

**BYLAWS OF THE BEACHPLUM QUILTERS OF THE JERSEY SHORE**

**Amended and Corrected December 2018**

**ARTICLE I - NAME AND PURPOSE**

Section 1. The name of the guild shall be the Beachplum Quilters of the Jersey Shore (hereinafter the Guild).

Section 2. 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 six 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, Corresponding Secretary/Recording Secretary. The Elected Officers shall be elected at the May meeting and installed at the June meeting. Each elected officer shall serve for a term of two years. After the term of two 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 the 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/Luncheon, Newsletter, Activities, Fundraising, and Membership. The Quilt Show and Luncheon chairs shall serve on alternate years.
  
- C. Each Board member shall have one vote. The Board shall meet twice per year from September to June. 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 II. 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. 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 by keeping the historical records of the Guild through photographs, news clippings, and other noteworthy publicity, such as;
    - a. the Block of the Month name and picture of winner, if possible;
    - b. a picture of the Guest Speaker with topic and date (month & year);
    - c. a list of trips and workshops;
    - d. ask members to assist with newspaper clippings from Northern Ocean and Monmouth County.
  7. be authorized to sign all checks in the absence of the Treasurer or the President.
- 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 August 31;
  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 President, Vice President, Quilt Show/Luncheon Chairperson, and Program Chairperson in the preparation of an itemized budget for the coming year to be voted on by the Board no later than August 31 for presentation to the membership at the September meeting and voted on 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. Recording/Corresponding 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 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;
6. be responsible for publicity notices for Guild events that are not coordinated by the Quilt Show Committee or the Luncheon and gather information concerning classes or new exhibits held at quilt shops and open to the public and disseminate the information at Guild meetings and through the Newsletter;

### **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**

#### **Section 1. Committees may be established as needed.**

Chairpersons of the following committees shall select the members of their committees.

- A. Programs 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. 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.

B. Newsletter Editor shall:

1. be responsible for compiling a monthly Newsletter for the months of September to June;
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 on line who will then notify the members that the Newsletter is available online for viewing.

C. 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 December 1 and any other costs as they are accrued;

D. 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 members of the committee to assist in the planning and production of the quilt show;
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 gatekeeper information about the show including but not limited the Quilt show's time and place, publicity, lists of vendors, business sponsors, and quilt categories for judging.

E. 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. ensures 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 at the Guild meetings;
  - b. oversee the drawing for a winner from the names of participants;
  - 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.



F. Fundraising Chair shall:

1. Be responsible for the raffle Quilt fundraising;
2. be responsible for fund raising projects other than the Quilt Show to benefit the Guild.

G. Budget Committee shall:

1. consist of the President, Vice President, Treasurer, Quilt Show or Luncheon Chair, and Program Chair;
2. prepare a line item budget by August 15 for presentation to the Executive Board for approval no later than August 31;
3. present the approved Budget to the Members at the September General Membership meeting to be voted upon at the October General Membership meeting.

H. Charity Quilt 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 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;

**Section II. Chairpersons of the following appointed positions shall be appointed by the President with Executive Board recommendations.**

A. Membership 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;

B. Hospitality 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.

C. Communications Committee shall:

1. establish a notification chain to inform members, who are not Internet users, of important and sensitive information. All requests to activate the telephone chain are filtered through the President.

D. Audit Committee shall:

1. consist of the Vice President and two members appointed from the General Membership;
2. shall meet with the Treasurer, review financial records of the Guild and prepare a report for the Board;
3. shall present the report at the August or September Executive Board meetings;

4. shall upon Board approval present the report at the September or October meeting.

### **Section III Nominations, Elections and, Terms of Office**

#### A. Nominating Committee shall:

1. consist of three (3) members selected from the General Membership at the January Meeting;
2. present their report at the Spring meeting of the Executive Board;
3. present a slate of officers and call for nominations from the floor at the May general meeting;
4. publish names of the nominated officers in the May Guild newsletter;

#### B. Elections shall be:

1. voted by a show of hands unless the majority of the membership requests a secret ballot with election by a majority of the members present. Only members in good standing shall have the right to vote;
2. held at the general membership meeting in May;

#### 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 guild website or through printed copy to those without internet access at the 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 persons regardless of race, age or, gender, etc. interested in quilts and quilt making. In order 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 after the in March 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. Meetings are held on the third Friday of the month at 6:30 p.m. at the Presbyterian Church of Toms River.
- B. The Guild special event may be held biennially on alternate years from the Quilt Show upon approval by the members.
- C. 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).