

Brown Sugar Stitchers Quilt Guild



Bylaws
Revised March 2023

Brown Sugar Stitchers Quilt Guild



ARTICLE I – NAME/MISSION/PURPOSE

The name of the organization shall be the Brown Sugar Stitchers Quilt Guild (BSSQG), also known as the Guild. The Guild geographically incorporates the Greater Metropolitan Statistical area of Atlanta, GA. The Guild is a 501(c)(3) non-profit entity.

The purpose of the Guild shall be to foster the art, history, and culture of quilters of color; to promote the preservation of quilt making through educational programs, exhibits and outreach activities; and to establish lines of communication among its members for the stimulation of thought, exchange of ideas, mutual assistance, and enhancement of individual strengths to encourage sharing of members' talents and skills.

ARTICLE II – OFFICIAL EMBLEM

The official emblem of the Guild shall be a bowl of brown sugar with a quilt. It shall be registered with the State of Georgia and may not be used without the written approval of the Executive Board. Headquarters shall be located in the County of DeKalb, Georgia.

ARTICLE III – MEMBERSHIP

- Section 1 Membership shall not be restricted on the basis of race, nationality, sex, age or religion. In the interest of brevity and with no gender bias implied or intended in these Bylaws, members of the Guild will be referred to as “they”, “their” or “theirs”.
- Section 2 A person 18 years or older is eligible to become a member of the Guild upon payment of dues.
- Section 3 The membership year shall be January 1 through December 31. The annual dues shall be \$35. Dues will not be refunded nor further prorated. Dues paid by new members during and after October 1 will be applied to the upcoming calendar year.
- Section 4 A person shall be considered an active member of the Guild upon completion of the Guild's application form and payment of the annual membership dues. Dues are to be paid by December 31 of each year, or upon completion of an application form. If dues are not paid by December 31, a member reverts to visitor status with all the limitations of that status.
- Section 5 The Executive Board may make and receive recommendations from membership and secure membership approval for Honorary Membership. Honorary Members are entitled to receive all the rights and privileges of a paid membership.

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- Section 6 The Guild welcomes visitors at its meetings at no charge, but we strongly encourage visitors to join the Guild after a second visit. If visitors attend workshops or classes, the non-member charge applies. The Vice President of Programs will determine the fees.
- Section 7 No member shall sue the Guild. No member shall give or sell the membership roster. Guild members may petition the Executive Board in writing for permission to offer goods and/or services to the general membership. Every effort will be made to protect the privacy of each member and guest. Mass emails shall not show the email address for members or guests.
- Section 8 The Executive Board reserves the right to withdraw the membership of any person whose behavior is deemed contrary to the goals and purposes of the Guild and its members.
- Section 9 The Irma Young First Time Quilter Award, established in 2018 and named on behalf of dedicated long-term Guild member Irma Jean Young, will be bestowed upon a beginner quilter who completes their first quilt during the first year of membership. The recipient will be identified by the Ribbon Committee Chair. The award is presented during the annual Guild tea. Recipient will receive a gift certificate, monetary value determined by the Tea Committee Chairpersons' budget.
- Section 10 The Jocelyn Carter Scholarship, established in 2020 and named in honor of one of the Guild's founding members, Jocelyn Yvette Barlow Carter, is available to assist members who request monetary assistance for charity quilting services during each calendar year. Members submit requests by email to the Executive Board. The \$100 scholarship will be disbursed in four \$25 increments or as determined by the Executive Board.

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ARTICLE IV – MEETINGS

- Section 1 The Guild shall hold a minimum of seven meetings per year. The December General Meeting will be the Annual Meeting of the Guild in which the officers are installed each year.
- Section 2 The General Meeting of the Guild shall be held on the third Saturday of each month at the time and place announced. The in person meeting shall take place in the State of Georgia and will be accessible to all members and invited guests via a video conferencing service.
- Section 3 The General Meeting held in November shall be the annual business meeting, at which officers are elected.
- Section 4 A special meeting may be called by the President, or by any two Executive Committee members, who will determine the meeting location. The officer(s) calling the meeting will make a reasonable effort to notify and accommodate all Executive Committee members to ensure they can attend the special meeting.
- Section 5 A quorum shall be all active members present at the General Meeting.

