monthly guild meetings.
2. Assist the President as called upon and shall exercise all functions of President in the absence of the President and Vice President of Membership.
3. Propose program agenda to the Board that meet the purposes of the Guild, to be voted on before presenting any program information to the membership.
4. Encourage members to participate in programs as instructors, speakers, or demonstrators.
5. Report at each meeting on upcoming programs, workshops, etc., and notify when additional supplies will need to be brought to meetings.
6. Submit information for the web site on upcoming programs, speakers, workshops, etc., to include date, time, program description, and any additional charge.
7. Determine workshop agenda to present to Board and attend to all arrangements

(i.e.: facility, publicity, etc.)

8. Submit a Program budget for approval by Board by January 31<sup>st</sup> each year.

#### D. Secretary

1. Records and maintains minutes of all regular Executive Board meetings and presents them for review at the next meeting.
2. Submits a signed copy of all minutes to be kept in the Guild History Binder.
3. Ensures Board members received minutes of Board meetings missed.
4. Writes letters, thank you notes, etc., on behalf of the Guild and sends cards to guild members who need our support due to illness, surgery, death, etc.
5. Finds a replacement ahead of time to take minutes if unable to attend a Board meeting.
6. Collects written copies of minutes of all committee meetings from the chairperson of said committee to be included in the Guild History Binder.

#### E. Treasurer

1. Maintains, balances, and keeps an accurate record of all guild receipts and expenditures through a checking account at a guild-approved bank.
2. Deposits all funds received belonging to the Guild into the Guild bank accounts.
3. Disburses monies upon authorization by the President, Board, or vote of the general membership.
4. Completes reports and records as necessary and as required by law.
5. With a Board-approved officer, signs checks and obligations of the Guild.
6. Serves on the Budget committee.
7. Accepts donations from non-member sources to be added to Guild treasury.
8. Submits a Treasurer budget for approval by the Board by January 31<sup>st</sup>.
9. Presents a complete written financial report at the end of the fiscal year

### Article VI: STANDING COMMITTEES OF THE COMMON THREADS QUILTERS GUILD

Standing committee chairs are not elected, but may volunteer for the positions or are appointed by the Executive Board. Their terms are unlimited. Should a committee chair resign, the Executive Board will name a replacement. Standing committee chairs shall be responsible for the formation of their own committees.

#### Media Editor:

1. Posts information pertinent to the Guild on the web site.
2. Submits a Media Editor budget for approval by the Board by January 31<sup>st</sup>.
3. Runs any Board-approved advertisement for a predetermined fee per ad when space is available.

4. Edits any outdated item(s) or when there is no space available to keep the website up to date.

#### Historian/Publicity Chair:

1. Maintains and keeps a scrapbook for all Guild activities for display at the Guild meetings.
2. Takes photos at guild meetings and functions and watches local papers for articles relating to the Guild to preserve for the Guild scrapbook.
3. Provides for publicity for events and news of the Guild.
4. Finds a replacement at any event if unable to attend.
5. Submits a Historian/Publicity budget for approval by the Board by January 31<sup>st</sup>.

#### Ways & Means Chair:

1. Collects and distributes donated items for Ways & Means at the monthly Guild meetings.
2. Sells tickets for drawings at Guild meetings.
3. Sends thank-you notes to any businesses that donate items for Ways & Means and making a notation on the gifted item when it is presented.
4. Submits a Ways & Means budget for approval by the Board by January 31<sup>st</sup>.

#### Community Service Chair:

1. Organizes board-approved projects for the Guild to complete for the community.
2. Brings requests for projects to the Board for approval.
3. Seeks donated materials for community service projects or presents the Board with requests for funds to purchase them.
4. Coordinates fabric, blocks, and quilting and organizes work days.
5. Submits a Community Service budget for approval by the Board by January 31<sup>st</sup>.

#### Saturday Sewcial Chair:

1. Proposes Saturday Sewcial projects to the Board that meet the purposes of the Guild, to be voted on before presenting any program information to the membership.
2. Provides a list of supplies and/or directions for the project prior to the date to be posted on the web site.
3. Collects names for sign-ups if needed for a Saturday Sewcial.
4. Submits a Saturday Sewcial budget for approval by the Board by January 31<sup>st</sup>.

#### Special Events Chair:

1. Arranges activities for the Guild Birthday Party in August.
2. Oversees the Chinese Auction in November.
3. Arranges a location and menu for the Guild Christmas Luncheon in December.

### Nominating Committee:

1. Appointed in September of each year consisting of at least three (3) Guild members.
2. Nominates one candidate for each office (President, Vice-President of Membership, one (1) Vice-President of Programs, Secretary, Treasurer) to be filled each term.
3. Verifies the status of each standing committee chair and finds replacements, if needed.
4. Presents this slate to the General Meeting in November each year for majority vote by the membership present.

### Budget Committee:

1. Consists of current President and Treasurer of Common Threads Quilters Guild and at least one Guild member.
2. Drafts a yearly budget to be determined and presented to Executive Board in February each year, and to be presented at the September General Meeting each year.

Standing Committees can be added as the need arises, to possibly include but not limited to:

BOM/Challenge Committee  
Opportunity/Raffle Quilt Committee  
Christmas Market Committee

### Article VII: MEETINGS

- The regular meetings of the Common Threads Quilters Guild shall be held on the fourth Monday of each month at 7:00 p.m. unless otherwise ordered by the executive board.
- The regular meeting shall begin with fellowship at 6:30 p.m. followed by a CTQG business meeting to transact any business that may arise and a board-designated program.
- A majority vote of current members present shall be needed to transact any business at a regular CTQG meeting.
- A monthly executive board meeting shall be held preceding the regular monthly guild meeting at the time and place determined by the executive board.
- At the board meetings, a majority of board members present at the beginning shall constitute a quorum on any vote for the transaction of CTQG business.

- CTQG members may address any specific concern or suggestion at any executive board meeting with prior notification to the president to be put on the agenda.
- Special committee meetings may be called as needed by the chairperson of the various committees.

#### Article VIII: STANDING RULES

- Every member must wear a nametag to all guild functions.
- Members giving programs or workshops will receive a speaker fee, amount to be determined by the Executive Board.
- In order to be reimbursed for expenses for a budgeted guild function, a receipt must be turned in to the treasurer.
- Materials contributed to the guild or purchased by the guild with guild funds shall be the property of the guild.
- Members of the guild having guild property in their possession shall not be held liable in the event of loss, theft or damage.
- Membership lists shall not be given to anyone other than members or without the consent of the executive board.
- Financial assistance may be provided for hardship situations by submitting a membership application with their request to the executive board to determine scholarship.
- The guild shall be nonpartisan, nonsectarian and noncommercial. No member and no commercial enterprise shall be endorsed.

#### Article IX: PARLIAMENTARY AUTHORITY

- Subject to these bylaws, the business and affairs of the CTQG shall be conducted and managed by the executive board.
- Subject to these bylaws, the executive board is to perform their designated duties in support of the CTQG purpose.
- The business and meetings of the CTQG not governed by these bylaws shall be governed by Robert's Rules of Order.

#### Article X: BYLAWS

- The proposed bylaws shall be submitted to the membership for discussion at the next business meeting. Bylaws may be adopted by a majority vote of voting members present.

- The bylaws of CTQG may be amended by a majority vote of the membership present at any regular meeting providing written notice of the proposed amendment has been published in the newsletter.

#### Article XI: DISSOLUTION

- In the event of dissolution, the assets of the CTQG shall be liquidated and equally distributed to current active members.