

Please keep this booklet. It will not be distributed again until the content and/or bylaws are revised.

If you lose your copy and/or desire another, you may purchase one from the Membership Chairperson.

Quilters by the Sea Guild of Wilmington
P.O. Box 955
Wilmington, NC 28402

<http://www.quiltersbytheseaguild.com>

February 2008

General Information & Bylaws



Quilter's by the Sea Guild of Wilmington

MISSION STATEMENT

Quilters by the Sea Guild of Wilmington was founded in 1982 for the love of quilt making and the fellowship of quilters.

Our main purpose as a non-profit organization is to promote and perpetuate the art of quilting.

The work of the Guild is designed to benefit and educate all persons interested in preserving, continuing and advancing this art.

Our challenge is to encourage the highest standard of design and technique in all forms of quilting and to promote the art by teaching and sponsoring exhibits.

We are proud to be Chapter 197 of the National Quilters Association and encourage our members to join NQA as well.

ARTICLE XII - AMENDMENTS

Section 1 Proposals for amendment of these bylaws shall be submitted in writing to the Executive Committee not less than thirty days prior to the next scheduled meeting.

Section 2 Notice of the Proposed Amendments of the bylaws as recommended by the Executive Committee, shall be included in the mailing which precedes the next regularly scheduled meeting.

Section 3 Amendments to these by laws may be approved at any meeting of the Guild, by a majority vote of a quorum of the membership. Approved amendments shall be in effect from the date of adoption, unless otherwise specified.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Amended June 26, 2000

Amended November 26, 2007

Amended August 25, 2008

Nominations from the floor will also be accepted at the September meeting. Election of officers will occur at the October meeting and newly elected officers will begin their duties January 1.

Section 2 Should a vacancy occur in any office, the Executive Committee, by majority vote, shall appoint someone to fill the un-expired term, or the office shall be filled by a vote of the membership at the next meeting.

ARTICLE IX - MEETINGS

Section 1 The Guild shall hold a minimum of five meetings per year.

Section 2 A quorum for the transaction of business shall be twenty percent of the membership.

ARTICLE X - FINANCES

Section 1 The fiscal year for the Guild shall begin January 1 and end December 31.

Section 2 Members of the Guild shall pay yearly dues in an amount to be determined by the Executive Committee. Dues are payable in January.

Section 3 If dues are not paid by December 31, then such individuals shall lose their membership. In order to re-join, they shall be obliged to pay not only membership dues, but also repeat the initiation dues.

Section 4 Members joining the Guild on or after July 1 shall pay one half the amount of dues for the year; on or after October 1, one-quarter the amount.

ARTICLE XI - DISSOLUTION

In the event that dissolution of the Guild appears desirable for any reason, approval of the membership shall be obtained by ballot. Any assets remaining shall be applied and distributed first to the final payment and discharge of any liability or obligation of the Guild. Any remaining assets shall be distributed to a 501(c)(3) organization whose purposes are similar to this society.

Following is general information on the many activities offered to educate our members and the many opportunities to serve others through our community outreach projects. We are always open to suggestions for new activities and encourage members to share those ideas with any Executive Committee member or member-at-large.

BEES

There are many bees in existence, and new bees are encouraged. Bees often sponsor special events, such as our annual retreat and Christmas party. Joining a bee is a great way to make new friends and build on your quilting expertise.

For information about a bee in your neighborhood or one that matches your special quilting interest, contact the beekeeper. The creator of a new bee should inform the beekeeper with details. Also, if there is a major change in a bee, such as day or time change, the beekeeper should be notified.

BLOCK OF THE MONTH RAFFLE

The purpose of the Block of the Month (BOM) is to learn new blocks or practice old ones. The advantage of participating in BOM is that you might win all the blocks made in any given month. Pick up the pattern one month (it's different each month); turn in your finished block the next month and perhaps you'll win!

CHALLENGE QUILTS

The Guild Challenge is different every year with the Challenge Committee deciding the theme. Those members who wish to participate make a quilt, usually wall-hanging size, following the Committee's guidelines, which may include fabric, size, pattern or other requirements. The completed Challenge Quilts are then displayed at the April meeting and voted on by guild members for best representation of the theme as well as other categories chosen by the committee. Awards are presented to the winners. **Remember - keep your ideas and work secret until voting has taken place.**

COMMUNITY OUTREACH PROJECTS

We are proud of our members' commitment to the following outreach projects:

Neonatal Baby Quilts - These quilts are for babies in crisis in the neo-natal intensive care unit of New Hanover Hospital. They are needed at the rate of 6-10 per month. *Our goal is to have each Guild member make ONE quilt per year.* For many years Guild members have volunteered their time and resources to make these quilts; and, periodically we have a workshop to get-together and make the baby quilts.

