

# **By-Laws**

## **Trinity Valley Quilters' Guild of Ft Worth, TX**

Adopted February 14, 2019

### **Article I      Name**

This organization shall be called Trinity Valley Quilters' Guild of Fort Worth, Texas.

### **Article II      Purpose**

The purpose of this Guild shall be:

- To stimulate an interest in quilts;
- To advance the art of making quilts through public education;
- To assist museums, libraries and other organizations in their displays of quilts and quilting;
- To hold educational programs, workshops and seminars in the design and techniques of making quilts;
- To be a gathering place for people with this common interest.

### **Article III      Membership**

Sec. 1 Membership is open to all persons interested in quilts and quilting.

Sec. 2 The Guild's membership roster may neither be lent to nor used by any other organization.

Sec. 3 Lifetime Membership may be bestowed on a member by the Executive Board.

### **Article IV      Dues**

Sec. 1 The payment of yearly dues shall be required at the January meeting.

Sec. 2 The amount of annual dues is to be determined, upon the recommendation of the Executive Board, by a majority vote of members present at a regular Guild Meeting.

Sec. 3 Dues for renewing members shall be the full amount of the annual dues, regardless of the month of renewal. New members joining the Guild at the annual Quilt Show will pay an amount to be determined by the Board.

### **Article V      Disbursements**

Sec. 1 The Annual Line Item Budget shall be affected by presentation of the Treasurer to the Guild, following recommendation of the Executive Board, and accepted by a majority vote of the members present.

Sec. 2 The Executive Board shall approve all expenditures exceeding 10% over and above any single budgeted item on the approved budget.

Sec. 3 The Quilt Show Chair shall present all expenditures exceeding 10% over and above any single budgeted item on the approved budget, to the Executive Committee for approval.

Sec. 4 All money made on the donation quilt shall be used for guild education and community projects.

Sec. 5 Funds raised or donated for scholarships shall be deposited into a restricted account and used for scholarships only.

### **Article VI      Meetings**

Sec. 1 The Guild shall meet on the third Friday of each month.

Sec. 2 The Executive Board may change the date of any regular meeting when necessary.

#### **Article VII Officers**

Sec. 1 The elected Officers of the Guild shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer and Parliamentarian.

Sec. 2 The Officers shall be elected by a majority vote of the members present at the next business meeting following the September Guild Meeting and shall be installed at the December meeting and assume their duties at the end of December.

Sec. 3 An Officer shall be elected for a term of one year.

Sec. 4 The President and Treasurer shall be bonded.

Sec. 5 Duties of the Officers:

A. The President shall call all Executive Committee and Executive Board Meetings; shall preside at all Guild Meetings, Executive Committee Meetings and Executive Board Meetings; shall appoint all chairs of Standing Committees; shall serve as ex-officio member of all Standing Committees and shall sign checks in the absence of the Treasurer.

B. The First Vice-President shall preside in the absence of or at the request of the President at Guild, Executive Committee and Executive Board Meetings and shall serve as the Chair of the Program Committee; shall prepare a Program/Workshop budget to be included in the Guild Budget and accepted by the Guild and shall follow Guild By-Laws for Disbursements.

C. The Second Vice-President shall preside in the absence of the President and First Vice-President or at the request of the President at the Guild and Executive Board Meetings; shall serve as the Chair of the Quilt Show; shall prepare a Quilt Show Budget to be included in the Guild Budget and accepted by the Guild and shall follow Guild By-Laws for Disbursements.

D. The Secretary shall keep records of the Guild, Executive Committee, and Board Meetings and shall conduct general correspondence of the Guild.

E. The Treasurer shall prepare a line item Budget; shall account for all funds of the Guild; shall write all checks; shall maintain and reconcile the Guild bank accounts; and shall make monthly and annual reports to the Guild. Checks over \$2000.00 must be co-signed by the President. Reconciled bank statements will be reviewed and approved by the President on a monthly basis. The books will be reviewed by a CPA annually after December 31. The Treasurer will be responsible for TVQG computer, external hard drive, and digital records retention.

F. The Parliamentarian shall be familiar with the Guild By-Laws and Roberts Rules of Order in order to advise the President, Guild Board and Members on points of order and proper procedure for all meetings. The Parliamentarian shall also serve as Chair of the By-Laws Committee.

#### **Article VIII Executive Committee**

Sec. 1 The Executive Committee shall consist of the elected Officers: President, First Vice-President, Second Vice-President, Secretary, Treasurer and Parliamentarian.

Sec. 2 The Executive Committee shall meet at the request of the President.

Sec. 3 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee.

#### **Article IX Executive Board**

Sec.1 The Executive Board shall consist of the elected officers and the Chairs of the Standing Committees.

- Sec. 2 The affairs of the Guild shall be managed by its Executive Board. Major activity decisions must be brought before the membership for approval.
- Sec. 3 Executive Board members shall be limited to members of the Guild.
- Sec. 4 The Board may accept on behalf of the Guild any contribution, gift or bequest.

**Article X Committees**

- Sec. 1 The Standing Committees, which can be changed by a majority vote of the Executive Board, shall be: By-Laws, Communications, Community Outreach, Donation Quilt (Current Year), Donation Quilt (Following Year), Historian, Hospitality, Librarian, Membership, Newsletter, Property, Publicity, Retreats, Scholarship, Sunshine and Shadows, Volunteer Services, and Workshops.
- Sec. 2 Nominating Committee
  - A. The Nominating Committee shall consist of three members elected by a majority vote of the members present at the **July** Meeting: the Committee Chair selected by the Executive Board and two from the general membership. The Executive Board shall nominate the Committee Chair; the other two will be nominated by the general membership.
  - B. The Nominating Committee shall present the slate to the Guild by the third Friday in September. Additional nominations, with the permission of the one nominated, may be made from the floor at the next business meeting prior to the election.
- Sec. 3 Committees appointed to serve in a non-voting capacity shall be Liaison Committees and they are: Beekeeper and Show & Tell.
- Sec. 4 Other Committees may be appointed as needed and will serve in a voting or non-voting capacity as determined by the Board.