Article V – ELECTED OFFICERS

- Section 1 Elected officers of the Guild shall be: President, Vice President of Programs, Vice President of Membership, Vice President of Technology, Vice President of Community Outreach, Corresponding Secretary, Recording Secretary, and Treasurer. These officers shall make up the Executive Board. Each officer must be a member in good standing of the Guild for their entire term. Candidates for office must have a clear understanding of the Guild's purpose. At least one full year of membership and service on a committee are expected unless a candidate is otherwise approved by the General Membership. Officers are required to attend 90% of all General and Board Meetings.
- Section 2 A Term of office shall be for one calendar year, beginning immediately following the election. Officers may not serve more than two consecutive terms, unless the board and general membership vote and agree for special reasons (for example, no other person is interested or willing to commit to the office).

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Section 3 Duties of Elected Officers

President:

1. Attend Guild and Executive Board meetings.
2. Act as the official representative of the Guild.
3. Preside at all Guild and Executive Board meetings.
4. May serve on any committee (as needed), except the Nominating Committee.
5. Appoint Chairpersons of all committees as needed. Such appointments are subject to the approval of the Executive Board.
6. Sign checks along with Treasurer. Has the independent authority to expend up to \$200 on the Guild's behalf.
7. Monitor Guild email account, marketing automation platform, social media (i.e., Instagram, Facebook, Twitter), and website.
8. Aid with inventory records.
9. Represent and communicate in writing to outside entities on behalf of the Guild.
10. Prepare written annual report and provide a copy to the Recording Secretary at the end of the term.
11. Support the Executive Board by performing other duties as required. Past President will support and serve on the Executive Board as a non-voting member for one year.
12. Turn over all original Guild records to the successor at the end of the term.

Vice President of Programs:

1. Coordinate monthly programs and arrange for workshops with assistance from other members.
2. Attend Guild and Executive Board meetings.
3. Preside in the absence of, or at the request of the President.
4. Fill the office of President, should it become vacant.
5. Be responsible for location and set-up of monthly General Meetings.
6. Forward all workshop and/or program income to the Treasurer.
7. Prepare a written annual report and provide a copy to the President and Recording Secretary at the end of the term.
8. Aid with inventory records.
9. Support the Executive Board by performing other duties as required.
10. Turn over all original Guild records to the successor at the end of the term.

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Vice President of Membership

1. Serve as chair of the Membership Committee.
2. Maintain accurate membership records (including roster) and notify the Treasurer and President as members join and/or renew.
3. Distribute membership package, which may include access to electronic resources as well as a welcome gift.
4. Maintain supply of membership materials (guild pins, rosters, applications, By-Laws, etc.).
5. Coordinate membership dues and applications with the Treasurer.
6. Ensure all visitors receive an invitation to membership.
7. Reach out to reclaim non-paid members.
8. Aid with inventory records.
9. Attend all Guild and Executive Board meetings.
10. Turn over all original Guild records to the successor at the end of the term.

Vice President of Technology

1. Serve as chair of Technology Committee.
2. Maintain and update BSSQG website.
3. Administer social media platforms.
4. Administer and maintain all passwords.
5. Administer and maintain "Members Only" section of website.
6. Attend Guild and Executive Board meetings.
7. Aid with inventory records.
8. Turn over all records to incoming officer.
9. Support Board by performing other duties as required.

Vice President of Community Outreach

1. Attend Guild and Executive Board meetings.
2. Monitor email for outreach opportunities.
3. Plan and execute outreach activities aided by other Guild members.
4. Create committees as needed to assist with programs.
5. Work with the Board to determine which activities the Guild will undertake.
6. Aid with inventory records.

Recording Secretary

1. Attend Guild and Executive Board meetings.
2. Take and keep the minutes of all meetings (General and Executive Board).
3. Maintain updated Bylaws and any other official documents as directed by the Executive Board.
4. Aid with inventory records.
5. Support the Executive Board by performing other duties as required.
6. Turn over all original Guild records to the successor at the end of the term.

