

CONSTITUTION AND BY-LAWS

Last Revised September, 2006

CONSTITUTION

ARTICLE I - NAME

The official title of the organization shall be "The Peninsula Piecemakers Quilt Guild," commonly known as "Peninsula Piecemakers."

ARTICLE II - PURPOSE

The purpose of the PENINSULA PIECEMAKERS QUILT GUILD shall be:

- (1) to promote interest in the heritage and art of quilting,
- (2) to promote companionship among fellow quilters,
- (3) to promote the knowledge and understanding of the art of quilting through continuing education services for members and
- (4) to present educational activities for the public.

ARTICLE III - MEMBERSHIP

- (1) Membership in this organization shall be open to any person who is interested in the art of quilting.
- (2) Membership shall be granted to an applicant after completion of application and payment of dues prescribed by the Guild.
- (3) Children between the age of 12 and 18 may join at three-fourths (3/4ths) the current dues rate AND must be accompanied at all guild functions by a responsible adult who is a paying member. No child under the age of 12 shall attend any guild meetings. (As amended September, 2005.)

ARTICLE IV - OFFICERS AND THEIR ELECTION

The executive officers of the guild shall be President, Vice-President, Secretary, Treasurer. The chapter officers shall be Coordinator, Secretary, and Treasurer. The officers shall be elected annually at the May chapter meetings. Absentee ballots may be mailed to the Nominating Committee Chairperson. They must be received at least forty-eight (48) hours prior to the second May Chapter meeting. The term of office shall begin in June. No member shall be eligible to serve more than two (2) consecutive terms in the same office. In the event of a vacant position, the Executive Board may appoint a person qualified to fill such a vacancy.

ARTICLE V – ORGANIZATION OF THE GUILD

PPQG authorizes the formation of two (2) chapters of the guild to accommodate the schedules of its members. Each chapter is authorized to appoint committees and solicit volunteers to plan and execute activities and programs for the guild.

BY-LAWS

ARTICLE I - THE EXECUTIVE BOARD AND CHAPTER BOARD

(1) THE EXECUTIVE BOARD

- (a) The Executive Board shall be composed of the President, Vice-President, Secretary, Treasurer, and Chapter Coordinators, Secretaries and Treasurers.
- (b) The Executive Board shall conduct the routine business of the Guild.
- (c) Members of the Executive Board shall act only in an official capacity and shall not take any action or assume responsibility as individuals.

- (d) The Executive Board shall meet on the call of the President or on call of any two (2) officers.
- (e) The Executive Board shall make an annual report to the membership at the May meeting. Written recommendations and report from each officer/committee chairman shall be filed with the Executive Secretary summarizing the year's activities.

(2) THE CHAPTER BOARDS

- (a) Each Chapter Board shall be composed of Coordinator, Secretary, Treasurer, and such committee chairpersons as deemed necessary by the Chapter Coordinator.
- (b) The Chapter Board shall conduct the routine business of the Chapter.
- (c) Members of the Chapter Board shall act only in an official capacity and shall not take any action or assume responsibility as individuals.
- (d) The Chapter Board shall meet on the call of the Chapter Coordinator or on call of any two (2) chapter officers.

ARTICLE II - DUTIES OF OFFICERS

(1) PRESIDENT

- (a) The President shall preside at all meetings of the Executive Board.
- (b) Shall be an ex-officio member of and appoint all Guild Standing Committee Chairpersons and other positions as required with the approval of the Executive Board.
- (c) Shall be an ex-officio member of all Guild committees.

(2) VICE PRESIDENT

- (a) The Vice president shall assume all of the duties of the president in her/his absence.
- (b) Will serve as coordinator for special guild events (i.e., symposium and quilt show).
- (c) Is the coordinator of the Guild and Chapter program committees.

(3) EXECUTIVE SECRETARY

- (a) The Executive Secretary will keep accurate record of proceedings and attendance of all Executive Board meetings.
- (b) Handles all correspondence not connected with Chapters.
- (c) All records, except those specifically assigned to others, are in the Executive Secretary's custody.

(4) EXECUTIVE TREASURER

- (a) The Executive Treasurer keeps accurate financial records and disbursements and serve as custodian of all Guild funds.
- (b) Makes payments in accordance with the budget. Expenses not provided for in the budget are paid upon order of the Executive Board.
- (c) Presents a written report at each Executive Board meeting. Monthly report will also be supplied to Newsletter Editor for publication in monthly newsletter.
- (d) Presents an annual report at the end of the Guild year (May).
- (e) Closes books by May 31 and submits them for audit. Files annual IRS report after end of term to retain tax-exempt status.
- (f) Serves as Chairperson of the Budget Committee.

(5) CHAPTER COORDINATOR

- (a) The Chapter Coordinator presides at Chapter meetings and Chapter Board meetings.
- (b) Serves as a member of the Executive Board.
- (c) Serves as ex-officio member of chapter committees.
- (d) Appoints committees as deemed necessary.

(6) CHAPTER SECRETARY

- (a) The Chapter Secretary maintains accurate record of Chapter meetings and Chapter Board meetings.
- (b) Handles Chapter correspondence, including notes of appreciation.
- (c) Provides summary minutes to Newsletter editor.
- (d) Files all Chapter minutes with Executive Secretary.
- (e) Serves as a member of Executive Board.

