

DELECTABLE MOUNTAIN QUILTERS GUILD

Established January 1994



• P O Box 774383

• STEAMBOAT SPRINGS, COLORADO 80477

• WEBSITE: DMQG.ORG

Welcome to the Delectable Mountain Quilters Guild.

The purpose of the Guild is to preserve the tradition, culture, and history of quilting, and to promote the knowledge and understanding of the art of quilting through continuing education services for members and the public.

BYLAWS

MEMBERSHIP

Membership is open to anyone interested in the art of quilting.

MEETINGS

Meetings are held on the third Thursday of each month with the exception of November and December. The November meeting will be held the second Thursday. No meeting in December. Meetings usually consist of a short business meeting, followed by sharing by members and a guest speaker or program. "Sharing" is a valued part of our Guild. Whether you are a beginner or expert, we encourage you to bring finished works or projects in process for sharing. The policy of Delectable Mountain Quilters Guild is to enjoy rather than judge each other's work.

MEETING PLACE

Steamboat Springs Community Center

MEETING TIME

Come early to sign-in & visit doors open at 6:00 p.m.
The meeting will start at 6:30 p.m.

NAMETAGS

A tradition of the Guild is for members to “flaunt” a bit of their personality and favorite stitching techniques by wearing a “fabric” nametag. If you forget your nametag, you will be fined \$0.25 for a good cause - the hospitality fund

Article I—Name

The name of the organization shall be Delectable Mountain Quilters Guild.

Article II—Purpose

The purpose of the organization shall be a non-profit organization to promote good fellowship among persons interested in the art of quilting, to preserve the tradition, culture, and history of quilting and to promote the knowledge and understanding of the art of quilting through continuing education services for members and the public

Article III—Membership and Dues

Section 1 Members shall be persons interested in the art of quilting, believing in the purpose of this organization, willing to take an active part in the work of the organization, and paying annual dues as approved by the membership. Business memberships with dues in an annual amount approved by the membership are available to businesses interested in the art of quilting as stated above. Dues for the Guild shall be an amount determined by the membership for members under the age of 80 and business memberships would be assessed as approved by the membership.

- a. The fiscal year shall be from January 1st to December 31st.
- b. Members shall have fabric nametags and will donate \$0.25 to the hospitality fund if not worn at meetings.
- c. If the organization disbands or ceases to exist at any time in the future, all monies in the treasury, and raffle quilt treasury will be paid over to an organization which is exempt from income tax under Section 502(c)3 of the Internal Revenue Code.

Article IV—Officers and Their Duties

Section 1

- a. **The President** shall preside over all regular and executive meetings. The President shall be the chair of the Executive Board and shall have the power to call special meetings. Supervises the activities of the Guild, signs checks in the absence of the Treasurer, serves as the liaison with other organizations, coordinates with the Vice President in the selection of programs and meetings. Performs other duties related to the office of President.
- b. **The Vice President** shall preside in the absence of the President and shall take over the duties of the President if for any reason the Presidency is vacated. The Vice President shall arrange for monthly programs/speakers. Attend monthly board and general meetings. Advertise/promote all workshops for the coming year. The Vice President is usually expected to assume the office of President in the year following the V.P. service.
- c. **The Secretary** shall keep an accurate record of all regular and board meetings. The Secretary shall be responsible for reporting a summary of the meetings for the newsletter. The Secretary shall write “Thank-You” letters to each person who presents a program to the Guild. Maintains a file of reports as submitted by outgoing officers, standing and special committee chairpersons. Also handles the Guild correspondence.
- d. **The Treasurer**
The treasurer shall receive all monies of the organization and deposit these monies promptly in the bank selected by the Board, shall maintain the financial record for the guild, shall make regular reports to the Board, shall make disbursements as directed by the Board, shall prepare and submit a yearly budget, shall prepare and submit any tax forms required of the organization, issue a receipt for any money accepted upon request, shall validate receipt for all disbursements, and may sign checks. Bank statements will be sent to the President.

Financial Review: A financial review of the Guild finances shall be conducted annually, shortly after the end of the fiscal year, but no later than March 31st following the fiscal year end. A financial review shall also be conducted upon a change of treasurer and at the discretion of the board. The financial review shall be performed by a committee of at least two (2) and not more than three (3) Guild (non-Board) members appointed by the Board or by an independent CPA.

Article V—Executive Board

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and Committee Chairs. It shall conduct the routine business of the Guild and authorize expenditures not included in the budget. The Board shall be alert to all quilting activities (shows, exhibits, demonstrations, etc.) and inform the membership. The Board shall meet as often as necessary.

Article VI—Meetings and Elections

Section 1 The Guild shall consist of monthly meetings of the entire membership and special interest groups.

- a. Regular meetings shall be held at 6:30 p.m. on the third Thursday of the month, except November and December. The November meeting shall be held on the second Thursday when it interferes with Thanksgiving. There will be no meeting in December.
- b. It may be necessary to schedule a meeting on a night other than the regular meeting night.
- c. Should there be a guest speaker who charges a sizeable fee, it will be necessary to request a surcharge from members and guests attending.
- d. Workshops and retreats shall be offered at a nominal fee to the Membership. The presenter's fee shall be paid from the raffle quilt account until such time as the account funds are depleted. Non-members may attend workshops at an additional fee, if there is room. Retreats require payment of the membership fee. The presenter's contract should contain a cancellation clause, should an insufficient number

sign up for the workshop or retreat.

Section 2 Elections shall be by ballot unless there is only one candidate, in which case it shall be by voice vote.

