

Bylaws of the Kingwood Area Quilt Guild A Non-Profit Corporation Kingwood, Texas

Restated and Approved for adoption September 1, 2013 and September 1, 2015

ARTICLE I – NAME

The name of this organization shall be the Kingwood Area Quilt Guild, hereinafter Guild.

ARTICLE II – PURPOSE

Section 1 - The Guild is organized and will be operated primarily for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or the corresponding provision or provisions of any subsequent United States revenue law.

Section 2 - The purpose of this Guild shall be to preserve the heritage of quilting, to promote the knowledge and understanding of all aspects of quilting, and to provide opportunities of continuing education among those interested in the art of quilting, and to provide items for charity.

ARTICLE III - MEMBERSHIP

Section 1 - Membership is open to any individual.

Section 2 - The Corporation shall have four classes of members. The designation of such classes and the qualification and rights of the members of such classes shall be as follows:

- 1. Active Members:** An active member shall be entitled to one vote on each matter submitted to a vote and shall be allowed to introduce motions for discussion on any issue placed before the Board of Directors or Guild.
- 2. Junior Members:** A junior member is a reduced rate dues-paying member, 17 years of age or under, with no voting rights. A Junior Member must be accompanied by an active member when participating in any Guild activity.
- 3. Lifetime Member:** Upon recommendation to the board, Lifetime Membership may be conferred upon an individual in recognition of his or her contribution to the Guild and the art of quilting. Members may make nominations for Lifetime membership to the President of the Guild in August. Membership dues are waived for Lifetime members and he or she has all the same rights as an active member. They must have been a member of the Guild for at least 10 years.
- 4. Business Members:** A business membership is to be held in the name of the business, shall not be representative of any individual person, and shall have no voting rights.

Section 3 - The amount of annual dues shall be determined by a recommendation of the Board of Directors, subject to a vote of the active members at a general meeting.

Section 4 - Membership in this corporation is not transferable, and dues are not refundable.

Section 5 - Fiscal year begins September 1. Members whose dues are not paid by October 1 shall be automatically dropped from membership in the Guild with their voting rights suspended.

ARTICLE IV - MEETINGS

Section 1 - General meetings of the members of the Guild shall be held each month (unless otherwise ordered by the Guild or by the Board of Directors) for the purpose of transacting any business that may properly come before the meeting. Such meetings shall be at the place and time designated by the Guild President, Board of Directors or by the majority vote of the Guild members present at the preceding regular meeting.

Section 2 - The regular meeting in August shall be known as the annual meeting and shall be for the purpose of electing officers and for any other business that may arise.

Section 3 - Special meetings may be called by the President or by the Board of Directors or may be called by the written request of at least ten percent (10%) of the active members of the Guild. The purpose of the meeting, location, date, and time shall be stated in the request. Except in cases of emergency, at least ten (10) days' notice shall be given to all active members by e-mail or an alternative method of communication if necessary.

Section 4 - A quorum shall be twenty-five percent (25%) of the active members as determined by the Vice President of Membership. If a quorum is not present at any meeting of members, no business shall be conducted, except that a majority of the members present may adjourn the meeting.

Section 5 - The President votes only to break a tie.

ARTICLE V – BOARD OF DIRECTORS

Section 1 - The Board of Directors shall be composed of the following nine (9)-voting elected officers, President, Vice President Membership, Assistant Vice President Programs and Workshops #1, Assistant Vice President Programs and Workshops #2, Director of Communications, Director of Community Service, Treasurer, Recording Secretary, and Representative-at-large. The Board of Directors shall have authority to manage the affairs of the Guild in a manner consistent with the policies of the Guild as outlined in the Articles of Incorporation and these bylaws.

Section 2 - The Board of Directors shall serve a one-year term being elected at the August annual meeting by the active membership.

Section 3 - The Board of Directors meeting will be held monthly at a time and place designated by the President.

