

## GUILD OVERVIEW

- The Red River Quilters' Guild (RRQG) began in 1984 with a few people gathering together the first Monday night of each month to quilt at The Yarn Shop owned by Louise Sommerville. As the interest grew, Louise ran ads in the local newspaper and Rusty McCollough sent notices to Quilters Newsletter, other quilting publications and all news media within a sixty (60) mile radius of Wichita Falls inviting quilters to join them on Monday nights. From this small beginning, the quilt guild has grown to what it is today.
- The guild sponsored its first quilt show in September of 1985 and traditionally sponsors a quilt show every year.
- The Red River Quilters' Guild (RRQG) is a not-for profit, non-discriminating organization. Its purpose is to preserve the heritage of quilting.
- Membership is open to anyone who is interested in quilting. Dues are twenty-five dollars (\$25.00) per year. Guests may visit two (2) general meetings before membership is required.
- Our general meetings are held on the first (1<sup>st</sup>) Monday of every month at the Vernon College in Wichita Falls, located at 4105 Maplewood Ave, Wichita Falls, Texas 76308. Registration begins at 6:00 p.m. and the meeting begins at 6:30 p.m.
- A newsletter is published monthly to keep members informed of guild activities.
- The RRQG colors are red, white and blue.
- For more information about our scholarship program, quilt show, charity work, and other member activities, please visit our website **WichitaFallsQuiltGuild.org**
- Red River Quilters' Guild, P.O. Box 9484, Wichita Falls, Texas 76309

## RRQG Policies

1. If the first Monday of the month happens to be on a holiday, we will meet on the next day which is Tuesday of the same week instead. (2017)
2. There will be two (2) potluck dinners per year with a minimal business meeting. October 2, 1995
3. RRQG workshop fees are fifteen dollars (\$15.00) for members and twenty dollars (\$20.00) for non-members. Sponsored workshop fees will be adjusted as necessary. Members shall receive one free workshop with their membership to be used during the calendar year. The free workshop cannot be used for sponsored workshops and is non-transferrable. (2015)
4. Newsletter ads shall be limited to 1/2 page. RRQG members are charged five dollars (\$5.00) and non-members shall be charged fifteen dollars (\$15) to advertise in the newsletter. (2015)
5. RRQG equipment is to be used only by the guild and may not be loaned or rented out. May 2008
6. Members' dues are \$25.00. Members who join after May 1 will pay \$12.50 in dues for the remaining of the year. (2015)
7. Quilt Show will be every year. (2016)

# Red River Quilters' Guild

## By-Laws

### Article I – Name and Definition

The Red River Quilters' Guild is a not-for-profit, non-discriminating organization as regards to race, color, creed, age, sex, or national origin for those interested in all aspects of quilting. The guild shall not be for profit, and no part of its assets shall accrue to the benefit of any individual.

### Article II – Purpose

The purpose of this guild shall be to preserve the heritage of quilting, to be a source of information and inspiration, to perpetuate a high quality of excellence in quilting and related arts, and to be a gathering for people with a common interest in quilting.

### Article III – Membership

- A. Membership shall be open to any individual who has an interest in quilts.
- B. Members need not be proficient in the art of quilting.
- C. Members have the privilege of:
  - 1 attending monthly meetings
  - 2 casting a vote in the election of officers
  - 3 participating in and voting on organizational activities, policy decisions, and bylaw amendments.
  - 4 holding an office or committee chairmanship.
  - 5 attending executive board meetings, but not voting.
  - 6 receiving discount privileges at participating shops.
- D. Members have the responsibility to support and uphold the principles and rules of the guild.
- E. Membership is required for further attendance after attending two (2) meetings as a guest.
- F. *Active members* are those who pay dues, attend meetings, participate in guild activities and/or work on committees.
- G. *Inactive members* are those who pay dues but are unable to participate in guild activities.
- H. *Honorary members* are not required to pay dues and shall retain all the privileges and responsibilities of membership. Honorary memberships may be presented, upon approval by the executive board. Honorary memberships may be presented to persons who have demonstrated unusual excellence in quilt related fields or who have rendered outstanding service to the guild.
- I. *New members*, upon joining the guild, shall receive a copy of the current RRQG General Information (bylaws and policies) book, and name tag. New members shall attend a minimum of six (6) guild meetings prior to voting on the election of officers.
- J. Members shall receive a monthly guild newsletter and an annual RRQG Membership Directory. All members shall receive a RRQG General Information Book every even year.

### Article IV – Order of Business

- A. Meetings shall be conducted in according with Roberts Rules of Order, unless otherwise stated in these by-laws.