- a. The board shall appoint a standing Nominating Committee consisting of a Chair and two members.
- b. The Nominating Committee shall submit a slate of officers and make their report at the September meeting through the newsletter prior to the October meeting.
- c. Officers shall be elected at the November meeting by a majority of members present.
- d. Nominations may be made from the floor providing the approval of the nominee has been secured prior to the nomination.

Section 3 Special interest groups may be formed by members to promote and stimulate interest in quilting and the fiber arts.

Article VII—Committee

Section 1 The following may be the committees of the Guild:

1. Publicity and Public Relations
2. Membership
3. Special Shows and Projects
4. Historian
5. Library
6. Nominating
7. Newsletter Editor/Website
8. Block of the Month
9. Opportunity Quilt
12. Morning Star Quilts
13. Hospitality
14. Festival of Trees
15. Secret Sisters
16. Spring Retreat
17. Fall Retreat
18. CQC Meeting
19. Trading Post
20. Budget

10. Raffle Quilt Designer

11. Raffle Quilt Games Manager

The duties and functions of these committees are set forth in the Standing Rules. Officers are elected at the November meeting. Committee Chairs are appointed by the President. Committees may consist of two or more members who volunteer or are selected by the Chair. The Chair shall keep records for succeeding committees and a record of the Committee's supplies and property, if applicable.

Section 2 Special committees may be appointed by the Board and shall serve until purpose of appointment has been fulfilled.

Article VIII - Amendments

These by-laws may be amended at any regular meeting of the Guild by at least a 2/3 majority of those at the meeting, provided that the amendment(s) has been submitted in writing to the Board and provided that the proposed amendment(s) has been communicated to all members of the Guild in the monthly newsletter or a special mailing. Any member may submit to the Board a written proposal to amend these by-laws. Voting will be done not later than two (2) meetings after the proposed change(s) is submitted. At the direction of either the Board or the members of the Guild, a committee may be formed to study and propose changes to these by-laws.

Results of all ballots shall be published in the newsletter.

Standing Rules

Standing Rules can be changed at monthly meetings by a majority vote of members present.

1. Dues for the Guild year shall be as approved by the members for members under the age of 80. Membership fee is waived for members 80 years of age and older.
2. Dues will not be pro-rated until the August meeting at which time they will be 1/2 of the annual fee for the remainder of the year.

3. The guest fee shall be \$3.00 per meeting plus speaker fee, if applicable (Article VI, Section 1-C).

4. Some specific duties of each committee are as follows:

a. Publicity and Public Relations publicize special meetings and act as a liaison between the Guild and the public.

b. Membership collects dues, keeps attendance, publishes the directory and distributes them to the members at the March meeting, collects \$0.25 from members

c. Historian collects pictures and news articles of Guild activities. The Guild will reimburse the Historian for supply expenses.

d. Nominating distributes a job checklist at the April meeting, prepares a listing of volunteers/nominees, conducts elections, and assigns members to committees.

e. Newsletter Editor prepares a newsletter to be mailed or notified by email to members prior to the monthly meeting.

f. Special Shows and Projects will organize sub-committees to plan special events undertaken by the Guild.

g. Block of the Month selects a design and prepares flyer with instructions for a block to be passed out at monthly meetings or published in the newsletter. At the meeting, the committee will collect all blocks, and preside over the drawing for that month's blocks.

h. Raffle Quilt Designer solicits from the membership ideas for the annual raffle quilt. From that, the committee selects 3 designs and submits those to the members at or before the May general meeting in the year preceding the raffle for a vote. Once the members have selected a design, the committee oversees construction of the raffle quilt. The raffle quilt shall be completed by the March general meeting of the raffle year.

i. Raffle Quilt Games Manager

1. Oversees the selling of raffle quilt tickets and collection of money. Money and expenses are given to the general Treasurer. A Location Coordinator may be appointed to arrange for ticket sales.
2. Shall apply for and hold valid Colorado Games Manager License. The application fee shall be paid from the Raffle Quilt account.
3. With the assistance of the Raffle Quilt Designer shall prepare a budget to be submitted to the Board for approval and published in the newsletter upon approval.

k. Morning Star Quilt collects and distributes baby/teen size quilts made and donated by members for the Morning Star Quilt Project.

l. Hospitality coordinates refreshments at the monthly Guild meeting.

m. Festival of Trees selects a theme and coordinates work sessions (to make ornaments) as well as coordinates the decorating of the Christmas tree through the Tread of Pioneers Museum.

n. Secret Sister collects and distributes questionnaires from members wishing to participate. Serves as Secret Sister drop-off/pick-up, thank-you note, gift delivery person(s).

o. Spring Retreat plans and coordinates location and activities associated with the retreat. No presenter involved.

p. Fall Retreat plans and coordinates location and activities associated with the retreat as well as selecting the presenter for the retreat and speaker for the October Guild meeting.

Presenters will be offered on odd number years.

q. CQC Meeting coordinates meeting, organizes the downtown quilt walk, quilt show and reception, and classes where applicable.

r. Trading Post decides which fabric color and or theme to be traded each month. Such as our 5” square exchange.

s. Budget shall consist of the Treasurer, immediate past Treasurer and a member at large. The Committee’s duty shall be to prepare a budget to be published in the February newsletter and submitted for approval at the March general meeting.

t. Website Editor is responsible for maintaining updated information on the website including posting the monthly news letter, current programs and all registration forms. The Website Editor will also be the administrative authority for the site provider, paying quarterly fees, assuring continuation of the domain name and integrity of the site.

u. Past President: is responsible for collecting blocks and making a quilt for the current president. A quilt pattern may be selected by the past president or as a group. Each president will receive one quilt for her entire term of office.

4. Each Officer and Committee Chair shall prepare a year-end report consisting of a brief overview of their activities including income and expenses which shall be kept as part of the permanent records for succeeding committee Chairs.