

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

Restated and Approved for Adoption April 7, 2022

ARTICLE I – NAME

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

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 or quilt/textile business.

Section 2 - The Corporation shall have four (4) 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 (1) 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 (age 17 or younger) shall be a reduced rate dues-paying member, with no voting rights. A Junior Member must be accompanied by an active adult 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 their contributions to the Guild and the art of quilting. A member may make a nomination for Lifetime membership to the President of the Guild in August. Membership dues are waived for Lifetime members; they will have all the same rights as an active member. Nominees must have been a member of the Guild for at least ten (10) years.
- 4. Business Members:** A business membership is 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 for annual dues shall be determined by a recommendation of the Board of Directors, subject to a vote by 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 determined 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 email 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. A majority, of the members present, may adjourn the meeting.

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

Section 6 – Once approved for accuracy, the Minutes of the General meetings will be published, within the members only section of the Guild's website, no more than forty (40) days after the meeting.

ARTICLE V – BOARD OF DIRECTORS

Section 1 – The Board of Directors shall be composed of the following eight (8) voting elected officers: President, First Vice President Membership, Second Vice President Programs and Workshops, Director of Communications, Director of Community Service and Education, 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 commit to serve a one (1) 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 – Once approved for accuracy, the Minutes of the Board of Directors meetings will be published, within the members only section of the Guild’s website, no more than forty (40) days after the meeting.

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, First Vice President of Membership, Second Vice President of Programs and Workshops, Director of Communications, Director of Community Service and Education, 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 General Meeting. At the August General 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 General Meeting.

Section 4 – The Board shall be elected during the Annual Meeting in August by the members present. The Board will commit to serve for one (1) year. Their term of office shall begin after the installation ceremony during the September General Meeting.

Section 5 - No member shall hold more than one elected office at a time. No member shall be eligible to serve more than two (2) consecutive terms in the same office without approval from the board and a vote by the Guild members.

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 they took office.

Section 7 - A vacancy in the office of President shall be filled by the Vice President of Membership for the remainder of the term. Vacancies of any other existing office shall be filled by a Guild member in good standing and with a majority vote of the remaining Elected Board members.

Section 8 - Any Board member may be removed by unanimous vote of the remaining members of the Elected Board and by a two-thirds vote of the members present at the next General 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 the business and affairs of the Corporation.

They shall preside at all meetings of the corporation and Board of Directors. They 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 First Vice President to sign Guild checks and handle banking matters as needed. They shall maintain proper records (notebook, thumb drives) to be transferred to their successor prior to installation at the September General meeting. In addition, the President shall perform all duties assigned 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 First 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 to the Director of Communications to be published within the member's only section of the Guild's website. They shall maintain proper records (notebook, thumb drives) to be transferred to their successor prior to installation at the September general meeting. 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: Beekeeper, Lottery Block, Block of the Month, and Show and Tell.

Section 3 – The Second Vice President of Programs and Workshops 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 Second Vice President 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 First Vice President, they shall call the General meeting to order and preside. They shall maintain proper records (notebook, thumb drive) to be

transferred to their successor prior to installation at the September General meeting. The Second Vice President of Programs and Workshops shall perform such other duties as from time to time may be assigned to them by the President or the Board of Directors. The Second Vice President of Programs and Workshops 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. If deemed necessary by the Second Vice President of Programs and Workshops, a special assistant may be appointed from the general membership. The appointee will provide any additional assistance for programs or workshops as needed, and directed by, the Second Vice President of Programs and Workshops.

Section 4 – 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. They will also prepare any contract with media or newspapers as needed. They shall prepare Guild publicity to distribute to area quilt stores and special interest groups. Coordinate publicity for Auctions and Quilt Shows. Review and edit Newsletter and Website 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. They shall maintain proper records (notebook, thumb drive) to be transferred to their successor prior to installation at the September general meeting. 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 5 – The Director of Community Service and Education shall be the liaison between the Guild and the community in the promotion of the art of quilting. They will work with schools, at community events, and with any group that would like to learn about quilting and its heritage. They 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. They may select an appropriate book to be donated to any of the Elementary schools in the Guild's area as elected yearly by the general membership. 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. They shall maintain proper records (notebook, thumb drive) to be transferred to their successor prior to installation at the September General meeting. The Director of Community Service and 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 and Education will appoint with President's approval and coordinate communication to the officers for the following committee chairmen: Community Education, Scholarship committee, Charity Quilt committee.

