BYLAWS OF THE BEACHPLUM QUILTERS OF THE JERSEY SHORE

Amended and Corrected September 2, 2026

ARTICLE I – NAME AND PURPOSE

The name of the guild shall be the Beachplum Quilters of the Jersey Shore (hereinafter the Guild). The purpose of this Guild shall be to encourage the art of quilting, patchwork, and related arts through educational and cultural activities; to develop a place in the community where quilt arts may be studied, displayed, and enjoyed.

A. The Guild is formed as a not-for-profit organization. All officers and board members shall be unpaid volunteers, and no profit shall accrue to them. Reimbursement for expenditures made or reasonable compensation for services rendered shall not be deemed to be distribution of income or principal of income.

B. Distribution of Assets Upon Dissolution. In the event of dissolution of the Beachplum Quilters of the Jersey Shore Quilt Guild, whether voluntary or involuntary its assets shall be distributed, or by operation of law, the property or other assets, or any proceeds thereof, shall be distributed for one or more of the exempt purposes specified in Section 502(c)(3) of the Internal Revenue Code of 1954 as from time to by amended, none of such property, assets, or proceeds shall be distributed to or divided among any members of the guild.

ARTICLE II – OFFICERS AND EXECUTIVE BOARD

Section 1. The Executive Board (hereinafter the Board) shall consist of the four Elected officers and five Chairs of standing committees. The Board shall administer the affairs of the Guild and shall present all recommendations for approval by the membership. Board members are encouraged to attend all Board Meetings but shall attend no less than two thirds (2/3) of the scheduled meetings.

A. The Elected Officers shall consist of the President, Vice President, Treasurer, Secretary. The Elected Officers shall be elected at the March meeting and installed at the June meeting. Each elected officer shall serve for a term of two years. After the term of two (2) years, the elected officer may serve another term providing that no other Guild member offers to stand for the position. No officer may serve more than two consecutive terms except as voted by the

membership. Unexpired terms, except President, shall be filled by appointment by the President with approval by the Board.

B. The chairs of the standing committees shall be members of the Board and shall have therch right to vote and serve terms of two years. Unexpired terms shall be filled through appointment by the President and approval by the Board. The chairs that comprise the Board are the Chairs of Programs, Quilt Show/Special Events, Newsletter, Fundraising, and Membership. The Quilt Show and Special Events chairs shall serve on alternate years.

C. Each Board member shall have one vote. The Board shall meet twice per year in June and January. Other meetings of the Board may be called at the order of the President or upon request of two or more members of the Board. The majority of the authorized members of the Executive Board shall constitute a quorum for voting purposes.

Section 2. Duties of the Officers

A. The President shall:

1. serve as official representative of the Guild;

2. preside at all membership and Executive Board meetings;
3. call special meetings in accordance with the provision of the Bylaws;

4. appoint all chairpersons with Board recommendations;

5. serve as ex officio member of all committees except the Nominating Committee;

6. be authorized to sign all checks in the absence of the Treasurer;

7. chair the budget committee;

8. establish any committees deemed necessary;

9. after approval of the Newsletter, notify the members when the Newsletter is available on the web and notify the Guild as to any other pertinent information;

10. ensure that a copy of Robert's Rules of Order is available at general and board meetings.

11. The incoming president shall appoint all chairpersons with Board recommendations for his/her tenure.

B. The Vice President shall:

1. preside at all meetings in the absence of the President;
2. serve as President if the current President is unable to complete his or her term;
3. assist the President as needed and directed;
4. chair the Audit Committee;
5. serve on the budget committee;
6. act as historian ensuring that historical records are maintained;
7. be authorized to sign all checks in the absence of the Treasurer and the President;
8. Coordinate the appropriate acceptance of donated items.

C. The Treasurer shall;

1. act as custodian of the funds for all monies payable to the Guild and disbursed for the Guild;
2. maintain Guild accounts in a bank approved by the Board;
3. prepare a monthly financial report in duplicate for the president and treasurer's files;
4. prepare an annual financial statement consisting of a balance sheet and income statement by June 30;
5. collect and maintain records of all bills received during the year;

6. be authorized to sign checks drawn on the treasury of the Guild for disbursement or transfer of funds for expenditures except those non-budgeted expenditures over $500.00 shall be approved by the Board;

7. prepare all records for the annual audit;

8. retain financial records for a period of seven years;

9. participate with the Board Members in the preparation of an itemized budget for the coming year to be voted on by the Board no later than July 31 for presentation to the membership at least thirty (30) days prior to the September meeting and to be voted on by the members at the September General Membership meeting;

10. follow the regulations of the IRS, State, and local authorities with respect to the operation of a nonprofit organization.

