

**In accordance with the policies
set forth by the PQG Board,
this material
MUST ONLY BE USED
for activities and promotions associated with the
Pensacola Quilters Guild.**

**To the best of our knowledge,
the information
is current and correct.
Please direct any questions to the
Parliamentarian or Membership Chair.**

**Members are advised that participation in
Pensacola Quilters Guild
and its activities may result in the use of
their name and/or photograph in Guild publications,
(i.e. newsletter, meeting minutes, website and
social media platforms).**

PAST PRESIDENTS OF THE PQG

1983, 1984-1985	Jean Smith
1985 – 1986	Joann Wilson
1986 – 1987	Delores Speece
1987 – 1988	Judy Babbitt
1988 – 1989	Ellie McGuire
1989 – 1990	Agnes Adkison
1990 – 1991	Paula Multoff
1991 – 1992	Kathy Johnson
1992 – 1994	Sue Peterson
1994 – 1996	Pat Morrison
1996 – 1997	Angie Helmon
1997 – 1998	Judy Anderson
1998 – 1999	Barbara Goebel
1999 – 2000	Dixie Haywood
2000 – 2001	Carol Hicks
2001 – 2002	Ann Root
2002 – 2003	Jane Rasmussen
2003 – 2004	Laurie Berdhal
2004 – 2005	Marian Dean
2005	Wynnell Shows
2006	Joyce Cobb
2007	Angie Madden
2008 – 2009	Joyce Thompson
2010	Carolyn Milligan
2011	Kathy Bullard
2012	Leni Cable
2013	Linda Kehagias
2014	Patti Struck
2015	JoAnn McKeithan
2016	Sharon Campbell
2017	Davie Milsted
2018 - 2019	Barbara Emmons

2020 Elected Officers

President

Anne Connor

President Elect

Carol Marszalek

1st Vice-President
(Day Chapter)

Nancy Brazwell
Co-Chair:

2nd Vice-President
(Night Chapter)

Susan Webster
Co-Chair:

Secretary

Roslyn Guyette

Treasurer

Janet Swalley

2020 – 2021 Appointed Committee Chairs

Community Quilts - Coordinator: Susan Kenyon

Co-Chairs: Carolyn Baker, Laura Porritt

Education Coordinator Roslyn Guyette

Finance

Janet MacNair,

Fran Gentry, Terri Schisler

Great Gulfcoast Arts Festival –

Historian

Brenda Perciballi

Hospitality

Leni Cable

Librarian

Patti Struck (Night)

Co-Chairs: Becky Hiller & Alice Dodson (Day)

Membership

Janet MacNair

Co-Chair:

Marcy Reese (Day)

Co-Chairs: Marilyn Durant & Marilyn Danielson (Night)

Memorial Fund

Dee Forringer &

Co-Chair:

Katharine White

Newsletter

Judy Walker

Parliamentarian

Barbara Emmons

Publicity (Social

Ghislaine Andrews, Cena Harmon

Media Platforms)

Quilt Show 2022

Share Our Skills (SOS) Angie Madden

Co-Chair:

Sunshine

Claire Nicolini

Website

Terri Schisler

Workshops

POLICIES AND PROCEDURES

DIRECTORY

The Roster of members is for Guild membership purposes only. The roster contains only the names of individuals who are paid members of the Guild, as described per Article 3, Section 1 of the Guild Bylaws. Each member has the option of choosing the contents of the address listing. Telephone numbers can be unlisted or listed for home and/or employment locations. Email addresses will be included.

DONATED SERVICES

Members of the Pensacola Quilters Guild shall not be paid for services donated to the Guild. Such services may include presentation of programs, SOS workshops to Guild members or at meetings. Members shall be reimbursed for expenses incurred on behalf of the Guild, which received prior approval by the respective Committee Chairperson.

ELECTIONS

Election of officers will be held in November with installation of officers in December.

EQUIPMENT

All equipment shall be labeled **PQG** and must be checked out and back in with the committee chairperson responsible for its care and inventory. Use of inventory is restricted to guild members and for guild related functions only. Person checking out equipment is responsible for loss or damage.

