

# **Quilters Unlimited of Tallahassee Bylaws**

(Last Revised January 2007)

## **Article I – Name**

The name of this organization shall be Quilters Unlimited of Tallahassee, Inc., hereafter referred to as the organization.

## **Article II – Purpose**

The purpose of this organization is to promote knowledge of and interest in quilting and the art of quiltmaking.

## **Article III – Membership and Dues**

Section 1. Membership is open to all persons interested in the purpose of this organization.

Section 2. Annual dues for the upcoming year, which begins on November 1 and ends October 31, may be established at any regular meeting by a simple majority of the membership present, based on the recommendation of the Steering Committee.

Section 3. Annual dues for the coming year may be paid anytime between September 1<sup>st</sup> and the December meeting. A member whose dues are in arrears after the December meeting shall be dropped from the membership roster.

Section 4. The Steering Committee shall set policies regarding the attendance of non-members at guild-sponsored lectures and workshops. The Steering Committee may, at its discretion, establish fees for such attendance by non-members.

## **Article IV – Meetings**

Section 1. The time and place of the monthly meeting shall be established by the Steering Committee.

Section 2. One fourth of the yearly membership shall constitute a quorum.

## **Article V – Officers**

Section 1. The elected officers of this organization shall be the President, President-Elect, Vice President, Secretary, and Treasurer.

Section 2. The Nominating Committee shall be appointed by the President and announced at the May meeting. A former elected officer shall be named chairman of the committee. In addition, two members of the Steering Committee and two from the membership will be named by the committee. The committee will report a slate of officers for the upcoming year at the August meeting. Election of officers will take place at the September meeting. Nominations will be taken from the floor. Prior consent must be secured from all candidates.

- Section 3. The officers will be elected to serve for one year. Installation of officers shall be at the November meeting.
- Section 4. No member shall hold more than one office at a time. A nominee must have been a member for at least one year.
- Section 5. If the office of President becomes vacant, the President-Elect shall automatically become President for the remainder of the term. Any other vacancies shall be appointed by the Steering Committee.
- Section 6. The resignation of the President shall be submitted in writing to the Secretary, with verbal notification to the President-Elect and the Secretary. All organization records in the President's possession shall be transferred to the President-Elect or other member of the Steering Committee as soon as possible. The resignations of other elected officers shall be submitted in writing to the Secretary, with verbal notification to the President.

#### **Article VI – Duties of Officers**

- Section 1. The President shall preside at all meetings of the organization and the Steering Committee. In consultation with the other officers, the President shall appoint all committee chairmen and a special Audit Committee. The President shall be an ex-officio member of all committees except the Nominating Committee.
- Section 2. The President-Elect shall assist in such duties as the President may direct and shall serve in the absence of the President.
- Section 3. The Vice President shall serve in the President's and President-Elect's absence and shall keep a current list of membership, collect all membership dues and publish the yearbook for distribution at the January meeting.
- Section 4. The Secretary shall keep full and accurate records of the work and meetings of the organization and the Steering Committee recommendations at each meeting.
- Section 5. The Treasurer shall deposit all monies received and pay all bills approved in advance by the President. The Treasurer shall keep an accurate, itemized record of all receipts and expenditures in the format specified by the Steering Committee. The Treasurer shall present a financial report at each meeting.

#### **Article VII – Steering Committee**

- Section 1. The elected officers, the appointed chairmen of committees, and the immediate past president shall constitute the Steering Committee. The committee chairmen shall serve for a term corresponding to the President who appointed them.
- Section 2. The Steering Committee shall conduct the affairs of the organization. At the beginning of the year, the Steering Committee shall prepare an estimated budget for

the guidance of the organization for the year. The Steering Committee will meet upon the call of the President.

- Section 3. It shall be the responsibility of all officers and committee chairmen to attend the meetings of the Steering Committee and the organization, to present reports to the organization and to support the organization in its activities.
- Section 4. A majority of the Steering Committee members shall constitute a quorum.
- Section 5. At the October Steering Committee meeting, all Steering Committee members shall submit a written annual report to the President. The report shall cover the activities of the year, recommendations for continuing and improving projects and programs, and budget requests for the upcoming year.

#### **Article VIII – Standing Committees**

- Section 1. The Program Committee shall schedule and arrange all monthly meetings, programs, lectures by visiting quilt teachers and special programs.
- Section 2. The Workshop Committee shall schedule and arrange workshops and symposiums of interest to the membership and other committees.
- Section 3. The Community Education Committee shall promote the art of quilting throughout the community by coordinating education and demonstration activities. Critical needs of community service organizations shall be presented to the membership each year, and this committee, upon approval of the Steering Committee, shall be responsible for coordinating the guild's efforts to meet those needs.
- Section 4. The Publicity and the Public Relations Committee shall assume responsibility for promoting all activities of the organization through all appropriate media. The newsletter editor shall be an active member of the committee. All members shall assist in collecting and compiling items of interest for an informational mailing a minimum of four (4) times a year.
- Section 5. The Quilt Show Committee shall make all arrangements for any scheduled quilt show featuring the work of members and selected others.
- Section 6. The Raffle Quilt Committee shall design and coordinate the execution of the guild's raffle quilt.
- Section 7. The Challenge Committee shall establish the rules, coordinate group purchases of materials (if any), set the criteria for judging, and award prizes for the guild's annual challenge.
- Section 8. The Hospitality Committee shall be the welcoming committee and arrange for greeters and refreshments at each monthly meeting. The committee is also responsible for meeting setup and cleanup.