(7) CHAPTER TREASURER

- (a) The Chapter Treasurer collects all Chapter dues and forwards to Executive Treasurer.
- (b) Maintains Chapter financial and membership records.
- (c) Disburses Chapter funds.
- (d) Files all financial reports with Executive Treasurer.
- (e) Serves as a member of the Executive Board and budget committee.

ARTICLE III - STANDING COMMITTEE AND APPOINTED POSITIONS

- (1) There shall be the following standing committees and/or appointed positions at the Guild and Chapter levels.
 - GUILD:** Properties Custodian, Special Projects Chairperson, Special Events Chairperson Membership Coordinator, Newsletter Editor and others as needed.
 - CHAPTER:** Program Chairperson , Workshop Chairperson and Librarian.
- (2) The chairperson of each standing committee or appointed position shall file a written report of the activities and recommendation of the committee/activity to the membership of the Guild annually.
- (3) All activities involving the transfer or requests of funds shall be reported monthly on the prescribed form (s).
- (4) Appointed and volunteer positions will run from September 1 to August 31.

ARTICLE IV - MEETINGS

- (1) All Chapters will meet at least once a month, unless otherwise deemed by the Board.
- (2) The members present at a **Chapter** meeting shall constitute a quorum.
- (3) Committee meetings shall be at the call of the committee chairman who shall make a record of such meeting as part of the normal report.

ARTICLE V - DUES AND FINANCIAL POLICY

Annual dues shall be set by the vote of the general membership and payable each September. If the dues are not paid by September 30, the member shall be dropped from the roster. Members joining after March 1 shall be assessed half the annual dues. Membership dues are non-refundable. Guests, not to include anyone under the age of 12, are welcome to attend their first meeting free. They are encouraged to become a member at their second meeting.

ARTICLE VI - ELECTIONS

The nominating committee chairperson and committee shall be appointed by the Executive Board at the February board meeting. The committee shall consist of at least two members from each Chapter. The committee shall submit a slate of officers in April and publish the slate in the April and May Newsletters. Nominations made by the general membership will be received at the April meeting. Elections will take place during the May meetings by a show of hands unless a ballot is requested. Absentee ballots may be mailed to the Nominating Committee Chairperson. They must be received at least forty-eight (48) hours prior to the second May Chapter meeting. Elected officers will begin term at the June meeting.

ARTICLE VII - AMENDMENTS

- (1) The Constitution and By-Laws may be amended by a majority of the members present at ALL Chapter meetings during the month announced for the vote on changes.
- (2) The proposed changes shall be presented to all members in writing at least thirty (30) days in advance.
- (3) A time of discussion will be provided.
- (4) Amendments shall be effective upon adjournment of the meeting at which they were adopted, unless a different effective date is included in the revision.

ARTICLE VIII - DISSOLUTION

- (1) The Guild shall be dissolved upon approval by more than two-thirds of all the votes cast on the proposal to dissolve at a meeting of the members at which a quorum is present. Notice of such a meeting must be given not less than twenty-five (25) nor more than sixty (60) days before such meeting.
- (2) Upon dissolution of The Peninsula Piecemakers Quilt Guild, the Executive Board shall dispose of all assets of the Guild in such manner to such organizations operated exclusively for charitable or educational purpose as shall qualify at the time as exempt organizations under guidelines of the Internal Revenue Code.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern all proceedings whenever applicable.

CHAPTER WORKSHOP GUIDELINES

All workshops will pay for themselves. Fees will be negotiable depending on workshop costs. For a regular workshop, fees will be as follows:

- ◆ Up to 3 hours - \$40 pay to instructor, \$7 to take the workshop.
- ◆ 3-6 hours - \$60 to pay instructor, \$10 to take the workshop.

If negotiated fees are more than \$60 for the teacher, these must be covered by the fee collected for that workshop. Special workshops by nationally-known teachers (such as Lynn Graves or Ami Simms) will be handled by the Vice President. In order to receive a refund for withdrawal from a workshop, you must cancel three (3) weeks prior to the workshop. Don't forget to wear your guild nametag

GLOSSARY OF TERMS

BEE - Small groups get together for quilting fun and friendship. These are usually organized by geographic areas. See the Vice President for information on how to join.

BLOCK OF THE MONTH - Patterns are printed in the newsletter each month. Make the block according to the directions using the colors designated. Blocks are due the following month (e.g., the pattern you receive in the January newsletter will be due in February.) Turn your completed block(s) in at either chapter meeting. A drawing is held and the blocks are given to the winner. Please use good quality, 100% cotton fabrics, and remember to always remove the selvages.

BORDER EXCHANGE - The participant makes a center square for her quilt. The square and any fabric the maker wants used in the borders is placed in a brown paper bag. At the meeting the bags are exchanged, keeping secret the owner's identity. The person who receives the block adds a border, using fabric from her/his stash and any the owner provided, and brings it back in the bag each month. It is exchanged a designated number of times. Each border is different and predetermined in the original instructions. Finally the finished quilt top is returned to the owner.

