

Constitution and Bylaws

HANNIBAL PIECEMAKER'S QUILT GUILD

Complete revision 2006/2007 -- Approved September 4, 2007

Article XVII added Feb 3, 2009

Fiscal year changed by amendment on December 1, 2009

Articles VII, VIII and IX amended Nov. 6, 2012

Articles III, XV, and XVI amended March 3, 2015

Complete Revision 2022 -- Approved January 3, 2023

I. IDENTITY

The name of the organization shall be Hannibal Piecemaker's Quilt Guild (HPQG). The creation and first meeting of the organization occurred on April 4, 1992.

II. LOCATION

The place where the principal office of the organization is to locate is the town of Hannibal, Marion County, MO. The HPQG mailing address is PO Box 1101, Hannibal, MO 63401.

III. PURPOSE

The organization is organized exclusively for charitable, educational and scientific purposes; for making of distributions to organizations that qualify as exempt organizations under section 501 © (7) of the Internal Revenue Code or corresponding sections of any future federal tax code.

IV. MEETINGS

Meetings of the Hannibal Piecemaker's Quilt Guild shall be held the first Tuesday evening of each month at 6 PM.

V. MEMBERSHIP, DUES AND RESPONSIBILITIES

Membership is open to any person with an interest in quilting who pays the membership fee which is determined by the Executive Officers. No person will be denied full membership rights or otherwise be discriminated against under the bylaws because of race, creed, sex or religion. Membership fees are due January 1 of each year. The membership year runs from January 1 to December 31. New members joining after July 1 will pay the half year rate.

A. Members:

1. Wear a nametag at all meetings. One will be provided for a small fee determined by the Executive Officers.
2. Are encouraged to attend Saturday workshops at a fee determined by the Executive Officers. There is no charge for the September Community Giving workshop if working on the designated project. Saturday workshops are open to non-members at an additional cost determined by the Executive Officers.
3. Will have access to the Constitution and Bylaws as well as other approved documents in Facebook/Files and on the guild website.
4. Shall not knowingly violate US Copyright Laws.
5. Who produce tools, patterns, or quilting-related products for sale and are used for HPQG workshops, may be paid for their products.
6. Are expected to complete at least ONE Community Giving project per year.
7. Are expected to sell or donate the purchase price of one packet of Opportunity Quilt tickets per year.

VI. EXECUTIVE OFFICERS

Executive Officers shall consist of the President, Vice-President, Secretary, Treasurer, and Director at Large. The term of the office shall be one year.

Since the Executive Officers are the cohesive unit which guides and strengthens the organization, all candidates for Executive Offices should have demonstrated strong, prior involvement in the Guild.

The Executive Officers shall meet within thirty (30) days after their election to prepare a budget for the next 12 months. The budget shall be presented to the members no later than at the January meeting.

VII. SPECIFIC DUTIES OF EXECUTIVE OFFICERS

A. The President shall:

1. Officiate at all meetings.
2. Work with Executive Officers and committee chairs to prepare an annual budget for membership approval at the January meeting.
3. Prepare monthly agendas and distribute as appropriate, at a minimum to Executive Officers, prior to the meeting.
4. Work with the Director At Large and the Treasurer to see that committees are staying within their budget.
5. Submit items as appropriate to the Newsletter Editor prior to each meeting.
6. May appoint Ad Hoc Committees as needed.

B. The Vice-President shall:

1. Take minutes in the absence of the Secretary.
2. Preside at the meetings in the absence of the President.
3. Select nominating committee at the August meeting.
4. Purchase door prizes and birthday prizes or delegate to a committee.
5. Recognize members' birthdays.
6. Work with the Director at Large to create and maintain a list of responsibilities for each committee using this document as a resource.

C. The Secretary shall:

1. Take accurate minutes of each meeting.
2. Record attendance at each meeting.
3. Maintain a permanent record of the minutes.
4. Maintain the membership roster in association with the treasurer and newsletter editor.
5. Roster shall include name, address, phone, birthday month and day, e-mail if available and date joined.
6. Submit minutes to the Newsletter editor and President prior to the newsletter publication date.

D. The Treasurer shall:

1. Present a monthly report of cash receipts and expenditures and submit to the President and all officers prior to each meeting.
2. Reconcile the bank statements with checking accounts monthly.
3. Deposit funds promptly.
4. Prepare a written report summarizing receipts and disbursements for the fiscal year end December 31.
5. Pay membership to the Missouri State Quilt Guild.
6. The passing of guild members shall be acknowledged:
 - Charter member \$100 to memorial of family choice.
 - Past or current President \$50 to memorial of family choice
 - Active member \$25 to memorial of family choice.
7. Prepare guild financial records for an annual internal audit by the President and 2 guild members for the end of term.
8. Work with the Director At Large and the President to see that committees are staying within their budget.
9. File appropriate tax forms with the IRS by April 1.