Guidelines for making a neonatal baby quilt are:

40 x 40 to 45 x 45 inches;

100% cotton; no embellishments; no monofilament thread.

Tops can be any colors, pattern or whole cloth; Backing must be a dark solid or tone on tone.

As quilts will be washed often, machine quilting no less than four inches apart is required. Batting and/or backing can be supplied by the guild. Please call the neonatal chair if you need these articles.

Good Shepherd Center - Guild members are encouraged to make quilts for the Good Shepherd homeless shelter. The center contains 150 cots, and quilts are needed for each cot. These quilts are washed daily, and thus wear quickly so a continual supply is needed.

Guidelines for making a Good Shepherd cot quilt are:

40 - 45 inches wide and 80 inches long, made of 100% cotton, no embellishments.

Tops can be pieced or whole cloth.

Batting and quilting should be substantial enough to hold up under daily washings.

Wounded Warrior Quilts - These are patriotic Quilts for wounded service personnel. Quilts should be made between throw and twin size.

also handle routine correspondence of the Guild. Minutes shall be distributed to each Executive Committee member after each meeting.

Section 5 The Treasurer shall have charge of the funds of the Guild, shall keep an accurate record of all receipts and disbursements, collect dues, and make all disbursements approved by the Executive Committee. The Treasurer shall make a monthly report of all financial transactions to the Executive Committee and an annual report to the Guild members. If required by the Executive Committee, bond shall be furnished for the Treasurer.

Section 5a The Assistant Treasurer shall assist the Treasurer and is responsible for sales of raffle quilt tickets. The Assistant Treasurer shall perform the duties of the Treasurer in the absence or disability of the latter.

Section 6 The Membership Chairman shall be concerned with services to members; welcoming new members and guests, maintaining an accurate membership roster, and distributing that roster to the members at the beginning of each Guild year.

Section 7 The Newsletter Editor shall prepare and distribute the Guild's newsletter to members and to other guilds on an exchange basis.

Section 8 The Members-at-Large shall represent the Guild membership as a whole and shall assist with special projects at the request of the Executive Committee. In addition, they are responsible for setting up and taking down the chairs and tables used at the monthly Guild meetings.

ARTICLE VIII - ELECTION

Section 1 A nominating committee consisting of three members in good standing shall be elected by the Guild members at the July meeting. The slate of proposed officers shall be published in the September newsletter. The slate chosen by the nominating committee should be recommended to the members at the September meeting.

ARTICLE VI - OFFICERS

Section 1 Any person who is a member in good standing is eligible to become an officer.

Section 2 The officers of the Guild shall be a President, Vice President, Secretary, Treasurer, Assistant Treasurer, Membership Chairman, Newsletter Editor, and three (3) Members-at-Large. These persons shall constitute the Executive Committee. In addition, the Immediate Past President shall serve as an ex officio member of the Executive Committee for one term following her term as President.

The Executive Committee shall act as representatives of the members in administering the policies and programs of the Guild. The Executive Committee shall meet as necessary, making regular reports to the Guild, and will involve the members through votes on major activities.

Section 3 All officers' terms of office shall be for one year, beginning in January and ending on December 31, or until their successors have been elected.

Officers may be elected to consecutive terms, not to exceed two years.

ARTICLE VII - DUTIES OF OFFICERS

Section 1 The President shall be the official representative of the Guild and shall preside at all meetings.

Section 2 Committees, as may be required, will be appointed by the President with the approval of the Executive Committee. Committee Chairs shall be invited to Executive Committee meetings as long as the Committee is active.

Section 3 The Vice President shall serve as Chairman of the Program Committee and shall perform the duties of the President in the absence or disability of the latter.

Section 4 The Secretary shall keep a record of all proceedings of the Guild and of the Executive Committee, to include taking and reporting Minutes. The Secretary shall

Quilts for Fallen Soldiers - We are making signature blocks or quilts for families of those lost in the war. Quilts can be any pattern, but should not contain any red material.

Food Banks - Each month we will collect non-perishable food items for Tileston Outreach Center and/or The Help Center of Federal Point.

