

BYLAWS OF THE COMMON THREADS QUILT GUILD OF LAMOILLE COUNTY, VERMONT

ARTICLE 1 NAME

The name shall be known as Common Threads Quilt Guild of Lamoille County, Vermont and will be referred to as the “Guild” throughout this document.

ARTICLE II MISSION

The mission of the guild shall be to provide “Sunshine Quilts” to our neighbors and community members when needed and to promote an interest in the art of quilting through education and fellowship.

ARTICLE III MEMBERS

Section 1:

All persons who are interested in the art of quilting shall be eligible to join the Guild. Any person interested in joining may attend two meetings as a guest before they must pay dues in order to continue attending meetings.

Section 2:

The annual dues shall be payable at the September meeting each year. The executive committee will determine the amount and notify members prior to the September meeting. The membership chair shall notify members two months in arrears and those whose dues are not paid by November 15th shall be automatically dropped from the membership.

Section 3:

The dues will not be prorated. New members may join after January 1 of the year for a lesser fee as determined by the executive committee.

ARTICLE IV OFFICERS AND CHAIRPERSONS

Section 1:

The elected officers of the Guild shall be President, Vice President, Secretary and Treasurer. The elected chairpersons shall be a Program Director, a Membership Chair, a Sunshine Quilt Chair and a Newsletter Chair. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Guild. The chairpersons shall perform their duties under the direction of the President. The elected officers and chairpersons shall serve as the Executive Committee.

Section 2:

Nominations for officers will take place at the regular meeting In June. Officers shall be elected at the July meeting by a majority vote of those members present, either by a show of hands or a ballot vote should there be more than one nominee.

Section 3:

Officers shall be elected for a one-year term. If the Officer fulfills their full share of responsibilities during their first term, they shall be eligible for re-election up to four additional terms. Upon completion of five terms in succession, a person shall be eligible for re-election after a one-year interim. Chairpersons will serve a one-year term. Chairpersons may serve more than one term consecutively with no term limits. New officers and chairpersons shall assume their duties at the beginning of the new fiscal year, September 1st.

ARTICLE V DUTIES OF THE OFFICERS AND CHAIRPERSONS

Section 1:

Duties of the President shall include:

- Review the By-Laws annually at the September meeting.
- Preside at all meetings
- Call meeting to order at appointed time
- Introduce guests and new members at each meeting
- Announce business to the membership
- Be informed of communications
- State and put all questions properly brought by the membership
- Decide all questions of order
- Preserve order and decorum
- Give signature when necessary
- Appoint a Nominating committee of at least three members no later than the April meeting.
- Send an email and text message in the event of a meeting cancellation.

Section 2:

Duties of the Vice President shall include:

- Preside and perform the duties of President in the absence of the President.

Section 3:

Duties of the Secretary shall include:

- Keep minutes of the meeting
- Provide the membership with a monthly report via the newsletter
- Provide the membership with copies of previous minutes for review, when requested.
- Preside in the absence of the President and the Vice President.
- Conduct correspondence as directed.

Section 4:

Duties of the Treasurer shall include:

- Receive and bank all monies due the organization within 7-10 days of receipt. If unable to meet this requirement, the monies should be given to the President to deposit.
- Provide the membership with a report monthly via the newsletter.
- Provide updated paperwork to the Bank when officers/account signers change.
- Update the Vermont Secretary of State website when officers change.
- Submit timely the annual IRS Form 990-N postcard requirement for non-profit status compliance.
- Provide necessary documentation to three appointed member auditors at the August meeting.

Section 5:

Duties of the Membership Chair shall include:

- Collect membership dues at the September meeting and as new members join.
- Keep bookkeeping records of such funds.
- Notify members who are in arrears with their dues.
- Compile a list of member names, addresses, telephone numbers and email addresses.
- Distribute the membership list to all members by the December meeting.
- Update the membership list as needed and distribute to all members and newsletter chair.
- Update and maintain name tags.

Section 6:

Duties of the Program Chair shall be:

- Solicit teachers and/or speakers for the guild programs based on interests/recommendations from members
- Coordinate monthly programs throughout the year and inform the newsletter chair.
- Inform the Treasurer before all programs of monies due the speaker or teacher.
- Inform the President of monthly programs.
- Coordinate refreshments at special programs.

Section 7:

Duties of the Sunshine Quilt Chair shall be:

- Meet with the Sunshine Committee members and assign the following tasks:
 - Distribute donated fabric to members for cutting – pattern guidelines to be included
 - Prepare fabric kits together for distribution
 - Make outreach calls to local organizations to determine their needs
 - Delivery of finished quilts (and other items, as requested) to local agencies
- Schedule workshops and inform members.
- Keep inventory of finished quilts.
- Keep record of where/how many per year.
- Report monthly of any quilts distributed.

Section 8:

Duties of the Newsletter Chair shall be:

- Collect information from members pertinent to the Guild.
- Communicate with web designer to keep information updated.
- Design newsletter which shall include but not limited to the following:
 - Mission Statement
 - List of officers and their phone numbers,
 - President's message,
 - Secretary's report,
 - Treasurer's report,
 - Meeting date and time,
 - Program schedule for the year, and
 - Member birthdays.
- Distribute monthly to members by email. Copies of newsletters are posted to the CTQG website for those members without email addresses.

ARTICLE VI MEETINGS

Section 1:

Regular meetings of the Guild shall be held March through December. Optional workshops will be held in January and February.

Section 2:

The regular meeting in July shall be known as the Annual Meeting.

Section 3:

The fiscal year shall be September 1 – August 31.

Section 4:

The executive committee shall meet in August to prepare for the coming year and thereafter as needed.

Section 5:

Fifty-one percent of the active Guild members present shall constitute a majority.

Section 6:

Payments of workshops shall be made at signup time. No refunds shall be given. Alternates will make private arrangements with the paid attendee.

ARTICLE VII COMMITTEES

Section 1:

The President shall appoint a Nominating Committee of at least three members no later than the April meeting. It shall be the duty of this committee to solicit candidates for the offices of President, Vice President, Secretary, Treasurer, Program Chair, Membership Chair, Sunshine Chair and Newsletter Chair.

Section 2:

The Nomination Committee will present a slate of candidates at the June meeting with nominations from the floor and elections held at the Annual meeting in July.

Section 3:

Such committees, standing or special, shall be appointed by the President as the Guild shall, from time to time, deem necessary to carry out the work of the Guild. The President shall be an ex officio member of all committees.

ARTICLE VIII**PARLIAMENTARY AUTHORITY****Section 1:**

The rules contained in Robert's Rules of Order Newly Revised shall govern the Guild in all cases in which they are not inconsistent with these bylaws and any special rules of order that the Guild may adopt.

ARTICLE IX**AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Guild by a two-thirds vote of members present, provided that the amendment has been submitted in writing in advance of the current regular meeting or at the previous regular meeting.

Amended & Approved
Wednesday, September 2, 2026
Jane P. Paine, President