Section 6 – 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 a quarterly financial report to be published on the Website (for member’s only). 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. They shall maintain proper records (notebook, thumb drive) to be transferred to their successor prior to installation at the September General meeting. 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 7 – 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. They shall maintain proper records (notebook, thumb drive) to transfer to their successor by prior to installation at the September General meeting. 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 8 – The **Representative-at-Large** shall act as the liaison to the Board of Directors, presenting membership concerns in an objective manner. They will greet guests and members at the door. The Representative-at-Large will send cards to members as needed and give members information for publication in the newsletter of Sunshine and Shadows. They shall maintain proper records (notebook, thumb drive) to transfer to their successor prior to installation at the September General meeting. 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 General 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(s) have 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 April 7, 2022, 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 they may become involved as a party or otherwise by reason of their 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 501 (c) (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 June 2022

ARTICLE I - COMMITTEES - General Duties

Section 1 – The President, with approval of the Board of Directors, shall appoint, suspend, or abolish, standing or special committees as deemed necessary to carry out the actions of the Guild. The President may take into account, the number of active guild members when overseeing the various committees and may appoint the same member to more than one committee. The Board of Directors, and the guild member who will potentially fulfill the Chairman position for multiple committees, must agree.

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 and/or electronic record to be handed over to their 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 Guild affiliated 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 – Charity Quilts Chairman shall be responsible for acceptance and coordination of the member donated quilts, fabric and supplies and public donations of fabric. The Chairman is responsible for member donations and hours applied to charity quilts. The Chairman shall coordinate with the Director of Community Service and Education all charitable donations (given in the name of the Guild) as recommended by the membership and approved by the Board of Directors. A tax receipt will be secured for all charitable donations and forwarded to the Guild Treasurer in a timely manner. The term limit for this Chairman position is two years and can only be extended with approval of the Board of Directors.

Section 6 – Community Education Chairman shall coordinate the Guild’s involvement in local community education projects. They will work with schools, at community events, and with any group that would like to learn about quilting and its heritage. They 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. to which we donate articles. A tax receipt will be secured for all charitable donations and forward to the Guild Treasurer in a timely manner.

Section 7 – 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 and all monies will remain with the door prize Chairman.

Section 8 – Facilities Chairman ensures that the meeting location is set-up prior to the monthly meetings then taken down after the meeting then stored as appropriate. This Chairman is responsible for making sure meeting location is locked and secured after the meeting is over.

Section 9 – 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. They 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 10 – Holiday Party Chairman shall work in coordination with the Vice President of Programs and Workshops for the purpose of planning the program portion of the December General Meeting.

Section 11 – Librarian shall be responsible for maintaining the Guild library and bringing a selection of library books to monthly Guild meetings. They 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 12 – Lottery Block Chairman shall be responsible for selecting a block each month to be published, along with the directions, into the Guild’s newsletter. The Chairman will also promote the selected block at the appropriate general meeting.

Section 13 – Newsletter Chairman shall be responsible for publishing the monthly newsletter on the Guild’s webpage, as the primary communication of Guild information to the membership. Chairman shall be responsible for coordination of the email notice to the Guild members that the newsletter has been published.

Section 14 – Parliamentarian shall maintain order during the general meeting following Robert's Rules of Order Revised. They will be required to attend and maintain order in the Board of Directors’ monthly meetings. This is a non-voting position.

Section 15 – Quilt Show/Fundraiser Events Chairman shall be responsible for the organization and coordination of the Kingwood Area Quilt Show or other fundraiser events such as the Holiday Market.

