

Tar River Piecemakers Quilt Guild  
Revised as of August 12, 2023

#### ARTICLE I – NAME

The name of this organization shall be the Tar River Piecemakers Quilting Guild

#### ARTICLE II – PURPOSE

The mission of the Tar River Piecemakers Guild shall be to preserve and promote the art of quilting. The group aims to enhance the art of quilting by sharing ideas, expertise, and fellowship among members. The group supports community organizations through donating quilted items, collaborating on public quilt projects and encouraging new members.

#### ARTICLE III – MEMBERSHIP

Membership shall be open to anyone with an interest in quilts and quilt making. Young quilters between the ages of 8 - 17 years old can be an honorary (non-voting) junior member.

#### ARTICLE IV – FISCAL YEAR

The fiscal year of the Guild shall run from September 1st through August 31st.

#### ARTICLE V – MEMBERSHIP DUES

Annual dues shall be payable by the September meeting or upon joining the guild. Membership will become delinquent if dues are not paid by the October meeting and the member will lose all privileges until membership dues are paid.

Annual dues amount shall be reviewed each year for approval by the membership at the July meeting. The Executive Board can adjust the amount of dues if needed but not to exceed what the membership has approved.

#### ARTICLE VI - GENERAL MEETINGS AND BEES

##### GENERAL MEETINGS

The Guild shall hold regular meetings each month. Membership will be notified of any special meeting dates scheduled by the Guild's Executive Board. To conduct business at any regular or special called meeting of the Guild. The revised latest copy of Roberts Rules of Order shall be the parliamentary authority for all matters of procedure for the Guild, a majority of those present and voting shall be necessary to carry any motion.

##### BEES

In addition to meetings of the general membership, there will be meetings of smaller groups known as "bees" within the guild. Each bee shall choose a name for the group and establish a regular time for meetings and a schedule of meeting sites. New bees may be started by any group of members provided the initial bee membership is at least five members and the Beekeeper is notified. Bees should also designate a member of the bee as the group leader. The group leader will serve as the bee's main contact person and will provide the Beekeeper with necessary information about this bee.

#### ARTICLE VII – OFFICERS AND COMMITTEES

##### EXECUTIVE BOARD

The Executive Board shall consist of the Guild officers and Committee Chairpersons. Board meetings shall be called at the discretion of the Leadership Team or President. There shall be at least one board meeting annually. Actions taken at board meetings shall require a majority vote to carry. Voting members are elected officers. (Leadership Team or President and Vice President, treasurer, and secretary).

##### OFFICERS

The officers of this organization shall consist of a leadership team or President/Vice President, a Treasurer and Secretary. Officers of the Guild shall be elected for a two-year term; however, the officer

can step down after one year. An officer can be re-elected to another term if nominated and receives the majority of the vote during the election. The election of officers shall be a majority vote of the membership present at the August meeting. New officers will be installed at the September meeting. No member shall hold more than one office at a time. If a vacancy should occur during the term of any office, the Board will present a candidate to fill the vacant office to the regular membership at the next regular guild meeting for approval by majority of the members present. If no candidate is found, the Executive Board may elect to divide the vacant office's duties among the remaining board members with the approval from the majority of the membership present.

#### DUTIES OF THE President & Vice President or LEADERSHIP TEAM:

President: It shall be the duty of the President to provide leadership and preside at all meetings of the guild and of the Executive Board, in accordance with Robert's Rules of Order, to appoint all committee chairs both standing and temporary.

Vice President: It shall be the duty of the Vice President to assume the President's duties in the event she or he is absent. The Vice president will be responsible for coordinating programs, workshops, holiday party and annual birthday party. The Vice

President will honor all previously committed contracts for programs and workshops.

The president & vice president must also appoint a nominating committee no later than June, presenting the nominees in July, voting in August, and installing the new officers at the September guild meeting.

Or in the event of a Leadership Team:

The duties of the Leadership Team will assume all duties stated above for the President & Vice President. The Leadership Team will be comprised of three to four people.

The Leadership Team will also determine who will be responsible for each meeting in the coming year.

#### DUTIES OF SECRETARY:

It shall be the duties of the secretary to record the proceedings of all meetings and be responsible for handling all correspondence. All minutes, correspondences, and copies shall be retained in a notebook or file. The prior year(s) history of the guild must be preserved and maintained by this position.

#### DUTIES OF TREASURER:

It shall be the responsibility of the Treasurer to receive all monies due to the guild and pay all bills against the organization in a timely manner. The Treasurer shall keep a correct account of all receipts and disbursement, have the books, receipts, and accounts available when requested, in addition to having the books available for an annual audit. They will also retrieve the mail from the post office box.

