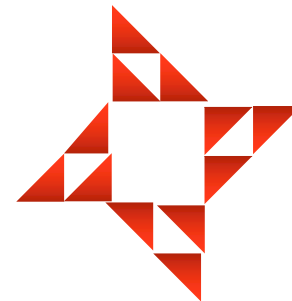


CONNECTICUT PIECEMAKERS QUILT GUILD

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 purposes 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 OF THE CONNECTICUT PIECEMAKERS QUILT GUILD



I. MEETINGS

- a. The Connecticut Piecemakers Quilt Guild will meet, when possible, once a month from September to June. The meeting dates and location are set annually by the Board.

II. MEMBERSHIP

- a. Membership is open to those who share a love of quilting.
- b. A full member is defined as one who has paid dues for the current year.
- c. Alumni memberships are available to former members unable to attend meetings but who 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 space permits. Attendance at one guild meeting per year is allowed (physical or virtual meeting). Alumni members shall not be counted in membership totals.
- d. A guest may attend a lecture/meeting for a fee determined annually by the board which shall be applied to membership dues if she/he joins the Guild. A guest may attend a workshop meeting, space permitting, Guest fees will be determined annually by the Board.
- e. 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.
- f. The membership term is July 1 through June 30

III. DUES

- a. The board shall set the membership dues annually for regular and alumni membership.
- b. Renewal dues paid after the September meeting will incur a late fee.
- c. Members who join after January 31 of any year shall pay one-half of appropriate dues.
- d. Only dues-paying members are entitled to vote.
- e. Dues shall be used for sponsoring programs and speakers; correspondence, newsletter printing and mailings; biannual quilt show; projects special supplies; etc. Members may be asked to contribute additional funds for a particularly costly program or project.
- f. Members not paying dues by September meeting will be dropped from the membership roster (newsletters, meetings, email blasts); renewing members will receive newsletters and email blasts and access to social media and can participate in meetings when dues are paid.

IV. PRACTICES AND PROCEDURES OF THE CONNECTICUT PIECEMAKERS QUILT GUILD

- a. Practices and procedures shall be developed, modified and maintained by the Board and shall be available to the membership.

V. OFFICERS

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

1. Challenges
 2. Comfort Quilts
 3. Greeter(s)
 4. Historian
 5. Hospitality
 6. Inventory
 7. Membership
 8. Newsletter
 9. Programs
 10. Quilt Show
 11. Retreat Coordinator
 12. Skill Builders
 13. Social Media Coordinator
 14. Spring Luncheon
 15. Sunshine
 16. Trip Coordinator
- c. 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.
- d. Special events and projects (quilt show, 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.
- e. Each chairperson shall have one vote on the Board.

VI. SELECTION OF OFFICERS

1. Elected Officers
 1. Term of elected officers shall be two years (July 1 to June 30). No elected officer shall serve consecutive terms in the same office.
 2. A Nominating Committee shall be appointed in February of an election year and shall consist of the vice president and two members selected by the President. The Nominating Committee shall be announced to the membership at the February general meeting. Any members serving on the Nominating Committee may also be included in the proposed slate of officers.
 3. The slate of officers shall be presented to the Membership at the March meeting. Nominations from the floor shall also be accepted only at that meeting. The complete slate of nominees shall appear in the April newsletter.
 4. Election of officers shall take place at the April meeting. If the slate offered by the nominating committee are the only candidates, the vote can be by show of hands. If more than one candidate is nominated for a position, the vote shall be a written anonymous vote, and votes shall be counted by the Nominating Committee. Nominees receiving a simple majority of the votes cast shall be elected.
 5. Elected officers shall appoint or accept volunteers for the remaining Standing Board positions. the entire (new) Board membership shall be published in the newsletter.

- b. Standing Committee Chairmen
 - i. Term of Standing Committee Chairmen shall be one year, but they may be reappointed. Should any office, elected or appointed, become vacant, the Board and/or the President shall appoint a replacement to complete the term of office.
- c. President Position Vacancy
 - 1. If the President's office becomes vacant, the Vice-President shall fill the position and the Board shall appoint a new Vice-President.

VII. OTHER VOTING

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

VIII. DUTIES OF OFFICERS

- a. President shall:
 - 1. Officiate at all monthly Connecticut Piecemakers Quilt Guild meetings and at Board meetings.
 - 2. Conduct Board meetings at least four times a year.
 - 3. Act as back-up to the Guild and handle reimbursement payments to the Treasurer.
 - 4. Appoint and create Standing Committees at his/her discretion for the purpose of achieving the goals of the Guild.
 - 5. Establish a bi-yearly budget with the advice of the Board. Ensure budgetary items are reviewed for deviations
 - 6. Monitor post office box; distribute mail accordingly. This task may be delegated.
- b. Vice-President shall:
 - 1. Substitute for the President when necessary.
 - 2. Act as ex officio member of all committees
 - 3. Act as liaison between Connecticut Piecemakers Quilt Guild and other quilt guilds, charitable associations etc.
 - 4. Facilitate Show and Tell segment of each meeting
 - 5. Chair the Nominating Committee for elected officers
 - 6. Oversee all elections
 - 7. Facilitate food drives if they are held.
- c. Secretary shall:
 - 1. Record, present, and maintain a file of minutes of meetings of the Board and of general meetings when necessary, including decisions made and actions taken and assigned, and provide to the Newsletter Editor for publication.
 - 2. Maintain Guild correspondence
 - 3. Work with Vice President to communicate to guilds and charities
- d. Treasurer shall:
 - 1. Maintain necessary bank accounts in the name of Connecticut Piecemakers Quilt Guild.
 - 2. Pay the obligations of the guild by writing checks and maintaining the checking account.
 - 3. Properly categorize the expenses and make sure the proper documentation (receipts, Reimbursement Voucher etc.) and expense purpose are submitted prior to the reimbursement.