Equipment expenditures costing over \$1,000 must have 3 bids before presentation to the Board of Directors for purchase. Equipment costing over \$5000 will be amortized over 7 years.

GOODS FOR SALE BY MEMBERS

Goods may be offered for sale by members during official Guild-designated functions (defined as jumble sales, arts festivals and quilt show), as approved by the Board of Directors. Any members who consign items are responsible for reporting their income and filing any appropriate taxes. Consignment purchases are not considered donations and, therefore, are not tax deductible. Sales price for all items will be set by the member and must reflect current local market prices. PQG reserves the right to refuse items priced above current local market prices. Consignment sales will be recorded in financial

records as PQG income and the amount paid to the quilt maker as an expense.

A **resource list** of services provided by members is available in the library as well as on the PQG website, www.pensacolaquiltersguild.org.

GRIEVANCE

If a member has objections and/or questions regarding actions or proposals of any Guild committee, the member shall:

FIRST – Report grievance to the respective committee.

SECOND – Report grievance to the Board of Directors.

THIRD – Report grievance to the general membership.

The member must have followed the first two procedures listed above prior to submitting the grievance to the general membership.

HERITAGE MEMBERS

The Heritage Membership category was established to honor long-time members who have contributed significantly to the Guild but are no longer able to actively participate in Guild activities. Candidates may be nominated by any member. Nominations will be submitted to the Board of Directors in writing and include a short resume' of the Heritage Candidates contributions. Privileges include: free membership, free Quilt Show registration fee(s), and free mailing of the handbook and newsletters.

LIBRARY

The Pensacola Quilters Guild has a variety of quilting books, DVD's, magazines, etc., available for Member checkout at no cost. Library privileges may be withdrawn and/or a fine may be assessed to the member failing to return over-due materials in a timely manner. The Board of Directors of the Guild has the responsibility to establish the amount of the library fines. The fine for over-due materials is currently assessed at one dollar (\$1.00) per item per month from the due date.

Materials are considered lost when they have not been returned to the Guild library within five (5) months from the due date. Members must pay replacement costs for lost materials.

Materials may be checked out and returned during monthly Guild meetings

MEETINGS

	DAY	NIGHT
Date:	4 th Thursday of the Month	4 th Tuesday of the month
Time:	9:30 am	6:00 pm
Location:	Bayview Senior Citizens Center, 2001 East Lloyd Street, Pensacola, Florida 32503 <i>(Dates adjusted in November and December)</i>	

WEBSITE

The Pensacola Guild website, www.pensacolaquiltersguild.org, will be limited to information directly related to Guild activities. Each chairperson will be responsible for the content of postings related to his/her committee. Affiliations on the website will be limited to AQS. The website contains a "members only" area which allows individual members to update their Directory information by logging into the website.

LINKS

Links to other websites will be limited to information on future PQG teachers and other Quilt Shows. All other requests need Board of Directors approval.

NAME TAGS

Members are asked to wear a name tag at official Guild meetings. The name tag may be homemade or purchased from the Guild through the Membership Chairperson.

NEWSLETTER

Paid members of the Guild receive a monthly newsletter containing reports and information written by the Committee Chairpersons. The articles report the results of past events as well as provide information regarding upcoming Guild activities. A calendar of events is also provided. Beginning January 2019, Members requesting newsletters by USPS will be assessed an annual fee of \$12 payable annually on or before January 31 of the current year; or at the time of registration. Heritage members are exempt from this fee.

PHOTOGRAPHY

Members are advised that participation in Pensacola Quilters Guild and its activities may result in the use of their name and/or photograph in Guild publications, (i.e. newsletters, meeting minutes, website and social media platforms).

REQUESTS FOR GUILD SERVICES/DONATIONS

Requests for services and/or donations from the Guild must be in writing and accompanied by a detailed description of the type of service or donation being sought. Such request shall be listed on a specified form provided by the Guild. The completed form must be returned to the Board of Directors for review and possible action concerning the service and/or donation to be provided by the Guild.

