



## **Coos Sand 'n Sea Quilters Bylaws**

Revised 3/2014

Coos Sand 'n Sea Quilters  
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**Welcome to Coos Sand ‘n Sea Quilters!**

We have provided this booklet to you, as a member, to give you some information that we hope you will find helpful. This is by no means meant to be your only reference. Please ask questions, make phone calls and join in groups to find out more about who we are and what we do. Our common bond, of course, is quilting – the learning and sharing of the joy, art, and process of quilt-making. Whether you are brand new to quilting or have years of experience, we hope you will find inspiration, new knowledge, and lots of friends here in our group.

Our regular monthly meetings are held the first Thursday of the month, September through June, at 7:00 p.m. (doors open at 6:00 p.m. for coffee and fellowship). Monthly raffle tickets and Quilt Block of the Month kits are available for purchase before the meeting starts and during the break. The general business meeting takes place during the first part of the meeting. Much of the discussion and some decisions concerning the business of the Guild have already been taken care of at the Board meeting in an attempt to keep this part of the meeting as short as possible. This is followed by a drawing for the current Block of the Month, an explanation of the new BOM, the birthday drawing, the raffle table, and an always exciting Show and Tell from the members. A short break for snacks and coffee occurs mid-way. The Program for the evening may occur either before the break to benefit the speaker, or after.

A few reminders for meeting time: We ask you to please wear a name tag of some sort so everyone can get to know you. Please bring your own coffee mug as this cuts down greatly on our expense for Styrofoam cups. We do prefer no children at our meetings unless paid junior members. Lastly, do not be afraid to join in, speak up, bring Show and Tell and just have FUN!

The Board for CSS meets the third Tuesday of each month, location TBA. General members are always welcome to attend, bring new ideas, suggestions or just to listen & learn.

## **Coos Sand 'n Sea Quilters Bylaws**

### **Article I: Name**

The name of the organization shall be called Coos Sand 'n Sea Quilters

### **Article II: Purpose**

The Guild was organized in October 1991 to share and perpetuate the rich heritage of quilting. Its purpose is to learn about quilt-making and the construction of quilts, to share experiences, inform the public about quilt-making as an art form, to learn about the history of quilts, and to promote an appreciation of the skills involved in the making of quilts.

### **Article III: Membership**

#### *Section 1. Qualifications and limitations*

Membership is open to anyone interested in quilting. Membership enrollment shall be unlimited unless determined otherwise by the Board or by ballot vote of the general membership.

#### *Section 2. Dues*

Annual dues will be \$20.00 unless changed by vote of the membership and shall be payable for the calendar year beginning with the September meeting (year will run September to June). Dues are \$10.00 for new members who join after January 1st. Membership privileges include: a monthly newsletter; participation in the block-of-the-month; birthday drawing; voting; secret sister; use of the library; satellite groups, and quilt show entry as a registered participant with no entry fee. Non-members in attendance may only participate in the hospitality and raffle tables. Former members who have not paid their dues by October's general meeting will be dropped from the membership.

### **Article IV: Officers**

*Section 1.* Officers shall be paid members of the organization.

*Section 2.* Officers of the organization shall be: President, Vice-President, Secretary, Treasurer, and Parliamentarian.

*Section 3.* Officers shall be elected to serve a one year term. President and Vice-President shall be limited to serving two consecutive one year terms. Secretary, Treasurer, and Parliamentarian may serve as many consecutive terms as desired (Membership Approved March 2014). At the end of each year there will be a

financial audit.

*Section 4.* Responsibilities of the Officers:

- A. **President:** The President shall preside at all business and board meetings of the organization and shall appoint all committee chairmen. At the President's discretion, after consulting with the Board, the President shall act on matters whenever they cannot be taken up at a regular meeting.
- B. **Vice-President:** The Vice-President shall perform the duties of the President in case of the President's absence or disability and serve as Program/Workshop Chairperson.
- C. **Secretary:** The Secretary shall keep a record of all meetings of the Board and organization. The book of minutes shall contain a copy of the Bylaws, Amendments and Job Descriptions.
- D. **Treasurer:** The Treasurer shall keep a record of all money received and distributed and shall perform the duties as defined in the Job Description. In the event of inability to act as Treasurer, the President is authorized to make such payments and disbursements until a new Treasurer can be appointed.
- E. **Parliamentarian:** The Parliamentarian shall be present at all business meetings to insure that proper rules of order are followed. (See Article XI)

**Article V: The Board**

*Section 1.* The Executive Board shall consist of the elected officers.

*Section 2.* The Guild Board shall consist of all elected officers, appointed standing committee chairpersons, and the immediate past President.

*Section 3.* Each officer and each standing committee chairperson shall have one vote no matter how many positions held.

