

Heber Valley Quilters Guild Bylaws

Purpose

To provide a forum for local quilters of every ability and skill level to meet together on a monthly basis to promote the art of quilting, and:

- A) Learn new quilting techniques.
- B) Teach quilting and related sewing skills to one another.
- C) Show and tell current projects and ideas; provide encouragement and support for each other.
- D) Provide opportunities for charity service to our community.
- E) HAVE FUN!

***MEETINGS** Regular guild meetings will be held on the fourth *Tuesday* of each month from 7:00 p.m. to 8:30 p.m., unless otherwise designated for specific occasions such as Retreats, Holidays, etc.

***MEMBERSHIP / DUES** Membership in the Heber Valley Quilters Guild is on an annual basis, beginning in January of each year.

Members of the Heber Valley Quilt Guild ~ \$25 annual dues; will receive monthly newsletters, participate in monthly drawings, and attend all meetings with no additional fees.

Associate members ~ \$15 annual dues; monthly newsletters only. Associate members who wish to attend monthly meetings will be assessed a \$2 meeting fee.

Guests of regular guild members may attend one complimentary guild meeting.

***BOARD MEMBERS** *Executive Board Members are the President, Vice President, Secretary, Treasurer and Historian. Two signatures of executive board members will be required to sign guild checks.* Nominations for new board members will be held annually in September. Terms are for one year, beginning in January. A person may combine duties, and may hold the same position for as long as desired. Responsibilities are listed as follows:

President ~ Outline and arrange guild activities for the year. *Conduct meetings.*

Vice President/President Elect ~ Support president, serve as President the following ~~year~~ term. *Conduct meetings in absence of President.*

Secretary ~ Keep record of all past and present membership. Keep record of all volunteer hours to report annually to the Utah State Quilt Guild. *Keep a record of minutes/outline of guild meetings.*

Treasurer ~ Collect annual dues from members. ~~Keep track of~~ *Prepare* yearly budget ~~and spending~~ for the guild; *balance checking account, prepare reimbursement checks for monthly expenses,* report annually.

Newsletter/Historian ~ Compile monthly newsletter of guild announcements and activities. Print and mail to each member/associate.

Charity Quilt Committee ~ Consists of two or more guild members. Collect donations of items to sew quilts for charity. Set up quilting bees. Enlist guild members to help in each step of cutting, sewing, binding, etc. Report monthly on progress in newsletter column and at monthly guild meetings.

Communication Coordinator ~ Make reminder phone calls *and/or send emails* to members regarding guild meeting information.

Queen Bee Coordinator ~ Keep track of "Queen Bees"; monthly spotlighted members. Remind previous month's Queen Bee to choose and report on following month's Queen Bee.

Door Prize Coordinator ~ Use monthly budget to obtain items for door prizes at guild meetings. Give receipts to Treasurer for reimbursement.

Birthday Coordinator ~ Use monthly budget to provide small gift for those with birthdays during that month at guild meetings. Turn in receipts to Treasurer for reimbursement.

Building Coordinator ~ Confirm location of monthly guild meetings; make arrangements for the building to be opened for guild members.

Friendship Block Swap Coordinator ~ Arrange participating guild members into groups for monthly block exchanges. Provide an outline of rules and suggestions for success.

Design Challenge Coordinator ~ Outline a yearly design challenge for guild members. Writeup a report and send to Utah State Quilt Guild. to include in the *Beeline*.

Additional Board Members and Committees ~ As needed for particular guild activities.