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Corresponding Secretary

1. Attend Guild and Executive Board meetings.
2. Monitor and maintain Guild email account regularly and respond to requests for information.
3. Contact membership regarding any event and other Guild activity.
4. Mail birthday packages from the Guild to members monthly.
5. Mail cards from the Guild upon notification of significant events (i.e., birth or death).
6. Aid with inventory records.
7. Support the Executive Board by performing other duties as required.
8. Turn over all original Guild records to the successor at the end of the term.

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Treasurer:

1. Receive all Guild funds.
2. Attend Guild and Executive Board meetings.
3. Maintain accurate and complete financial records of Guild income, expenses, and reimbursements.
4. Provide a primary signature on all checks along with the President.
5. Open and maintain the Guild bank account(s) and all account records.
6. Prepare and reconcile monthly bank statements.
7. Make disbursements as authorized by the Executive Board. Obtain prior approval from the Executive Board for all single item expenses exceeding \$150. Accept requests for reimbursement which are accompanied by proper receipt. All receipts shall be kept on file.
8. Prepare all financial reports, with copies to the President.
9. Obtain and renew Guild sales tax license and file all applicable reports.
10. Records will be made available for evaluation by a third party if requested by the Executive Board and approved by the General Membership. Financial records shall be made available for review to any member in good standing upon reasonable written request.
11. Provide budget for each committee.
12. Prepare a written annual report and provide a copy to the President and Recording Secretary at the end of the term.
13. Aid with inventory records.
14. Support the Executive Board by performing other duties as required.
15. Turn over all original Guild records to the successor at the end of the term.

Section 4 An officer or chairperson may resign at any time by delivering a written notice to the President. The resignation is effective when the notice is delivered unless the notice specifies a later effective date. In case an officer cannot complete their term, the vacancy will be filled in accordance with Article VIII, Section 2 of these Bylaws.

Section 5 Any officer not performing their duties satisfactorily may receive a written warning from the Executive Board, recommending areas of improvement. If improvement is not observed, the Executive Board may vote to remove that officer. Officer vacancies will be filled in accordance with Article VIII, Section 2 of these Bylaws. Any issues with committee chairpersons will be decided on a case by case basis.

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ARTICLE VI – EXECUTIVE COMMITTEE

- Section 1 The Executive Committee will be comprised of the officers of the Guild and the chairpersons of all committees listed below. The Executive Committee shall be made up of the elected officers of the Guild and the chairperson of the standing committees [Bylaws, Historian, Librarian, Publicity/Social Media Chairman, Show/Exhibit Chairman, Nominating Chairperson, Gifts and Grants Chairperson, Special Projects Chairperson, Guild Properties Chairperson, and Host Chairperson]. All Committee Chairpersons shall constitute the Executive Committee. All Committee Chairpersons shall attend Executive Board meetings in an advisory capacity and may vote as specified in these Bylaws.
- Section 2 Subject to these Bylaws, the Executive Committee will be responsible for managing the business and affairs of the Guild, under the direction of the Executive Board. The Executive Committee shall transact such business as may be necessary between regular Guild meetings. The Executive Committee shall make recommendations to the Executive Board and perform such other duties as specified.
- Section 3 The Executive Committee shall meet at least once per calendar quarter at a time and place determined. All Guild members are welcome to attend Executive Committee meetings but are restricted from voting on Executive Committee business.
- Section 4 A quorum shall be a majority of the Executive Committee members.

ARTICLE VII – DUTIES OF EXECUTIVE COMMITTEE

- Section 1 The appointed Committee Chairpersons of the Guild shall be: Bylaws Chairperson, Historian, Librarian, Publicity/Social Media Chairperson, Show/Exhibits Chairperson, Nominating Chairperson, Gifts and Grants Chairperson, Special Projects Chairperson, Guild Properties Chairperson, and Host Chairperson. The President shall make these appointments. Chairpersons shall sit on the Executive Committee.
- Section 2 Chairpersons shall be installed at the conclusion of the December meeting, and shall serve a one-year term, January 1 to December 31. By December 31, each outgoing chairperson must turn over all records, materials, and supplies to the incoming chairperson.
- Section 3 Each chairperson shall fill their committee membership either by solicitation of the membership, volunteers from the membership, or recommendations from the Executive Board, or any combination thereof. All established committees will submit a proposed budget to the Treasurer for the upcoming year by 30 days after the start of the fiscal year.

