

# S&B QUILTERS GUILD

## BYLAWS

(Revised December 2025)

### ARTICLE I – CLUB NAME

Sect. 1: The name of this organization shall be **S&B Quilters Guild** (herein referred to as the “Guild”).

Sect. 2: PO Box 803, Hotchkiss, CO 81419

E-mail: sbquilters1989@gmail.com

Website: sandbquiltersguild.com

Sect. 3: S&B Quilters is a “Not for Profit” educational organization.

### ARTICLE II – PURPOSE

Our purpose is to promote quilting and to expand and enhance our knowledge and enjoyment of quilting and quilting techniques in an atmosphere of sharing fellowship. It is also to provide a source of information and inspiration for fellow quilters and to preserve the heritage of quilting.

### ARTICLE III – MEMBERSHIP

Sect. 1: Membership is open to anyone who has an interest in quilts.

Sect. 2: A person may attend two regular Guild meetings as a guest at no charge before being required to join. There may be additional guest charges for special programs, collected by the program committee chair.

Sect. 3: A quilt shop shall be considered a member of our Guild and all its employees shall be considered members of the Guild for the purpose of selling tickets for the Guild’s raffles.

Sect. 4: Annual dues are payable in January. The dues shall be \$25 yearly; the amount will be reviewed by the membership every five years during By-laws review. Memberships not renewed by the month of March shall be dropped from the active list and no longer receive the newsletter. Dues shall be pro-rated on a 6-month basis only for new members joining after the July meeting. Lapsed members (those who have not been a member for less than a year) will not be pro-rated.

## ARTICLE IV – ELECTION OF EXECUTIVE BOARD

Sect. 1: At the October meeting Nominating Committee of three Guild members will be appointed. The duty of the committee shall be to nominate a slate of officers to be presented to the general membership for an election at the November meeting, and to install the new Executive Board at the December meeting.

Sect. 2: Additional nominations for Executive Board members will also be accepted prior to the election at the November meeting.

Sect. 3: Any vacancy occurring during the term of a member shall be announced at the next meeting, where nominations may be offered from the floor. The position shall be filled by an appointment agreed upon by the remaining Executive Board members.

## ARTICLE V – OFFICERS

Sect. 1: The Executive Board shall consist of the Elected Officers.

Sect. 2: The Elected Officers shall consist of the following:

President	Vice-President/Membership
President Elect	Secretary
Past President	Treasurer

Sect. 3: The term of elected office shall be one year, commencing with the January meeting and terminating with the following January meeting. An individual may not hold the same office for more than two successive years, unless approved by a vote of the Guild.

Sect. 4: The duties and powers of the elected officers shall be as follows:

President: Shall preside over all Guild and Executive Board meetings and shall appoint committees necessary to the welfare of the Guild. Shall be responsible for following and enforcing the Bylaws of the Guild. Shall approve in writing (e-mail qualifies as writing) any contracts entered into by the Guild. Co-signs all checks written by the Treasurer.

Vice-President/Membership: Shall serve as an aide to the president. Keep and maintain a current roster of the Guild membership. Create the Welcome Folder to be given to members when they pay their dues. May sign checks and perform other duties as delegated by the President. Shall assume the duties of the President in the case of absence or vacancy.

Secretary: Shall keep complete and permanent records of all meetings and shall submit these minutes to the Newsletter Chairperson to be printed in the monthly newsletter. Shall keep complete and permanent records of all reports submitted by committee chairs as required, such as disbursement reports. Shall be responsible for all correspondences of the Guild (except that of the Sunshine Lady).

Treasurer: Shall oversee and manage the Guild's finances, shall collect and take charge of all dues and funds made available to the Guild, take charge and pay all bills incurred by the Guild and authorized by the Board, keep a written account of all Guild financial transactions in a book (and computer) belonging to the Guild. The Treasurer shall prepare and submit any tax forms or financial reports required of the Guild by the Colorado Secretary of State. Shall be primarily responsible for procurement and renewal of licenses and permits required for compliance with requirements established by the State of Colorado. The treasurer shall provide a written itemized monthly report to the secretary at each meeting to be published in the Newsletter. The verbal report presented to members at the meeting may be a summary, but the itemized report must be available for inspection by any interested member at the meeting.

#### ARTICLE – VI STANDING COMMITTEES

The Guild is not required to have all the committees listed here every year, and additional committees may be added as needed. Committee titles may also be changed to meet the current needs of the Guild.

Challenge/Block of the Month/Mystery Quilt: Shall formulate and present an annual project to the Guild. Completed projects will be presented to the Guild at the November meeting.

Digital Communications: Shall manage the Guild's website, newsletter, e-mails and any other social media.