SPEAKERS

As per IRS guidelines, all speakers/teachers contracted by the Guild whose fees exceed \$600 are required to fill out a W-9 tax form.

PQG ACTIVITIES

BEE GROUPS– Members are encouraged to take part in Bees. However, Bees are not, individually or collectively official Guild groups and may even include people who are not Guild members. This status, therefore, precludes use of Guild equipment by a Bee.

COMMUNITY QUILTS – As a function of its nonprofit status, the Guild sponsors community quilt groups to make and distribute quilts to designated community charity organizations. Members of all skill levels are encouraged to participate. Check the newsletter for dates/times for the monthly meetings.

EDUCATION – The Education Committee is an outreach program to enhance knowledge of quilting. Programs may include presentations to school children, working with senior citizens, and working with other community groups, etc. to foster the love of quilting.

TRAVELING BLOCKS – The guild has compiled a collection of quilt blocks accompanied by a brief history of the block patterns and names of the quilt block makers. The collection is available for members who are making presentations and/or demonstrations to local schools or other clubs.

GREAT GULFCOAST ARTS FESTIVAL – The Guild may participate in this annual area festival held the first full weekend in November. The purpose is to support the mission of the Guild with education about different facets of quilting through demonstrations, exhibits and educational materials. If a boutique is included, all current members are invited to consign items for sale according to PQG policy on Goods for sale by members/consignments. The opportunity quilt may be on display at the Arts Festival in the Guild's booth.

On years when no opportunity quilt is available for display at the Arts Festival in the Guild's booth; an award-winning quilt from the prior quilt show may be used with the owners' permission. Any and all prizes awarded by GGAF are to be the property of the Guild.

QUILT SHOW– The Guild sponsors a biennial, even years, judged quilt show which is open to the public. All paid members are encouraged to register and enter their quilting projects into one or more of the judged quilt categories in the quilt show. If a boutique is included, all current members are invited to consign items for sale according to PQG policy on Goods for sale by members/consignments. All members are encouraged to donate 2 items for the boutique. All Members are encouraged to help through participation with the production of the Quilt Show. To register and enter a quilt in the Quilt Show, Entrant must be a current PQG member prior to the Quilt Show Registration Date and prior to Take-In Day of the Quilt Show.

OPPORTUNITY QUILT – The Opportunity Quilt is designed, sewn, and quilted by members of the Guild. Tickets are sold to the public for an opportunity to “win” the quilt, which is given away at the biennial Quilt Show.

MEMORIAL FUND – Ten percent of Quilt Show profits are deposited into the Memorial Fund. The purpose of the Memorial Fund is to promote and encourage members to enhance their knowledge of technique, craftsmanship, design and method of implementation by providing supplemental funding for the Program Committee, Workshop Committee, the Quilt Show's Meticulous Workmanship Award, and the biennial Trunk Show.

TRUNK SHOW– The Guild holds a Trunk Show every other year, odd years, in the off year of the biennial Quilt Show. Notable quilting instructors or enthusiasts are invited to bring their beautiful quilts for viewing by all members. The Trunk Show, funded by the Memorial Fund, is free and open to the public.

WORKSHOPS – Pre-registration is required for attendance to any workshop. The amount of the registration fee may vary and is based on the costs associated with the workshop. Members participating in workshops sponsored by the Guild must follow the Refund Policy outlined below.

1. The Registration fee will be refunded if the workshop is cancelled by the guild.
2. Should a pre-registered member become unable to attend a workshop, the member has the responsibility to notify the workshop chairperson immediately. The workshop chairperson shall make every effort to find a substitute from the wait list of other members. If no other member is available, the member has the option of finding a replacement. The pre-registered fee will be refunded only if a replacement is substituted.
3. Any workshop taught by an out-of-town instructor, which fails to have a pre-designated number of registrants may be offered to non-members.
4. Class kit fees may apply.

