

Constitution and By-Laws of Turtle Creek Quilters

Article I: Name

- Section 1: The name of the organization shall be Turtle Creek Quilters.
- Section 2: The Turtle Creek Quilters shall be a nonprofit organization.

Article II: Goals

- Section 1: Provide a forum for exchange of methods, concerns, and innovations in the field of quilt making and teaching techniques.
- Section 2: Support charitable organizations, community service organizations, schools, and hospitals through the donation of quilted items and supplies.
- Section 3: Sponsor educational activities and workshops for the organization's members.
- Section 4: Stimulate renewed interest in and appreciation of quilting.

Article III: Membership

- Section 1: Individuals, upon payment of annual dues, shall be considered active members in good standing and shall receive membership lists, periodic newsletters, by-laws, and notice of all activities of the group.
- Section 2: Membership in this organization shall be open to all quilters or interested quilters in New Jersey or surrounding areas.
- Section 3: All active members are entitled to one vote.
- Section 4: Members must sign in to be recognized as an active voting member at meetings.
- Section 5: Guests are allowed one free meeting per year except for lectures/workshops which will have a minimum fee. If they wish to return, they must become a dues-paying member.

Article IV: Meetings

- Section 1: Meetings will be held from September through June.
- Section 2: Meetings are held on the third Sunday of each of these months, unless otherwise scheduled by a vote of the Executive Board.
- Section 3: The Executive Board shall meet monthly from September through June.
- Section 4: Change of meetings or notice of special meetings will be given in the newsletter, via e-mail, or verbally at least one month in-advance except for emergency cancellations.

Section 5: Only supervised minors, who have an active interest in quilting, are allowed at meetings when accompanied by an active member. All membership rules apply.

Article V: Dues

Section 1: Annual dues will be payable to the Membership Chair by the November meeting. Individuals not submitting dues by November shall be considered inactive. After the November meeting, inactive members will be removed from the Membership List along with all Distribution Lists and Communications.

Section 2: Members joining in the first half of the Guild year (September through January) pay full dues. Members joining in the second half of the Guild year (February through June) pay one-half the annual dues.

Section 3: Annual dues for minors shall be one-half the amount of regular dues; until the minor reaches his/her 18th birthday.

Section 4: Honorary members may be designated by the Executive Board. Honorary membership is good for the remainder of the Guild year. Honorary status may be renewed by the Executive Board at the September meeting. Honorary members shall be entitled to attend meetings and receive electronic distribution of guild communications at no cost, but are not eligible to vote.

Section 5: Upon recommendation by the Treasurer, changes in dues must be made by a majority vote of the Executive Board.

Section 6: Dues may be used for lectures, workshops, mailings, organizational expenses, purchase of materials/supplies used in carrying out the charitable and educational goals of the organization.

Section 7: Additional fees may be charged for special functions; workshops or speakers.

Article VI: Elections

Section 1: Officers of the organization shall be elected at the May meeting by the majority vote of the members present and shall serve for two years.

Section 2: The President and Vice President shall be elected in even years and the Secretary and Treasurer in odd years.

Section 3: There will be a nominating committee, consisting of three members appointed by the President in March for the elections in May.

Section 4: Additional nominations may be submitted to the President prior to the election meeting or may be made from the floor at the April meeting.

Section 5: Officers may succeed themselves for no more than 2 consecutive terms.

Section 6: Members will be notified of elections in the newsletter and at the April meeting.

- Section 7: In September the new officers will begin their term of service. Until that time, the outgoing officers and the newly elected officers will work in tandem to ensure a smooth and successful transition.
- Section 8: Majority vote consists of 51% of active members present at the regularly scheduled meeting.
- Section 9: If an office becomes vacant or an officer is unable to fulfill their duties as determined by the majority of the Executive Board, an election will take place within 2 meetings of the vacancy.

Article VII: Elected Officers

- Section 1: Officers of the guild will be President, Vice President, Treasurer and Secretary.
- Section 2: The officers and immediate Past President along with chairpersons of the various committees shall serve as the Executive Board of the Guild.
- Section 3: The duties of the Executive Board shall include, but not be limited to carrying out the policies, programs, and sound fiscal management of the Guild.
- Section 4: The Officers will be responsible for reviewing the by-laws every year. The Officers shall seek volunteers from the membership to serve as an ad-hoc By-Law Committee to review the by-laws every 3 years and propose revisions as needed.
- Section 5: The Executive Board can vote by themselves on all non-budgeted expenses \$250 or under. All non-budgeted expenses over \$250 must be voted on by the members.
- Section 6: The Executive Board Meetings are open to all members as observers. Members may address the Executive Board with advanced notice.
- Section 7: Duties of the President:
 1. Preside at all meetings of the Executive Board.
 2. Preside at all business meetings.
 3. Be a non-voting member of all standing committees.
 4. Coordinate access to the meeting facility.
- Section 8: Duties of Vice President:
 1. Assist President
 2. Serve in the absence of President, Secretary or Treasurer.
- Section 9: Duties of the Treasurer:
 1. Receive record and disburse all funding in a timely manner.
 2. Keep all financial records.
 3. Give Treasurer reports at each business meeting.
 4. Compile the annual financial report consisting of Budget vs. Actual income and expenses for the guild year that ends in June and publish in the September Newsletter.