**Article XI Amendments**

- Sec. 1 These By-Laws may be amended or revised, upon the recommendation of the Executive Board, by a two-thirds majority vote of the members present at a regular Guild Meeting, providing notice of the proposed change had been made at the previous meeting or in the current newsletter.

**Article XII Parliamentary Procedure**

- Sec. 1 Rules of Business will be guided by Roberts Rules of Order or comparable parliamentary procedure guidelines.

**Article XIII Disposition of Funds**

- Sec. 1 In the event of the dissolution or disbanding of the Trinity Valley Quilters' Guild, any and all funds remaining in the treasury for the Trinity Valley Quilters' Guild will be turned over to another educational, tax-exempt quilt guild, or to a charitable organization. The recipient organization will be determined upon the recommendation of the Executive Board, by a majority vote of the members present at a regular Guild Meeting.

**Article XIV Insurance**

- Sec. 1 The Guild will maintain general liability, Directors and Officers liability, hired and non-owned auto coverage, and fidelity insurance.

**Policies**  
**Trinity Valley Quilters' Guild of Fort Worth, Texas**  
Adopted June 16, 2017

1. Guests are welcome to attend two Guild Meetings, after which they shall be asked to join. (Standing Rule of earlier By-Laws)
2. Workshops
  - A. Workshop fee must be paid when reservation is made. Fee only refundable at discretion of Executive Board. (Executive Board Minutes 4/17/17)
  - B. Workshop fees are determined by the Board. (Executive Board Minutes 5/13/13)
3. The hostess of out of town speaker/workshop instructor may receive \$20.00 per diem maximum remuneration for hostess expenses. (Executive Board Minutes 8/12/96)
4. Entries for the Quilt Show will be accepted in accordance with current Quilt Show guidelines. (Executive Board Minutes 11/14/16)
5. A fine of 50 cents per item per month shall be levied against a member who is late in returning library materials. (Executive Board Minutes 2/13/87)
6. Items special ordered through the Guild by individual Guild Members must be prepaid. (Executive Board Minutes 9/16/96; Guild Meeting Minutes 9/20/96)
7. Free lessons may be offered by members to members. (Executive Board Minutes 9/14/86)
8. Guild Membership is not required for Bee attendance. (Executive Board Minutes 11/14/86)
  - A. For Bees associated with the Guild, there must be a member of the Bee who is also a Guild member. This member will serve as a liaison between the Bee and the Bee facilitator. (Amended Executive Board Minutes 2/12/18.)
9. Speakers, including members, who do not charge a program fee, may be paid an honorarium to be determined by the Board, for each program and/or workshop (Executive Board Minutes 7/15/13)
10. Due to the advanced scheduling of national teachers and speakers, the First Vice-President in charge of Programs may schedule teachers and speakers beyond her term of office. (Executive Board Minutes 2/13/89; 4/17/17; Guild Meeting Minutes 2/17/89)
11. Refreshments for Guild Meetings will be provided on a voluntary basis. (Guild Meeting Minutes 8/16/91)
12. All items donated to the Guild, including quilt tops used for demonstrations, become the property of the Guild. (Executive Board Minutes 7/15/96; Guild Meeting Minutes 7/19/96)
13. All writers of returned checks will be charged the bank's returned check fee. (Guild Meeting Minutes 8/19/94)
14. No solicitation or sales from outside businesses other than the speaker's is allowed at Guild Meetings. (Executive Board Minutes 6/17/02)
15. A Memorial Donation of a book for our library will be made in the name of a deceased member if no charity has been specified by the family. (Executive Board Minutes 8/14/08)
16. Donation Quilts from other Guilds or other non-profit organizations can be shown at our Guild Meetings and tickets sold to TVQG Members, provided a request has been made and approval granted by President. (Executive Board Minutes 7/15/13; 4/17/17)
17. Retreats

- A. A reservation for Retreat requires a Deposit only refundable at discretion of Executive Board, amount to be determined by the Retreat Chair. (Executive Board Minutes 2/14/05; 4/17/17)
  - B. Members who pay the full retreat amount and do not attend may request a refund, in writing, by the Board Meeting following retreat. The request will be considered and a refund awarded at the discretion of the Board. (Executive Board Minutes 7/14/03) (Amended by the Executive Board minutes 2/14/18.)
18. A Guild check not presented for payment within 90 days will be null and void. (Executive Board Minutes 6/17/02)
19. Postings on the TVQG Facebook Page, Constant Contact, or any other electronic communication vehicle should be related to items, events, or persons of interest to quilters. (Executive Board Minutes 10/14/13; 4/17/2017; 5/15/17)
20. Records retention: Financial records and meeting minutes will be retained for 7 years in either paper or digital format. Each January, annual financial records and meeting minutes will be backed-up digitally. These back-up records will be retained on an external hard drive or other appropriate device. Records older than seven (7) years will be destroyed each January. (Executive Board Minutes 5/15/17)
21. The Executive Board has bestowed lifetime membership on the following members:  
Peggy Mayfield for extraordinary service to JPS (12/20/13)