

Old Tippecanoe Quilt Guild Constitution

Article I--Name

The name of our organization is Old Tippecanoe Quilt Guild, the acronym for which is OTQG. It was founded in 1984.

Article II--Purpose

Old Tippecanoe Quilt Guild is organized exclusively for charitable and educational purposes under Section 501(c)(3) of the IRS code to contribute to the growing body of knowledge of quilting techniques, patterns, textiles, and history of quilts and quiltmaking by providing educational meetings, fellowship, quilt shows, and quiltmaking challenges.

No part of the Old Tippecanoe Quilt Guild activities shall be the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene in any political campaign of any candidate for public office.

The affairs and activities of the Old Tippecanoe Quilt Guild shall be conducted in such a manner that no part of its earnings shall accrue to the benefit of any member, officer or individual, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth hereof.

Article III--Objective

Old Tippecanoe Quilt Guild will continue to develop an appreciation for the history of quilting and quilters, to promote knowledge of and appreciation for the art of quilting in our community and to use this knowledge to organize and/or fund various charitable projects.

Article IV--Membership and Dues

All meetings and membership are open to any person, regardless of race, creed, gender, religion, sexual orientation, or national origin. Membership is open to anyone interested in quilts and quiltmaking. Dues are required and are payable yearly on or after October 1.

Article V--Moneys

All dues paid and moneys earned by the Old Tippecanoe Quilt Guild shall be used to encourage quiltmaking and quilt collecting and to assist charitable organizations as determined by the Executive Board.

Article VI--Officers

The officers of the Old Tippecanoe Quilt Guild are President, Vice President, Secretary and Treasurer. These officers are elected annually. Officers serve for a term of one year and shall not serve more than two consecutive years in the same office.

Article VII--Dissolution

In the event of a dissolution of the Old Tippecanoe Quilt Guild, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the association, dispose of the remaining assets of the organization to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes under Section 501(c)(3) of the IRS code.

Article VIII--Amendments

Amendments to this constitution shall originate with any member and be presented at two successive meetings. Amendments shall be voted on at the third successive meeting and must be approved by a two-thirds majority of those members present. Amendments will be effective upon adoption.

Adopted on 6/15/85

Amended on 2/2/88 to meet IRS code Section 501(c)(3)

Amended on 12/19/89

Amended on 9/15/98 Bylaws amended 9/15/98

Bylaws Amended 9/18/07

Amended on 3/19/2013. Bylaws amended on 3/19/2013.

Amended on 1/3/17. Bylaws amended on 1/3/17.

Bylaws Amended 6/1/2021

President– Andrea Schmidt

Vice President – Annabel Drazin

Secretary – Shelley Woloshuk

Treasurer – Jan Overton

BYLAWS

Meetings

Old Tippecanoe Quilt Guild will meet twice monthly at times and places to be determined at the September business meeting before beginning of each new membership year. A majority of all attending members will constitute a quorum authorized to transact any business presented at the meetings. Meetings may be held in person or by video conference or a combination of both, to be determined by the president.

Membership and Dues

1. Any interested person may attend two meetings as a guest. After that they will be considered members and need to pay dues.
2. Each person attending the meeting shall sign the attendance register as a paying member or a guest.
3. Name tags will be worn.
4. Any current and former member joining any time during the year will pay yearly dues of \$20. Any new member and any former member who has not paid dues in the last 5 years joining after March 30 shall pay \$2.00 per month left in the membership year.

5. Persons more than three months in arrears in payment of dues shall be considered delinquent and no longer in good standing. All privileges of membership will be withdrawn until membership dues are brought up to date.

6. For guild events where a fee is charged, nonmembers will pay an additional fee determined by the chairperson of that event with the approval of the president.

Moneys and Budget

1. The fiscal year will begin October 1st and end September 30th.

2. An internal inspection of the books will be conducted after the end of the fiscal year in October.

The president will appoint a qualified person to lead a committee to inspect the books. A report will be given to the membership at the November business meeting.

3. All bills will be presented to the treasurer for reimbursement. The bills must be in the form of letterhead of the business or register receipts with the business name on it. The president has the authority to approve the expenses if no receipt is available.

4. The budget will be determined every other year after the quilt show. The president will appoint a committee, with the treasurer as chair, to draw up a budget, and present it to the membership for approval at the September business meeting.