Section 16 – Refreshment Chairman shall be responsible for organizing and serving refreshments and cleaning up refreshment area at the Guild meetings.

Section 17 – 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 18 – 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 19 – Show and Tell Chairman shall be responsible for presenting the items brought for Show and Tell.

Section 20 – Traveling Donation Quilt Chairman shall be responsible for coordinating and traveling of the Guild’s donation quilt as a fundraiser for the Guild.

Section 21 – Webmistress Chairman shall be responsible for updating and maintaining the web site and for the electronic communication to Guild members as appropriate.

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 open bees on the website.

ARTICLE IV - LIBRARY

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

Section 2 – Members may check out books for a one (1) 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. The newsletter Chairman will present suggested rates (based on surveying rates from local guilds) to the Board of Directors for approval. Rates shall be reviewed annually (recommended in June) and revised as appropriate, once Board approval is received, rates will be assessed in September. The rates will be documented and maintained by the Treasurer.

Section 3 – 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 4 – Active members (as defined in the Bylaws) may place their own classified ad at a rate of \$10.00 for a maximum of four (4) lines.

ARTICLE VI - DUES

Section 1 – Dues shall be \$30.00 per year for active members, \$15.00 per year for junior members and \$40.00 per year for business membership. For new members joining after March 1, the required dues will be one-half the annual membership rate. 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 Second Vice President of Programs, to register for the workshop. To receive a refund, of the workshop fee, a participant who is unable to take the workshop must notify the Second Vice President of Programs fourteen (14) days or more in advance. If no one from the waiting list can take their place, the member dropping out must find their 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 – Fees by attendees must be paid in advance to participate in any workshop.

Section 4 – Workshops may be taught by Guild (non-professional) members and the cost will be set by the teacher with the advice and consent of the Second Vice President of Programs and Workshops. The teacher will set attendance requirements and the Guild will secure the workplace. All workshop fees are payable to the Guild via cash or check.

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 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 three (3) awards at the September meeting. The Board of Directors has the option to award an additional Silver Thimble to an individual who has distinguished themselves for their work in the Guild. This award is not deemed an annual award.

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 deemed an annual award.

Section 3 – The **Golden Needler** Award is given to any individual who is not a Guild member, who has shown outstanding support of Guild activities. The award is given at the discretion of the Board of Directors. Written nominations from the membership shall be presented to the Board of Directors for consideration. This award is not deemed an annual award.

Section 4 – The **Hall of Fame** Award is given for recognition to those member(s) who have given years of dedicated service. These members shall be recipients of the Silver Thimble in a prior year. Only two (2) 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 deemed an annual award.

Section 5 – The **Lasting Legacy Award** is given to a member(s) 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 have been a member of the Guild for ten (10) consecutive years and will be given a Lifetime membership to the Guild. This award is not deemed an annual award.

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 President and the Board of Directors will determine the disposition of the item.

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 general meeting to review the books for the prior year. Committee shall be two (2) members from the Board of Directors and one (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 Guild quilt show or calendar year. When the top is complete, they 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.

Section 4 – Nominating Committee members shall be elected at the May meetings as follows: One (1) regular and one (1) alternate from the Board of Directors and two (2) regular and one (1) alternate from the General Membership and **may not be eligible to run for office** unless all attempts to nominate an active member have been exhausted. 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 recipient(s) of the scholarships. Applicants will be approved by the board. Committee will coordinate with Director of Community Service and Education for the scholarship presentation.

ARTICLE XIII – MEMBER'S RESPONSIBILITIES

Section 1 – All active Guild members are expected to participate in the making of two charity quilts each year.

Section 2 – Participation by members can include (but not limited to), cutting fabric, completing binding, donating long-arm services, donating backing fabric equivalent to a quilt, donating batting, piecing a quilt top or donating a completed quilt. The Charity Quilt Chairman shall track all finished quilts, quilt tops and donated hours turned in by Guild members. (Note: each quilt top or completed quilt turned in should have your name attached).

Section 3 – Each member shall be responsible for selling/purchasing twenty (20) tickets for the raffle quilt.