D. The Secretary shall:

1. record minutes of all meetings of the Guild and the Executive Board;

2. be custodian of and maintain all official books, minutes, and correspondence of the Guild for a period of three years;

3. prepare and report the minutes of Guild meetings for the following month in the online Newsletter, after approval by the President;

4. have a copy of the Guild Bylaws available at all Guild and Board meetings.

5. be responsible for all correspondence of the Guild as approved by the president prior to sending to the addressee;

Section 3. Impeachment

Elected officials may be impeached for any of, but not limited to the following:

A. malfeasance in office;

B. misuse of Guild monies or tax-exempt status;

C. causing ill repute of the Guild in the quilting community;

D. The Board shall form a committee to investigate allegations against an elected officer. The committee shall consist of two (2) Board members and three (3) members in good standing. The members in Good Standing shall be chosen by the general membership. Within thirty (30) days of the formation of the committee, they shall present a written report to the general membership. All investigation is to be done with civility and discretion.

Article III - Appointed Chairpersons and committees

Committees may be established as needed. Chairpersons of the following committees shall select the members of their committees, shall adhere to the budget approved by the membership and act as members of the Executive Board.

A. The Program chair shall:

1. meet with the President for approval of the organizing of general meetings and workshops for the Guild and provide the President with a calendar of programs;

2. plan lectures and workshops for the Guild and establish and collect donations from Guild members;

3. if space allows coordinate with outside guilds to allow their members to attend Beachplum Guild meetings that feature speakers. A visiting guild member will donate the established donation of Beachplum plus $10.00 for a workshop and the donations for a speaker will be $5.00.

4. provide the lecture and workshop schedule to the President who shall publish it on the website and newsletter;

5. serve as a member of the Executive Board.

B. The Newsletter Editor shall:

1. be responsible for compiling a monthly Newsletter for the months from September to June and special editions as the President requests;

2. send a copy of the rough draft to the President as soon as possible for approval before uploading it on the website;

3. email the President that the Newsletter is online who will then notify the members that the Newsletter is available online for viewing;

4. serve as a member of the Executive Board.

C. The Quilt Show Chairperson shall:

1. obtain approval from the membership as to the name and date of the quilt show;

2. oversee the planning and coordinating of the Guild quilt show;

3. appoint chairpersons for subcommittees of the Quilt Show Committee to assist in the planning and production of the quilt show and act as chairs for the subcommittees;

4. receive a line-item budget from the Treasure to be used as guidance in expenditures for the quilt show;

5. after the quilt show, submit to the Executive Board a final report of all expenses, activities, and committees;

6. submit to the Web Master information about the show including but not limited to Quilt show's time and place, publicity, lists of vendors, business sponsors, and quilt categories for judging;

7. serve as a member of the Executive Board.

D. The Special Events chair shall:

1. obtain approval from the membership as to the type of event to be held on alternate year of the quilt show;

2. oversee the planning and coordination of the special event;

3. appoint subcommittees to assist in the planning and production of the event;

4. work within the line-item budget approved by the executive board;

5. after the event, submit a final report including expenses, activities, and committees to the Executive Board;

6. serve as a member of the Executive Board.

E. The Charity Quilt Committee shall consist of a committee chair and at least one other member from the general membership and shall;

1. encourage the making of charity quilts;

2. inform the memberships of the recipients of the quilts at the General Membership meetings and in the Newsletter;

3. arrange "sew in" dates for members to work on quilts;

4. coordinate members to create kits to make charity projects;

5. provide patterns for the projects;

F. the Placemat Committee will consist of a committee chair and at least one other member from the general membership and shall;

1. encourage the making of charity placemats;

2. inform the membership of the recipients of the placemats at the General Membership meetings and in the Newsletter;

3. coordinate collection of the placemats;

4. distribute the placemats to a charitable organization chosen by the membership;

6. provide patterns and ideas for the placemats.

F. the Fundraising Chair shall:

1. Be responsible for the raffle Quilt fundraising;

2. be responsible for fundraising projects other than the Quilt Show to benefit the Guild;

3. serve as a member of the executive board.

G. The Membership chair shall:

1. accept members and maintain membership cards, mailing lists, and membership applications;

2. annually publish and distribute a directory of membership;

3. upon payment of dues, provide membership cards to the members.

4. notify the President and Newsletter Chair, in writing, the names, addresses, emails, telephone numbers, and picture preferences of all new members upon their joining the Guild.

5. notify the President by the October meeting of all non-paying members;

6. serve as a member of the executive board.

H. The Hospitality chair shall:

1. coordinate refreshments at all membership meetings;

2. assist other committees such as Activities or Programs in planning and hosting parties for the Guild meetings.

