

**PIECED TOGETHER QUILTERS
BY-LAWS AND REGULATIONS**

ARTICLE I. Name

The name of this organization shall be PIECED TOGETHER QUILTERS, hereafter called "The Guild".

ARTICLE II. Object

Section 1. The object of this organization shall be to:

- a. Provide fellowship and to preserve the art of quilt making.
- b. Educate the members and public about quilting through activities including, but not restricted to, meetings, discussions, lectures, seminars and displays of quilts.
- c. Engage in charitable projects through quilt making.

Section 2.

- a. The Guild is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).
- b. No part of the net earnings of The Guild shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except that the Guild shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of The Guild shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and The Guild shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, The Guild shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) (by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section 3. The intention of The Guild's meetings, programs or services shall not be to provide advertisement for any profit-making business.

ARTICLE III. Members

Section 1. Membership in this organization is open to all individuals interested in the art of quilt making without regard to sex, race, creed, or national origin. Members are those individuals who pay annual dues.

Section 2. Annual dues of an amount specified by the officers and approved by the membership at the annual meeting, shall be payable in September. If dues are not paid promptly (by the last meeting in Oct.) the individual will be dropped from the membership roster. New members joining after February 1st shall pay one-half (1/2) the yearly rate. All others shall pay the full year rate.

Section 2a. A Newsletter membership is available for a \$5 yearly fee which entitles the member to the Newsletter only.

Section 3. Members shall receive a membership list, Newsletters, a copy of the By-Laws, a pattern for the Guild name tag, Guild pin and Guild Handbook. The membership list is for Guild use only and shall not be distributed outside of The Guild.

Section 4. All members are expected to participate in the activities of The Guild and follow the guidelines as listed in the Guild Handbook.

ARTICLE IV. Meetings

Section 1. Meetings are usually held 3 times a month. The 1st meeting of the month is generally the Business Meeting. Meeting time and place will be announced in The Guild Newsletter at least 2 weeks in advance.

Section 2. Guests shall be welcome to attend three meetings, following which they are asked if they wish to become active members.

Section 3. Special meetings shall be called by order of the President and/or The Board. Members shall be given two (2) weeks notice of special meetings.

Section 4. The Annual Meeting shall be held at the first meeting in May. At this time officers shall be elected, annual reports shall be given, and the annual budget shall be presented for membership approval.

The Guild's membership year shall be September 1 through August 31st. The Guild's fiscal year shall be July 1 through June 30th.

Section 5. A quorum for the purpose of transacting business shall be one-third (1/3) of the total membership (to closest whole number). A majority of the quorum is required to pass a vote.

ARTICLE V. Officers

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

Section 2. Elections shall take place at the first meeting in May. At this time additional nominations from the floor shall be entertained (with the nominee's consent). Election results shall be presented at this meeting.

Section 3. The President, Vice-President and Secretary shall be elected for a term of two (2) years by a majority of the membership. The Treasurer shall be elected for a term of 3 years by a majority of the membership. New officers begin their term July 1st. Unexpired terms shall be filled to their expiration date through appointment by the President with the approval of The Board.

Officers may not serve more than one (1) term in their elected office, but may serve in a different elected office consecutively.

Section 4. No person shall hold more than one office, committee chairmanship or combination concurrently except AD HOC Committees unless approved by The Board.

Section 5. The Officers shall hold at least one (1) joint meeting of newly elected and outgoing officers between elections in May and the last meeting in June.

Section 6. Officers of the Guild are authorized to meet as needed.

Section 7. The duties of the officers are defined as follows:

a. PRESIDENT

- presides at all Guild and Board meetings
- shall appoint Committee Chairpersons and AD HOC Committees with the advice and consent of The Board and serve as Ex-Officio member of all committees
- shall have the general powers and duties of management usual to the office

b. VICE-PRESIDENT

- shall, in the absence of the President, perform all duties of the President
- shall operate as Official Liaison from The Guild to outside organizations
- shall perform other duties as requested by the President

ARTICLE V. Officers (continued)

c. SECRETARY

- shall keep minutes of all Business and Board Meetings
- shall distribute copies of all minutes to the Officers and Newsletter Editor
- shall handle all general correspondence unless otherwise directed by the President
- in the absence of the Secretary, the President shall assign a Board Member to take minutes

d. TREASURER

- shall handle all funds and financial records of The Guild
- shall make a monthly report (including receipts and disbursements) to the membership
- shall perform other duties as requested by the President

ARTICLE VI. Executive Board

Section 1. The Executive Board (hereafter referred to as The Board) shall consist of Elected Officers and Standing Committee Chairpersons and Sub-Committee Members.

