

Hinsdale Embroiderers' Guild

By-Laws

Article I- Name and Object

Section 1. The name of this organization shall be **Hinsdale Embroiderers' Guild (hereinafter referred to as "the Guild")**. The Guild is an Illinois corporation organized and operated for educational purposes. No part of its net income shall inure to the benefit of any individual other than reasonable compensation for service rendered or reimbursement of expenses incurred on behalf of the Guild.

Section 2. The object of the Guild shall be to foster the art of needlework and to encourage a high standard of design and technique.

Article II- Membership

Section 1. New members shall be admitted on an ongoing basis.

Article III- Officers: Election and Duties

Section 1. The elected officers of the Guild shall consist of a President Vice President, 1st Year Contract Chair, 2nd Year Program Chair, Secretary and Treasurer. These elected officers shall constitute the Executive Committee.

Section 2. The Vice-President shall be elected each year for a term of one year to be immediately and automatically followed by a term of one year as President. Nominees for Vice-President must have served previously as a member of the Board. The Secretary shall be elected in even-numbered years for a term of two years. The Treasurer shall be elected in odd-numbered years for a term of two years. A 1st Year Contract Chair shall be elected each year for a term of one year in that office to be immediately and automatically followed by a term of one year as 2nd Year Program Chair.

Section 3. The incumbent President shall appoint a nominating committee each year which shall consist of three members including the immediate Past President and two members who have been members not less than one year. The slate of officers for the upcoming Guild year shall be announced at the regularly scheduled March meeting. The election of officers shall be held at the April business meeting with terms to commence in June.

Section 4. The President shall serve a one year term following a year as Vice-President and preside at all meetings of the Guild, Board and Executive Committee and shall be an ex-officio member of all committees and perform other duties incidental to the office. The President shall appoint chairs of standing committees and appoint officers with the approval of the Executive committee.

Section 5. The Vice-President shall serve a two year term. During the first year, the Vice- President shall assist the President in the performance of duties as requested. During the second year of the term the Vice-President shall serve as President. If a vacancy occurs in the office of President, the Vice President shall become President for the unexpired term.

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Section 6. The 2nd Year Program Chair(s) will be responsible for programs for the current year.

Section 7. The 1st Year Contract Chair shall assist the 2nd Year Program Chair with duties pertaining to programs and shall prepare for a term as 2nd year Program Chair.

Section 8. The Secretary shall keep the minutes of business meetings of the Guild as well as meetings of the Board and Executive Committee and shall provide copies for the President's file. The Secretary shall handle correspondence as requested by the President.

Section 9. The Treasurer shall be the custodian of the funds of the Guild and shall be responsible for all receipts and disbursements, prepare an annual budget, keep bank signature cards up to date, and issue any governmental filings as required. She shall prepare an annual financial report at the end of each Guild year that includes a comparison of budgeted receipts and disbursements to actual receipts and disbursements for presentation to members at the September business meeting.

Section 10 A vacancy in any office except President shall be filled until the next election by appointment by the President with the approval of the Executive Committee. In the next election, a replacement officer shall be nominated and elected to serve for the remainder of the unexpired term.

Article IV – Board of Directors

Section 1. The elected officers together with the chairs of standing committees, appointed officers, and the immediate Past President shall constitute the Board.

Section 2. The duties of the Board shall be to transact necessary business of the guild between business meetings and other such business as may be referred or delegated to it by the members and to establish Guild Policy.

Section 3. Three fifths (3/5) of the members of the Board shall constitute a quorum, and where there is a quorum, a majority of those present shall determine matters brought to a vote.

Article V-Meetings

Section 1. Meetings or alternate activities of the Guild shall be held during the months of September through May at times and places designated in the annual program listing.

Section 2. Business meetings of the members shall be held in September, January and April.

Section 3. One fourth (1/4) of the members of the Guild shall constitute a quorum at any general or business meeting. Where there is a quorum, a simple majority of those present shall determine matters brought to a vote.

Article VI- Finances

Section 1. The fiscal year of the Guild shall be from June 1 of each calendar year through the succeeding May 31.

Section 2. A financial audit shall be completed at the end of each fiscal year by two Board members. The results of the audit shall be reported to the Board and Guild.

Section 3. Dues for members shall be established by the Board and voted on by the membership at a regularly scheduled business meeting.

