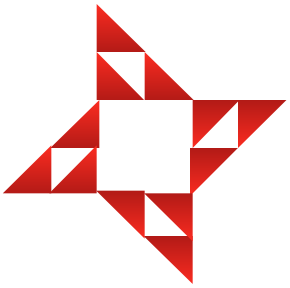
CONNECTICUT PIECEMAKERS QUILT GUILD



CHARTER

GOAL: To promote the love of quilting.

To promote growth and development in the art and craft of quilting.

To assemble quilters for the purpose of sharing ideas and skills.

To give quilters the opportunity to learn various techniques and styles of quilting, as taught by different instructors: each instructor using her own method of experience.

To support the community through donations with focus on but not limited to Connecticut charitable/nonprofit organizations.

LOGO: Pierced Friendship Star

DISSOLUTION: In the event of dissolution, all of the remaining assets and property of the organization shall, after payment of necessary expenses, thereof be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or State or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of Connecticut.

CLAUSES: 1) Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposed as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c)(3) or corresponding provisions of any subsequent tax laws.

2) No part of net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, director, officer of the organization, or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

3) No substantial part of the activities of the organization shall be carrying propaganda, or otherwise attempting to influence legislation(except as otherwise provided by IRC 501(h)) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidates or public office.

4) In any taxable year in which the organization is a private foundation as described in IRC 509(a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942, and the organization shall not (a) engage in any act of self-dealing as defined in IRC 4942(d), (b) retain any excess business holdings as defined in IRC 4943(c), (c) make any investments in such a manner as to subject the organization to tax under 4944, or (d) make any taxable expenditures as defined in IRC 4945(d) or corresponding provisions of any subsequent Federal tax laws.

BYLAWS

I. MEETINGS

The Connecticut Piecemakers Quilt Guild will meet, when possible, from September to June on the second Monday of each month at a time and place to be determined by the Board.

II. MEMBERSHIP

1. Membership is open to those who share a love of quilting.
2. A member is defined as one who has paid dues for the current year.
3. Alumni memberships are available to former members unable to attend meetings, but wish to maintain their association on a limited basis. Alumni members are entitled to receive the monthly newsletter and can participate in workshops and bus trips, if available. Attendance at one general meeting is included. Alumni members shall not be counted in membership totals.
4. A guest may attend a lecture/meeting for a $5 fee, which shall be applied to membership dues if she/he joins the Guild. A guest may attend a workshop meeting, space permitting, and will pay the entire fee as designated in the Practices and Procedures. Guests are not entitled to any subsidy given to members from the treasury.
5. The Board, taking into consideration the meeting facility's capacity as set by the local fire code, shall set the number of members of the Guild.

III. DUES

1. Membership dues shall be thirty dollars ($30.00) per year (July 1 to June 30). With Board approval, membership dues may be changed annually and announced in June of each year.
2. Alumnus membership dues shall be fifteen dollars ($15.00) per year (July 1 to June 30).
3. Members who join after January 31 of any year shall pay one-half of appropriate dues.
4. Only dues-paying members are entitled to vote.
5. Dues shall be used for sponsoring programs and speakers, correspondence, newsletter printing and mailing, projects, special supplies, etc. Members may be asked to contribute additional funds on the occasion of a particularly costly program or project.
6. Dues shall be payable no later than the September meeting of any given year.

IV. OFFICERS

1. Elected Officers shall be:
   a. President
   b. Vice-President
   c. Secretary
   d. Treasurer
2. Standing Committee Chairpersons shall be appointed by the President and may include but not be limited to:
   a. Membership
   b. Programs

c. Historian

d. Hospitality

e. Publicity

f. Newsletter

g. Phone

h. Librarian

i. Supply Coordinator

j. Quilt Show

k. Second Vice-President as needed.

l. Website

m. Parliamentarian

n. Comfort quilts

o. Trip Coordinator

3. These Officers and Standing Committee Chairs shall constitute the Board of Connecticut Piecemakers Quilt Guild and shall be responsible to the membership for managing the functions of the group.