*Section 4.* Quorum:

Executive Board: 3 or more members

Guild Board: 2/3 board membership or more

General Meetings: majority of votes cast

**Article VI: Committees**

Standing committees shall include:

Historian	Newsletter	Quilt Block of the Month	Electronic Media
Publicity	Hospitality	Quilt Show	
Membership	Librarian	Raffle Table	
Workshops	Sunshine	Community Liaison	

Other committees may be formed or combined as deemed necessary by the Board. Appointments shall be for a one-year term, with no limits.

**Article VII: Nominations and Elections**

*Section 1.* The President shall appoint a Nomination Committee of two or more members who shall serve for one election period. Appointment shall be made at the February meeting. The chairperson of the Nominating Committee shall report the proposed slate of at least one nominee for each office. The names of these nominees along with the nominations from the floor will be accepted at the March meeting. Nominations will then be closed.

*Section 2.* Elections

- A. Elections shall be held at the April meeting.
- B. A majority of votes cast shall elect. Absentee ballots will be accepted until the time of the election.
- C. Those elected shall take office at the close of the June meeting, with a formal introduction.

*Section 3.* Should a vacancy occur during a term, the Board shall appoint a member to fill the unexpired term.

## **Article VIII: Meetings**

### *Section 1. General Meetings*

Business meetings shall be held once a month. Unstructured meetings may be held at least once a month.

*Section 2. Executive Board meetings shall be called by the President.*

*Section 3. Guild Board meetings shall be called by the President and attended by the elected officers and appointed committee chairperson or their representative.*

## **Article IX: Funds**

*Section 1. The organization shall be non-profit.*

*Section 2. Arrangements with a bank shall require the signatures of two officers. The names of the President, Vice-President and Treasurer are authorized to write checks for the organization.*

*Section 3. Be it hereby resolved that on dissolution or disbanding of said organization, any assets shall be distributed to a qualified non-profit organization, or state, and/or local government for a public purpose.*

## **Article X: Amendments**

Amendments may be proposed at any meeting or at a special meeting called for that purpose by the President after notification to the membership. Approval will be by a majority of votes cast at the next general meeting. Absentee ballots will be accepted until voting time.

## **Article XI: Parliamentary Authority**

“Robert’s Rules of Order” shall govern the organization in all cases not specified in these Bylaws. In the event of a conflict between “Robert’s Rules of Order” and these Bylaws, these By-Laws shall prevail.

**Bylaw amendment revisions approved by membership March 2014**

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## **Coos Sand ‘n Sea Quilters General Policies/Guidelines/Traditions**

This is meant to provide you with some information about general policies that are not included in the Bylaws but have been accepted by the Board and other events that have traditionally occurred within the Guild.

**Youth Memberships:** Sponsored youth memberships will be available for age 18 and under at \$5.00 per year. No newsletter will be included in these memberships.

**Vendors:** No vendor may present wares at a meeting unless it is pre-scheduled with the President. Only one table will be available for the vendor.

**Community Service:** Although these are not formal activities of the Guild, there are many members who are very involved in charitable programs.

**Canned Food Drive:** Guild members have traditionally been asked to bring canned foods to the November and December meetings. This food is then given to a local agency for distribution to those in need over the holidays and winter months.

**Secret Sisters:** Those wishing to participate fill out an information form in September. These forms are then drawn and the identity kept secret for the remainder of the year. Your Secret Sister should be remembered throughout the year on special occasions, holidays and birthday. Gifts can be brought to the monthly meeting, wrapped with your Secret Sister’s name on it. At the June meeting you reveal your identity.

**Christmas Exchange:** The December meeting has traditionally included a gift exchange between all members who wish to participate. A wrapped gift, theme and value decided by the Board, is brought to the meeting with a signed card inside the package. Each person who brought a gift will receive a gift. All are then opened for everyone to see.

**Social Meetings:** The meetings for June and December have traditionally included a potluck social rather than the usual program at the business meeting.

**S.A.R.A. (Special Appreciation Recognition Award):** The membership will make nominations and vote by secret ballot for a paid member who has provided outstanding service/contributions to the guild. This will be awarded at the June meeting and reign will be for one year. Format of recognition can vary from year-to-year.

### **Library Rules:**

1. Books can only be checked out by paid members for one month at a time.
2. Only two books may be checked out at a time.
3. You must turn in previously checked out books before checking out more.
4. Wait until books are processed before checking out.
5. All books must be returned for the summer and cannot be checked out for the summer, unless prior arrangements are made.
6. Check out by removing card, put month on it, sign it, and leave it.
7. Check in by leaving the book in the box.

**Annual Quilt Raffle:** Money earned from the annual quilt raffle will go into the Guild's Quilt Show account to be used for the annual Quilt Show. Should there be any money in excess of needed expenses (including start-up money for the following year) at the end of the Guild's fiscal year, the Board will then vote on its use.