- B. If needed, there may be a short business meeting at the summer potluck dinner or the Christmas party.
- C. Proxy votes will be specific and will be accepted.

#### **Article V – Dues**

- A. Dues shall be paid annually and are due in October each year. The calendar year for dues shall be from November 1<sup>st</sup> through October 31<sup>st</sup>.
- B. Dues shall be twenty-five dollars (\$25.00) annually.
- C. New members who join between May 1 and October shall pay twelve dollars and fifty cents (\$12.50).
- D. Failure to pay dues shall be considered as voluntary withdrawal from the guild.

#### **Article VI – Fiscal**

- A. The guild fiscal year shall be November 1<sup>st</sup> through October 31<sup>st</sup>.
- B. Disbursement of less fifty dollars (\$50) shall be made upon approval of the president, the executive board shall approve fifty dollars (\$50) to two hundred fifty dollars (\$250), and any amount exceeding two hundred fifty dollars (\$250) shall be approved by the membership at large.
- C. The treasurer's books shall be audited in November of each year. The president shall appoint an audit committee consisting of two (2) members at large to perform the audit.
- D. A guild member who teaches a workshop for the guild shall be paid one-hundred (\$100.00) for a day long workshop
- E. A guild member who presents a program for the guild may be paid up to fifty dollars (\$50).
- F. An amount of six hundred (\$600) can be used to subsidize longarm quilters who quilt large numbers of comfort quilts. This will be divided proportionately among the longarm quilters.

#### **Article VII – Officers & Executive Board**

- A. The Executive Board shall consist of the Elected Officers and the Standing Committees.
- B. Elected officers of the guild shall be the president, vice-president, secretary, and treasurer.
- C. Officers shall serve not more than three (3) consecutive one (1) year terms in a particular office.
- D. Standing Committees shall be the program chair, workshop chair, and membership chair.
- E. If the president is unable to serve any remaining portion of the term, the vice president shall assume the office of the president.
- F. The Executive Board shall act as the guild governing board and shall carry out the purpose of the guild.
- G. The Executive Board shall meet regularly to plan the general meetings and to discuss guild business.
- H. A quorum is required to transact guild business. A quorum shall be two-third (2/3) of the Executive Board.
- I. Two consecutive, unexcused absences from the board meetings shall result in loss of office.
- J. An Executive Board member not performing the duties of the office or position may be removed by a 2/3 vote of the remaining board. The president shall appoint a replacement.
- K. The Executive Board may call a closed meeting if appropriate.

## **Article VIII – Duties of Officers**

### **A. President – The President shall:**

- 1 Preside at all meetings.
- 2 Act as liaison between the executive board and the general membership.
- 3 Appoint all committee chairs and any temporary committee for a specific purpose.
- 4 Serve as ex-officio member of all committees except the nominating committee.
- 5 Establish a schedule for executive board meetings. The first (1<sup>st</sup>) meeting shall be conducted as soon after the annual election as possible to appoint standing committee chairpersons.
- 6 Sign checks.
- 7 Call additional meetings, if necessary.

### **B. Vice President -- The Vice President shall:**

- 1 Assist the president in the administration of the guild.
- 2 Act for the president if absent.
- 3 Participate on the quilt show committee and act as a liaison between the committee and the executive board.

### **C. Secretary – The Secretary shall:**

- 1 Keep official guild records.
- 2 Keep minutes of general and executive board meetings.
- 3 Handle guild correspondence.
- 4 Advise absent executive board members of business conducted at board meeting upon request of absent members.
- 5 Notify executive members of called meetings and changes of meeting time and/or place.

### **D. Treasurer – The Treasurer shall:**

- 1 Collect and disburse guild funds as appropriate.
- 2 Sign checks for authorized disbursements.
- 3 Record all receipts and pay all bills incurred by the guild. All funds shall be deposited in a bank where the deposits are insured by the Federal Deposit Insurance Corporation. Accounts shall be in the name of the guild.
- 4 Prepare all financial reports.
- 5 Prepare a monthly financial report to be given at the general meeting or printed in the monthly newsletter.
- 6 Prepare a projection of revenues and expenses in October for the following year.
- 7 Prepare an annual summary of all receipts and disbursements to be given at the October general meeting.

### **E. Past President – The immediate Past President shall:**

- 1 Serve in an advisory capacity as a non-voting member on the executive board.
- 2 Serve as a parliamentarian.