Section 4 - Special meetings may be called by the President or upon the written request of three (3) members of the Board of Directors. The person(s) calling such meeting shall designate the time and place of such meeting and shall provide at least three (3) days' notice by e-mail or an alternative method of communication as necessary.

Section 5 - Five (5) members of the Boards of Directors shall constitute a quorum. In the event of a quorum not being present, the Board of Directors present may adjourn the meeting without further notice.

Section 6 - Minutes of the Board of Directors meetings will be published on the web 40 days after the meeting once approved for accuracy.

Section 7 - There will be no voting by proxy.

See Article VI for compensation (Sec. 2), vacancy (Sec. 7), and removal (Sec. 8).

ARTICLE VI – BOARD OF DIRECTORS MEMBERS

Section 1 - The Board of directors of the Guild shall be President, Vice President of Membership, Assistant Vice President of Programs and Workshops #1, Assistant Vice President of Programs and Workshops #2, Director of Communications, Director of Community Service, Treasurer, Recording Secretary, and Representative-at-large. The Board shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Guild. All Board members shall be active members of the Guild.

Section 2 – The Board, as such, shall not receive any compensation for performing their duties as Board members of the Guild.

Section 3 -The Nominating Committee shall prepare and present a slate of officers consisting of one candidate for each elected office in the July edition of the newsletter and at the July regular meeting. At the regular August meeting additional nominations for any office may be submitted by Guild members provided the nominee has agreed to serve in that capacity. The chairman of the nominating committee shall preside over the voting process at the August Meeting.

Section 4 - The Board shall be elected at the August meeting by the members present to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which he or she is elected.

Section 5 - No member shall hold more than one elected office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 6 - Term Limits: Elected Board members may serve for two (2) consecutive years in the same office. Term Limits for the Treasurer may be exempted by the Board of Directors. Any officer filling an unexpired term may serve for two (2) full years in that office after the completion of the partial year in which he/she took office.

Section 7 - A vacancy in the office of President shall be filled by the Vice President of Membership. Vacancies in any existing office other than the President shall be filled by a majority vote of the remaining Elected Board members. A Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor.

Section 8 - Any Board member may be removed by the unanimous vote of the remaining members of the Elected Board and by a two-thirds vote of the members present at the next regular meeting whenever, in their judgment, the best interests of the Guild would be served.

ARTICLE VII - DUTIES OF BOARD OF DIRECTORS

Section 1 - The **President** shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He or she shall preside at all meetings of the corporation and Board of Directors. He or she shall approve all committee chairmen and be an ex-officio member of all committees,

except the Nominating and Audit committee. The President shall approve an active member to fill any committee chairman vacancy. The President shall sign, with the Recording Secretary or other appropriate officer of the Guild authorized by the Board of Directors, any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the Guild. The President shall be bonded along with the Treasurer and 1st Vice President to sign Guild checks and handle banking matters as needed. He or she shall maintain proper records (notebook, thumb drives) to be transferred to their successor by September 1st of each year. In addition, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The following committees and chairman will be appointed, approved and report into the President; Auction/Quilt Show Chairman, Nominating Committee, Audit Committee, Retreat Chairman, Donation Quilt Committee, and Parliamentarian.

Section 2 - The Vice President of Membership shall act in the absence of the President. In case of resignation or permanent absence of the President, the Vice President of Membership shall assume the office of the President until the term of office expires and have all the powers of and be subject to all the restrictions upon the President. The Vice President of Membership will be bonded along with the President and Treasurer to sign Guild checks and handle banking matters as needed. It shall be the responsibility of the Vice President of Membership to see that all members pay dues and receive membership cards; to give the dues to the Treasurer, and to notify the Newsletter Editor of the member's name and address. The Vice President of Membership shall provide a directory and active member's access to it in the member's only section of the website. He or she shall maintain proper records (notebook, thumb drives) to be transferred to their successor by September 1st of each year. The Vice President of Membership shall perform such other duties as from time to time may be assigned to them by the President or the Board of Directors. The Vice President of Membership will appoint with President's approval and coordinate communication to the officers for the following committee chairmen: Bee Keeper, Lottery Block, Block of the Month, and Show and Tell.