E. The Director At Large shall:

1. Oversee committees by helping them understand duties and budget questions.
2. Bring questions and suggestions for changes to the Executive Officers for discussion.
3. Work with the President and the Treasurer to see that committees are staying within their budget.
4. Work with the Vice President to create and maintain a list of responsibilities for each committee using this document as a resource.
5. Maintain an inventory list. See Appendix A.

VIII. Other Appointed Positions and Committees. Committee Positions may have unlimited terms of service.

F. Program Committee shall:

This committee shall consist of at least three members.

1. Meet with the Director At Large in December to present the proposed programs for the twelve months.
2. Work within the annual budget for programs.
3. Shall be responsible for planning programs and entertainment for the twelve monthly meetings of the current year (January through December). Coordinate with the Social Committee for the July and December carry-in dinner.
4. Shall be responsible for planning at least one Challenge project a year.
5. Work with the Chair-Elect coordinating special programs and/or workshops that have been planned far in advance.
6. Chair-Elect will arrange for programs in succeeding years of their appointment and assist the current chair with current year programs.
7. Ensure that special guest workshops are paid for at the time of sign-up. Another person may take your place in the event you cannot attend. Monies will not be refunded due to limited attendance.

G. Membership Committee shall:

1. Receive membership application and dues and issue membership cards.
2. Introduce potential and new members to current members.
3. Get all appropriate documents to new members including the Constitution and Bylaws.
4. Maintain inventory control of membership pins and tote bags. A membership pin shall be given to a member when they join for the first time.
5. Write a spotlight article each month of any new or current member and send to Newsletter Editor.
6. Recognize outgoing Executive Officers and Committee Chairs.

H. Community Giving Committee shall:

This committee shall consist of at least three members.

1. Provide a list of recommended projects for the year. Other projects may be included as appropriate.
2. Determine what will be counted as one project, for example how many pillow cases count as one project.
3. Collect finished items and distribute them.
4. Track member participation in projects.

I. Newsletter Editor shall:

1. Maintain and update the membership roster; distributing the same to the secretary and membership chair.
2. Prepare a newsletter for the membership to be distributed monthly. The newsletter should include the monthly minutes and financial reports, birthdays, as well as other pertinent guild information.
3. Distribute the roster information to membership by the March meeting.
4. Disseminate the Constitution and Bylaws, along with other approved documents, to new and renewing members.

J. Fundraising Committee shall:

The primary fundraiser of the Hannibal Piecemaker's Quilt Guild is an opportunity quilt. However, the committee shall determine what fundraiser is appropriate in any given year. When an opportunity quilt is done the committee shall:

1. Choose a design or quilt pattern and the size.
2. Determine the number of quilts--main quilt, 2nd for quilt show, and workers quilt(s).
3. Choose the quilting style and person to quilt the top.
4. Select and purchase fabric by staying within budget.
5. Complete the quilts or find volunteers to complete quilts including label and binding.
6. Determine where to sell tickets and schedules for workers at festivals, etc.
7. Set up and take down of the pop-up tent used in festivals and be responsible for all maintenance and purchases related to the tent. Explore other venues to sell tickets.
8. Choose prizes/money for top ticket sellers (top 3 to 5 members selling the most tickets for the current membership year, and shall be presented at the November meeting).
9. Make or purchase a prize for workers at the booth and on the quilt (traditionally a small matching quilt).
10. Take pictures of the quilt and make up packets of tickets to give to each member.
11. Keep track of the tickets sold by members and at festivals.

