

**SPOKANE VALLEY QUILTERS GUILD**  
**BYLAWS**

**ARTICLE I**  
**NAME**

Section 1. This non-profit organization shall be known as the SPOKANE VALLEY QUILTERS GUILD also known as SVQG.

**ARTICLE II**  
**OBJECT**

Section 1. All who are interested in the craft of quilting unite to share skills, knowledge, ideas, friendship and community service. That a person's work has not only monetary value, but also intrinsic value will be emphasized.

**ARTICLE III**  
**MEMBERSHIP AND DUES**

Section 1. Membership is open to any quilter interested in the craft.

Section 2. Membership is determined by the payment of dues. A member in good standing is a member whose dues are current. Members who have not paid their dues by the April general membership meeting shall be suspended from membership in this Guild.

Section 3. Dues will be \$20.00 per year to be reviewed annually. Any changes (increase/decrease) of the dues requires a majority vote of the membership present at the general meeting and must be made no later than the October meeting to be effective for the next year.

Section 4. Non-members may attend one regular general membership meeting, and all subsequent meetings will pay \$10 per meeting or join the Guild as outlined in Sections 3 and 6.

Section 5. A Junior Guild Membership shall be offered free of charge to those under the age of 18 with the genuine interest in quilting. They shall be accompanied by an adult member of the Guild.

Section 6. New Members joining after the annual June meeting shall be allowed to pay one half of the annual dues fee for the remainder of the year. The reduction of fees is offered to new members only and not available to members that choose to let their membership lapse.

**ARTICLE IV**  
**OFFICERS**

Section 1. Officers will be elected for one year. No officer shall serve more than two consecutive terms in the same office.

Section 2. Officers will be President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 3. These Officers constitute the Executive Board.

Section 4. No person shall be elected to office that has not been a member for at least one year or has not served on a committee.

Section 5. The President shall appoint an assistant to an officer, who is a member of SVQG in good standing. The appointed assistant shall be approved by the Executive Board, may attend meetings of the Board but shall not be a voting member of the Executive Board.

Section 6. Nominations and Elections:

1. The immediate past president will chair the Nominating Committee. Should the immediate past president be unable to serve, the President will appoint a chair. Two additional members will be selected from the floor at the August general membership meeting and shall submit a slate of one or more candidates for each office at the October general membership meeting.
2. Election will take place in December.
3. The vote shall be by ballot prepared by the Nominating Committee and the officers shall be elected by a majority of the votes cast. When there is but one nominee for each office, the nominees may be elected with a voice vote.
4. The President will appoint a Tellers Committee to count the votes and present the results.

## ARTICLE V DUTIES OF OFFICERS

Section 1. PRESIDENT – The President will preside at all meetings, be the REGISTERED AGENT for the non-profit organization, appoint the Standing Committees, be an Ex-Officio member of all committees, and have access to the post office box.

Section 2. FIRST VICE PRESIDENT – The First Vice President shall conduct the business meetings during the absence of the President. If the office of President becomes vacant, the First Vice President will act as President. The First Vice President will serve as Program Chair.

Section 3. SECOND VICE PRESIDENT – The Second Vice President shall oversee the Membership Committee and other duties as assigned.

Section 4. SECRETARY – The Secretary keeps records of the meetings and is the custodian of all records and papers pertaining to the office.

Section 5. TREASURER – The Treasurer keeps an accounting of all monies received and disbursed and all financial records. Shall deposit all monies received in a timely manner and reconcile the bank statements on a monthly basis, be responsible for the post office box, and for renewing our non-profit status. Warrants are signed by the Treasurer or the President. The Treasurer shall present a proposed budget at the January Board meeting. A proposed budget will be presented to the general membership at the February meeting for approval.

## ARTICLE VI COMMITTEES

Section 1. STANDING COMMITTEES

Standing Committees shall consist of a Chair and/or Vice Chair, and two or more members. A detailed job description shall be included in the committee folder and passed on to the new Chair from year to year.

