

## **BY-LAWS OF THE COTTONWOOD QUILTERS**

### **Article I – Name**

This non-profit organization shall be known as the Cottonwood Quilters.

### **Article II - Purpose**

The purpose of this organization is to contribute to the growth and knowledge of quilting techniques, textiles, patterns, history and quilt makers by providing educational meetings, travel and fellowship; to preserve and promote what information exists about quilts by sponsoring and supporting quilting activities, encouraging quilt making and collecting and to encourage appreciation and knowledge of fine quilts; to display fine examples of quilts and patchwork in appropriate public exhibition; to keep patterns and to promote mutual friendship and recreation for the members.

### **Article III - Membership**

1. Members shall be active in some phase of the art of quilting and genuinely interested and active in the development of such arts and the preservation thereof.
2. Members must have paid the annual dues required.
3. All dues-paying members shall be eligible to vote on matters pertaining to policy and procedure of the organization.
4. Potential members may attend two meetings total in their lifetime before dues are required. Membership dues shall then be required for entrance to a third meeting.
5. There shall be no limit of the number of members in the group.
6. The year shall run from May to May.

### **Article IV - Annual Dues**

1. Dues shall be collected each year in April and May and are delinquent after the May meeting.
2. Members joining after February 1st will be asked to pay one-half of the dues for that year.
3. Dues shall be collected to meet operating expenses of the organization.
4. Dues shall not be refundable.
5. Current Chairperson is exempt from dues during his or her year in office.

### **Article V - Meetings**

1. Monthly meetings of the general membership shall be held the third Monday evening of each month. There will be no monthly meetings in December, June and July.
2. In September, October, November, January, February, March and April, guild programs will be re-presented on the Tuesday morning following the monthly meetings.
3. Steering Committee meetings, including a May/June Transitional Steering Committee meeting, shall be held monthly at a time agreed upon by the committee members.

### **Article VI - Elected Officers and Respective Duties**

1. Chairperson
  - a. shall preside at all monthly evening meetings.
  - b. shall call and preside at meetings of the Steering Committee.
  - c. shall perform all other incidental duties of the position as required.
  - d. shall in the absence of the Treasurer sign or endorse checks, drafts, notes, etc.

- e. shall appoint the members at large to the Nominating Committee and organize their meetings.
  - f. shall handle all business correspondence.
2. Chairperson-Elect
    - a. shall assist the Chairperson in all matters and shall exercise all functions of the Chairperson at meetings in the latter's absence.
    - b. shall serve as chairperson the following term.
    - c. shall propose the budget for the following term at the May/June Transitional Steering Committee Meeting. The budget shall be revised as required and approved by the September Steering Committee meeting.
    - d. shall maintain a list of all current members.
    - e. shall perform all other incidental duties of the position as required.
  3. Secretary
    - a. shall keep and transmit records of all regular meetings, Steering Committee meetings and all special meetings.
    - b. shall perform all other incidental duties of the position as required.
  4. Treasurer
    - a. shall have charge of all funds of the organization, receive dues, deposit receipts, and disperse monies-
    - b. shall make reports at the monthly meetings as to the status of the treasury, as required.
    - c. shall perform all other incidental duties of the position as required.
  5. Program Chairperson(s)
    - a. shall be responsible for planning programs for the monthly meetings for the second year of their term.
    - b. shall perform all other incidental duties of the position as required.

**Article VII - Election and Terms of Office**

1. A slate of officers from the Nomination Committee (Article VIII Section 2) shall be presented at the March evening meeting and voted on at the April evening meeting.
2. Installation of officers shall take place in May and they shall assume their duties at the May/June Transitional Steering Committee meeting.
3. An individual shall be elected by a simple majority of all members in attendance. If needed, the voting may be by written ballot.
4. Outgoing officers shall pass on all records to their incoming counter parts at the time the officers change. All projects started by past officers shall be completed by said officer.
5. Term of office for all officers shall be two years with the exception of Chairperson and Chairperson-Elect, which shall be one year. The term of Secretary and Treasurer shall be elected on alternate years.
6. No elected officer shall succeed him- or herself in the same position during the following term.
7. In event that an officer cannot complete the full term of office, an appointment shall be made by the Chairperson with the approval of the Steering Committee.
8. Attendance of the officer shall be mandatory; any officer missing more than two consecutive Steering Committee or general meetings shall be replaced.

**Article VIII - Committees**

The organization shall have the following committees:

1. Steering Committee shall consist of the elected officers as well as the Coordinators of the other committees deemed necessary by the board.
2. Nominating Committee shall consist of six members: Chairperson, Chairperson-Elect, Daytime Coordinator, the Membership Coordinator and two appointed members from the group. This committee shall submit a slate of officers at the March meeting and call for additional nominations from the floor. The nominated individuals shall only be so nominated with their approval.
3. Ad Hoc Committees will be formed as necessary by the Chairperson and/or the Steering Committee. Major projects which need the support and organization of a standing committee will be formed. Such committees will be composed of the general membership. Organizational procedures, such as who serves on which committee, will be left up to the discretion of the Steering Committee.
4. Other Coordinators, as deemed necessary by the Chairperson, shall be appointed by her/him. All Committee Coordinators shall recruit their own volunteers as necessary.

#### **Article IX - Audit**

The financial records shall be audited by person(s), none being an elected officers, appointed by the Chairperson; and approved by the Steering Committee, prior to the general meeting in August and any other such time as there is a change in the organization's treasurer.

#### **Article X - Procedure for Bylaw Amendment**

1. Amendments shall be proposed by any member.
2. Amendments shall be proposed and submitted in writing to the Steering Committee at a Steering Committee meeting for consideration, discussion, and a majority vote by the Steering Committee whether to put forward to the general membership for a vote.
3. All members shall be notified of proposed changes and the date when voting shall occur.
4. Amendments shall be carried by a simple majority of all members in attendance at that evening general meeting.

#### **Article XI – Operational Guidelines**

A number of standing rules have been adopted by the Steering Committee of the Cottonwood Quilters. These guidelines help the Steering Committee to conduct business in a consistent manner and are adjusted as the need arises. Any interested member may obtain a copy of the current Operational Guidelines by contacting the Chairperson. A copy can also be found on the guild's website at [www.cottonwoodquilters.org](http://www.cottonwoodquilters.org).