5. Prepare draft budget sheet for current year and solicit data from the various committees by September. The proposed budget will be published in the September newsletter to be reviewed and voted on by members at the September meeting.
6. The voted budget will be published in the October newsletter.
7. Update bank signature authority (Treasurer & Vice President) as needed.
8. Accept receipts from Committee Members for reimbursement.
9. File Taxes.

- Section 10: Duties of the Secretary:
1. Serve as recording secretary at all meetings.
 2. Serve as corresponding secretary.
 3. Keep all written annual committee reports.

Article VIII: Committee Chairpersons

- Section 1: Committee Chairpersons shall serve the length of the project and may succeed themselves.
- Section 2: Committee Chairpersons shall provide appropriate information to be published in the monthly Newsletter.
- Section 3: Committees are voluntary only. Therefore, if a committee position becomes available and no one is willing to step-up to fill the position, the committee will become inactive until such time the position is filled.
- Section 4: If a committee consists of more than one member, those members will choose a chairperson.

Article IX: Committees

- Section 1:
1. Shall keep records of all their meetings and activities and provide an oral report to the Executive Board as needed.
 2. Committee Chairpersons create and submit yearly budget.
- Section 2: Program:
1. Set up workshops.
 2. Arrange for guest speakers.
 3. Arrange field trips.
 4. Give notice of future special events.
 5. Coordinate educational activities.
- Section 3: Hospitality:
1. Solicit volunteers to bring refreshments.
 2. Purchase supplies.
 3. Comply with kitchen facility rules.
 4. Coordinate Special Events (e.g. January Tea and June Ice Cream Social).
- Section 4: Newsletter:
1. Solicit input from Committees and members.

2. Compile and edit the newsletter.
3. Print, e-mail and mail the newsletter or special notices.
4. Maintain mailing lists.

Section 5: Fundraising:
Organize activities to support the educational and charitable purpose of the Guild. This includes, but is not limited to, the following individual sub-committees:

1. Raffle Baskets
2. Teacup Auction
3. Year End Auction

Section 6: Charity:

1. Organize activities to produce quilted items for donation to charitable organizations to fulfill the charitable purposes of the Guild.
2. Motivate members to participate in charitable projects.
3. Collect quilted items and distribute them to charitable organizations.
4. Receive all requests for donations.
5. Organize, collect, and distribute the Teddy Bear Quilts that are made and donated throughout the Guild year.

Section 7: Membership:

1. Collect dues and issue membership cards.
2. Print membership list as needed.
3. Disburse collected dues to the Treasurer.
4. Update and distribute membership information list.
5. Give informational package (pin, name tag instructions, by-laws) to new members.
6. Collect new member information (name, address, phone #, email address, etc.), promptly update the membership list and distribute to the Guild.

Section 8: Nomination:

1. Nominate a slate of officers.
2. Present the slate of nominees to the members at the April meeting.

Section 9: Greeter:

1. Setup table at entrance with:
 - a. any printed material needing distribution,
 - b. sign-in sheets,
 - c. paper name tags for guests, and
 - d. paper name tags for any member who forgot their name tag, collect fee and disburse the collected monies to the treasurer.
2. Coordinate the sale and distribution of the raffle tickets for the monthly baskets (when needed), announce the collected amount to the members at the monthly meetings and disburse the collected monies to the treasurer.
3. If applicable, collect fees from non-members for guest speakers and disburse the collected monies to the treasurer.

Section 10: Sunshine and Shadows:

1. Obtain and send appropriate cards to members as needed.
2. Encourage members to provide information.

Section 11: Website

1. Maintain and update the Turtle Creek Quilters website to reflect the most current information and photos.
2. Respond to all email inquiries.

Article X: Amendments to the Constitution

Amendments to the Constitution may be made by a majority vote of those attending a regularly scheduled meeting. The amendments shall be recorded, including the date adopted and the names of the officers.