- a. Block Exchange and Fabric Exchange/Lotto
  - 1. Shall pick a block design for the block exchange, and provide necessary information for the members.
  - 2. Shall prepare copies of the design for the newsletter and members, and conduct the block exchange at the general membership meetings.
  - 3. If doing a Fabric Exchange, shall select a theme, size and amount of fabric to be placed in a sealed envelope to be exchanged with other members and shall conduct the fabric exchange at the general membership meetings.
- b. Bylaws
  - 1. Shall receive in writing from guild members all proposed amendments to the Bylaws. Shall prepare them in proper form and submit them for action by the members.
  - 2. Shall propose amendments deemed necessary and present them to the membership for approval.
  - 3. The Bylaws will be available to all members through the Guild website.
- c. Care Quilts
  - 1. Shall coordinate with the Sunshine Committee chair in donating a quilt to any member who has experienced a hardship.
  - 2. Shall be responsible for the creation and distribution of the quilts.
  - 3. Members shall be limited to one quilt.
- d. Classes
  - 1. Shall coordinate classes, teachers and meeting rooms.
  - 2. Shall requisition Treasurer for funds to pay for rooms and teachers.
  - 3. Shall collect payments from students and transfer these funds to the Treasurer.
- e. Community Service
  - 1. Shall coordinate the making of items to be donated to Guild selected community charities.
  - 2. Shall hold monthly or quarterly sew days, prepare and distribute kits for quilts or special projects.
- f. Door Prizes
  - 1. Shall contact vendors and gather donated items to be given away at the general membership meeting.
  - 2. Shall be responsible for sending all vendors "Thank You" letters for their donations in a timely manner.
  - 3. Shall collect door prize slips from members and guests and distribute door prizes at the general membership meeting.
- g. Fund Raising
  - 1. Shall be responsible for selling raffle quilt tickets to the community and raising other funds for the operating expenses of the Guild.
  - 2. Shall order raffle tickets, call and arrange dates to display the raffle quilt for various places in the community and schedule members to sell raffle tickets at these locations.
  - 3. Shall be responsible for the raffle quilt once it is turned over from the Raffle Quilt Committee.
  - 4. Shall be responsible for the quilt display frame.
  - 5. Shall keep an accounting record of sold and unsold raffle tickets. These records and all tickets (sold and unsold) will be given to the Audit Committee after the December drawing to be audited. Tickets will be kept by the Treasurer for one year from the December drawing.
  - 6. 50/50 Raffle Chair Duties: Shall sell tickets for 50/50 drawing at membership meetings. There will be no drawing at the December meeting. Drawings may be

suspended at other meetings based on concurrence or request of the Board. The Chair will submit all income and give an accounting of each drawing to the Treasurer at the end of the meeting. If the Treasurer is absent from the meeting, the money will be turned in at the next general membership meeting.

7. Fat Quarter Chair Duties: There will be a Fat Quarter sale at the October membership meeting. The Chair may, at their discretion, set a second sale at a general membership meeting with the concurrence of the Board. The Chair will be responsible for soliciting fat quarters for the sale. The Chair will submit all income and give an accounting of each sale to the Treasurer at the end of the meeting. If the Treasurer is absent from the meeting, the money will be turned in at the next general membership meeting.
  8. Basket Raffle Chair Duties: The Chair will plan and implement the Basket Raffle at the August membership meeting. The Chair can recruit committee members and is responsible for acquiring baskets for the raffle. The Chair will submit all income and give an accounting of the event to the Treasurer at the end of the meeting. If the Treasurer is absent from the meeting, the money will be turned in at the next general membership meeting.
  9. Members Only Quilt Raffle Duties: The Chair will procure a quilt for the Members Only Quilt Raffle and show said quilt at the February meeting. The quilt will be raffled at the December general membership meeting. The Chair will submit all income and give an accounting to the Treasurer at the end of each meeting. If the Treasurer is absent from the meeting, the money will be turned in at the next general membership meeting.
- h. Historian
    1. The Historian documents the events of the Spokane Valley Quilters Guild. This includes taking pictures at all functions. It also includes keeping copies of articles written about the group or its members. The Historian shall make copies of all pictures at all functions and make available all articles written about the Guild or its members to the website Chair for publishing. The Historian will be custodian of archived pictures and guild articles. The Historian is reimbursed for all expenses.
  - i. Hospitality
    1. Shall purchase all necessary supplies and set up refreshments at all membership meetings.
  - j. Library
    1. Shall set up the Library at general membership meeting; check books in and out; handle purchases and donations; keep records of all transactions; and report pertinent information to the Board and the membership.
    2. Library books may be checked out by Guild members only and must be returned at the next general membership meeting.
  - k. Membership
    1. Shall collect dues and keep a record of their payment, and compile an up-to-date membership roster. Fees collected will be given to the Treasurer for deposit.
    2. Shall provide the newsletter editor with updated addresses for members.
    3. Shall purchase supplies and complete name badge kits for new members.
    4. Shall collect fees from members who have forgotten to wear their official badge. Fees collected will be given to the Treasurer for deposit.
    5. Shall have all members and guests sign the attendance roster and report the number of members and guests in attendance when called upon by the President at the general membership meeting.
  - l. Newsletter

