

**BY-LAWS OF THE
HANDS ALL AROUND QUILT GUILD
OF CENTRAL ILLINOIS**

Article I - NAME AND PURPOSE

Section 1 - NAME – This organization shall be known as the Hands All Around Quilt Guild of Central Illinois.

Section 2 - PURPOSE – The Purpose of the Guild shall be:

- To form a fellowship of those interested in the preservation of the art of quilting.
- To encourage community awareness of quilting and related arts.
- To share our knowledge and enjoyment of quilting.

Article II - MEMBERSHIP

Section 1 - ELIGIBILITY – Any person with an interest in the stated purpose of the guild may join. No person will be denied membership on the basis of race, creed, religion or gender.

Section 2 - DUES –

- Membership dues shall be at such rate, schedule or formula as may from time to time be prescribed by the Board of Directors and approved by the general membership.
- The fiscal year and membership year shall run from June 1 of any year through May 31 of the following year.
- Membership renewals are due between June 1 and September 1 of the Guild year, in order to be included in the directory. No renewals will be deposited prior to June 1st.
- Membership privileges shall be suspended if payment of dues is not received by October 1.
- New members may join at any time. Dues will be at half price between January 1 and May 31.

Section 3 - MEMBERSHIP BENEFITS – Benefits include but are not limited to opportunities to hear well known quilt artists, and to participate in workshops, retreats and trips. Members will be given preference over non members.

Section 4 – MEMBERSHIP RESPONSIBILITIES – Each member shall contribute and share ideas and skills with the guild.

Article III - OFFICERS, BOARD, AND COMMITTEES

Section 1 - OFFICERS – Officers shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2 - EXECUTIVE BOARD – The Executive Board shall consist of the elected officers of the Guild and the immediate past president as parliamentarian. The Executive Board shall be responsible for guild leadership, developing a fiscal year budget and fee schedule.

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Section 3- DUTIES OF EXECUTIVE BOARD

- A. **PRESIDENT** – The President shall preside at all meetings of the Guild, the Board of Directors, and the Executive Board; shall be an ex-officio member of all committees except for the Nominating Committee; shall appoint all committees not herein otherwise provided for; and shall perform such other duties as are incidental to the office, including providing direction to committee chairs.
- B. **VICE PRESIDENT** – The Vice President shall, in the absence of the President, perform all the duties of the President; and shall perform such other duties as outlined in the guidelines.
- C. **SECRETARY** – The Secretary shall keep minutes of all meetings of the Executive Board, and Board of Directors, ensure minutes are published in newsletter and assume all duties usual to the office.
- D. **TREASURER** – The Treasurer shall act as custodian of the funds and present a summary of receipts and disbursements by committee at each board meeting. The Treasurer shall be responsible for keeping all financial records having to do with the Guild. Either the Treasurer or the President may sign checks. The Treasurer shall deposit all funds to the credit of the Guild in such banks or other depositories as the Executive Board may select.

Section 4 - ELECTION OF OFFICERS

- A. Officers shall be elected at the March meeting of the members and shall serve for a term of one year beginning June 1. No officer shall serve more than two consecutive terms in one office. The President, with approval of the Executive Board, shall fill unexpired terms to their expiration date through appointment.
- B. The Vice President shall succeed to the office of President and the officers to be elected for the following year shall be Vice President, Secretary, and Treasurer.

Section 5 - NOMINATING COMMITTEE – The Nominating Committee shall consist of five (5) members chosen as follows: The President will appoint one Board member and two members from the general membership. The two additional members will be selected at the December meeting by the general membership. At least forty-five days before the scheduled time for the March meeting, the Nominating Committee shall report to the Secretary one or more nominations for each office to be elected at the March meeting. Upon receipt of the slate, the Secretary shall notify the general membership prior to the March meeting, via the newsletter.

- A. Each candidate must be an active member in good standing and must have agreed to accept the responsibility of the position.
- B. Further nominations may be made from the floor at the time of election.