Section 2. The Executive Board shall be able to authorize the expenditure of Guild funds for non-budgeted items, not to exceed \$25.00 per item, \$100.00 per year.

Section 3. The Executive Board shall meet at least two times per year.

Section 4. Special meetings of The Board may be called at any time by the President or by any four (4) Board members. Such meetings shall be held with not less than two days' personal notice.

Section 5. A majority of the total members of The Board is required for a passing vote.

ARTICLE VII. Standing Committees

Section 1. Standing Committee Chairpersons may volunteer or be appointed by the President upon advice and approval of The Officers and shall become members of The Board. Responsibilities of Standing Committee Chairpersons and Sub-Committee members are detailed in The Guild Handbook. Sub-Committee members may volunteer or be invited to assist the Chairperson of each of the following Standing Committees.

- a. **PROGRAM CHAIRPERSON** - Shall be responsible for planning and carrying out the programs for the year. Sub-committees may be, but not limited to, Block of the Month, special projects, fabric swaps, focus groups.
- b. **MEMBERSHIP CHAIRPERSON** - Shall enroll new members and maintain accurate membership records and provide Guild members with the Guild Handbook and Membership List. Sub-Committees: Welcoming guests and new members, Telephone Chain, Handbook, New Membership Packet, Membership Drive.
- c. **SERVICE/CHARITY PROJECTS CHAIRPERSON(S)**: Shall be responsible for production and donation of charity quilts.
 - d. **HISTORIAN CHAIRPERSON**: Shall be responsible for documenting Guild activities.
 - e. **LIBRARIAN CHAIRPERSON**: Shall be responsible for organizing, distributing and collecting library materials.
 - f. **BASTING CHAIRPERSON**: Shall be responsible for maintaining the basting schedule.
- g. **SUNSHINE CHAIRPERSON**: Shall be responsible for sending correspondence to Guild members for illness, bereavement or special occasions.
- h. **RESOURCE TABLE/BULLETIN BOARD CHAIRPERSON**: Shall be responsible for collecting information for the Resource Table.

ARTICLE VII. Standing Committees (continued)

- i. **HOSPITALITY CHAIRPERSON(S)**: Shall be responsible for providing refreshments for the business meetings.
- j. **WEB PAGE CHAIRPERSON**: Shall be responsible for maintaining the PTQ Web page.
- k. **NEWSLETTER CHAIRPERSON** - Shall be responsible for publishing and distribution of The Guild Newsletter to members at least 5 times a year. Sub-Committees may be, but not limited to: Publicity, assistant/Co-Editors.
- l. **QUILT SHOW CHAIRPERSONS** (2 Chairpersons) - Shall be responsible for planning & coordinating the Quilt Show. Sub-committees related to the Quilt Show do not become members of the Executive Board.
- m. **RAFFLE QUILT CHAIRPERSON(S)**: Shall be responsible for planning all aspects related to the Raffle Quilt.

Section 2. AD HOC COMMITTEES

- a. Finance Committee
 - 1. Shall be appointed by The Board each April 1st, and shall consist of three (3) members, including the Treasurer.
 - 2. Shall prepare Annual Budget for membership approval at the Annual Meeting in May.
 - 3. The Annual Budget shall reflect restricted funds and their purpose. Restricted funds shall be characterized as monies allocated for use in a particular year as defined in the accepted budget.

b. AD HOD Committees

- Additional AD HOC committees shall be appointed by the President as deemed necessary to carry on the work of The Guild. AD HOC Committee Chairpersons shall serve for the length of the project.

c. Nominating committee

1. A Nominating Committee of at least four (4) members shall be appointed by the Officers at the first meeting in January of an election year, except for the year when only the Treasurer is being nominated. In that case, only 2 members are required.
2. Shall prepare a slate of officers to be presented to and voted on by the membership at the Annual Meeting in May.
3. Shall be responsible for the vote tally.
4. Members of the Nominating Committee are not eligible to be Officers of The Guild.

ARTICLE VIII. RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws. The Robert's Rules of Order shall be held by the Secretary.

ARTICLE IS. AMENDMENTS TO BY-LAWS

These By-Laws may be amended at any regular meeting of the organization by a majority vote of a quorum, provided that the amendment has been submitted in writing to the membership at least 10 days prior to being voted upon.

ARTICLE X. DISSOLUTION

Upon dissolution of this Guild, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code or shall be distributed to the Federal government or to a state or local government for a public purpose.

The amended PTQ By-Laws were voted upon and passed on October 28, 2009.