4. Receive the cash /check inflow and properly handle it by protecting it, counting it and depositing it in a timely manner.
5. Provide a transaction summary and current balance summary at each Board meeting.
6. Make financial reports to the membership and publish an Annual Report. Identify areas that differ from the original budget.
7. Be responsible for accounting of any endowment activity.
8. Maintain required insurance policies for the guild meetings and the biannual quilt show.
9. Submit annual reports required to maintain Guild's 501(c)(3) status.
10. Assist the president in the preparation of the biannual budget.

IX. DUTIES OF STANDING COMMITTEES CHAIRPERSONS

- a. Each Officer and Standing Committee Chair/Co-Chair shall:
 1. Provide to his/her successor all books, papers, and other items pertinent to the office.
 2. Bi-Annually render a brief written summary of the term's activities and timeline for which she was responsible.
- b. The duties of the Standing Committees shall include but are not limited to:
 1. Challenges
 1. Specify rules for and direct hanging and judging of periodic Challenge Quilt Displays, including but not limited to Challenge quilts to be hung at the bi-annual show, summer break challenges, and others that may occur during the guild year
 2. Comfort Quilts Chair shall:
 1. Facilitate creation of quilts to support the greater Connecticut community. Our guild members make and distribute comfort quilts to organizations whose mission is to provide support to children and adults.
 3. Greeter shall:
 1. The greeter works collaboratively with the Membership Chair to welcome new members in a spirit of inclusivity. New members arriving alone should be introduced to a regular member(s), so they feel welcome.
 2. Be available prior to guild meetings at the entrance, serving as greeter, and assisting with questions, as possible.
 4. Historian shall:
 1. Maintain a record of club publicity, newspaper clippings, photos.
 2. Periodically display historical collection for members' perusal.
 5. Hospitality Chair shall:
 1. Form a committee to be responsible for coffee, tea, and snacks at monthly meetings.
 2. Organize and serve refreshments at any special or holiday events such as the annual Holiday luncheon.
 6. Inventory Chair shall:
 1. Maintain an inventory of all Guild supplies, including the location of where the supplies are stored.
 2. Provide access to materials.
 3. Maintain a record of borrowers.
 4. Seek board approval whenever replacement of supplies or purchase of new inventory becomes necessary.
 7. Membership Chair shall:
 1. Collect all dues, guest fees and/or entrance fees.
 2. Maintain and publish a current Membership List.
 8. Newsletter Editor shall:

1. Compile, edit, and distribute a Guild newsletter each month (during the Guild year) to all members prior to each meeting.
2. Maintain the email distribution list; send out email blasts and other email communications as needed/directed by board members
9. Program Coordinator(s) shall:
 1. Recommend and implement programs, lectures, demonstrations, and workshops to the Board. Recommend and negotiate speaker fees
 2. With the approval of the Board, negotiate and sign all contracts for programs and recommend workshop fees.
 3. Coordinate visits by lecturers/teachers, including hotel bookings, as necessary, and provide lunches, etc. as agreed in the contract.
10. Quilt Show Chair shall:
 1. Oversee all aspects of the biannual Quilt Show; form a committee and meet as needed
 2. Participate in development of a budget for the show and monitor expenses
 3. Inform the membership regularly as to developments and needs
 4. Schedule and document a de-briefing meeting
11. Retreat Coordinator shall:
 1. Organize the guild's semi-annual retreats and provide all pertinent information to members via the newsletter and at guild meetings.
12. Skill Builders Committee shall:
 1. Be responsible for arranging a presentation by a guild member at the conclusion of the monthly guild meeting.
13. Social Media Coordinator shall:
 1. Update and maintain the Guild website and social media.
 2. Maintain website and social media accounts.
 3. Facilitate electronic correspondence
14. Spring Luncheon Committee shall:
 1. Plan and execute the Spring luncheon, held at an area restaurant, including signing of contractual agreement(s).
 2. Provide all pertinent details of cost, location, etc. to members via the newsletter and at meetings.
 3. Solicit door prizes from members and merchants for distribution at the luncheon.
15. Sunshine
 1. Is responsible for sending appropriate greetings to members and/or members' families.
16. Trip Coordinator shall:
 1. Facilitate trips for the guild.