Section 6 - BOARD OF DIRECTORS - The Board of Directors shall consist of all members of the Executive Board and the Chairpersons of standing committees and will

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be the governing body of the guild. The Board of Directors shall submit estimated revenues and expenses for their committee to the budget development process, manage the affairs of the Guild, approve the budget and fee schedule; and shall present major recommendations for the approval of the membership.

Section 7 - STANDING COMMITTEES – The chairpersons of standing committees shall be appointed by the President, with the approval of the Executive Board. The President, with the approval of the Executive Board, shall fill unexpired terms through appointment. If any of these committees has co-chairs, both shall be invited to sit on the Board. Each committee shall have one vote. Additional standing committees shall be appointed as deemed necessary by the Executive Board. There shall be the following standing committees:

- A. **PUBLICITY COMMITTEE.** This committee will keep the public informed about the activities and accomplishments of the Guild.
- B. **PROGRAMS AND WORKSHOPS COMMITTEE.** This committee together with the Board of Directors is responsible for planning and executing the programs for the monthly meetings of the general membership and for workshops, which will be offered during the program year. It will also contact and make all arrangements for guest lecturers and teachers. The term of this committee is two years – the first year to plan the programs and the second year to execute on this plan.
- C. **TRIPS COMMITTEE.** This committee is responsible for arranging bus trips and car pool trips during the program year, including planning, advertising, collecting fees, and arranging for a trip guide.
- D. **QUILT SHOW COMMITTEE.** This committee is responsible for the annual “Quilt Spectrum” sponsored by the Guild and will assume duties as outlined in the Quilt Spectrum notebook, which is passed from chair to chair. The term of this committee is two years – the first year to recruit volunteers and shadow current year chairs; and the second year to plan and deliver the quilt show.
- E. **COMMUNITY PROJECTS.** This committee is a direct liaison between the Guild and the community. If benefit projects or special small shows are undertaken, this committee shall be responsible.
- F. **MEMBERSHIP COMMITTEE.** This committee is responsible for keeping an accurate and current record of all members, providing a current membership list on a monthly basis to the Newsletter committee beginning October 1, preparing a directory of members by October of each year, supplying name tag materials to new members, keeping a supply of membership pins for new members, submitting a list of new members to the newsletter, and will be available at each meeting to take dues, distribute name tags, pins, and membership information.
- G. **BLOCK OF THE MONTH COMMITTEE.** This committee is responsible for providing a block of the month program to the guild.
- H. **HISTORIAN.** This committee will hold and maintain the records and mementos of the Guild except those held by specific officers and the Quilt Show chair.

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- I. **DOOR HOSTESS.** This committee is responsible for greeting guild members/guests/new members and making them feel welcome at the monthly meetings.
- J. **RAFFLE QUILT COMMITTEE.** This committee is responsible for designing, and making a quilt; and promoting the raffle. The term of this committee is two years – the first year to plan, design and make the raffle quilt and the second year to market and give away the raffle quilt.
- K. **LIBRARIAN.** This committee is responsible for managing the guild's library and ordering books from AQS for the library and for members.
- L. **WAYS AND MEANS.** This committee is responsible for raising funds for HAAQG by purchasing and selling quilting-related items to members that may not be readily available to our members.
- M. **NEWSLETTER.** This committee is responsible for publishing a newsletter according to the schedule defined in the guidelines. The newsletter shall be posted on the web site and provided to members at their request.
- N. **MENTOR PROGRAM.** This committee is responsible for providing opportunities for members to learn quilting techniques.
- O. **WEB SITE.** This committee is responsible for maintaining the guild web site to inform and promote activities of the Hands All Around Quilt Guild.
- P. **PROGRESSIVE QUILTS.** This committee is responsible for putting kits together and signing up people to create quilts to raise money for the guild during the May meeting.
- Q. **SECRET PALS.** This committee is responsible for pairing up interested guild members to give gifts to their Secret Pal during the guild year.
- R. **CHALLENGE QUILTS.** This committee is responsible for coordinating a challenge quilt that may be displayed at the yearly quilt show. Entries may be voted on at the designated guild meeting.
- S. **QUILT GUILD 101.** This committee is responsible for calling new members and organizing a new member orientation.

