

# UTAH QUILT GUILD BYLAWS

## ARTICLE I: NAME

- 1-1. Name: The Name of this organization is the Utah Quilt Guild. Hereinafter, Guild or UQG.
- 1-2. Statute: The UQG is a non-profit organization.

## ARTICLE II: PURPOSE

- 2-1. Purpose: To encourage, promote, and preserve the art of quilting.

## ARTICLE III: MEMBERSHIP

- 3-1. Eligibility: All persons committed to the UQG purpose are eligible for membership.
- 3-2. Procedure:
  - A. One becomes a member by filling out a written application and paying annual dues.
  - B. The dues period is April 1 of the current year through March 31 of the following year.
  - C. Application forms and dues are sent to the UQG Membership Registrar.
  - D. Memberships received after the Annual Quilt Festival, will be pro-rated to half of the current yearly membership amount, and will still expire on March 31<sup>st</sup> of the following year. No other pro-rated amounts will be accepted.
  - E. Membership is terminated when yearly dues are not renewed by May 1<sup>st</sup>.

## ARTICLE IV: GUILD STRUCTURE

- 4-1. Chapters: A Chapter is a group of three or more members of the UQG who meet on a regular basis. Persons not members of the Guild can participate if the Chapter so desires.
  - A. The Chapter chooses a name and submits it to the UQG Vice President for approval to avoid duplication of names among the UQG chapters.
  - B. The Chapter elects a President who must be a member of the UQG. It may elect as many other officers as it deems necessary.
  - C. The Area Representative and the UQG Vice President are informed of the name, address, and phone number of the new Chapter President and the time and place where Chapter meetings are held. This charter must be renewed annually.
  - D. Chapters meet as often as desired and plan their own activities.

- 4.2 Areas: An Area is all the Chapters in a geographic area as designated below. Areas may be subdivided as needed.

Subdivisions will be under the direction of an assistant to the Area Representative.

These Areas are:

**Bear River:** Box Elder County and Malad, Idaho

**Cache-Rich:** Cache & Rich Counties and Preston, Idaho

**East Central:** Piute, Wayne, Sanpete, & Sevier Counties

**West Central:** Juab & Millard Counties & Ely, Nevada

**Davis North/ Weber:** North Davis County and Weber County

**Davis/South:** South Davis County

**Eastern Idaho**

**Salt Lake North:** Tooele & North Salt Lake Counties

**Salt Lake South:** South Salt Lake County

**Southeast:** Carbon, Emery, Grand, & San Juan Counties.

**Southwest:** Beaver, Iron, Garfield, Kane, & Washington & Clark (NV) Counties & Page, Arizona

**Summit:** Summit, Morgan, & Wasatch Counties & Evanston, Wyoming.

**Uintah Basin:** Duchesne, Uintah & Dagget Counties

**Utah County North:** North Utah County

**Utah County South:** South Utah County

- A. The Area Council consists of the Area Representative and the Presidents of the Chapters in the Area.
- B. The Area Council meets as often as desired. It plans events for the Area. Such events may include other Areas if so desired.
- C. UQG members may belong to an Area without belonging to a Chapter.

- 4-3. The Utah Quilt Guild: The Guild is formed by combining all Chapters and Areas. It is governed by a board of Elected and Appointed Officers and Area Representatives. UQG members may belong to the Guild without participating in any Chapter or Area, nor residing within an area served by the guild.

4-4. The Executive Board, Voting Privileges, and Board Members

- A. The members of the Executive Board are the President, President-Elect, Vice President, Secretary, Treasurer, the immediate Past-President and an Area Representative from each of the Areas.