Fair Supervisors: Shall be responsible for coordinating with the Delta County Fair board and Guild members on behalf of the Guild. Shall serve as supervisors for the Quilting and Needlework divisions of the fair.

Historian: Shall keep a scrapbook of all pertinent newspaper articles and photographs associated with the Guild or quilting in general.

Meeting Set up: Shall be responsible for obtaining the key to the meeting place and opening it before each meeting.

Programs: Shall obtain speakers and/or arrange suitable activities for the monthly Guild meetings. The president shall approve in writing (e-mail qualifies as writing) any contracts entered into by the committee for presenters.

Publicity & Advertising: Shall contact available media sources to advertise and promote the Guild meetings, Shows and Special Events.

Quilt Show: Shall be the chairman of the committee chosen to organize and present the Guild's quilt show.

Raffle Quilt: If the construction of a raffle quilt is approved by the Guild, money generated from Raffle Quilt ticket sales will pay for materials and expenses for the raffle quilt and help fund educational classes, programs and workshops according to our Purpose as stated in Article II. Moneys generated by the raffle quilt will be kept and accounted for in a separate account as required by Colorado regulations. This account cannot issue reimbursements to individuals.

Raffle Quilt Design and Construction Committee: Shall be responsible for construction of the raffle quilt to be used as a fund-raising project for the Guild.

Raffle Quilt Tickets & Venues Committee: Shall be responsible for obtaining raffle tickets and keeping track of ticket sales and of members who have tickets to sell. Shall also locate and schedule venues and staffing to display the Raffle Quilt and sell tickets.

Raffle Quilt/Games Manager: Shall be responsible for conducting the entire raffle process in conformance with the Colorado Secretary of State's rules. In addition, she shall the Gaming License (4 years) for the Guild and be present at all raffles. Shall also assist the Treasurer in submitting quarterly filings to the State.

Refreshments: Shall be responsible for arranging for the refreshments for the monthly meeting.

Sunshine: Shall be responsible for sending get-well and sympathy messages for the Guild.

Technology: Shall manage the audio and technology for meetings and classes as needed.

Welcome Table: Shall be responsible for signing in members and guests, collecting the guest fee at each meeting, and handing out name tags to the new members as requested.

Works in Progress (WIP's): Shall be responsible for the members' WIP's lists and tracking the completion of items that must be presented at Sew and Share to count for the calendar year. Present prizes to the winners in January.

Workshops/Education: Shall obtain speakers and/or teachers for Guild-sponsored workshops and/or classes that are in addition to the regularly scheduled monthly meetings. Organizes and teaches classes which expand and enhance our knowledge and enjoyment of quilting and quilting techniques. The president shall approve in writing (e-mail qualifies as writing) any contracts entered into by the committee for instructors or presenters.

### ARTICLE VII – FINANCE

Sect. 1: Budget: The members of the Finance Committee, which consists of the Guild President, and/or President Elect, Treasurer and Auditor(s), shall formulate a budget for the upcoming fiscal year. The budget should be formulated based on previous year's revenues and expenditures and shall not exceed reasonable expectation of income for the coming year. Any committee expenditures not budgeted must be requested and voted on by the members at a scheduled meeting. The proposed budget shall be presented to the members for approval at the Guild's January meeting.

Sect. 2: Financial Review: A review of the Guild's financial accounts shall be conducted annually, shortly after the end of the fiscal year. The review should be completed in time to be presented at the February meeting. A financial review shall also be conducted upon a change of Treasurer at the discretion of the Board. The review shall be conducted by a committee of up to three non-board members appointed by the Board.

### ARTICLE VIII – MEETINGS

Sect. 1: The regular meeting of the Guild shall be on the second Saturday of each month. The January meeting shall be designated the Anniversary meeting of the Guild, with a special emphasis on inviting new and prospective members. Meetings will be from 9:00 to 12:00 noon.

Sect. 2: Special Activities may be held on other than regular meeting days.

Sect. 3: All Guild meetings shall be conducted according to Robert's Rules of Order.

### ARTICLE IX – CHANGES IN THE BYLAWS

These Bylaws may be amended in whole or in part by a majority vote of the current members present at a duly organized meeting of the Guild. The proposed change(s) shall be printed in the monthly newsletter prior to the meeting during which the vote will take place.

These Bylaws shall be reviewed, as described in the Presidents' duties, at least every 5 years (years ending in 5 and 0).

## ARTICLE X – DISSOLUTION

In the event of dissolution, all assets will be distributed to a charity or organization selected by the Executive Board.

These amended By-laws have been adopted by vote of the membership at the meeting held February 14, 2026.