4. Special events and projects (quilt show, elections, community outreach, etc.) may mandate the creation of special committees as deemed necessary by the President or the Board. Membership and chairmanship shall be on a voluntary basis according to the President's or the Board's approval. The Board must approve funds for said special events.

5. Each chairperson shall have one vote on the Board.

V. SELECTION OF OFFICERS

1. Elected Officers

a. Term of elected officers shall be two years commencing at the Annual Meeting in June. No elected officer shall serve consecutive terms in the same office.

b. A Nominating Committee shall be appointed in February of an election year by the Board and shall consist of the Parliamentarian and two members. The Nominating Committee shall be announced to the membership at the February general meeting. Names of volunteers for the elected positions may be submitted for consideration at this meeting. The slate of officers shall be presented to the Membership at the March meeting. Nominations from the floor shall also be accepted at only that meeting. The complete slate of nominees shall appear in the April newsletter. Election of officers shall take place at the April meeting and shall be counted by the Nominating Committee. Absentee ballots may be obtained from and submitted to the Parliamentarian prior to the April meeting. Nominees receiving a simple majority of the votes cast shall be elected.

c. Elected officers shall appoint or accept volunteers for the remaining Standing Board positions so that the entire Board membership shall be published in the newsletter.

2. Standing Committee Chairmen

Term of Standing Committee Chairmen shall be one year, but may be reappointed.

3. Should any office, elected or appointed, become vacant, the Board and/or the President shall appoint a replacement to complete the term of office. If the President's office becomes vacant, the Vice-President shall fill the position and the Board shall appoint a new Vice-President.

VI. OTHER VOTING

1. Should it be necessary for the membership to vote on other matters (e.g. by-law amendments), the item to be considered must be:
    a. Noted in the Connecticut Piecemakers Quilt Guild Newsletter one month prior to the voting.
    b. Passed by 2/3 of dues paying membership in attendance at the meeting on the date the vote is taken.

VII. DUTIES OF OFFICERS

1. President shall:
    a. Officiate at all monthly Connecticut Piecemakers Quilt Guild meetings and at Board meetings.
    b. Call Board meetings at least four times a year.
    c. Register signature at bank with Connecticut Piecemakers Quilt Guild Treasurer.
    d. Appoint and create Standing Committees at her discretion for the purpose of achieving the goals of the Guild.
    e. Establish a yearly budget with the advice of the Board.
2. Vice-President shall:
    a. Substitute for the President when necessary.
    b. Be an ex officio member of all committees, except Nominating.
    c. Act as liaison between Connecticut Piecemakers Quilt Guild and other associations.
3. Secretary shall:
    a. Record, present, and maintain a file of all minutes of meetings of the Board and of general meetings when necessary.
    b. Maintain all Guild correspondence.
4. Treasurer shall:
    a. Register signature at bank with President.
    b. Maintain necessary bank accounts in the name of Connecticut Piecemakers Quilt Guild.
    c. Be responsible for financial aspects of the Guild.
    d. Shall provide a transaction summary and current balance summary at each Board meeting.
    e. Make financial reports to the membership and publish an Annual Report.
    f. Be responsible for accounting of any endowment activity.

VIII. DUTIES OF STANDING COMMITTEES

The duties of the Standing Committees shall include but are not limited to:

1. Membership Chair shall:
    a. Collect all dues and/or entrance fees.

b. Maintain and publish a current Membership List.
c. Provide sign-in sheets for members and guests at each meeting.
d. Provide a membership packet including but not limited to Bylaws, membership pin and card to each new member.

2. Program Coordinator shall:
   a. Recommend programs, lectures, demonstrations, and workshops to the Board.
   b. Implement accepted programs, lectures, demonstrations, and workshops.
   c. Form a committee as needed for programs, lectures, demonstrations, and workshops.
   d. With the approval of the Board, negotiate and sign all contracts for programs and set workshop fees.

3. Historian shall:
   a. Take pictures of Connecticut Piecemakers Quilt Guild events.
   b. Maintain a record of club publicity, newspaper clippings, photos, and Guild newsletter.
   c. Provide a photo file to the Web Site Chair.

4. Hospitality Chair shall:
   a. Form a committee to be responsible for coffee, tea, and snacks at monthly meetings.
   b. Be responsible for refreshments at any special or holiday events.