#### COMMITTEES:

Within the Tar River Piecemakers Quilting Guild, there will be at least the following committees: Membership, Newsletter, Outreach/Charity, Publicity, Library, Hospitality, and Beekeeper. These committee Chairs are part of the Board, The Leadership Team may appoint additional committees as needed, such as Historian, Raffle Quilt, Nominating, Day of Sharing, Website, Quilt Show, and temporary committees to address community required functions.

#### DUTIES OF THE MEMBERSHIP COMMITTEE:

Shall be responsible for processing memberships, maintaining, and distributing accurate membership rosters, collecting dues, and turning dues over to the treasurer, producing monthly attendance lists, and preparing the membership "welcome" packets.

#### DUTIES OF THE NEWSLETTER COMMITTEE:

Prepare the Newsletter containing information about Guild functions such as but not limited to programs, websites of interest, sponsor ads, and personal announcements. The Newsletter should be distributed to the membership monthly.

#### DUTIES OF THE OUTREACH / CHARITY COMMITTEE:

Work with Leadership Team on projects within the community, as needed and to maintain charity quilt project hours.

#### DUTIES OF THE PUBLICITY COMMITTEE:

Keep the media informed of targeted events and release public service announcements as required.

#### DUTIES OF THE LIBRARY COMMITTEE:

Responsible for acquisitions of and maintenance of the Guild's Library.

DUTIES OF THE HOSPITALITY COMMITTEE: Perform additional duties as required by the board.

#### DUTIES OF THE BEEKEEPER:

Maintain list of the Beehives and update the information with the bee group leader throughout the year and distribute this information to the Board & Guild Membership. Assist in starting new bees and introducing members to bees.

#### ARTICLE VI – MISCELLANEOUS

The Guild may have a seal and / or official logo. It shall be used to identify the Guild on public documents such as letterhead, membership cards, nametags, banners, or signs with board approval.

#### ARTICLE VII – AMENDMENTS

These bylaws may be amended at any regular meeting of the guild by a majority vote, provided that the amendment(s) has been submitted in writing at the previous meeting or have been communicated to the entire membership prior to the meeting at which they will be considered and voted on.

The Bylaws of the Tar River Piecemakers Quilting Guild were adopted by a majority vote of the Steering Committee membership on the 12th day of August 2000, and amended by a vote of the general membership on August 11, 2001.

- 1) The Guild will not financially compensate (pay) Active Members for a greeting to lecture, teach, and or conduct workshop during regularly scheduled Guild meetings or events. Members will be reimbursed for any reasonable expenses, with Guild board approval, to conduct guild programs.
- 2) Guild members will be required to sign a liability release absolving the guild of any liability of injury or death, due to tools and machinery used in quilting during guild meetings and events effective with the 2005 guild year.
- 3) Guild members will be required to sign a Publication Release form. This gives the guild permission to use your name / photo in any newspaper, magazine, etc. without compensation.

Proposed changes to the Bylaws of the Tar River Piecemakers Quilting Guild were distributed to the membership on July 12, 2008 and amended by a vote of the general membership on August 9, 2008.

- 1) In the event the dissolution of the Tar River Piecemakers Quilting Guild Appears desirable for any reason, approval of the majority of membership present shall be needed to dissolve the Guild. Any assets remaining shall be applied and distributed first to the final payment and discharge of any liabilities and / or obligations of the Guild. Any remaining assets and property of the Guild shall be distributed to another tax-exempt charitable organization(s) with the membership approval.

Proposed changes to the Bylaws of the Tar River Piecemakers Quilting Guild were distributed to the membership on June 9, 2012 and approved on July 14, 2012 to remove the offices of president and vice-

president and replace these offices with a leadership committee of 3 to 4 members. The other guild offices and standing committees remain as stated in the By-laws.

Proposed changes to the Bylaws of the Tar River Piecemakers Quilting Guild were distributed to the membership on July 12, 2014 and approved by the general membership on August 9, 2014 to raise the annual dues from \$15.00 TO \$20.00.

Proposed changes to the Bylaws of the Tar River Piecemakers Quilting Guild were distributed to the membership on August 12, 2017, and approved by the general membership on September 9, 2017, to change the fiscal year of the Guild from the period of September 1 through August 31 to the period of January 1 through December 31.

Proposed changes to the bylaws of the Tar River Piecemakers Quilting Guild were distributed to the membership on June 12, 2023, discussed during the July 8th meeting and approved by the general membership in attendance on August 12, 2023. Changes approved were the option to have a president & vice president or to lead with a leadership team. Also, updated the general duties of each elected officer and committee. Also miscellaneous clean-up of this document.