1. Shall prepare the official publication of the Spokane Valley Quilters Guild.
  2. Shall distribute the newsletter to the membership at least two weeks preceding the regular general membership meeting via email.
  3. Shall mail newsletters to sponsors and those members who do not have email addresses.
- m. Parliamentarian
1. Shall ensure that the current edition of *Roberts Rules of Order Newly Revised* shall govern the Guild in all matters of procedure.
- n. Program
1. The Vice President shall be responsible for the program at the general membership meetings.
- o. Publicity
1. Shall publicize the activities of the Guild through releases to the press and other public media.
- p. Raffle Quilt
1. Shall be responsible for the production of the raffle quilt from selection of the pattern and fabric to the application of the binding after the quilt is quilted.
  2. Shall prepare packets with the fabric and pattern instructions for distribution to the Guild members to complete.
  3. Shall collect the completed packets and coordinate the completion of the raffle quilt and turn it over to the Fund Raising Committee.
- q. Small Groups
1. Shall inform the membership of all small groups currently accepting new members.
- r. Sunshine Club
1. Shall send cards to the members during illnesses, a death in the family or need of support.
- s. Web Site
1. Shall develop and maintain a web site with current events and information.

- Section 2. Special Committees
1. Special committees may be appointed as deemed necessary by the Executive Board.
- Section 3. Vacancy
1. Upon approval of the Executive Board, the President may declare a committee chair vacant due to nonperformance of duties and appoint a successor.

## ARTICLE VII MEETINGS

- Section 1. The fiscal year will be January 1 through December 31.
- Section 2. The general membership meetings will be held the first Tuesday in February, April, June, August, October and December.
- Section 3. April is the anniversary month of the Guild.
- Section 4. Any permanent change in the general membership meeting location shall require a vote by the membership. Emergency changes to the meeting location will be handled by the Executive Board.

Section 5. A quorum for any General Membership Meeting shall be 25 percent of the membership.

ARTICLE VIII  
AUDIT

Section 1. The Audit Committee shall, within 30 days after the close of the fiscal year, complete an audit of the Treasurer’s books and records, the Members Only Quilt Raffle and the Quilt Raffle record of sold and unsold tickets. The Audit Committee shall render a written report of the audit results to the Executive Board. The Audit Committee shall be appointed by the President and consist of different members each year.

ARTICLE IX  
PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of “*Roberts Rules of Order Newly Revised*” shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the Guild may adopt.

ARTICLE X  
AMENDMENT OF BYLAWS

Section 1. These Bylaws may be amended at any regular general membership meeting of the Guild by a two-thirds vote of the membership present. The Membership Chair shall verify a quorum is present and will meet the quorum in Article VII, Section 5 of the Bylaws, provided that the amendment has been submitted in writing at the previous regular general membership meeting or published in the newsletter or on the Guild website.

Section 2. These Bylaws may be amended at any regular general membership meeting of the Guild by unanimous vote if not distributed previously as required in Article X Section 1.

ARTICLE XI  
DISSOLUTION

Section 1. Any and all monies held by the Spokane Valley Quilters Guild when and if it is dissolved will be distributed to any worthwhile charitable organization approved by the Executive Board.

Signed by:

Signed by:

\_\_\_\_\_  
Bylaws Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

- Incorporated 5<sup>th</sup> day of April 1995
- Revised by membership 9<sup>th</sup> day of September 1995
- Revised by membership 1997 (no day or month listed)
- Revised by membership 6<sup>th</sup> day of April 1999
- Revised by membership 6<sup>th</sup> day of October 1999
- Revised by membership 2<sup>nd</sup> day of October, 2007
- Revised by membership 4<sup>th</sup> day of June, 2013
- Revised by membership 1<sup>st</sup> day of April, 2014
- Revised by membership 7<sup>th</sup> day of October, 2014

Revised by membership 3<sup>rd</sup> day of February, 2015  
Revised by membership 4<sup>th</sup> day of October, 2016  
Revised by membership 1<sup>st</sup> day of August 2017  
Revised by membership 3<sup>rd</sup> day of December 2019  
Revised by membership 4<sup>th</sup> day of April 2023