- B. The Executive Board is charged to conduct all business for the UQG when emergency decisions must be made. Area Representatives should be consulted with decisions that affect their Area.
- C. Only Executive Board Members present at a board meeting have voting privileges to carry out business of the UQG.
- D. Half the Executive Board, plus one, make a quorum to conduct official business. A simple majority of this quorum is needed to pass an item of business.
- E. The Executive Board shall meet at least four times a year. Other meetings may be called at the request of:
  - 1. The President
  - 2. A quorum of the Executive Board
  - 3. A petition signed by 20 or more members of the Guild
- F. The President selects the time and place for all meetings.
- G. The Executive Board sets the dues.
- H. The Executive Board authorizes the budget and approves the spending of funds.
- I. The Executive Board authorizes an annual audit of the books.
- J. The Executive Board appoints people, forms committees, and chooses chairpersons.
- K. The Executive Board fills vacancies in offices and determines the length of appointment within the stated confines of that term of office.
- L. Only members of the Utah Quilt Guild Board and the Utah Quilt Guild Annual Quilt Festival Committee are authorized to expend Utah Quilt Guild monies. Expenditures made by non-board or non-committee members or during periods of lapsed membership may be reimbursed at the discretion of the Executive Board.

## **ARTICLE V: DUTIES OF OFFICERS**

- 5-1. Elected Officers: Elected officers shall serve a term of office as designated or until their successors are selected.
- A. Elected officers are: President, President-Elect, Past President, Vice President, Secretary, and Treasurer. The new term of office shall begin January 1. Transition will take place between the Annual Quilt Festival and January 1 during which time outgoing officers meet with incoming officers to transfer information and supplies.
  - B. No member shall hold more than one office at a time.
  - C. No elected officer can serve consecutive terms in the same office.
  - D. All elected positions may be challenged each year by new candidates, with the exception of President and Past President.

- E. In the event of the death or resignation of an elected officer, except the President, a new officer shall be appointed to fill the unexpired term of the vacated office. The appointment shall be by and with a simple majority approval of the Executive Board.
- F. All Elected Officers must be current members in good standing with the Utah Quilt Guild and must remain so for the duration of their service on the Board.

5-2. Duties of the Executive Board

A. President

- 1. Serves for one year.
- 2. Conducts business of the guild under direction of the Executive Board.
- 3. Presides at all meetings of the Board and is Chair of the Executive Board.
- 4. Makes meeting agendas.
- 5. Consults with the President-Elect, Past President, and Vice President on Guild business.
- 6. Is an ex-officio member of all committees except the Nominations Committee.
- 7. Co-signs checks as needed, chairs the Budget Committee, and reviews all financial matters with the Treasurer.
- 8. Is responsible to see that officers and committee chairs carry out their duties as prescribed in the bylaws.
- 9. Conducts the business portion of the UQG Annual Quilt Festival.
- 10. Serves as the immediate Past President following term as President.

B. President-Elect

- 1. Serves for one year.
- 2. Serves as a counselor to the President.
- 3. Assumes the duties of the President in his or her absence.
- 4. Becomes the President if that office is vacated.
- 5. Automatically becomes President following term as President-Elect.
- 6. Serves as co-chair of the UQG Annual Quilt Festival.
- 7. May be in charge of optional fundraising.
- 8. Co-signs checks as needed.

C. Vice President /Public Relations

1. Serves from 1 to 3 years.
2. Works closely with Chapters and Areas.
3. Gathers and distributes information concerning the Areas.
4. Maintains a list of Area officers, Chapter officers, and Chapter Charters on file.
5. Responsible for maintaining a list of the Resource Teachers available for the UQG membership.
6. Provides guidelines and applications for quilt event prize or expenditure money from the UQG for Area and Chapter quilt events and keeps a record of disbursements.
7. Plans methods to keep members and attract new members working through the Board, newsletter, and other committees and groups to accomplish this.
8. Maintains copies of the Guild information brochure at quilt shops, libraries, fabric stores, and other likely establishments.
9. Develops publicity for Guild programs and functions.
10. Is responsible for collecting quilts for fallen officer's families to be presented at the Ceremony for Fallen Officers each year in May.

D. Secretary

1. Serves from 1 to 3 years.
2. Keeps the minutes of the Executive Board and the business portion of the UQG Annual Quilt Festival.
3. Keeps a roster of board members and a record of their attendance at board meetings.
4. Minutes of a previous meeting can be provided to board members or can be read in the next meeting for approval.
5. Notifies members of board meetings.
6. Keeps a file of minutes from all meetings, official correspondence, and committee reports.
7. Answers letters as directed by the President.