I. The Social Media committee shall:

1. Post relative events on social media platforms.

J. The Audit Committee shall:

1. consist of the Vice President and two members appointed from the General Membership;

2. shall meet with the Treasurer yearly to review financial records of the Guild and prepare a report for the Board;
3. shall email the report to the Executive Board for review and approval prior to the General Membership meeting;
4. shall present the report at the September or October General meeting after Board approval.

J. Website Gatekeeper shall:

1. obtain the approval from the President for all information and photographs to be uploaded onto the Website;

2. select and teach an Assistant Gatekeeper all necessary procedures who shall;

   a. assume the duties of the Website Gatekeeper in his/her absence;

   b. assist the Website Gatekeeper as needed.

3. contact the website provider in the event of problems;

4. notify the Treasurer of all website fees for payment by any other costs as they are accrued;

K. **Guild activities:**

1. Block of the Month shall;

   a. distribute the patterns and background fabric for Block of the Month and collect a fee for the materials

   b. ensure that the completed projects by members are recorded and published on the website and passed on to the Historian.

2. Door Prizes shall:

   a. purchase door prizes to be prizes for members only at the Guild meetings;

   b. oversee the drawing for a winner from the names of members;

   c. consult with the treasurer to stay within the line-item budget for the door prize expenditures;

3. Show and Tell shall coordinate the Show and Tell activities for Guild members to share completed projects.

Section II Nominations, Elections and Terms of Office

A. The Nominating Committee shall:

1. consist of three (3) members selected from the General Membership at the January Meeting;

2. present their report via email to the Executive Board for review prior to the March membership meeting;

3. publish names of the nominated officers in the March Guild newsletter;

4. present a slate of officers and call for nominations from the floor at the March general meeting; if there is a floor nomination an election will be held by secret ballot for the contested position.

B. Elections shall be:

1. held at the general membership meeting in March;

2. voted by a show of hands of the membership, only members in good standing shall have the right to vote. If a position is contested, an election shall be held at the March meeting by secret ballot;

C. Vacancies in an office, except the President, shall be:

1. Filled for the unexpired term by an appointment of the Executive Board. A vacancy by the President shall be filled by the Vice President unless the Vice President is unwilling or unable to assume the role of President then the President shall be elected by the membership.

D. Outgoing Officers and Chairpersons shall:

1. assist the incoming Officers and Chairpersons by the transfer of records and by providing a detailed written explanation to the newly elected/appointed person.

E. Amendments and Revisions to the Bylaws shall:

1. be presented to the membership via email thirty days prior to next General Membership Meeting for review;
2. be discussed and voted upon by the Membership at the following General Membership Meeting;

3. be reviewed a minimum of every two years.

Article IV Membership

A. Membership in the Beachplum Guild of the Jersey Shore shall be open to all people regardless of race, age, gender, *etc.* interested in quilts and quilt making. To be considered a Member in Good Standing, membership dues must be paid no later than September of the membership year. New members who join at the March meeting or later will be charged half the annual dues. New members who join at the Quilt show may receive a special incentive for joining.

B. All members are encouraged to be active participants in Guild activities, committees, and offices.

C. The Guild is a non-profit organization and is committed to charitable works. Guild members are strongly encouraged to contribute quilts, time, and other items for charitable purposes.

D. Members may have their membership cards mailed to them by providing a self-addressed stamped envelope to the Membership Chairperson.

E. Members may be reimbursed for *bona fide* Guild expenses by providing a completed Expense Form and receipts to the Treasurer. There will be no reimbursements without the proper documentation.

Article V Meetings and Programs

Section 1. Meetings:

A. General Guild Meetings are held on the third Friday of the month at 6:30 p.m. at the Presbyterian Church of Toms River.

B. Bee meetings, a subgroup of the Beachplum Guild, are held at the Manasquan Methodist Church, Manasquan, N.J. on the first Friday of the month from 12:00 to 3:30 pm. Attendance is open to all members

in good standing. Events are determined and scheduled by the meeting coordinators.

C. The Guild special event may be held biennially on alternate years from the Quilt Show upon approval by the members.

D. The Guild Quilt Show is held biennially in April.

Section 2. Programs

A. Workshops and lectures are open to all members in good standing. Workshops are on a first come first serve basis. Donations for workshops are established by the Program chair and shall be paid (4) four weeks before the program. Workshop donations are non-refundable. Members may make arrangements with another member to attend the workshop in his or her place.

B. Lectures may be attended by members of other guilds as described under Programs Article III A(3).

C. Workshops may be attended by invitation to members of other guilds as described under Programs Article III, §1 A(3).

G. Budget Committee shall:

1. consist of the Executive Board;

2. prepare a line-item budget by July 31;

3. for presentation to the membership at least thirty (30) days prior to the September meeting to be voted on by the members at the September General Members meeting.