- K. Social Committee shall:**
1. Greet all members and guests as they arrive at the meetings and hand out an invitation/membership application as appropriate.
 2. Have temporary name tags for all attendees who did not wear one. A minimal fine shall be imposed and put in a petty cash fund maintained by the committee.
 3. Register all guests so that guests can be properly recognized.
 4. Display flyers and other information that has been provided for the members.
 5. Arrive at least fifteen minutes before the meetings.
 6. Send cards to active members faced with serious illness or health issues and condolence cards at the passing of family members and any other card deemed necessary.
 7. Collect fat quarters for members to give to a member who is getting married.
 8. Inform the Treasurer of the passing of a member so a memorial can be made to the family.
 9. Work with Program Committee to plan for the July and December meal.
 10. Take photos of Show and Tell at meetings and post on Facebook.
 11. Take photos at special events and post on Facebook.
- L. Facebook and Website shall:**
1. Maintain and update guild website.
 2. Become an Admin to both Facebook groups admitting members as appropriate.
 3. Add the newsletter and other relevant information to the group files on Facebook.
 4. Update forwarding emails after new officers and committee chairs take office.
- IX. Ad Hoc Committees -- Committees which may not be necessary in order for the guild to operate or may not be appropriate for any given year.**
- M. Workshop Committee shall:**
1. Organize and facilitate Guild Workshops.
 2. Develop an annual workshop calendar that includes the September workshop where members will work on the Community Service/Quilt Along projects.
 3. Show a sample of the workshop project at least one month prior to the workshop or when members signup for the workshops.
 4. Submit information about upcoming workshops to the Newsletter Editor in a timely manner.
 5. Be responsible for obtaining the key to the workshop site and securing the site following workshops.
- N. Quilt Show Chair & Vendor Show Chair shall:**
1. Work with Executive Officers and committee chairs to prepare a budget for the event.
 2. Recruit and manage event committees in collaboration with the Executive Officers.
 3. Plan and oversee all activities on the day of the event.
 4. Quilt Show Chair shall make sure that all committee notebooks are up to date.
- O. Quilt Along Committee shall:**
1. Select and present a project to be completed in the guild year.
 2. Complete each block or section in advance to show the members and explain how the block or section should be pieced.
 3. Maintain a notebook of each section that has been assigned. Each pattern should have the date of assignment written at the bottom of the pattern. This notebook should be brought to each meeting for reference and archived in the library at the end of the fiscal year.
- P. Librarian shall:**
- The Hannibal Piecemaker's Quilt Guild maintains a collection of quilting books, which have been received as gifts or have been purchased by the guild.
1. Keep a detailed record of all books owned by the guild. This includes reporting any new acquisitions to the membership.
 2. Keep a detailed record of all books that are currently checked out, including a listing of all overdue books. Two (2) books may be checked out for one month at a time.
 3. Call members who have books checked out one or two days before the meeting to remind them to bring the book(s) to the meeting.

Q. Bus Trip Committee shall:

1. Offer at least one proposed bus trip. A proposal of date, destinations, estimated cost shall be presented for membership consideration at least 3 meetings prior to the month of the trip date.
2. Prepare a detailed itinerary including cost, rest and meal stops.
3. Make sure that the bus trip is within budget.
4. Be authorized to contract with the transportation company for the bus trip upon acceptance of bus trip by membership.
5. Designate one committee member as trip registrar.
6. Take paid reservations from guild members for at least 1 month. Reservations are not confirmed until paid. If the bus is not filled by an announced date, reservations may be opened to non-guild members at an additional cost.

X. NOMINATING COMMITTEE

This committee shall be comprised of the current President, Vice President, the most recent past President, and three other members. This committee shall be named at the August meeting each year, and shall present a proposed slate of new Executive Officers and candidates for other positions to the members at the September meeting.

The membership shall vote on the slate of officers and other positions at the October meeting. All officers and committees will assume office at the January meeting.

XI. VOTING

Each paid member of the guild will be allowed one vote. A simple majority is necessary to pass motions.

Non-budgeted expenditures greater than \$200 require a simple majority vote of the membership present while those less than or equal to \$200 require only a majority vote from the Executive Officers.

XII. PROCEDURES FOR FILLING UNEXPIRED TERMS OF OFFICERS

In the event that the President cannot complete the term of office, the Vice-President will be moved up to become the President.

If a vacancy occurs in the unexpired term of the Vice-President, Secretary, Treasurer, or Director at Large, the Executive Officers will select a candidate to fill the vacant office. The candidate will assume office after receiving a simple majority vote of the members present.

If a vacancy occurs in any other committee, the Executive Officers shall appoint a replacement.

XIII. PROCEDURES FOR REIMBURSEMENT OF GUILD EXPENSES

Members must present bills and/or cash receipts to the Treasurer for proper reimbursement. In order to maintain accurate books, all expenditures and reimbursements shall be made by check drawn on the guild's checking account.

XIV. STANDING RULES

The guild may establish standing rules as necessary which may be changed by a simple majority vote of the members present.

XV. ACTIVITIES

No part of the net earnings of the guild shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the guild shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III of these bylaws. No substantial part of the activities of the guild shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the guild shall not participate in, or intervene in (including the publishing or distribution of statements) a political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the guild shall not carry on any other activities not permitted to be carried on: A) by an association exempt from federal income tax under section 501(c)7 of the Internal Revenue Code, or corresponding sections of any future federal tax code, or B) by an association, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or corresponding sections of any future federal tax code.

XVI. DISSOLUTION OF THE GUILD

Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)7 of the Internal Revenue Code, or corresponding sections of any future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located, exclusively for such purposes or to such organizations or organizations as such Court shall determine, which are organized and operated exclusively for such purposes.

1. Addendum of Changes

AMENDMENTS

These bylaws may be amended by a simple majority vote of the members present, provided the notice of proposed changes has been sent to the members at least one (1) month prior to that meeting.

Appendix A: Equipment/Materials Inventory

<u>Equipment</u>	<u>Location</u>	<u>Date Acquired</u>
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