Cool Ties - These are long fabric tubes 45" long by 2" wide. They contain water absorbing crystals to help the ground troops withstand the overwhelming heat in Iraq. These should be made in drab neutral colors.

Save the Children - We are making crocheted or knotted SMALL baby caps for low birth weight newborn infants in Third World countries who often die in the first 24 hours. These caps can be any color or pattern. Maximum size is 10" in diameter - approximately the size of an orange.

Warm Up America - We are making knitted or crocheted 7" by 9" rectangles of any color, any pattern, for afghans to provide comfort and warmth to people in need - the homeless, the indigent elderly, and victims of disasters such as fires and floods.

Salvation Army Layettes - The April guild meeting is our annual Salvation Army Baby Shower. Those members who wish to participate can bring gifts and supplies for newborn babies to be donated to the Salvation Army. Guild members can bring donations to any guild meeting throughout the year and give them to the Salvation Army Chair.

DAY OF SHARING

Guilds in the New Bern or Morehead City area host a Day of Sharing in order to share quilting experiences and projects throughout the area. Surrounding guilds are invited and quilters arrive with lots of enthusiasm and a current project for a colossal 'show and tell'. The host Guild provides food, entertainment, door prizes and inspiration. The day usually winds down about mid-afternoon when a trip to the local quilt shops is in order.

DOOR PRIZE RAFFLE

Each month door prizes are offered to the membership. You may buy raffle tickets to have an opportunity to win. The proceeds go to the *General Fund* to fund special projects.

HOLIDAY PARTY

December calls for a special holiday party hosted by a committee, usually one of our *Bees*. As there are no set rules, the committee determines the time, place, activities, decorations, menu, etc. All expenses are allocated in the Guild budget affording a wonderful way to say 'thank you' to all Guild members for their hard work and generosity over the past year.

HISTORIAN

The guild historian takes pictures at classes and meetings. These pictures, along with other guild information, are organized and put into a scrapbook. A file containing a copy of each newsletter is maintained. The scrapbooks and newsletters together document the history of our guild.

LIBRARY

The Guild has a wonderful library of books that members can check out for one month at a time with a limit of five books each month. New books are purchased as funding is available and donations of current books in good condition are always welcome. Occasionally, older books will be available for members to buy for a nominal price to both raise funds and keep the library stocked with books on a variety of quilt techniques.

For the good of all members, every effort should be made to return books when due. A fine of \$1 per month will be charged for each book not returned on time and the borrower's name will be listed in the Guild newsletter until the book/s are returned. The Library will be open at each guild meeting.

BY-LAWS OF QUILTERS BY THE SEA GUILD OF WILMINGTON

ARTICLE I - NAME

This Corporation shall be known as *Quilters by the Sea Guild of Wilmington*, here referred to as *THE GUILD*.

ARTICLE II - NONPROFIT CORPORATION

Quilters by the Sea Guild of Wilmington is a nonprofit corporation. No part of the Guild income shall inure to the benefit of any member, director (however styled) or officer of the Guild or any private individual. Reimbursement for expenditures or the reasonable compensation for services rendered shall not be deemed to be distribution of income or principal.

ARTICLE III - PURPOSE

It shall be the purpose and goal of the Guild to promote and perpetuate the art of quilting. The work of the Guild is designed to benefit and educate all persons interested in preserving, continuing, and advancing this art. The Guild shall encourage a high standard of design and technique in all forms of quilting and shall promote the art of quilting by teaching and sponsoring exhibits.

ARTICLE IV - HEADQUARTERS

The Guild headquarters shall be located in the City of Wilmington, North Carolina.

ARTICLE V - MEMBERSHIP

Section 1 A person may become an *Active Member* of the Guild on payment of full dues. A person under 18 years may become a *Junior Member* of the Guild on payment of half dues. A person may become an *Honorary Member* with no payment of dues by vote of the Guild membership.

Section 2 Membership in the *National Quilters Association, Inc.* shall include the *President*, the *Vice President*, *Secretary*, *Treasurer*, and *Newsletter Editor*. The Guild will pay these membership dues annually from the treasury.

WORKSHOPS

The Guild holds periodic workshops led by nationally known teachers, as well as our own talented members. The Guild has a policy of keeping the cost as low as possible by charging a nominal fee for the class and subsidizing the remainder of the cost from annual dues and Symposium profits. Twenty to twenty-five slots are usually available and a waiting list is often needed.