CHARM SQUARE EXCHANGE - Those wishing to exchange charm squares prepare 12 six-inch squares of prewashed, 100% cotton theme fabric of the month. (Remove selvages.) The squares are placed in a plastic bag with the owner's name on it. The bag is given to the Charm Square committee at the beginning of the meeting and the squares are swapped. At the break, the bags are returned to their owners with an assortment of different fabric squares.

CHALLENGE - In December or January of each year the committee issues a challenge to members to make a quilt or other article. The committee sets the rules each year. The challenge may be to use a certain fabric which the committee has selected, or to use a certain pattern, or to follow a certain theme. The finished quilts and other articles are brought in to the September (subject to change) meeting and after voting, awards are made.

FALL FESTIVAL AND OTHER LOCAL EVENTS - Community sponsored events where we have displays of quilts and demonstrate quilting. We need lots of volunteers to visit with the people, show them how to quilt, and to sell raffle tickets for our current (where applicable) raffle quilt.

FAT QUARTER EXCHANGE - A fat quarter is a half yard of fabric that has been cut vertically into two pieces approximately 18" x 22". The fabric is then folded, rolled and tied. Fat quarters can be purchased already rolled and tied at local quilt shops. There are two ways the exchange can be conducted: (1) You bring in your fat quarter(s) at the beginning of the meeting and at the break you select a fat quarter for each one you brought in (i.e. if you bring two, you select two to take home) or (2) the fat quarters are collected and drawings are held to select the winner(s) who get the fabric.

FRIENDSHIP BLOCKS - This is a fun way to get blocks for a sampler quilt. Those who wish to participate bring in a fat eighth for each block they want to get back (i.e., if you want 6 blocks, you bring 6 fat eighths). A fat eighth is made by cutting a fat quarter in half and measures approximately 11"x18". If you have any special instructions, for example "No yellow" or if you have other fabric you want used in the block, roll it inside the fat eighth. The fat eighths are turned in at the beginning of the meeting and at the break you select one for each one you turned in. You then have several months to make the block(s) of your choice with this fabric. In the designated month the blocks are brought in and you get the ones with your fabric back. Some exchanges sign the finished block with their names, some do not.

GREETER - Please sign in at the meeting entrance and pick up a door prize ticket. Be sure to wear your Guild name tag or pay a 50 cent fine.

HOLIDAY MYSTERY – In August, those wishing to make the Holiday Mystery quilt sign up and pay a small fee. The directions are then given out in September, October and November. The participants don't know what the finished quilt will look like until they complete it. The quilts are brought in to the December meeting for all to see and enjoy.

LIBRARY - The Guild has over 200 quilting-related books divided into two libraries: Red Dot and Blue Dot. This refers to the color of the dot on the book cover. The libraries are rotated every six months between the chapters. You may borrow two books per month if you have no outstanding books or fines. Please write your name, member number, and the date DUE (month/year) on the card in the pocket inside the book cover. Books must be returned to the same chapter meeting you borrowed them from (i.e., red dot day cannot be returned to blue dot night). The fine for overdue books is \$1 per month per book. Donations of books are gladly received. To provide maximum availability to members, books can be renewed only once. This must be done in person at the meeting with book in hand. You may request a book be placed on hold for you. Members are responsible for the replacement cost of lost or damaged books.

ORNAMENT EXCHANGE - Handmade Holiday ornaments are exchanged at the December meetings. Ornaments may be purchased, but they must be handmade. To participate, wrap your ornament and bring it to the meeting. At the break, the ornaments will be exchanged according to the way the Program Chairperson has decided.

QUILT SHOW - At intervals (usually biannually) the Guild sponsors and organizes a display of quilts made by our members, members of other guilds, heirloom quilts and award winning quilts. This is open to the general public for a nominal fee.

RAFFLE QUILT - The raffle quilt is designed by a committee and the blocks are pieced, assembled and quilted by volunteers. We sell raffle tickets to raise money for Guild projects. The quilt is usually raffled at a symposium or quilt show.

RECYCLE TABLE - Have magazines or books you no longer want, fabric you aren't going to use, quilt patterns or other items you need to clear out to make more room for your fabric stash? Put them on the Recycle Table. Don't forget to look over the great things you'll find there.

SILENT AUCTION - The yearly silent auction is a way for the chapter to raise money. Members donate quilting-related items as well as finished projects, UFOs, etc. A bid sheet is placed with each item and bidder writes his/her membership number and the bid on the sheet. The next person writes his/her bid beneath the first one. There is a predetermined minimum amount (usually 25 or 50 cents) the bid must be raised. At the end of the auction time, the highest bidder purchases the article.

SPECIAL PROJECTS - Every year the Guild has a special project where quilts or related items are made to benefit various community organizations. The committee researches the community needs and presents them to the Guild. The membership votes on which project we'll work on.

SYMPOSIUM - At intervals, the Guild sponsors and organizes an event composed of classes, vendors mart, lectures, and a fashion show. Usually a nationally-known instructor is brought in to lecture and give a class. Our own talented members provide instruction and a chance to learn new things and meet other quilters.