

## FAITHFUL CIRCLE QUILTERS MISSION STATEMENT

- To develop interest and participation in the art of quilting, patchwork, applique, and other forms of quilt making and to encourage through education, a high standard of design and technique in all its various forms.
- To work with other established groups with similar objectives to promote continuing interest in quilting.
- To present programs of interest to members and their guests.
- For members to participate voluntarily in philanthropic projects.

## FAITHFUL CIRCLE QUILTERS GUILD

**Faithful Circle Quilters** began as a class taught by Janet Bingle in 1974. Her students decided to continue the fun and share their newfound knowledge with others. They have seen the guild grow from 10 to 175 enthusiastic members.

## MEETING PROTOCOL

**Faithful Circle Quilters** usually meets the fourth Wednesday of the month at the First Presbyterian Church, 4<sup>th</sup> and Fairview Ave., Downers Grove, Illinois. Meetings begin at 7:30 pm for the months of September through May and at 7:00 pm for the months of June through August (summer hours) unless otherwise stated. The meeting date is usually scheduled earlier in the months of November and December due to the holidays. The meeting date may be changed at the guild board's discretion to accommodate the meeting room schedule or to adjust for major regional quilting events. The meeting place and time may also be changed by the guild board to adjust for special events and programs. The guild calendar is published in the newsletter and guild directory.

**Faithful Circle Quilters** conducts open meetings, which are accessible to the public by paying a guest fee and through membership subscriptions. All records, reports and documents are available to the membership for viewing upon request. The board and committees may only hold closed meetings when discussing the fees of professionals to be contracted to provide services to the guild as temporary employees. Formal as well as informal quilt related presentations at guild meetings must be pre approved by the board. No other presentations will be considered except as contracted programs by the program chair. The proceedings of all meetings of the guild, board and committees will be recorded through minutes.

**Guest Fees**—The guest fee of \$5.00 will be assessed. The guest fee amount may be amended by the board.

**Guest Raffle Quilts**—Area charitable organizations and other guilds may display their raffle quilts and sell tickets at guild meetings. Requests should be directed to the President for permission.

## FAITHFUL CIRCLE QUILTERS BY-LAWS

### ARTICLE I—NAME AND OBJECTIVES

Section 1. This organization shall be known as Faithful Circle Quilters, hereafter called “the Guild”.

Section 2. The objectives of the Guild are:

To develop interest and participation in the art of quilting, patchwork, applique, and other forms of quilt making and to encourage, through education, a high standard of design and technique in all its various forms.

To work with other established groups with similar objectives to promote continuing interest in quilting.

To present programs of interest to members and their guests.

For members to participate voluntarily in philanthropic projects.

Section 3. The Guild is not organized for profit and is a non-sectarian, nonpartisan, educational organization. Individual members may not profit financially from membership other than reasonable payment for professional services or reimbursement expenses. The Guild directory consisting of a list of the members, the by-laws and the Guild name tag, may not be used for commercial purposes. The Guild newsletter shall be published monthly, except December, for distribution to the regular, subscription and junior members.

### ARTICLE II—MEMBERSHIP

Section 1. Regular and Subscription members will consist of any person 18 years or older, with a serious interest in the art of quilting upon payment of dues. No person 18 years or older shall be discriminated against on the basis of age, sex, race, color, creed, national origin or disability.

Subscription membership allows for inclusion of past Regular Members who wish to maintain a “connection” with the Guild. Persons currently on the waiting list for Regular Membership may be included as Subscription Members.

Junior membership will consist of any person 12 to 17 years of age with an interest in the art of quilt making. Junior members must be accompanied by a Regular Member.

Guild membership is limited to 175 persons and includes Regular Members only in this count. (Please refer to box after the by-laws for amplification of member benefit levels.)

The membership renewal process begins in January and February for existing Regular Members. An application form is distributed at the meetings during those months and

included in the monthly newsletter. Regular Members wishing to continue their membership status will complete the form and return it to the Membership Chairperson by the designated deadline. At this time a regular member may choose the Subscription Membership option.

A Regular, Subscription or Junior member whose dues remain unpaid after February 28, shall be dropped from membership. After the membership deadline has passed, the Membership Chairperson will contact persons on the waiting list to fill any vacancies in the Guild.

A waiting list for Regular Membership will be maintained and updated by the Membership Chairperson. Those names on the waiting list will be entered on a first come first served basis. Subscription Members wishing to upgrade their membership or potential new members will be added to the end of the list. As vacancies in Regular membership open, the Membership Chairperson will contact the next available name on the waiting list for membership.

Section 2. Dues—For operating expenses, annual dues will be collected from Regular, Junior and Subscription members in January and February for existing members and thereafter for any person on a waiting list meeting the membership requirements. At the May meeting a list of members will be provided by the Membership Chairperson to the membership. New members may join at any time during the year by paying the applicable dues: March through August—full amount, September through February—one-half full year amount.

Section 3. Any guest attending a meeting will be asked to pay a guest fee as designated by the board and will receive a complimentary newsletter.

## ARTICLE III OFFICERS—DUTIES—ELECTIONS

Section 1. The Board shall consist of President, Program Chair, Treasurer, Secretary, Membership Chairman, Contracts Chairman and Quilt Show Liaison.

Section 2. Duties of Officers:

The **President** shall preside over all monthly meetings of the Guild and of the Board, shall be an ex-officio member of all committees, shall coordinate all activities and business of the Guild as necessary by making announcements, and by requesting volunteers and/or by appointing members to fill vacant offices and standing committees when necessary.