- Section 9. The Finance Committee shall promote and assume responsibility for funding and fund raising activities of the organization, including pin sales.
- Section 10. The History Committee shall be the keeper of historical, legal, and financial documents. It shall be the keeper of the yearly album of Guild activities. It shall assist the President in promoting member participation at the monthly meetings.
- Section 11. The Library Committee shall keep and control a selection of quilting books, magazines, and videos to be checked out by members. The chairman shall make recommendations to the Steering Committee as to the purchase of new media.
- Section 12. The Philanthropic Committee shall coordinate one major Guild sponsored activity for the year. It shall also have the responsibility to gather and disseminate information about philanthropic activities of groups within the Guild and individuals within the Guild.

#### **Article IX – Special Committees**

- Section 1. The Audit Committee shall consist of three members appointed by the President at the beginning of each year. The committee shall audit the financial records of the organization.
- Section 2. Such other committees, standing or special, shall be appointed by the President.

#### **Article X. – Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and other rules of order that the organization may adopt.

#### **Article XI – Amendment of Bylaws**

These bylaws can be amended at any regular meeting of the organization by a two-thirds vote of the members present, providing previous written notice has been given.

#### **Article XII – Distinguished Quilter Award**

This award is to be given to one who exemplifies Quilters Unlimited’s purpose of promoting knowledge of and interest in quilting and the art of quilting. This person must be an active participating member of the Guild.

#### **Article XIII - Audio-Visual Equipment Committee Chair**

The Audio-Visual Equipment Committee Chair shall arrange the set-up, use, and take-down of the audio-visual equipment required for meetings and Guild activities and ensure its proper handling, maintenance, and storage. The chairman shall make recommendations to the Steering Committee as to the purchases of necessary equipment.

## **QU Distinguished Quilter Guidelines**

The general guidelines for the Distinguished Quilter award are given in Article XII of the guild's by-laws on the preceding page. To answer the need for more specific but flexible guidelines, in 2007 a committee developed the following suggestions.

### **I. Distinguished Quilter Award Selection Committee**

As a function of the Steering Committee, each year the president will appoint a Distinguished Quilter Award Selection Committee composed of the president, president-elect, one Steering Committee member, and two previous Distinguished Quilter Award recipients (not necessarily Steering Committee members).

The DQA Selection Committee's duty will be to consider possible Distinguished Quilter Award recipients and accept suggestions from Steering Committee members. A written rationale should be prepared for each candidate by the nominator and presented to the DQA Selection Committee by the June Steering Committee meeting. The Selection Committee may present a name for approval at the September Steering Committee meeting. Extenuating circumstances could dictate a change in the suggested deadlines to an earlier or later time. A Distinguished Quilter need not be selected each year.

### **II. Committee Procedures for Nomination**

The DQA Selection Committee member nominating a candidate for Distinguished Quilter must present, in writing, a rationale summarizing information pertaining to the candidate's guild and community activities such as:

Guild Activities:

1. Years in Guild
2. Offices, committee chairs held
3. Programs, writing, other areas of expertise
4. Give examples of quilter's initiative and/or assuming of responsibility
5. Willingness to help with (1) routine tasks (2) unexpected needs
6. Areas of outstanding expertise – describe the quilt/expertise that best represents his/her talents

Community activities

1. Guild related community activities
2. Other quilting contributions in the community such as teaching classes, demonstrations, publicity, philanthropy, etc.

In completing this information the writer should be explicit as to how the candidate has distinguished herself/himself in support of Quilters Unlimited's goals and purposes.

### **III. Information about Distinguished Quilter**

After the Distinguished Quilter has been selected, the DQA Selection Committee should gather and prepare additional information such as:

Personal History: (These suggested personal history items would be of particular interest if related to quilting accomplishments)

- Family interest in quilting
- Education (for example, courses take in college or elsewhere)
- Past, present work experiences

Quilting skills:

- How DQ became interested in quilting
- Major influences on quilter - teachers, classes, workshops, conferences, books, magazines.
- Teaching or writing done be quilter
- Quilt shows, local and national, entered by quilter along with any awards.

The information gathered could be used for public relations purposes, articles, newsletters, etc., as well as for program presentation.

The above suggestions are general and should be adapted to the individual selected. It is suggested that DQ Award recipient be awarded a silver charm in recognition of outstanding contributions to quilting and Quilters Unlimited.

#### **IV. History of DQ Award**

The Steering Committee and Selection Committee should be aware of past award winners and some traditions that are useful to consider. [Include list of past winners and information such as this:] For several years after first Distinguished Quilter award was given to Grace Anderson in 1990, those honored were chosen by previous winners. Since then, the Guild has grown in numbers, and now the Steering Committee makes the decision. There is no requirement that the award be presented each year. Traditionally, efforts are made to keep the award a surprise to the recipient. Family members, who often come to witness the presentation, can provide useful personal information and assist in maintaining surprise and secrecy. Time is needed to plan the presentation and gift. The silver charm that was given to Linda Ricke in 2006 was made at Glasshoppers and can be duplicated. The charm features the guild's logo.