Section 4. Annual dues for the upcoming year are due and payable by May 31st of each Guild year. At the discretion of the Board, a penalty for late payment of dues may be added to dues received after this date.

Article VII- Committees and Appointed Officers

Section 1. The President, with the approval of the Executive committee, shall appoint the chairs of Membership, Hospitality, Communication/Media, Historian and other such officers and committee chairs as needed.

Section 2. The Membership Chairman shall collect annual dues for remittance to the Treasurer, prepare and maintain the current membership rolls of the Guild, and prepare and distribute the annual listing of meetings and alternate activities to all Guild members, and publish the Membership Directory.

Section 3.
The Communication/Media Chair shall be responsible for all press releases and shall compile, edit, and distribute a newsletter to all Guild members periodically as determined by the board. The Chair shall also oversee the Guild web site, Facebook and such other Guild online media as needed.

Section 4. The Hospitality Chair shall be responsible for all refreshments at meetings.

Article VIII – Amendments

Section 1. These By-Laws may be altered, amended or repealed and new By-Laws adopted at any business meeting of the Guild by a two-thirds (2/3) vote of the members present, provided a quorum is present. The President shall convene a committee as needed to review the By-Laws on a periodical basis. Such committee shall consist of the President and two Guild members having no less than one year's membership.

{Date of Revision: February, 2022}

Policy Sheet

Membership

The Hinsdale Embroiderers' Guild is an Illinois corporation. Its purpose is educational. The principal objectives are to foster the art of needlework and to encourage a high standard of design and technique. All Guild members are expected to become active participants, to share ideas, to serve as hostesses, and to bring stitching projects for display and discussion.

New members shall be admitted on an ongoing basis.

Annual dues are payable at or before May 31st of each year. Annual dues are to be reviewed periodically by the Board. If any changes are deemed necessary it must be approved by a membership vote.

Members are encouraged to design and stitch a nametag which shall be worn to all meetings

Each member's name is included on the list of hostesses for one meeting each year. Hostess duties are to bring refreshments and to help set up and clean up at the meeting. If she cannot serve at the assigned meeting, it is the member's responsibility to find a replacement.

The membership directory is for the use of members only and may not be used for any purpose other than Guild business.

Upon the death of a member or member's spouse, the Guild shall submit a remittance to a memorial fund if named by the family or send flowers to wherever services will be held. If neither of the above is appropriate, an alternative form of remembrance shall be decided upon. The Board shall periodically determine the amount to be allotted for such purpose.

Meetings

Meetings of the Guild are held on the third Monday of each month, September through May, with the exception of December. Alternate activities are held on the first Monday of each month, September through May. Meetings and alternate activities are held at locations and times in the annual program listings.

No commercial solicitation is permitted at Guild activities. Any individual invited by the guild to give a program, lecture and/or workshop may not sell any items until their presentation is complete.

Guests may attend Guild activities, always paying such fees as are applicable for workshops and paying a small guest fee when determine by the Board.

Workshops and Programs.

Members must pay the applicable fee at the time of sign-up for workshops and only prepayment shall reserve a place in the workshop. A member who is signed up for a workshop and is unable to attend shall notify the Program Chairman who shall attempt to fill the vacancy from a waiting

list. If there is no waiting list for that particular workshop, the cancelling member must find her own replacement in order to receive a refund.

Workshops shall be open to HEG members only, unless presented in combination with another Guild or unless the minimum number of students has not been reached by a date specified by the Program Chairman. In that case, other Guilds and/or individuals who have shown interest in the programs shall be notified of the opening. An additional cost for non-members shall be determined by the board.

Compensation for HEG members presenting programs or workshops shall be determined from time to time by the Board. HEG members providing housing for non-members presenting programs and/or workshops shall receive reimbursement for one restaurant meal for the presenter and HEG member in an amount to be determined by the Board.

Newsletter

There shall be at least three issues of the HEG newsletter, The Chatelaine, distributed to members during the year and posted on the website.

Officers and Committee Chairs

Nominees for the offices of Vice President must have been members for two years prior to nomination.

The Executive Board shall prepare a budget for the upcoming year to be presented at the April business meeting. All committee chairs shall be prepared to give a report at each business meeting. At the end of each committee chair's term, the chair shall write a committee report with one copy for the President and a second for the incoming chair of that committee.