**Monthly Raffle:** The money earned from the monthly raffle will go into the Guild's checking account to be used for the General funds. 10% of the proceeds may be spent by the Raffle Table to purchase items for the raffle.

**10/10 Meeting:** A 10:00 a.m. to 10:00 p.m. gathering for games, potluck and sewing projects at an agreed location. This provides an opportunity for members to meet and sew undisturbed by phones, families and other distractions that occur around the home. These meetings will be announced.

### **Workshops Policy:**

1. Guild-sponsored workshops: All proposed Guild-sponsored workshops shall be presented to the Board for approval. The Board shall decide whether a proposed Guild-sponsored workshop is to be:
  - A. Paid for fully or in part by Guild funds,
  - B. Paid for fully by participants at no profit or loss to the Guild, or
  - C. Designed to provide income for the Guild.
2. The person in charge of setting up the workshop shall be responsible for seeing that it is run according to the Board's instructions.
3. Individual-sponsored workshops: Individual members who set up workshops shall be responsible for collecting their own fees and paying their own expenses. The Guild will not handle any funds for these workshops.

## **Coos Sand 'n Sea Quilters Committees and Their Duties**

The following listing is meant to give you a general idea of the things each committee is responsible for, but is not meant to be an exhaustive list of their duties.

All Committees must come before the Board for approval of their decisions before presenting them to the membership, including any proposed budget, if appropriate. The past year's guidelines and notes should be passed on from one chairperson or officer to the next year's chairperson or officer.

**Historian:** Takes pictures at each meeting and of special events and maintains the Guild's documentation of events/activities.

**Newsletter:** Writes, types, and prints a newsletter to be mailed to members each month before the regular meeting time.

**Hospitality:** Recruits volunteers and coordinates the refreshments for each meeting. Also responsible for overseeing set-up and clean-up.

**Raffle Quilt:** Coordinates the committee who plans and puts together the quilt to be raffled by the Guild each year. This is worked on a year in advance of the planned raffle time. A ticket chairperson may be appointed to manage ticket sales.

**Raffle Table:** Coordinates and organizes table and sells tickets.

**Quilt Block of the Month:** Coordinates the committee who plans and puts together the kits or each month's quilt block.

**Publicity:** Coordinates the release of general information about events or meetings of the Guild to the press and public.

**Quilt Show:** Coordinates all aspects of putting on the annual quilt show.

**Workshops:** Recruits teachers and coordinates the scheduling and sign up for workshops throughout the year.

**Librarian:** Maintains the library books between monthly meetings and keeps the records for the books checked out.

**Sunshine:** Sends cards to those members who are ill or need a little cheer.

**Membership:** Collects yearly dues from members and keeps an up-to-date list of paid members. Also updates and distributes membership handbook.

**Community Liaison:** Coordinates Guild activities with the community (i.e. library, Coos County fair, festivals, Pony Village Mall, Evergreen Court) and recruits member participation.

**Electronic Media:** Coordinates activities associated with current and future electronic media functions. Must include a Board member, Newsletter editor, and Historian.

### **SATELLITE GROUPS:**

No, this is not a group of members interested in outer space – although some continue to conquer UFO's. Maybe we should explain ... A Satellite Group is a group of any number of members who get together outside of the regular meeting times (usually at someone's home) to work on either a specific type of quilting or project or just to have company while you sit and hand quilt. By the way, A UFO is an Unfinished Object that may have been hiding in your closet or under your bed for quite some time now.

### **Quilt Block of the Month (QBOM) Guidelines:**

1. Block size will be 12-1/2" x 12-1/2" unless otherwise stated.
2. Fabrics provided will be 100% cotton.
3. If fabrics are to be added by members, they need to follow the specified color guidelines given for that month's directions.
4. Those returning blocks are eligible to win as many times as the number of blocks they submitted are selected in the drawing. You may withhold your name from the drawing if you wish.
5. Drawings will be held each month with the number of winners determined by the number of blocks returned. QBOM chairperson will make the final decision.
6. Kits will be sold before the beginning of the meeting and during the break. One kit per person, please, until everyone has had an opportunity to purchase. Additional kits may then be purchased. If fabric supplies allow, additional kits will be cut upon request.
7. Construction demonstration and assembly hints will be given during the meeting.
8. You may add your name to the seam allowance, if you so desire.
9. Monthly directions to include:
  - a. Name of block and sewn size
  - b. Month and year of pattern
  - c. Names and numbers of those you can call for help.
  - d. Cutting instructions ... number of pieces to cut out and which fabric to cut from
  - e. If templates are given, a grain line will be shown. Dimensions will be given on the template plus a note stating to add 1/4" seam allowance.
  - f. Guidelines for adding additional fabrics, if required.
  - g. Assembly instructions

h. Diagram of finished block

10. A copy of all patterns will be kept in the QBOM binder.

Bylaws revisions approved by membership: 4/2013; 3/2014