E. Treasurer

1. Serves from 1 to 3 years.

2. Receives funds and donations from all Guild activities and deposits them in a bank approved by the Executive Board.
  3. Disburses funds under the direction of the Executive Board with checks co-signed with the President or President-Elect.
  4. Keeps a thorough record of all receipts and disbursements and balances the checkbook monthly.
  5. Makes financial reports at board meetings, the UQG Annual Quilt Festival, following special events, and at least twice a year in the newsletter.
  6. Serves as a member of the Budget Committee.
  7. Closes the books by January 1 and submits them for an annual compilation of the UQG finances.
  8. Is responsible for being in compliance with government tax regulations.
  9. Renews the bulk mailing permit, the post office box, the NQA membership for the Elected Officers, and the NQA insurance for the UQG Annual Quilt Festival.
  10. Serves as a member of the UQG Annual Quilt Festival Committee.
  11. Retrieves mail weekly from the post office box and distributes it to the appropriate board members.
  12. Appoints an Assistant Treasurer as needed and approved by the Executive Board.
- F. Immediate Past-President
1. Serves for 1 year
  2. Counsels with the President.
  3. Serves as Chair of the UQG Annual Quilt Festival Committee.
  4. Serves as Chair of the Nominations Committee.
  5. Follows board approved Policies and Procedures regarding the UQG Annual Quilt Festival.

### 5-3. Area Representatives

- A. Each Area is responsible for selecting the Representative for that Area with the assistance of the UQG board.
- B. Area Representatives attend Guild board meetings as voting members of the Executive Board.
- C. Duties of an Area Representative
  1. Serves a minimum of one year.

2. Is President of the Area Council.
  3. Attends UQG board meetings as a liaison between Area Chapters and the Executive Board.
  4. Coordinates Area workshops, contests, and shows.
  5. Gathers news of area events and submits them to the newsletter editor monthly.
- D. Each Area Representative must be a current member in good standing with the Utah Quilt Guild and must remain so for the duration of his/her service on the Board.

5-4. Appointed Officers:

- A. Appointed Officers are appointed by the Executive Board and generally serve a minimum of 1 year.
- B. Appointed Officers attend board meetings as non-voting members.
- C. All Appointed Officers must be current members in good standing with the Utah Quilt Guild and must remain so for the duration of their service on the Board.

5-5 Duties of Appointed Officers:

A. Newsletter Editor

1. Attends board meetings to receive instruction, gather news, and reports news; or sends a reporter to do the same.
2. Gathers news from other sources that further the Guild's purpose.
3. Issues a newsletter 11 times a year.
4. Determines other expenses and sets advertising fees with Executive Board approval.
5. Exchanges newsletters with other quilting groups and maintains copies with the Librarian for member use.
6. Maintains a file of UQG newsletters.
7. Responsible for billing advertisers and collecting advertising fees.
8. Responsible for providing updates & information to the Website Coordinator.

B. Historian

1. Keeps a permanent record of major UQG activities through photos and media clippings.
2. Keeps a file of Guild newsletters as a historical resource.

3. Is responsible for assigning a photographer to cover Guild events.
  4. Has the history available at appropriate meetings for members to read.
- C. Librarian
1. Makes a list of available publications to members on the website. Hard copies are available upon request.
  2. Purchases books and other publications.
  3. Submits an inventory of library acquisitions and disposals to the Treasurer at the end of the year.
- D. Membership Registrar
1. Receives membership application forms and dues.
  2. Deposits dues and gives deposit slips to the Treasurer.
  3. Inputs data into computer and provides data as needed.
  4. Provides current mailing addresses for newsletter mailings.
  5. Provides other computer data as requested by officers for use in Guild matters.
  6. Updates online member directory.
  7. Must have e-mail abilities and computer experience.
- E. Property Chairperson
1. Schedules use and rental of quilt stands.
  2. Maintains and stores equipment.
  3. Submits an inventory of property acquisitions and disposals to the Treasurer by year's end.
- F. Parliamentarian
1. Knows the bylaws and acts as parliamentarian during board meetings to see that the bylaws are adhered to.
  2. Enforces Robert's Rules of Order at all meetings.
  3. Responsible to maintain and distribute updated copies of the Guild bylaws.
  4. Conducts the election of officers and ratification of bylaws at UQG Annual Quilt Festival.
- G. Quilt Show Coordinator
1. Serves for a minimum of 3 years.
  2. Chair of the UQG Annual Quilt Festival Quilt Show.



