

Willamette Valley Quilters

By-Laws

Article I

NAME

The name of this organization is the Willamette Valley Quilters, also referred to as the “WVQ” or the “Guild”. The WVQ was formed on April 1, 2021.

Article II

PURPOSE AND LIMITATIONS

- Section 1 The purpose of this guild shall be to promote the art of quilting, provide education through programs, classes and activities, sponsor and support charitable projects to provide encouragement for those in need and inspire creativity and friendship.
- Section 2 This Guild is a non-profit organization 501(c)(3) and is not organized for personal profit. No part of the net income shall benefit any individual member except that a member may be temporarily hired as a lecturer/teacher by the Executive Board.
- Section 3 All meetings of the group of this Guild, other than the regularly scheduled monthly meeting and small groups, using the title Willamette Valley Quilters in connection with their activities must submit an outline of their intentions for approval by the Executive Board. Their activities must be in compliance with the spirit and rules governing this Guild.
- Section 4 Dissolution
- Upon dissolution of the Willamette Valley Quilters, all liabilities will be paid with the Guild funds. In the event of dissolution, any remaining properties owned by the Guild will be distributed to Food Pantry at the First Baptist Church in Dayton.

Article III

MEETINGS

- Section 1 Monthly membership meetings will be held the third Wednesday of the month. The meetings will start at 10am, with social time to begin at 9:30am.
- Section 2 WVQ Executive Board meetings are open to General Membership. Contact a board member for dates. Non-board members will have time at the end of the meeting for any comments or concerns.
- Section 3 WVQ will cancel its regularly scheduled monthly meeting for inclement weather (snow or ice) when Yamhill County Schools are closed or delayed.

Article IV

MEMBERSHIP

- Section 1 Active membership shall be open to anyone interested in quilt-making and related arts and who pays annual dues.
- Section 2 Visitors are encouraged to attend functions of the Guild. After attending one (1) Guild sponsored meeting visitors will be expected to become active members by paying dues, or by paying \$10 per meeting.
- Section 3 Active privileges shall consist of, but not limited to: monthly newsletter, ordering privileges for books and materials, participation in small groups and any other Guild sponsored event.
- Section 4 Active Membership dues shall be \$50.00 annually, payable January 1st and become delinquent February 1st. If the dues remain unpaid by March 1st, membership and privileges shall be forfeited.

Article V

OFFICERS AND DUTIES

- Section 1. The elected officers of this Guild shall be President, Vice President #1, Vice President #2, Treasurer and Secretary.
- Section 2 The **President** organizes and leads all monthly, annual, and special meetings, chairs the executive board, and attends other committee meetings as needed. Is authorized to co-sign checks and to sign contracts for the Guild.
- Section 3 **Vice President # 1** serves as assistant to the President in all matters. In the absence of the President, the Vice President shall preside over monthly, annual, and special meetings. Serves as Parliamentarian with responsibility to see that the rules set forth in the by-laws are followed. Leads an annual review of the by-laws at the January Board Meeting. Coordinates the Raffle Quilts for the Quilt Show and Guild, and chairs the Marketplace.
- Vice President # 2** This position is filled by the outgoing President and serves as an advisor to the President in all matters. In the absence of the President, the Vice President may preside over monthly, annual, and special meetings. Chairs the biennial Quilt Show, is liaison to the church, and special projects.
- Section 4 The **Treasurer** receives and banks the WVQ funds, collect yearly dues. Maintains WVQ bank account. Collects extra fees for workshops, seminars or kits and maintains a list of those who have paid for the event. Disperses funds as authorized by the Executive Board and maintains records for all funds.

If purchases exceed \$100, a pre authorization form is required with authorization of the President, VP or Treasurer. Expenses totaling 10% above the budgeted amount will need to be approved by the President or Treasurer.

Prepares the books for review prior to January 15th of the next year. She or he will provide them to the WVQ President who in turn work with an incoming president and other appointed members of the WVQ Board to approve.

All expenses must be submitted to the Treasurer with a valid receipt.

It is the responsibility of the Treasurer to ensure authorized bank account signers are updated by January 31st each year and should include two members of the Executive Board.

Maintain annual filing requirements of 501(3)c, Form 990-E with the IRS.

Section 5 The **Secretary** shall take minutes of all meetings (monthly and annual) and executive board meetings of the WVQ and shall maintain permanent records of all meetings.

Article VI STANDING COMMITTEES

Section 1 Committees are created for the purpose of generating and building fellowship in the guild's membership, creating camaraderie and a welcoming atmosphere at all guild functions including programs, community outreach, quilt shows and small groups. The Chairperson of the committee can assemble a committee as necessary to assist them in the fulfillment of their role. Chairpersons are responsible for the general supervision of the committee.

