

BYLAWS  
OF  
STERLING STITCHERS CHAPTER  
QUILTING GUILD OF THE VILLAGES, INC.  
SEPTEMBER, 2012  
**Revised March, 2017**

ARTICLE I: NAME

The name of this organization shall be Sterling Stitchers, a chapter of the Quilting Guild of The Villages, Inc.

ARTICLE II: GOVERNMENT

These Bylaws shall govern this organization, herein called the Chapter, following the rules of the Recreation Department of The Villages and enforced by the President and Officers of Sterling Stitchers.

ARTICLE III: PURPOSE

The purpose of this not-for-profit organization shall be to promote interest in and appreciation of the art of quilt making, to educate and share quilting information, and to support ongoing charitable works within the community.

ARTICLE IV: MEMBERSHIP/DUES

Section 1: Eligibility

- A. Membership in the Chapter shall be open to all residents of The Villages who are interested in any and all aspects of quilting, who wish to learn and/or improve their quilting skills and support community and charitable works.
- B. Members In Good Standing must attend a minimum of four (4) FULL Business Meetings AND four (4) Hearts & Hands Workshop Meetings during the calendar year. Non-compliance will result in forfeiture of your membership eligibility and your replacement in the Chapter by someone from the waiting list. Extraordinary circumstances will be addressed as needed.
- C. Members must be willing to serve and participate on a Chapter committee.
- D. Membership guidelines will coincide with The Villages Fire Code restrictions for the room where the Chapter meets and the Guild Bylaws. Our membership will be closed when we reach **60** members and a Waiting List will be maintained.

Section 2: Dues

- A. Any individual may become an active member of the Chapter by payment of annual dues to both the Guild and Chapter.
- B. Annual dues shall be determined by recommendation of the Officers and the approval of two-thirds of the membership present at the vote at the November Chapter meeting.
- C. Membership dues shall be paid annually prior to **March 1<sup>st</sup>**.
- D. Members transferring from other chapters are responsible for Sterling Stitchers Chapter dues.

## ARTICLE V: NOMINATIONS AND ELECTIONS

### Section 1: Nominating Committee

- A. The nominating committee will consist of two members from the Chapter, and an Officer will act as chairperson.
- B. This committee will be formed in September. Members of the nominating committee are not eligible for nomination.
- C. The nominating committee will submit a proposed slate of officers to the membership at the October Chapter Business Meeting when nominations will be accepted from the floor.
- D. Voting will be held by written ballot. Those ballots will be accepted from members in good standing at the November Chapter Business Meeting.
- E. New officers will be installed at the December Chapter Business meeting to assume duties January 1st.

## ARTICLE VI: OFFICERS

### Section 1: Elected Officers

**All Elected Officer Positions may be shared Officer Positions (ie. two persons serving in a shared capacity).**

- A. The officers of the Chapter shall be President, Vice President, Secretary, Treasurer, and Guild Representative. They shall hold office for a term of two (2) years with elections for President and Treasurer in odd years (i.e. 2013) and elections of Vice President, Secretary and Guild Representative in even years (i.e. 2012).
- B. Vacancies in an office of the Chapter shall be filled at the recommendation of the Officers subject to approval of a majority of the membership present at a Chapter Business meeting. This person will complete the term of the vacancy.
- C. Officers of the Chapter may not be officers of the Guild.
- D. Any elected Officer may be removed by two-thirds vote of the members attending a Chapter Business meeting, if needed, for non-performance of duties or criminal offenses.
- E. No more than two members of the Chapter may hold an office in the Guild.
- F. No officer shall be eligible to serve for more than two consecutive terms in the same office.

### Section 2: Duties

- A. President
  - 1. Preside at all general membership and board meetings.
  - 2. Shall be an ex-officio member of all committees except the Nominating Committee.
  - 3. Appoint committee chairpersons as the need arises.
  - 4. Act as a liaison between the Chapter, Guild and The Villages Recreation Department.
  - 5. Review and approve all expenditures that exceed \$200.
  - 6. Authorized to sign any and all contracts entered into on behalf of the Chapter along with the event chairperson.
  - 7. Perform other duties as required

B. Vice President

1. Act as chairperson of the Program Committee and is the Chapter's representative to the Guild's Program Committee.
2. Act as aide to the President and perform the duties of the President in her absence.

C. Secretary:

1. Record minutes of all Chapter Business and Officer meetings.
2. Conduct all Chapter correspondence as directed by the President.
3. Distribute a copy of the Chapter Business meeting minutes to members via email.
4. Maintain weekly attendance records and monitor compliance with membership eligibility requirements.

D. Treasurer:

1. Shall be responsible for collection, distribution, and accounting for the funds of the Chapter.
2. Authorized to solely approve expenditures less than \$200.
3. Present monthly financial statements to the members at the monthly Chapter business meeting.
4. Submit the books for yearly audit.
5. Handle membership duties: provide membership cards, maintain current membership list, and compiles annual directory to include name, address, zip code, telephone, email, and date member joined the Chapter.

E. Guild Representative

1. Attend monthly Guild Executive Board Meetings and report back to the Chapter.

ARTICLE VII: COMMITTEES

All Standing Committees serve at the discretion of the President

Section 1: Standing Committees

- A. **ACTIVITIES:** Organize Chapter social events such as; trips by car (or bus) to quilt shops, quilt shows, or museums, plan luncheons, visits from other chapters, holiday happenings, etc.
- B. **EDUCATIONAL:** Coordinate and provide workshops, demonstrations, classes etc. for the Chapter.
- C. **FUND RAISING:** Coordinate fund raising efforts to support Charity & Chapter activities.
- D. **HEARTS & HANDS:** Research and suggest charitable beneficiaries and their needs. Oversee charity projects to completion and distribution.
- E. **HISTORIAN:** Keeps the Chapter scrapbook of all the news clippings and photographs pertaining to the Chapter activities.
- F. **QUILT SHOW & MARKETPLACE:** Attends Guild meetings and coordinates Chapter participation in these biannual events.
- G. **RETREAT:** Organize & plan annual retreat.
- H. **WEB-MISTRESS;** Interface with the Guild's Web-Mistress to arrange publication of Chapter information on the Guild's Website.

Section 2: Special Committees

- A. AUDIT: shall consist of two Chapter members, appointed by the President, who, after December 31, shall correlate receipts and disbursements of the chapter. A report shall be presented at the February business meeting with a written confirmation of the audit, which will be added to the Treasurer's books.

## ARTICLE VIII: MEETINGS

### Section 1: Chapter Meetings

- A. The regular meetings of this Chapter shall be every Tuesday at 8:30 a.m.
- B. The regular business meeting of this Chapter shall be the **fourth** Tuesday of each month at 8:30 a.m.

## ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the rules of the Chapter.

## ARTICLE X: CHANGE IN BYLAWS

- A. Changes in the Bylaws must be submitted in writing to the Officers for consideration.
- B. All suggestions will be presented to the members before the monthly business meeting for discussion.
- C. For changes to be made to the Bylaws at least two-thirds of the members must participate in the vote. Approval by majority of submitted votes.

## ARTICLE XI: DISSOLUTION OF CHAPTER

In the event of a decision to dissolve Sterling Stitchers as a Chapter of the Quilting Guild of The Villages, Inc., all liabilities shall be paid, satisfied and discharged, or adequate provisions made. All remaining funds of the organization shall be distributed to a not-for-profit organization whose purpose is similar to this Chapter as determined by the majority of the remaining members. No funds shall revert to the benefit of any individual.

APPROVED:

Revisions noted in **Red**-March, 2017