3. With Executive Board approval, determines the judging forms and show guidelines.
  4. Publishes the guidelines, registration forms and categories in the Beeline two months before Guild-sponsored quilt shows.
  5. Keeps a list of persons who are willing to judge quilt shows.
  6. Assists where needed in quilt shows with regard to advice on judging, hanging, registration forms, ribbons, quilt protection, insurance, etc. The Quilt Show Coordinator is not in charge of Area quilt shows, rather acts as an advisor.
- H. Holiday Quilt Show & Auction Liaison
1. Provides a line of communication between the UQG Board and the Holiday Quilt Show & Auction Board.
  2. Prepares newsletter articles regarding Colonial House Quilt Days and the Holiday Quilt Show & Auction.
  3. Responsible for supervising the quilt made and donated to the Auction by the UQG Board.
  4. Attends UQG Board meetings, Holiday Quilt Show & Auction Board meetings, and Colonial House Quilt Days.
  5. Encourages members of the Holiday Quilt Show & Auction Board to join the Guild.
- I. Deseret Hospital & Quilt Museum Liaison
1. Attends UQG Board meetings.
  2. Provides a line of communication between the UQG Board and This Is The Place Heritage Park.
  3. Responsible for scheduling access to and use of the Deseret Hospital & Quilt Museum.
  4. Responsible for scheduling docents for Guild events at the Deseret Hospital & Quilt Museum.
- J. Website Coordinator
1. Must have e-mail abilities and experience.
  2. Coordinates between the UQG Website Webmaster, the Beeline Editor, and others to keep the website information current and up to date.
  3. Is responsible for reviewing website additions, changes, and deletions for accuracy prior to sending them to the Webmaster.

5-6. Annual Quilt Festival Committee:

- A. All members of the UQG Annual Quilt Festival Committee must be current members in good standing with the Utah Quilt Guild and must remain so for the duration of their service on the Committee.

5-7. Resignation and Termination

- A. It is expected that all members of the UQG Board will demonstrate the ability to work productively with colleagues and exhibit mutual trust, respect, and ethical behavior. They will participate actively, attend a majority of meetings, uphold the purpose and mission of UQG and do their jobs as outlined in the bylaws.
- B. A board member may resign at any time at which time the president may fill their position by appointing an interim member.
- C. A person may be terminated from their position by a majority vote of the executive board after a written warning from the President yields no satisfactory resolution or improvement. In the event that the president is the offending party, a quorum of the executive board may give the written warning.

**ARTICLE VI: NOMINATION AND ELECTION OF OFFICERS**

6-1 Nomination Committee:

- A. The Past-President chairs this committee.
- B. The remaining two members of this committee are appointed by the Executive Board in January, and all three members are encouraged to be from different Areas.

6-2 Proposed Officer Slate:

- A. In the March newsletter a list of vacancies will be published.
- B. The Nominating Committee will select candidates for each vacancy.
- C. The Nominating Committee will submit a proposed officer slate to the Executive Board for approval.
- D. Members of the nominating committee are eligible for nomination.

6-3 Election:

- A. The official slate of candidates will be placed in the UQG newsletter by the chair of the Nominating Committee at least one month prior to the UQG Annual Quilt Festival.
- B. During the UQG Annual Quilt Festival, the official slate of candidates will be presented to the membership and floor nominations will be accepted.
- C. A verbal 'yea' or 'nay' vote will be taken at the UQG Annual Quilt Festival for the election of officers.

- D. A simple majority of members present at the business portion of the UQG Annual Quilt Festival will elect the officers.

## **ARTICLE VII: AMENDING THE BYLAWS**

### 7-1 Amendments:

- A. Proposed amendments must be presented in writing to the Executive Board at least 90 days prior to the UQG Annual Quilt Festival.
- B. Members must be notified in writing at least 30 days prior to the UQG Annual Quilt Festival.
- C. A simple majority of the members at the business portion of the UQG Annual Quilt Festival can ratify a change to the bylaws.