Section 3 - The Assistant Vice President Programs and Workshops #1 in conjunction with the Assistant Vice President of Workshops #2 shall be responsible for coordinating, arranging travel, determining the price of the workshop, and following up on programs and workshops throughout the fiscal year. In particular, the Assistant Vice Presidents of Programs and Workshops shall coordinate advance notice of such programs and workshops for the Newsletter and Web. They will plan and secure with a written contract, programs for the next fiscal year along with the budget to submit to the President for approval. They will submit a reimbursement form along with the speaker contract, bill, travel expenses and W-9 form to the Treasurer each month. In the absence of the President and 1st Vice President, he or she shall call the meeting to order and preside. He or she shall maintain proper records (notebook, thumb drive) to be transferred to their successor by September 1st of each year. The Assistant Vice President of Programs and

Workshops #1 shall perform such other duties as from time to time may be assigned to them by the President or the Board of Directors. The Assistant Vice President of Programs and Workshops #1 will appoint with the President's approval and coordinate communication to the officers for the following committee chairmen: Facilities Chairman, Holiday Party, and Activities Chairman.

Section 4 - The Assistant Vice President of Programs and Workshops #2 in conjunction with the Assistant Vice President of Programs and Workshop #1, shall be responsible for coordinating, arranging travel, determining the price of the workshop, and following up on programs and workshops throughout the fiscal year. In particular, the Assistant Vice Presidents of Programs and Workshops shall coordinate advance notice of such programs and workshops for the Newsletter and Web. They will plan and secure with a written contract, programs for the next fiscal year along with the budget to submit to the President for approval. They will submit a reimbursement form along with the speaker contract, bill, travel expenses and W-9 form to the Treasurer each month. He or she shall maintain proper records (notebook, thumb drive) to be transferred to their successor by September 1st of each year. The Assistant Vice President of Programs and Workshop#2 shall perform such other duties as from time to time may be assigned to them by the President or the Board of Directors.

Section 5 – The Director of Communications shall be responsible for all Guild communications and the publicity of the activities/fundraising programs for the Guild including monthly communication about upcoming programs and events to media outlets, membership of Guild and community. He or she will also prepare any contract with media or newspapers as needed. He or she shall prepare Guild publicity to distribute to area quilt stores and special interest groups. Coordinate publicity for Auction and Quilt Show. Review and edit Newsletter and Web for publication to members before final approval from the President. Maintain and track advertising income and schedule of ads and coordinate with both Newsletter and Website. He or she shall maintain proper records (notebook, thumb drive) to be transferred to their successor by September 1st of each year. The Director of Communications shall perform such other duties as from time to time may be assigned to them by the President or the Board of Directors. The Director of Communications will appoint with President's approval and coordinate communication to the officers for the following committee chairmen: Newsletter, Website, and Historian/Photography.

Section 6 – The Director of Community Service/Education shall be the liaison between the Guild and the community to promote the art of quilting. He or she will work with schools, at community events, and with any group that would like to learn about quilting and its heritage. He or she will coordinate kits for use in community education. They shall prepare demonstrations and lectures as required to meet the needs of the group and be age appropriate for the group learning about quilting. He or she shall select an appropriate book to be donated to each of the Elementary schools in Humble ISD as well as other area school districts as elected yearly. They will be responsible for coordination and evaluation of annual scholarships given by the Guild. They will work with the scholarship committee to ensure that guidelines are followed in evaluation of monies

given. He or she shall maintain proper records (notebook, thumb drive) to be transferred to their successor by September 1st of each year. The Director of Community Service/Education shall perform such other duties as from time to time may be assigned to them by the President or the Board of Directors. The Director of Community Service/Education will appoint with President's approval and coordinate communication to the officers for the following committee chairmen: Community Outreach, Scholarship committee.