MINII-RETREATS - Mini-Retreat classes are taught by paid local non-members to PQG members only. Pre-registration is required for attendance to any mini-retreat. The amount of the mini-retreat fee will vary and is based on the costs associated with the total workshop. Members participating in mini-retreats sponsored by the Guild must follow the Refund Policy Outlined in the “WORKSHOP” section above. Please note: ONLY members may participate in these classes. There will be a limit of two mini-retreats per year.

SHARE OUR SKILLS (SOS) classes are small group instruction taught by a member and held at a location determined by the instructor. Only dues-paying members are eligible for participation in SOS classes. A fee of \$10/class must be paid at the time of registration. Attendees are enrolled on a first-come, first-registered basis. The SOS refund policy is as follows:

1. The registration fee will be refunded if the class is cancelled by the guild.
2. Should a pre-registered member be unable to attend the class, it is their responsibility to notify the SOS chairman immediately. The SOS chairman will make every effort to find a substitute from the waiting list. If no other member is available from the waiting list, the pre-registered member has the option of finding another member as a replacement. The pre-registration fee will be refunded only if a replacement is substituted. Class fees will be refunded to those registered in the class and attending.

3. The member instructor will set the number of attendees for their session as well as the location and times.
4. Class kit fees may apply. Kit fees are paid directly to the instructor.

SHOW AND TELL – Members are encouraged to bring quilts or projects to Guild meetings to share their heritage and/or quilting projects with others. The quilts are available for closer perusal during the break period of the meeting. *(NO BEVERAGES OR FOOD ARE ALLOWED NEAR THESE TREASURES.)*

**BY-LAWS OF
PENSACOLA QUILTERS' GUILD, INC.
A Florida Not-For-Profit Corporation**

ARTICLE 1. OFFICES

"The principal office of the corporation (hereinafter referred to as the Guild) shall be in the State of Florida. The Guild shall designate a registered office in accordance with Florida Law and shall maintain it continuously. The Guild may have offices at such other places within and without the State of Florida as the Board of Directors may from time to time determine.

ARTICLE 2. PURPOSE AND ORGANIZATION

Section 1. Purpose. The purpose of the Guild shall be to stimulate an interest in quilts, to promote and advance the art of quilt making, and to conduct educational programs and provide services in the design and techniques of quilt making.

Section 2. Organization. The fiscal year, membership year, and terms of elected officers shall run concurrently commencing on January 1 through December 31.

ARTICLE 3. MEMBERS

Section 1. Qualification. Membership is open to all persons who have an interest in quilts and who pay the annual dues assessed by the Guild.

Section 2. Requirements. Membership is required for further attendance after attending two meetings as a guest.

Section 3. Dues. Membership shall be on a yearly basis from January 1 to December 31. Dues will be set at the Annual Meeting. Dues are due and payable in January, and memberships not renewed by January 31 shall be terminated. Those joining the Guild for the first time after June 30 shall pay one-half annual dues.

Section 4. Membership. Membership records shall be kept up-to-date and brought to the Guild meetings by the Membership Chairman. This list may be inspected by any member during the Guild meetings.

ARTICLE 4. MEETINGS

Section 1. Annual Membership Meeting. The purpose of the Annual Membership Meeting is to elect Directors and to transact such other matters as may properly come before the members. The Annual Membership Meeting of the Guild shall be held in November or at other times and places designated by the Board of Directors or the President of the Guild. The Annual Membership Meeting for any year shall be held no later than thirteen (13) months after the last Annual Membership Meeting. However, failure to hold an Annual Membership Meeting timely shall in no way affect the terms of the directors of the Guild or the validity of actions by the Guild. At the September meeting each year, the President shall appoint a Nominating Committee of five members to nominate directors for the coming year. This Nominating Committee shall consist of the President-Elect plus one non-elected member of the Board of Directors and three members from the general membership. Nominations shall be presented at the October meeting and additional nominations from members will be accepted at the October meeting with prior approval of the member being nominated. Election of the Executive Board will be at the Annual Membership Meeting.

Section 2. Regular Membership Meetings. Regular Membership Meetings shall be on a monthly basis as determined and scheduled by the Board of Directors.