5. Publicity Chair shall:
   a. Provide media coverage (newspaper, radio, posters, etc.) for Connecticut Piecemakers Quilt Guild special events and projects.

6. Newsletter Editor shall:
   a. Compile, edit, and distribute a Guild newsletter each month (during the Guild year) to all members prior to each meeting.
   b. Accept submissions for the newsletter from Board members as needed.

7. Phone Chair shall:
   a. Organize a phone committee.
   b. Arrange for necessary phone calls as supplement to the newsletter (i.e., for emergency announcement).
   c. Implement the phone tree as needed.

8. Librarian shall:
   a. Maintain a catalog of all Connecticut Piecemakers Quilt Guild media.
   b. Provide access to materials at meetings.
   c. Maintain circulation records.
   d. Purchase new library materials and recycle outdated materials.

9. Supply Chair shall:
   a. Maintain an inventory of all Guild supplies.
   b. Provide access to materials.
   c. Maintain a record of borrowers.

10. Website Chair shall:
    a. Update and maintain the Guild website and social media.
11. Parliamentarian shall:
    a. Chair the Nominating Committee for elected officers.
    b. Oversee all elections.
    c. Assist the President at meetings by providing reference to Robert's Rules of Order.
    d. Review the Charter biannually for possible revisions.
    e. Form a committee to propose Charter revisions to the Board.
    f. Assist in maintaining order at the meetings according to Robert's Rules.
    g. Make the Guild Charter available to members.
12. Comfort quilts Chair shall:
    a. Facilitate the making and distribution of quilts by the members to promote the goals of the Guild.
    b. Form a committee to implement the above.
13. Quilt Show Chair shall:
    a. Oversee all aspects of the biannual Quilt Show.
    b. Form a committee to implement the above.
14. Trip Coordinator shall:
    a. Facilitate trip and retreats for the Guild.
    b. Form a committee to implement the above.
15. Each Officer and Standing Committee Chair shall:
    a. Deliver to her successor all books, papers, and other items pertinent to the office.
    b. Annually render a brief written summary of the year's activities for which she was responsible.

PRACTICES AND PROCEDURES OF THE CONNECTICUT PIECEMAKERS QUILT GUILD

1. Refreshments: coffee, tea and snacks will be available prior to the meeting and during the break. Members will be asked to provide snacks on a rotating basis.
2. The Connecticut Piecemakers Quilt Guild Library: will be open prior to the meeting and during the break.
3. Meetings: please sign in prior to the start of the business meeting.
4. Guild Courtesy: Please do your visiting before the meeting and during the break. Please turn off all cellular phones and beepers prior to the meeting.
5. Inclement Weather: In inclement weather any meeting will be canceled if the Town of Trumbull cancels school for the day. If school is delayed, then the meeting will take place as scheduled.
6. Workshops: Fees are due upon sign-up. There will be no refunds. If you are unable to take your class, you can arrange for a substitute. You may request names from the Waiting List from the Program Chairperson. If a workshop has a "minimum" requirement and cannot be filled, the workshop will be cancelled and refunds issued. If space is available nonmembers may participate in workshops for an increased fee.
7. Quilt Show: In order to fulfill the stated goals to promote the art and craft of quilting, each member is expected to actively participate in and with the Quilt Show.
8. Membership Lists: Lists may be printed upon request for members with no access to email. The Membership List is for personal use of the members. Any other use is strictly prohibited.
9. Newsletter: The monthly newsletter will be distributed to all members prior to the Guild meeting.
10. Connecticut Piecemakers Quilt Guild Name Tags/Buttons: Please wear your tag/button to each meeting. Failure to wear your tag/button will result in a 50¢ fine that goes to our Library fund towards the purchase of new books.
11. Children Attendance Policy: Children of members 14 years or older who express a love for quilting may attend meetings for the guest fee. No children may attend paid workshops.
12. Meeting place: The general rules of the meeting facility shall be followed by the Guild and its members.

Revised: 3/97; reviewed 3/99; revised 5/06; revised 4/09; revised 9/11: revised 9/15