Section 7 - The **Treasurer** shall be bonded and have charge and custody of and be responsible for, all funds and securities of the Guild. The Treasurer shall be accountable for recording all expenditures and income for Guild functions and activities; pay all authorized obligations and deposit all such monies in the Guild bank accounts. The Treasurer shall submit a monthly financial statement to the Board of Directors and publish in the Newsletter a quarterly financial report. The Treasurer shall submit the financial records for an annual audit and prepare the annual reports for tax return and IRS form 990's for the Federal Government. The Treasurer shall prepare a budget for the incoming Board of Directors with the assistance of the incoming Treasurer and President and the outgoing President in September. He or she shall maintain proper records (notebook, thumb drive) to be transferred to their successor by September 1st each year. The Treasurer shall perform such other duties as from time to time may be assigned by the President or the Board of Directors. The Treasurer will appoint with the President's approval and coordinate communication to the officers for the following committee chairmen: Traveling Donation Quilt Chairman, Retail Sales, and Door Prizes.

Section 8 - The **Recording Secretary** shall keep the minutes of the general meetings, and the meetings of the Board of Directors; give all notices in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and the seal of the Guild, maintain record book(s) in which the bylaws, policies, committee reports, and minutes are entered with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting. He or she shall maintain proper records (notebook, thumb drive) to transfer to their successor by September 1st of each year. The Recording Secretary shall perform such other duties as from time to time may be assigned to them by the President or the Board of Directors. The Recording Secretary will appoint and coordinate communication to the officers for the following committee chairmen: Librarian.

Section 9- The **Representative-at-Large** shall act as the liaison to the Board of Directors, presenting membership concerns in an objective manner. He or she will greet guests and members at the door and maintain the name tags for meetings. The Representative-at-Large will send cards to members as needed and give members information for publication in the newsletter of Sunshine and Shadows. He or she shall maintain proper records (notebook, thumb drive) to transfer to their successor by September 1st of each year. The Representative-at-Large shall perform such other duties as from time to time may be assigned to them by the President or the Board of Directors. The Representative-at-large will appoint and coordinate communication to the officers for the following committee chairmen: Refreshments.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Section 1 - The rules contained in the most current edition of Robert's Rules of Order shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Guild may adopt.

ARTICLE IX - AMENDMENT OF BYLAWS

Section 1 - These Bylaws may be amended at any regular meeting of the Guild by a two-thirds vote of the members present, provided the requirements for a quorum have been met and the amendment has been made available to the general membership thirty (30) days prior to the vote.

Section 2 - Changes to the Bylaws may be proposed by the General Membership or the Board of Directors.

ARTICLE X - REPEAL OF BYLAWS

Section 1 - These Bylaws become effective 9-1-2013 upon adoption by the general membership at which time all previous Bylaws are repealed.

ARTICLE XI – INDEMNITY

Section 1 – To the extent permitted by law, every person who is or was a board member, employee or committee member of the Guild shall have a right to be indemnified by the Guild against all reasonable action, suit, or proceeding in which she or he may become involved as a party or otherwise by reason of her or his being or having been a board member, employee or committee member of the Guild.

Section 2 – The Guild releases members storing Guild property or equipment of all financial liability in the case of fire, theft by others, or loss due to other natural disasters.

ARTICLE XII – DISSOLUTION CLAUSE

In the event the Guild is dissolved, the assets shall be used to purchase quilts for museums and historical societies and/or given to charities of the Guild's choice which would then qualify under the provisions of the Section 501c(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

Standing Rules of the Kingwood Area Quilt Guild

Restated and Approved for adoption September 1, 2013 and September 1, 2015

ARTICLE I - COMMITTEES - General Duties

Section 1 - The President, with approval of the Board of Directors, shall appoint, suspend, or abolish standing or special committee chairmen as deemed necessary to carry out the actions of the Guild.

Section 2 - Chairmen are required to give a report to their respective board member prior to the monthly Board of Directors meetings.