Section 3. Special Membership Meetings. Special Membership Meetings may be called by the President, by a majority of the Executive Board then in office, or by one-fourth (1/4) of the members. The purpose of each Special Membership Meeting shall be stated in the Notice of Meeting given in accordance with Section 4 below. Special Membership Meetings will only consider business, which is lawful and proper for the membership to consider.

Section 4. Notice of Meetings. Notice of Annual Membership, Regular Membership, and Special Membership Meetings shall be given through the regular newsletter of the Guild.

Section 5. Votes. Each member shall be entitled to one vote on each matter submitted to a vote at a meeting of members.

Section 6. Quorum. A quorum is required before any Annual, Regular, or Special Meeting can proceed to transact business. Twenty-five percent of the members shall constitute a quorum. After a quorum has been established, the subsequent withdrawal of members shall not affect the validity of any action taken at the meeting or adjournment thereof.

ARTICLE 5. EXECUTIVE BOARD

***Section 1. Officers.** The Officers of the Guild shall be President, President-Elect, First Vice President, Second Vice President, Secretary, and Treasurer. The elected officers shall comprise the Executive Board of the Board of Directors. Subject to the limitations of the Articles of Incorporation, these Bylaws and the Florida Not-For-Profit Corporation Act concerning corporate action that must be authorized or approved by the members of the corporation, all corporate powers shall be exercised by or under the authority of the Executive Board, and the management and affairs of the corporations shall be controlled by the Board of Directors.

Section 2. Terms. All officers shall serve one-year terms commencing January 1. An individual may not be elected to the same office for more than two consecutive terms.

Section 3. Vacancies. Any vacancy occurring during the term of an Officer shall be filled by an appointment agreed upon by the remaining Officers.

Section 4. Duties.

- a. The **President** shall preside over all meetings unless otherwise provided for in these Bylaws. The President shall appoint committees necessary to the welfare of the Guild and coordinate their activities.
- b. The **President-Elect** will become the chairman of a committee of the President's choice. The President-Elect will assume the office of the President at the next election.
- c. The **First Vice-President** shall act in the absence or incapacity of the President and shall serve as chairman of the Program Committee for daytime meetings.

- d. The **Second Vice-President**, at the discretion of the President, will chair the night meetings and serve as chairman of the Program Committee for the night meetings.
- e. The **Secretary** shall keep the official records of the Guild, to include minutes of the Executive Board, Board of Directors, and general meetings. These records will be made available at all meetings.
- f. The **Treasurer** shall collect and disperse all funds of the Guild. Expenditures, which exceed the limits of the approved budget for a fiscal year for any committee, must be approved in advance by the Executive Board. All Funds shall be deposited in a bank, the deposits of which are insured by the Federal Deposit Insurance Corporation, in the name of the Guild. The Treasurer shall submit all records and books to the Finance Committee within 14 days of the end of the fiscal year to enable the committee to obtain the annual audit and written recommendations by an auditor and/or audit committee.
- g. Certificates/Savings. The Executive Board shall monitor, plan, and approve the reinvestment or transfer of all monies to and from all Certificates of Deposit and Savings within a minimum of one month prior to their maturity or withdrawal.
- h. Checks. All disbursement of Guild funds shall have two signatures; either the Treasurer and President, or Treasurer and other elected Officer, or President and other elected Officer.

Section 5. Delegation of Duties. In the absence or disability of any Officer of the Guild, or for any other reason deemed sufficient by the Executive Board, the board may delegate said officer's powers and/or duties to any other officer.

Section 6. Executive Board Meeting. Meetings of the Executive Board may be called by the President or a majority of the Executive Board then in office. The Secretary shall notify all members of the Executive Board of the meeting and the meeting agenda. A quorum consisting of a majority of the current officers will be required before the meeting can proceed to transact business.

ARTICLE 6. BOARD OF DIRECTORS

Section 1. Board of Directors. The Board of Directors shall consist of the elected Officers and the appointed committee chairpersons.

Section 2. Meetings. Regular meetings of the Board of Directors shall be held each month.