Elected Officers

1. Elected officers of the Old Tippecanoe Quilt Guild are President, Vice President, Secretary and Treasurer. They are elected annually.

2. Elected officers, along with the immediate past president and daytime guild coordinator will make up the Executive Board. The Executive Board will make decisions for items that come up between meetings.

3. A nominating committee will be appointed in July each year by the president. The committee shall bring forth at least one member for each office and present the slate to the membership at the August business meeting. Nominations will also be accepted from the floor at this time. Election of officers will take place at the September business meeting, with winners being determined by a majority vote of the members present. Officers will begin their term at the October business meeting.

4. Officers serve for a term of one year and will not serve more than two consecutive terms in the same office. Exceptions to the term limits due to unusual circumstances can be made with the approval of the Executive Board.

5. The president will:

- preside over all meetings,
- exercise general supervision over the activities of the organization,
- be authorized to sign checks,
- be an ex officio member of all committees, and
- be acquainted with all activities of officers and committees.

6. The vice president will:

- perform the duties of the president during the absence or disability of the president,
- succeed to the presidency in the event that office is vacated,
- assist the program chairperson, and

- be the chairman of the membership committee and be responsible for all duties of that committee.

7. The secretary will:

- keep a clear and complete record of the meetings and correspondence,
- prepare minutes to be sent to all members before the next meeting for approval at the meeting, and
- maintain a file of past meeting minutes for a period of seven years.

8. The treasurer will:

- have custody of all moneys,
- be authorized to sign checks,
- keep accurate books,
- keep accurate record of all receipts and disbursements,
- reimburse members for legitimate expenses, upon presentation of a clear and readable copy of a receipt for those expenses. Mileage expenses for members and presenters must be preapproved by the president and treasurer and presented in the form of a google map calculation of mileage.
- prepare a monthly report showing both the present month and previous months' income and expenses to be distributed before or read at the business meeting,
- give copies of the monthly report to the president and secretary,
- chair a committee to prepare and present a budget to the membership at the beginning of the fiscal year following the quilt show,
- maintain a file of all written records for a period of seven years, and
- file annual reports to the Internal Revenue Service and Indiana Department of Revenue regarding nonprofit status.

Standing Committees

1. The following committees will be considered standing committees. The president will appoint a chairperson for a chairperson for each when she takes office in October, except as noted. The chair of the committee will select members for that committee. The chair of the committee will select members for the committee.

2. The Program committee will:

- work with the vice president to plan and organize the programs, workshops, etc. for each program meeting.
- be responsible for setting up, running, and cleaning up after each program.
- plan and oversee the visit of speakers and programs from outside the area to give workshops and lectures to the membership,

3. The Daytime Guild committee will be responsible for:

- running the daytime meetings,
- planning the programs with the assistance of the program committee if desired and cleaning up after each program.

The head of this committee will be called the Daytime Guild Coordinator and will be a member of the Executive Board.

4. The Communications committee will:
 - promote guild activities through all available sources of publicity, including the guild website, email, and social media.
 - publicize monthly meetings, special events, and other programs of interest to the general quilting public,
 - edit and publish a newsletter with contributions from officers, committee chairs, and members. The newsletter will be published a minimum of 4 times a year. A list of officers and committee chairs will be included in each newsletter.
5. The Quilt Show committee will plan and organize all aspects of the biennial quilt show. This position is for two years.
6. The Budget and Finance committee will be responsible for the preparation of a budget and submitting it to the membership in September of the year following the quilt show. The treasurer will be chair of this committee.
7. The Membership committee will:
 - maintain membership lists,
 - accept new memberships, renewals, and dues
 - keep the attendance register up to date,
 - prepare a membership list to be distributed through the newsletter at least once a year.The vice president will be chair of this committee.
8. The Charitable Projects committee will initiate and plan projects to benefit selected community causes, using quilting as the medium. The chairman can also make recommendations for donations to be made to organizations whose mission is compatible with the stated purposes in this document. Any member can make suggestions for donation to the committee chair as well.
9. The Annual Retreat Committee will plan, organize and run all aspects of the annual retreat.

Other Committees

The president, as needed, will appoint other committees. Their duties will be outlined by the president when initiated.

Amendments

Amendments to these bylaws shall originate with any member and be presented at two successive meetings. Amendments shall be voted on at the third successive meeting and must be approved by a two-thirds majority of those members present. Amendments will be effective upon adoption.