Section 3 - Chairmen shall account to the Board of Directors for all monies budgeted to their committee.

Section 4 - All committees shall communicate to their Board of Director. The Director shall communicate all information to the general membership

Section 5 - All Committee Chairmen shall keep a notebook or record to be handed over to her successor.

ARTICLE II - STANDING COMMITTEES

Section 1- Activity Committee chairman is responsible for coordinating activities for Guild members throughout the year. These events can be bus trips, workshops, lunches, fabric swaps, or any event available to all Guild members.

Section 2 - Auction Chairman shall be responsible for the organization and coordination of the Auction.

Section 3- Beekeeper Chairman shall be the liaison between the Board of Directors and the bees. The Beekeeper shall host occasional "New Members' Teas" to introduce the bee concept to new members and to form groups appropriate to those members' time constraints and interests. The Beekeeper shall keep a directory of all bees with member's names, meeting times, and group objectives. (See Article III for Definition.).

Section 4- Block of the Month Chairman dedicated to designing, implementing, and final product of a block of the month program.

Section 5 - Community Outreach Chairman shall coordinate the Guild's involvement in local community outreach projects to which we donate articles. The chairman shall allocate all charitable donations (given in the name of the Guild) as recommended by the membership and approved by the Board of Directors.

Section 6- Door Prize Chairman shall be responsible for coordinating monthly door prizes and accounting of all monies taken in and spent on door prizes. This is a self-funding project for the members.

Section 7 – Facilities Chairman ensures that the meeting location is set-up and ready for the monthly meetings and taken down after the meeting and stored for next month's meeting. This Chairman is responsible for making sure meeting location is locked and secured after the meeting is over.

Section 8 – Historian/Photographer shall document the history of Guild activities and keep a scrapbook of newspaper articles, photos, programs and assorted memorabilia of the Guild's activities. The Historian shall be accountable for maintaining and updating

the inventory records of the Guild's heirlooms, such as awards, garments, logo quilts, and other quilts that are maintained by the Guild. He or she shall be responsible for taking photographs of Show and Tell, activities at the monthly Guild meeting, monthly workshops, and any other Guild activities for publication in the monthly newsletter.

Section 9 - Holiday Party Chairman shall work in coordination with the Assistant Vice Presidents of Programs and Workshops for the purpose of planning the program portion of the December General Meeting.

Section 10 - Librarian shall be responsible for maintaining the Guild library and bringing a selection of library books to monthly Guild meetings. He or she shall be responsible for using their budget for purchasing books and updating the library list for the members' directory. The Librarian shall collect fines for overdue books.

Section 11 - Lottery Block Chairman shall be responsible for selecting and publishing a block with directions to general meeting

Section 12 - Newsletter Chairman shall be responsible for publishing and distributing a monthly newsletter to communicate Guild information to the membership.

Section 13 - Parliamentarian shall maintain order during the general meeting following Robert's Rules of Order Revised. He or she will be required to attend and maintain order in the Board of Directors' monthly meetings.

Section 14 - Quilt Show Chairman shall be responsible for the organization and coordination of the Kingwood Area Quilt Show.

Section 15 - Refreshment Chairman shall be responsible for organizing and serving refreshments and cleaning up refreshment area at the Guild meetings.

Section 16 - Retail Sales Chairman shall be responsible for the items offered for sale by the Guild. The chairman shall coordinate with the approval of the Board of Directors the ordering, inventory and collection of payment and taxes.

Section 17 - Retreat Chairman shall be appointed by the President and be responsible for the coordination and planning of the Guild's retreat in accordance with the Guild's established guidelines.

Section 18 - Show and Tell Chairman shall be responsible for presenting the items brought for Show and Tell.

Section 19 - Traveling Donation Quilt Chairman shall be responsible for coordinating and traveling of the Guilds donation quilt as a fundraiser for the Guild.

Section 20 - Webmistress Chairman shall be responsible for updating and maintaining the web site.