Section 3. Vacancies. Vacancies on the Board of Directors or on any other committee shall be appointed by the President.

Section 4. Quorum. A quorum is required before any meeting of the Board of Directors can proceed to transact business. Forty percent of the members of the Board of Directors then in office, to include at least a majority of the Executive Board, shall constitute a quorum. The acts of the members of the Board of Directors at any meeting at which there is a quorum shall be the acts of the complete Board of Directors.

Section 5. Standing Committees. The composition and duties of the standing committees shall be described in the Policies and Procedures.

ARTICLE 7. BOOKS, RECORDS, & REPORTS

Section 1. Report to Members. The Guild shall publish an annual report to the members of the Guild in the newsletter not later than two months after the close of each fiscal year of the Guild. Such report shall include a balance sheet as of the close of the fiscal year of the Guild and a revenue and disbursement statement for the year ending on such closing date. Such financial statements shall be prepared from and in accordance with the books of the Guild, in conformity with generally accepted accounting principles applied on a constant basis.

Section 2. Inspection of Corporate Records. Any member shall have the right, for any proper person and at any reasonable time, on written demand stating the purpose thereof, to examine and make copies from the relevant records of the Guild. Balance sheets, revenue and disbursements statements, and Secretary minutes of meetings shall be filed in the registered office of the Guild in Florida and kept for at least five (5) years.

ARTICLE 8. NOT FOR PROFIT CORPORATION

The Guild will not have nor issue shares of stock. No dividends will be paid. No part of the income or assets of the corporation will be distributed to its members or Officers without full consideration.

No member of the Guild has any vested right, interest, or privilege in or to the assets, property, functions or activities of the Guild.

The Guild may contract in due course with its members and Officers without violating this provision. In the event the Guild is terminated, all assets shall be used to purchase quilts for museums and historical societies and/or given to charity.

ARTICLE 9. FISCAL YEAR

The fiscal year of the Guild shall be the calendar year January 1 through December 31 as the taxable year of the Guild for federal income tax purposes.

ARTICLE 10. SEAL.

The Corporate seal shall bear the name of the Guild between two concentric circles and in the inside of the inner circle shall be the year of incorporation.

ARTICLE 11. AMENDMENTS

Section 1. Proposals for bylaws amendments shall be referred to the Bylaws Committee, which shall investigate the proposed amendment and report to the membership at the next regularly scheduled meeting. However, no amendment shall be voted on prior to publication in the newsletter.

Section 2. The Bylaws may be amended by an affirmative vote of two thirds (2/3) of the members present at any Annual, Regular, or Special meeting called for that purpose and meeting the quorum requirements of Article 4, Section 6.

ARTICLE 12. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER shall govern the Guild in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of the Guild.

Approved by the General Membership
January 27, 2005 and *February 24, 2005.

President: Marian Dean

Secretary: Kathleen R. Bullard

HERITAGE MEMBERS

Heritage member is an honorary title bestowed by the Board of Directors upon long-time members who have contributed significant services to the Guild.

- 2001** **Do Miller** (deceased April 6, 2002)
 Julia Wernicke (deceased, 2016)
 Joann Wilson (deceased February 8, 2005)
- 2002** **Nancy Davison** (deceased June 15, 2012)
 Juanita Sandifer (deceased March, 2006)
 Francis Sherrill (deceased January 15, 2008)
- 2004** **Frances Campbell** (deceased 2005)
- 2005** **Shirley Decker** (deceased January 21, 2011)
- 2006** **Dixie Haywood**
 Mary Haas
- 2008** **Agnes Adkison**
 Margaret (Maggie) Fleege
 Polly Harmon (deceased 2014)
- 2009** **Alice Hunter** (deceased October 25, 2013)
- 2010** **Barbara Goebel** (deceased 2018)
 Eileen Gudmundson
- 2011** **Judy Benford** (deceased August 31, 2011)
- 2012** **Donna Barbarick**
- 2015** **Suzanne Wernick**
- 2016** **Barbara Meloy**
- 2018** **Susan Rivait**

2019

Member

Information