

OKLAHOMA QUILTERS' STATE ORGANIZATION BYLAWS (revised 09/21/2013)

Article I - Name

The name of the organization shall be the Oklahoma Quilters' State Organization

Article II - Purpose

The purpose of this organization shall be to stimulate an interest in quilts, to promote and advance the art of quilting, to conduct educational programs and services in the design techniques and preservation of quilts and quilting.

Article IV - Membership

- Section 1. Any person interested in the history, preservation, and/or the development of the art of quilting, regardless of race, creed, sex, or national origin shall be eligible for general membership with full voting privileges.
- Section 2. Honorary Memberships, with no voting privileges, may be awarded by approval of the Executive Board.
- Section 3. General members and sustaining members shall pay annual dues determined by the Executive Board.
- Section 4. Annual dues shall be paid by Jan. 1 of each year. Members who have not paid by Feb. 1 will be dropped from membership.

Article V - Membership meetings

- Section 1. The annual meeting shall be held in the fall at which time a budget shall be adopted. On odd years a slate of officers consisting of President, Secretary, SE Director and NW Director shall be elected for two year terms. Membership Chairman, Publicity & Vendors Chairman and Spring Retreat Chairman shall be appointed at this time for two year terms. On even years a slate of officers consisting of Vice-President, Treasurer, SW Director and NE Director shall be elected for two year terms. Newsletter Chairman, Historian, Ways & Means Chairman and Fall Retreat Chairman shall be appointed at this time for two year terms.
- Section 2. Each officer shall be elected for a term of two (2) years. An individual may not hold two successive terms in the same office. A candidate for President must have previously served on the Board for a two year period within the last six years.
- Section 3. The duties of the officers shall be as follows:
President: Shall preside over all general, special and Executive Board meetings and shall, in conjunction with the Vice-President, appoint committees necessary to the welfare of the Organization and serve as ex-officio member of all committees.
Vice-President: shall assist the President and in the absence, or at the request of the President, shall perform the duties of the President and be in charge of Educational Outreach and serve as Chairman of the Program Committee.
Secretary: shall keep an accurate record of all meetings and handle correspondence.
Treasurer: shall collect and take charge of all dues and funds made available to the organization. Shall pay all bills incurred by the organization and shall keep a written account of all Organizational transactions. Shall present a proposed budget at the spring Executive Board meeting for discussion and recommendation to the General Membership for

- 2 approval at the Fall Retreat. All bills must be approved for payment by a board member. The treasurer's books shall be referred to an auditor at the close of the calendar year.
- Directors:** Shall attend all Executive Board meetings and serve as advisors and assume other Duties requested by the board. To achieve geographic representation, the Board of Directors will be elected from each of the four quadrants of the state with I-40 and I-35 being the dividing Lines. The two Directors elected during the odd years will be from the Northwest and Southeast quadrants of the state. The two Directors elected during the even years will be from The Southwest and Northeast quadrants.
- Section 4. Two-thirds of the members of the Executive Board shall constitute a quorum for the transaction of business in Executive Board meetings of this organization.
- Section 5. Nominations and Elections: To achieve geographic representation of the Board, and OQSO Nominating committee of five (5) will be appointed by the President in January. The Committee will consist of two (2) executive board members and three (3) from the general Membership. Slate of candidates will be presented to the Board at their May Board meeting and published in The Fall Retreat Newsletter. Elections will be held at the Fall Retreat. Only the names of those Persons who have signified their consent to serve if elected shall be accepted for nomination to an office.
- Section 6. The newly elected officers shall assume their duties Jan 1 following their election.
- Section 7. Vacancies: In the event a vacancy occurs in the office of President, the Vice-President shall assume the duties of that office for the remainder of that term. A vacancy occurring in any other office shall be filled by Presidential appointment with the Executive Board approval.
- Section 8. Gasoline and turnpike fees incurred by Board members attending regular or special board Meetings shall be reimbursed for these meetings at a rate set by the board. Board members will Be allowed a 50% discount on the lowest hotel rate at Spring Retreat.

Article VII - Committees

- Section 1. Standing Committees shall consist of the following: (1) Spring Retreat, (2) Fall Retreat, (3) Newsletter, (4) Membership, (5) Historian, (6) Publicity & Vendors, (7) Ways & Means.
- Section 2. Other committees may be appointed for stated periods of time to complete special purposes or Projects.

Article VIII - Amendments

- Section 1. The Bylaws may be amended at any regularly scheduled meeting by a two-thirds vote of the Members present. The membership shall be notified of the proposed change thirty (30) days Prior to the date on which the vote is scheduled.
- Section 2. These Bylaws shall be reviewed every two years by a committee appointed by the President.

Article IX - Parliamentary Procedures

The Parliamentary authority in all matters not covered by these Bylaws shall be the Robert's Rules of Order, newly revised. Latest edition.

Article X - Dissolution Clause

In the event the Organization is terminated the assets shall be used to purchase quilts for museums and Historical societies, and/or given to charity.

POLICIES & PROCEDURES - OQSO 2/24/08

BOARD MEMBERS

Outgoing board members should furnish job descriptions to the new board members who are replacing them. (1995)

Retreat chairman shall obtain a signed contract with the speaker for Spring and Fall. (1992)

Board members shall be bonded in the amount of \$20,000. (11/7/98)

Secretary should keep a copy of the minutes in her files. (2008)

RETREATS

Retreat chairman will receive 50% of her actual cost for room and meals. (2008)

Vendors will be given one free ad in the newsletter and one free registration; employees or others with them will have to pay registration fee. (1994)

Teachers will be allowed to sell extra class kits during retreat; others selling items need to pay the vendor's fee. (10/22/94)

Registration forms for both Spring and Fall shall include the following: Phone number to call in case of emergency during meeting. (10/20/93)

EXPENSES

Board members will be reimbursed mileage (at the current IRS rate) and tolls for all board meetings they attend. (2008)

Room and meals will be paid if a board member has to travel over 150 miles one way to attend a board meeting. The room rent is not to exceed \$100.00 (4/29/00)

Out-of-pocket expenses of board members will not be paid after 45 days. (5/14/98)

Telephone calls will be reimbursed for reasonable OQSO business. (5/31/02)

Mileage at the current IRS rate will be reimbursed if necessary for board member to travel over 25 miles on OQSO business. (4/29/00)

GENERAL

If we receive an insufficient check, a letter will be sent asking for a cashier's check or money order within 10 days, plus any charges; legal action may be taken. (9/23/96)

There will be two general meetings held each year.