The workshop fee must be paid at the time of sign up. If you find you cannot attend the workshop, call the Workshop Chairman and see if there is anyone on the waiting list to take your place. You must then have them send you a check for the workshop fee. Please understand the Guild will not refund your money. We must pay for the teacher whether or not the class is filled.

Suggestions for possible workshops are always welcome. Please give any information you might have about a particular program to the workshop committee. We are committed to providing our Guild members the best speakers, workshops and programs we can afford.

MEMBERS-AT-LARGE

There are three members-at-large on the Executive Committee. They act as representatives of the entire membership and serve as the "Pink Ladies" at each meeting. If any member has a question, suggestion or concern, they should approach any one of these representatives (identified by the pink vest with the QBTS logo on the back), who will then pursue an answer on the member's behalf. In addition, they are responsible for setting up and taking down the chairs and tables used at the monthly Guild meetings.

MEMBERSHIP

A directory of current members is distributed to all members at the February meeting. Please contact the membership chair with corrections or deletions of any information in the membership booklet. The changes, along with any new members' names, will be listed in the next newsletter for all members to note in their booklets.

New member kits will be available to the new members at the next meeting after they joined. Please check at the Membership Table for your kit.

Attendance is kept by having each member check off their name on a chart at the Membership Table.

NAME TAG KITS

New members are given a name tag kit and pin in their membership packet. The name tag should be made within a couple months after joining. A fine of \$.25 will be incurred if you do not wear your name tag to the monthly guild meeting. This fine applies to all members. In the event you misplace or lose your name tag, a new kit can be purchased. See the Guild Pins section of this booklet for information on purchasing more pins to decorate your name tag.

NEWSLETTER

A monthly newsletter is sent to each member. It contains the current information on the happenings in our guild along

with a 'reminder list' of items to bring to the next guild meeting. Paid advertisement space is also available.

You will receive your newsletter by e-mail, unless otherwise indicated on your membership application. If you are not receiving a monthly newsletter, please contact the newsletter editor.

NORTH CAROLINA QUILT SYMPOSIUM

North Carolina Quilt Symposium is held yearly in a different location throughout the state and is hosted by a guild or group of guilds. Participation is open to everyone. Held over four days, it includes classes, a quilt show, vendors and other activities decided upon by the guild in charge. Quilters by the Sea Guild periodically hosts symposium. The profits from the symposium help fund projects beneficial to our guild and many, many wonderful classes for our guild members, taught by local and nationally known teachers.

PINS

QBTS guild membership pins as well as pins from current and past quilt shows are on sale at each guild meeting at the Membership Table.

PROGRAMS

Guild programs are planned each month to compliment the diversity of interest of our membership. When possible, workshops are offered in conjunction with programs. We are also very fortunate to have local expertise at our disposal for programs.

QUILT SHOW

Quilters by the Sea Guild holds an annual quilt show during a weekend, usually in the spring/summer. The location can vary. This is a chance for guild members, as well as area quilters, to show their talents to the community. All guild members are encouraged to enter quilts and non-members are able to enter quilts for a small fee. Quilts are judged by categories and ribbons are given to the 1st, 2nd, 3rd and

Honorable Mention award winning quilts in each category. Special awards of merit may be given for best of show, best use of color and/or best hand/machine quilting. Judges cannot be guild members and are often NQA certified.

The quilt show includes quilt related vendors, a guild resale and boutique booth and quilting demonstrations. A raffle quilt is made and the membership is responsible for selling tickets to help supplement the budget for our guild. The winner is drawn on the last day of the show.

Many volunteers are needed to make the show a success. This is a great time for new members to meet current members, have a better understanding of what is involved in a quilt show and have a fun time.

RETREAT

Every year a retreat is held in January or February from Thursday evening through Sunday lunch. The stress-free time is spent quilting, relaxing and enjoying good fellowship. Often a few guild members will hold workshops, but many choose to catch up on existing projects or just enjoy the freedom of doing nothing. Room, meals and workspace are provided for a reasonable fee. Space is limited by the size of the facility and registration is reserved on a first paid basis.

SUNSHINE LADY

Cards of cheer, get well wishes, and condolence are sent to members in need. Please notify the 'sunshine lady' if you know of a member in need.

WEBSITE

General and specific information about our guild is posted on our website, www.quiltersbytheseaguild.com. You might find Community Service Project news and updates, Workshop and Lecture lists, contact names, Annual Quilt Show information, Annual Challenge Quilt information, NC Symposium information and other guild news there. Check it out often!