Revised: 3/97; reviewed 3/99; revised 5/06; revised 4/09; revised 9/11: revised 9/15; revised 10/2020

PRACTICES AND PROCEDURES OF CONNECTICUT PIECEMAKERS QUILT GUILD

A. Meetings

1. The monthly meetings may be face-to-face or virtual as determined by the President.
2. Attendance sheets for face to face meetings will be provided at the entrance by the membership chair. Members and guests are asked to sign in prior to the start of the business meeting. Attendance will be taken during virtual meetings by the vice-president.
3. Refreshments may be available during the break as decided by the Board. Coffee and tea are provided by the Guild; members may be asked to provide snacks on a rotating basis.
4. Members are asked to restrict conversation to times before the meeting and during the break and to turn off all cell phones (or place in SILENT mode) prior to the meeting.
5. 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 start at 10:30 am. No refreshments will be served at meetings which are delayed.
6. Connecticut Piecemakers Quilt Guild Name Tags/Buttons should be worn to each face to face meeting and workshop.
7. 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.
8. The general rules of the meeting facility shall be followed by the Guild and its members.
9. Workshops:
10. Fees are due upon sign-up; there will be no refunds unless the class is cancelled by the Guild. A person unable to take a class can arrange for a substitute. Names from the Waiting List can be requested from the Program Chairperson.
11. If a workshop has a "minimum" requirement and cannot be filled, the workshop will be cancelled, and refunds issued.
12. If space is available, non-members may participate in workshops for a fee determined by the Board.

B. Quilt Show:

1. In order to fulfill the stated goal to promote the art and craft of quilting, the guild will bi-annually sponsor a quilt show. Members of the guild are asked to actively participate in and with the quilt show by submitting quilts for hanging and judging; contributing to the creation of a raffle quilt if requested; selling tickets for the raffle quilt; working on show planning, set-up, break-down and operation and any other roles deemed necessary by the quilt show chair(s).
2. Alumni members are encouraged to participate and may submit quilts for hanging and judging.
3. Members are asked to volunteer for at least two hours during the quilt show. Volunteers receive a free pass to the show. Volunteers at the show wear an apron depicting the guild logo.
4. It is the guild's practice to make and raffle a handmade quilt in connection with the quilt show. Each member is asked to sell (or buy) a block of raffle tickets.

C. Membership Activities

1. The Membership List is distributed at least annually, for guild-related use of the members. Any other use is strictly prohibited.
2. Membership chair shall provide a membership packet to new members including but not limited to Bylaws, a personalized member pin, and fabric/instructions for the Piecemakers apron to each new member.
3. Membership chairs provide sign-in sheets for members and guests at each meeting.

D. Newsletter

1. The newsletter will be distributed monthly to all members prior to the Guild meeting.
2. The preferred means is by email distribution.
3. The Board may impose a surcharge to membership dues for members requesting paper copies, in order to cover the added costs.

E. Comfort Quilts

1. Chairs will purchase fabric, batting and supplies needed for preparing kits, in alignment with budgeted funds
2. Chairs accept appropriate donations of related comfort quilt supplies for use with preparing kits
3. Chairs prepare kits, including patterns, instructions, and preprinted labels, for distribution to members
4. The chairs keep records of pre-numbered kits signed out by members, and records of completed kits, when returned. This includes comfort quilts made by members from their own supplies and stash. Committee is encouraged to recognize donors' names in the newsletter.
5. The Chairs record distribution list of charitable organizations receiving the quilts, including total number distributed to each group. Distribute finished quilts to charitable organizations as appropriate.
6. The Guild encourages members to provide one comfort quilt, made from a guild-supplied comfort quilt kit or their own fabrics, each year.

F. Challenge Quilts

1. A Bi-annual Challenge is usually held at the February meeting in years when there is no quilt show. The chair organizes a small committee that helps plan the theme of the Challenge that includes size restrictions, etc. Guild members receive details for the challenge no later than October (or approximately four months prior to the event). Names of entrants are not made known until after judging; all members present cast one vote for their choice of favorite quilt. Ribbons may be awarded. A display of the Challenge quilts is hung at the next quilt show.
2. Additional challenges are sometimes planned for members to work on during the summer months. The Summer Challenge is identified to members by the committee via the June newsletter. These quilts are included in the September Show and Tell meeting.

G. Skill Builders

1. Solicit guild members to demonstrate a quilt skill or technique at the conclusion of the regular monthly meeting. The usual length of the instruction is approximately 15 minutes. If the presenter wishes, she/he may provide printouts of the skill demonstrated.
2. When requested, the chair will arrange to have our video/audio machine with light attachment available for the presenter to use.
3. Skill building demonstrations are not held during December or June or during virtual meetings.

H. Social Media Coordinator

1. Maintains the Guild's Facebook page, Facebook members group, and Instagram Account and shall promote the Guild's activities with Facebook and Instagram posts, and replies to or refers emails from Website contacts as they arise.

I. Miscellaneous

1. Retreats, Trips and the Spring Luncheon shall be self-funded events by the membership.