The Committee Chairperson is responsible for maintaining contact with the executive board for approval of yearly plans, budgets, etc. Any purchases greater than \$100 must first be approved and will require a valid receipt for reimbursement.

It is the responsibility of each Committee Chairperson to give a report at the general monthly meeting if there is information to share with the membership. If the Chairperson is not available at a meeting, they should secure a replacement for the needed report.

Section 2 The Standing Committees will be:

Programs

The Programs committee shall arrange meeting programs, arrange teachers, workshops and facilities, supply information on workshops to the Newsletter Chairman, members and the general public if needed. Ensuring contracts are in place. Responsible for arranging travel, meals and lodging when applicable. Coordinate the formation of small groups, disseminating information to new members as needed.

Stash Builder

Arrange 3-5 raffle items per monthly meeting. Items can be new or collected per the committee's discretion. Tickets are available at the Stash Builder table before the meeting. Monies collected from this auction to be earmarked for Programs.

Hospitality

At monthly meeting, greets members and non-members upon entering and direct attendees to sign in. Help as needed.

Membership/Roster

At all functions of the Guild, this committee will greet and welcome new members, offer name tags and membership information. This committee will maintain the membership information and print the membership roster.

Compassion Quilts

Develop set list of charities to receive support from the Guild. Plan charity opportunities for the WVQ membership participation.

Communications Committee**Public Relations**

The Committee will Promote the WVQ Guild through social media, newspaper and whatever methods determined.

Website

The Committee will create and maintain the website for the Guild. The website should give information about the guild and any upcoming programs, teachers, and workshops.

Newsletter

The Committee shall write, edit, print, and mail and/or email a Newsletter to members each month and shall keep printed archives of the Newsletter.

Sunshine

Sunshine Committee will send a card or call a member when they are experiencing a time of need.

Annual Guild Raffle Quilt and Quilt Show Raffle Quilt

The Guild Raffle Quilt Committee shall be responsible for all phases of the quilt construction for the guild and all phases of the raffle process. The committee shall determine quilt size, pattern, material, and method of construction.

The Quilt Show Raffle Quilt Committee shall be responsible for all phases of the quilt construction for the quilt show and all phases of the raffle process. The committee shall determine quilt size, pattern, material, and method of construction.

**Article VII
VOTING AND ELECTIONS**

- Section 1 The term of the Executive Board Members will be offset by one year.
- Section 2 A nominating committee consisting of four active members, including an elected officer shall be appointed by the Executive Board in September every year to prepare a partial slate of officers for presentation to the membership in November. The selection shall be published in the monthly newsletter in November prior to the December meeting. Elections will be held in December. Newly elected officers will be installed in January.
- Section 3 Voting shall be by show of hands of voting members present. Voting by ballot shall be used only when there is more than one nominee for a position.
- Section 4 Term of office shall be for two years, January 1st to December 31st.
- Section 5 Should the office of President become vacant before the expiration of the term, the Vice President #1 shall fill the office of President or presiding officer until the next regular election.
- Section 6 A vacant position on the Executive Board shall be appointed by the President.

**Article VIII
FINANCE**

- Section 1 The Fiscal year shall run January 1 to December 31st.
- Section 2 The bank account shall bear the signature of both the President and the Treasurer; only one signature shall be required on bank drafts. All expenditures over \$100.00 must be approved by the President or Treasurer. Checks or drafts of the Guild must be signed by the President or Treasurer.
- Section 3 The Executive Board shall prepare and present the annual budget for the next fiscal year.
- Section 4 There will be an annual review of the books completed prior to January 15. The review Committee shall consist of the outgoing and incoming President and other appointed members.

**Article IX
AUTHORITY**

- Section 1 Unless otherwise provided for, all motions of this Guild may be acted on by a two-thirds vote of those active members present and voting.
- Section 2 The by-laws will be reviewed annually by a committee led by the Vice President # 1. The by-laws may be amended at any regular meeting by a two-thirds vote of those active members present and voting, providing notice of such proposed amendment has been given at least 30 days prior to the business meeting, at which the amendment is to be acted upon.
- Section 3 Once accepted the revisions and the date of acceptance and approval shall be published in the next issue of the Guild newsletter.

Approved and Adopted June 16, 2021

Peggy Gelbrich
Pam Tate
Sally Eagleman
Cristina Creigh
Lauri Nichols
Kathy Bower
Janet Decker
Gail Norby

Amended July 17, 2023

Peggy Gelbrich
Pam Tate
Pam Ealy
Cristina Creigh
Lauri Nichols
Kathy Bower
Janet Decker
Gail Norby