The **Program Chairman** shall perform duties of the President when necessary, plan and make arrangements for monthly programs, entertain the speaker at dinner before the meeting with reimbursement from the Treasurer, introduce speakers at meetings, obtain completed tax forms as needed for speakers, arrange for payment of speakers, and write

thank you notes to speakers. The Program Chairman will work closely with the workshop coordinator to facilitate any and all workshops contracted by the Guild.

For a two-year term, the **Treasurer** shall be custodian of the Guild's funds and shall prepare a two-year planning budget, which begins on January 1 of even numbered years. The Treasurer will present the budget at the November meeting to be approved by membership. The Treasurer shall pay for all programs and operating expenses, pay for Guild insurance, keep signature cards up to date and present itemized accounts of all receipts and disbursements at each business meeting. The executive board must approve any expenditures outside budget. The Treasurer's records shall be submitted for an annual audit by one board member and one member at large. The Treasurer will issue 1099s and other governmental filings to the IRS if necessary.

The **Secretary** shall keep minutes of the regular and board meetings and handle Guild correspondence. Minutes and reports from meetings of standing committees shall be submitted to the Secretary for the official record.

The **Membership Chairman** shall greet all members, collect the dues and guest fees, issue membership cards, maintain and update the membership list, revise the calling tree and provide mailing labels for and distribute the newsletters.

The **Contracts Chairman** shall plan and make arrangements for programs and contract with speakers through at least March of the following year. The Contracts Chairman shall assist the Program Chairman as needed. The following year the Contracts Chairman will assume the position of Program Chairman and the duties thereof.

The **Quilt Show Liaison** shall be a non-voting board member who arranges the contract for the Quilt Show facility. This position is filled by appointment of the President.

### Section 3. Election of Officers:

After asking for volunteers from the general membership, a committee of three non-board members will be appointed by the President in November to nominate candidates for all offices except Program Chairman. Each nominee must be an active member in good standing and must have agreed to accept the responsibilities of the position. It is recommended that the President should have been a Guild member for more than one year.

At the February meeting, the prospective officers shall be nominated and elected. Further nominations may be made from the floor at the time of the election. This slate of officers will be voted on by a written ballot of the regular members. If the slate of officers is unopposed the Guild may chose to vote by a show of hands.

Each new board shall consist of at least two members from the previous board at the discretion of the nominating committee in consultation with the existing board. No

person shall serve in the same office for more than two consecutive terms. The new board shall take effect March 1.

Section 4. Board Vacancy:

In the event a board member is unable to serve out the term, the President shall appoint someone to serve the remainder of the term.

The Program Chair shall assume the Presidency and appoint a Program Chair if it is determined that one is needed.

Section 5. Standing Committees:

Any committee involving the general membership, which has been included in the Guild budget for expenditures, is considered a standing committee. The board will establish the overall budget for the standing committee. The standing committees will submit an itemized budget for proposed expenditures and income to the Guild treasurer. Each standing committee will maintain a record of expenses and income against the established budget. Minutes of standing committee meetings shall be submitted to the Guild secretary for the official record. Minutes shall be submitted monthly, prior to the board meeting.

## **ARTICLE IV—MEETINGS**

Section 1. Regular meetings, which include show and tell and planned programs, are held monthly throughout the year.

Section 2. Business meetings shall be conducted as a part of the regular meetings. Reports from each officer will be presented as appropriate.

Section 3. Contracted workshops may be opened to the general public for attendance following initial announcement at a Guild meeting. Informal workshops may be held when a meeting place is available.

Section 4. A quorum for conducting business shall consist of 1/3 of the regular members.

Section 5. Parliamentary authority—Roberts Rules of Order shall be used as reference to conduct meetings and proceedings.

## **ARTICLE V—GENERAL POLICIES**

Section 1. Controversial issues shall not be acted upon until brought before the general membership.

Section 2. Interest groups within the Guild will be financed by those participating.

## **ARTICLE VI—DISSOLUTION**

Section 1. The Guild shall be considered disbanded upon a majority vote of the remaining membership or insufficient nominees to complete a full slate for the Guild board.

Section 2. On dissolution of the Guild all remaining funds and property, after all outstanding debts are satisfied, shall be distributed to a charitable organization according to the decision of the majority of current members of the Guild.

## ARTICLE VII—LIABILITY

Section 1. The Guild and board members assume no responsibility for any accidents or injury resulting during and in transit to and from any Guild activities. Parents or Guardians of minor children may be requested to complete a waiver or release for those children to participate in some activities.

## ARTICLE VIII—AMENDMENTS

Section 1. These by-laws may be altered, amended or replaced and new by-laws adopted at any business meeting of the Guild by a vote of members present. Any proposed change to the by-laws must be submitted in writing to the board which shall present the change to the membership at the next meeting, publish the change in the next newsletter and call for a vote on the change at the following meeting.

Section 2. These by-laws shall be liberally interpreted, keeping the welfare of the Guild in mind.

The following outlines the activities associated with each level of membership:

	Regular	Subscription	Junior
Access to Guild library books & videotapes/DVDs	Yes	No	Yes
Attendance at monthly meetings	Free	Guest Fee	Free
Discounted books	Yes	No	Yes
Eligible to serve on Guild board	Yes	No	No
Eligible to volunteer for any Guild activities and committees	Yes	Yes	Yes
Eligible for door prizes when wearing name tag	Yes	No	Yes
Eligible to show work in quilt show	Yes	As space is available	Yes
Eligible to vote on Guild issues	Yes	No	No
Receive Membership Directory	Yes	Yes	Yes
Receive Newsletter	Yes	Yes	Yes
Workshop sign-up preference	Yes	Yes	Yes