ARTICLE III - BEES

Section 1 - Bees are independent friendship groups that generally meet at members' homes to share fellowship and their love of quilting. Each group determines its own scope, purpose and size. Anyone can start a new group and you may belong to as many as your energy and commitment allow. The Beekeeper helps create new groups as needed and publishes a list of all bees on the website.

ARTICLE IV - LIBRARY

Section 1 - The Guild will maintain a library of quilt books and related items and make a selection available at general meetings.

Section 2 - Members may check out books for a one-month period. A fine of \$1.00 per month per item will be charged for overdue items.

ARTICLE V - NEWSLETTER

Section 1 - A monthly newsletter will be published by the Guild for the purpose of informing all members of upcoming meetings and events.

Section 2 - Collection of Newsletter Ads and Business Membership Dues will be the responsibility of the Newsletter Chairman. Ads must be quilt related. Rates are as follows:

<u>Size</u>	<u>Monthly Rate</u>	<u>Business Members</u>	<u>Non-Business Member</u>
		<u>Annual Rate</u>	<u>Annual Rate</u>
Business Card	\$ 10.00	\$ 60.00	\$ 100.00
Quarter Page	20.00	125.00	175.00
Half Page	30.00	175.00	275.00
Full Page	60.00	275.00	550.00

Annual Newsletter ads will be for the Guild’s fiscal year of September 1 to August 31. Annual ads that begin during that period will be prorated for the remainder of the year.

Section 3 - Active members (as defined in the Bylaws) may place a personal classified ad business at a rate of \$2.00 for a maximum of two lines. Business card or larger size ads require a membership in order to receive business membership rates.

ARTICLE VI - DUES

Section 1 - Dues shall be \$25.00 per year for active members, \$10.00 per year for junior members and \$35.00 per year for business members. For new members joining after March 1, the required dues will be one-half the annual membership rate. In order to renew a Guild membership, each member must be in good standing with no outstanding debts to the Guild, i.e., library fines, returned checks, etc.

ARTICLE VII - WORKSHOPS

Section 1 - The Guild will provide workshops for its members. Participants must pay the fee to the Workshop chairman in order to register for the workshop. In order to receive a refund of the workshop fee, a participant who is unable to take the workshop must notify the Workshop chairman fourteen (14) days or more in advance or, if no one from the waiting list can take his or her place, he or she must find her own replacement, otherwise they will forfeit the fee.

Section 2 – Cost for program workshops shall be determined by dividing the maximum number of students in the class, as defined by the contract, into the workshop fee.

Non Guild members may pay \$20.00 more than the determined cost.

The minimum charge to each member participant for a workshop will be \$35.00.

Section 3 - The Assistant Vice Presidents of Programs and Workshops are not required to pay the workshop fee when they facilitate the workshop. Fees must be paid to participate in the workshop.

Section 4 - Workshops may be taught by Guild (non-professional) members as follows: up to three hours is considered half a day; four hours or more is considered a full day; the cost to be set by the teacher with the advice and consent of the Assistant Vice Presidents

of Programs and Workshops. All money is to be paid to the Guild and the Guild will pay 80% to the teacher and 20% to the Guild. The teacher will set attendance requirements. The Guild will secure the work place.

Section 5 - Members who are also professional quilt teachers may choose to teach under a program contract or as a Guild member.

ARTICLE VIII - AWARDS - Given

Section 1 - The **Silver Thimble** Award is given annually to a member or members of the Guild in recognition of their exceptional efforts to promote the art of quilting through outstanding dedication to the skills, knowledge and personal involvement in Guild activities. The recipients are chosen by secret ballot by members present at the August meeting; each member enters the name of up to three (3) persons on the ballot. The outgoing president and two former Silver Thimble Award recipients count the ballots, choose the recipients and present up to five (5) awards at the September meeting. The Board of Directors has the option to award an additional Silver Thimble to an individual who has distinguished him/herself for their work in the Guild.