Article IV - MEETINGS

Section 1 - GENERAL MEMBERSHIP MEETINGS – Regular meetings of the general membership shall be held monthly, with the exception of June, July, and August; a total of nine meetings each year.

Section 2 - BOARD OF DIRECTORS MEETINGS – Meetings of the Board of Directors shall be held as necessary to manage the affairs of the Guild.

Section 3 - BOARD AND COMMITTEES ANNUAL MEETING – There shall be a joint meeting of the outgoing Executive Board and all committee chairs with the incoming Executive Board and all incoming committee chairs which will be held in early June. The purpose of this meeting is to communicate expectations, responsibilities and budget development process and timeline as well as ensure transition of responsibilities takes place.

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Section 4 - QUORUM – A quorum for conducting business shall be those present at any given meeting.

Article V - DISSOLUTION – On dissolution, all remaining funds shall be distributed according to the decision of the majority of current members of the Guild, to any groups qualified under IRS code Section 501 (c) (3) or 501 (c) (9).

Article VI - PARLIAMENTARY AUTHORITY – The current edition of Robert’s Rules of Order shall be the final source of authority in all questions of parliamentary procedure not provided for in these By-Laws.

Article VII - AMENDMENTS – These By-Laws may be altered, amended or repealed and new By-Laws adopted at any business meeting of the Guild by a two-thirds vote of the members present. Notification of proposed By-Law changes shall be made in advance of the voting date.

Article VIII - FINANCIAL PROCESSES

Section 1 – DEFINITIONS

- A. SIGNIFICANT EVENT** – An event that requires its own budget and the need for sub-committees to collect or spend money without the direct involvement of the event chair.
- B. EXPENDITURE AUTHORITY** – Committee chairs have the authority to make expenditures or delegate other committee members to make expenditures in accordance with the approved budget, by-laws and guidelines.
- C. RESERVE** – The prior year end balance. A reserve aligned with the Guild’s accounting structure will be included in the annual budget to cover any anticipated budget deficit, contingencies for contracted items, and to allow for necessary cash flow.

Section 2 - BUDGET DEVELOPMENT - Each committee chair and officer shall submit their estimated revenues and expenses to the President, Vice President and Treasurer in accordance to the timeline defined by the President. Each committee budget must reflect its expenditures and receipts using the guild’s accounting structure. The chair of a significant event will develop and submit its own budget in order to meet the timeline established for submissions to the guild budget and fee schedule.

Section 3 - BUDGET APPROVAL - The President and Treasurer shall submit the entire budget recommendation including fee schedule, for approval to the Executive Board prior to the August Board meeting. The approved budget and fee schedule shall then be submitted to the Board of Directors at the August Board meeting. The approved budget and fee schedule will be made available to the membership in a timely manner.

Section 4 - BUDGET DEVIATIONS

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- Hands All Around Quilt Guild is not responsible for amounts not covered by the approved budget.
- Expenditures in excess of the approved budget must be approved by the Executive Board.
- A reserve is available for emergencies, unexpected expenses, and approved deviations.

Section 5 - RECORDS RETENTION

The treasurer shall retain financial records in compliance with federal and state taxation requirements.

Section 7 - RAISING FUNDS

Fund raising activities shall be focused on the Hands All Around Quilt Guild's purpose.

By-Laws adopted May, 1983

By-Laws revised, May 2, 1991 and September 5, 1991

By-Laws revised, September 4, 2003

By-Laws revised, March 3, 2006

By-Laws revised, October 2009