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- Section 4 The Bylaws Chairperson shall coordinate with the Recording Secretary and be responsible for the annual review of the Bylaws and shall make recommendations for any needed changes. The Chairperson shall keep the Bylaws current, and available for reference and inclusion in new members' packets. They shall forward proposed Bylaws to the Corresponding Secretary for distribution to membership.
- Section 5 The Historian shall keep a yearbook of all Guild activities, photos, awards, miscellaneous correspondence and all other memorabilia provided by Guild members.
- Section 6 The Librarian shall make the library available to the membership; collect library usage fees and appropriate material and books for the library.
- Section 7 The Publicity/Social Media Chairperson shall promote the Guild in the media; prepare press releases; prepare and maintain media contact list; notify Georgia Quilt Council to place Guild information in their newsletter and on website.
- Section 8 The Exhibit/Show Chairperson shall organize the major events of the Guild (i.e. quilt shows, conventions, exhibits, etc.).
- Section 9 The Nominating Chairperson shall preside over the annual election of the officers of the Guild. The Executive Board shall appoint members of the Nominating Committee by the September General Meeting.
- Section 10 The Gifts and Grants Chairperson shall solicit and apply for grants and gifts to the Guild. They may assist in the distribution of gifts from the Guild.
- Section 11 The Host shall greet guests and potential members at all Guild meetings and functions, and provide information or direction as needed. The Host shall arrange for coverage of responsibilities in their absence.
- Section 12 The Special Programs Chairperson shall be responsible for coordinating activities/events between the Brown Sugar Stickers Quilt Guild and outside entities where the outside entity is the lead organization for such activities/events. The activities/events shall be separate and apart from those coordinated by the Exhibit/Show Chairperson. The events/activities coordinated by the Chairperson shall first be approved by the general Guild membership by way of vote at any General Meeting.

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ARTICLE VIII - ELECTIONS

Section 1 All officers shall be elected at the November annual General Meeting. The Nominating Committee shall preside over nominations and voting. At the November General Meeting the committee shall present a slate of nominees who have consented to run for office. Nominations from the floor shall be permitted provided the nominee is present to consent to their nomination. The slate of nominees shall be published. Voting shall be held by written and/or virtual ballot at the November meeting. Elected officers shall be installed at the December meeting.

Section 2 Should a vacancy occur in any elected office, the President shall appoint someone to finish the term. General Membership will vote to approve the replacement. Resignations of committee chairpersons will be handled individually.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order* shall govern the Guild in all cases not specified in these Bylaws. In the event of a conflict between Robert's Rules and the Guild Bylaws, these Bylaws shall prevail.

ARTICLE X – AMENDING THE BYLAWS

Amendments to the Bylaws may be proposed by any member and submitted in writing to the Executive Board. The Bylaws are amended by a vote of a quorum at any General Meeting. Written notice of the proposed amendments shall be distributed to membership before being presented for voting.

ARTICLE XI – DISSOLUTION

In the event of dissolution of the Guild, all assets of the organization, both real and personal, shall be turned over to a museum and be part of an exhibit related to the history of African Americans, if accepted. Dissolution shall be voted on by a quorum of those in attendance who are active members.

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Draft Prepared November 7, 2004

Amended Bylaws approved on February 19, 2005

Draft prepared August 24, 2005, to incorporate amendments proposed at the August 2005 meeting to include 2 new chair positions.

Amended Bylaws approved on April 20,

2013, Draft prepared December 2019

Amended Bylaws approved June 2020

Amended Bylaws approved February

20, 2021

Amended Bylaws approved May 21, 2022

Amended Bylaws approved March 18, 2023