## **Article IX – Standing Committees**

### **A. Programs -- the Programs Chair shall:**

- 1 Serve on the Executive Committee.
- 2 Provide monthly programs.
- 3 Challenge the guild to engage in a special project at least quarterly (1/4).

- B. Workshops -- The Workshop Chair shall:
  - 1 Serve on the Executive Committee.
  - 2 Make arrangements for workshops and special interest activities.
- C. Membership -- The Membership Chair shall:
  - 1 Serve on the Executive Committee.
  - 2 Collect membership dues and keep an up-to-date record of members including names, addresses, phone numbers and birth dates.
  - 3 Give membership list to yearbook committee by the December executive board meeting.
  - 4 Greet members at general meetings.
  - 5 Advise president of new members and visitors.

### **Article X -- Nominations, Elections & Voting**

- A. The president shall appoint a nominating committee during the month of May. The committee shall consist of three (3) persons from the membership at large.
- B. The nominating committee shall present the proposed slate of officers at the July executive board meeting. Said slate of officers shall consist of the president, vice president, secretary and treasurer.
- C. The prospective president shall have served on the executive board at least one year prior to the election or have been an active member for at least three (3) years. Said slate of officers shall be published in the August newsletter.
- D. The slate of officers shall be presented to the membership at the September general meeting and shall be voted on as the last order of business. Nominations for any office may be made from the floor.
- E. The new officers shall take office at the November general meeting.
- F. Business must be voted on at the general meeting, without exception.
- G. A quorum shall be fifty percent (50%) plus one (1) of the active membership.

### **Article XI -- Committees**

- A. *Historian* – The historian shall compile a scrapbook, take pictures when appropriate, and prepare a narrative account of the guild’s activities. These shall become a permanent part of the guild’s history.
- B. *Hospitality* -- The hospitality chair is responsible for the monthly set-up and cleanup, summer potluck dinner, the Christmas party, and other social events as appropriate.
- C. *Newsletter Editor* – Officers and chairpersons shall submit articles for the newsletter by the 15th of the month. The guild newsletter shall be mailed at least one week prior to the general meeting. New members will be printed in the newsletter so members can update their yearbook.
- D. *Publicity / Community Involvement*-- The publicity chair shall promote the guild with newspaper articles, with television publicity, with arts foundations such as the Kemp Center and the Art Gallery, with other venues like the Home and Garden Show, with guilds in surrounding areas, and on Internet sites.
- E. *Yearbook* -- The yearbook chair shall verify membership data for accuracy, prepare and publish the yearbook by December of each year.
- F. *Webmaster* -- The webmaster shall update and maintain the website.

- G. *Sunshine and Shadows* -- The chair shall send cards to members as appropriate and notify the newsletter editor for publication.
- H. *Comfort Quilts* -- The comfort quilts chair shall maintain the fabric, encourage members to make quilts, and make donations on behalf of the guild. Quilts shall be donated to charities such as Patsy's House, the Red Cross and other causes that provide comfort to those in need.
- I. *Quilt Show* -- The quilt show chair should be appointed 18-24 months prior to the scheduled quilt show and shall be responsible for the administration of the quilt show.

#### **Article XII. -- Donation Quilts & Special Events**

- A. Quilts – The guild may donate a quilt or wall hanging to a charity organization as approved by the general membership.
- B. Special Events – The guild shall participate in special activities as appropriate to promote quilting and the guild.

#### **Article XIII. -- Quilt Show**

- A. The guild shall regularly sponsor a quilt show.
- B. The quilt show will be named "Quilting in The Falls".
- C. The quilt show chair shall:
  - 1 Present proposed sites and dates to guild to be voted on by the general membership.
  - 2 Present a proposed budget to the executive board and then present it to the general membership for approval.
- D. The vice president shall be a member of the quilt show committee.
  - 1 The vice president shall be the liaison between the committee and the executive board.
  - 2 The vice president shall present progress reports to the executive board.

#### **Article XIV – Amendments**

- A. The bylaws may be amended at any regularly scheduled meeting by a two-third (2/3) vote of the active members.
- B. The proposed changes shall appear in the newsletter one month prior to the scheduled voting date.

#### **Article XV – Termination or Disbursement**

- A. In the event the guild is terminated or disbursed, assets such as books, fabric, workshop supplies, and quilt show supplies shall be liquidated. Guild members will have first priority to purchase items.
- B. The monies will be distributed to MSU for scholarships (75%) and the balance shall be divided among the existing local charities.

Approved February 1991

Amended: October 1991, November 1991, March 1993, August 1993, December 1993, January 1995, March 1996, January 1999, September 2015, August 2019