Section 2 - The **Trailblazer** Award is the highest honor of the Guild and is bestowed on individual(s) who have blazed new paths for the Guild and have shown outstanding leadership and service to the Guild and the Art of Quilting. The award is given at the discretion of the Board of Directors and written nominations from the membership shall be presented to the Board of Directors for consideration. This award is not necessarily an annual award.

Section 3 - The **Golden Needler** Award is given to a Guild member's spouse who has shown outstanding support of Guild activities. The award is given at the discretion of the Board of Directors and written nominations from the membership shall be presented to the Board of Directors for consideration. This award is not necessarily an annual award.

Section 4 - The **Hall of Fame** Award is given in an effort to recognize those members who have given years of dedicated service. These members shall be recipients of the Silver Thimble in a prior year. Only two members may be inducted into the Hall of Fame per fiscal year. The award shall be a certificate suitable for framing or as the Board of Directors may determine. Nominations must be submitted in writing and may come from any guild member and will be considered by the Board of Directors. This award is not necessarily an annual award.

Section 5 - The **Lasting Legacy Award** is given annually to a member or members of the Guild in recognition of their exceptional efforts to further the art of quilting through their extensive years of dedication to the art; sharing their skills and knowledge of quilts for future generations. Nominees for this award would be by the General membership at the August meeting and voted on by the Board of Directors and awarded at the September meeting. All recipients of this award will be given a Lifetime membership to the Guild.

ARTICLE IX - AWARDS - Received

Section 1 - When an item/quilt made by the Guild receives any award or recognition, that award remains with the Guild. The item itself will remain the property of the Guild, under the care of the President, unless specifically designated otherwise.

ARTICLE X - CORRESPONDENCE OF NOTABLE EVENTS

Section 1 - Acknowledgment of notable events shall be limited to correspondence sent by the Representative-at-Large on behalf of the members of Guild. However, when an active Guild member passes away, the Board of Directors may authorize a donation in said member's name to the Guild library.

ARTICLE XI - AMENDMENTS TO THE STANDING RULES

Section 1 - Proposed amendments to the Standing Rules must be submitted to the President in writing prior to the regular scheduled meeting of the Board of Directors. The amendment will be read, discussed, and voted on at the Board of Directors meeting.

ARTICLE XII – SPECIAL COMMITTEES

Section 1 - Special Committees are established for a short-term specific purpose as required by the Guild. These committees are suspended upon the completion of their necessary action. During their existence, chairmen of these committees are non-voting members of the Board of Directors. Other Special Committees may be established as needed.

Section 2 - Audit committee members are appointed by the President at the October meetings to review the books for the prior year. Membership shall be 2 members from the Board of Directors and 1 from the General Membership. The old and new Treasurers should also be present at the meeting.

Section 3 - Donation Quilt Chairman is responsible (along with a committee, the size of which is to be determined by the chairman) for the design and construction of the donation quilt for the next KAQG quilt show. When the top is complete, he or she shall coordinate taking bids for the quilting process and with approval by the Board of Directors, award the contract for quilting. When the quilting work is complete, the quilt shall have the binding, a label and four-inch sleeve sewn on. The completed donation quilt shall be presented to the Guild membership at the September Guild meeting the year prior to the KAQG quilt show.

Section 4 - Nominating Committee members shall be elected at the May meetings as follows: 3 regular and 1 alternate by and from the Board of Directors and 2 regular and 1 alternate by and from the General Membership and **may not be eligible to run for office.** The regular committee members present at the first committee meeting shall elect the chairman of the committee. The slate of officers shall be given to the President and announced at the July Board of Directors meeting. The President will announce the slate of officers at the July general meeting and give to the Newsletter Chairman for publication in the July newsletter.

Section 5 – Scholarship Committee is responsible to meet and review criteria for scholarship applicants, high schools or colleges to be considered and present recommendations to the board for approval. They will then review applicant's forms and present recommendations to board of the recipients of the scholarships. Applicants will be approved by the board. Committee will coordinate with Director of Education the scholarship presentation.