

COLORADO SPRINGS QUILT GUILD BYLAWS

ARTICLE I: NAME

The name of this organization shall be Colorado Springs Quilt Guild (“CSQG”).

ARTICLE II: PURPOSE

Section 1: The organization shall have the following as its primary purpose:

- a. Contributing to the knowledge of quilting techniques, textiles, patterns and the history of quilts and quiltmakers;
- b. Increasing skills in quilting techniques through educational meetings and interactions with other quilters and fiber artists; and
- c. Supporting and presenting educational programs and activities, which increase skills and enhance the knowledge and appreciation of fine quilting.

Section 2: In order to obtain funds to further the above-stated purposes, CSQG shall have the power to conduct fund-raising activities and to accept contributions from individuals, foundations and other organizations. It shall have the power to solicit and receive funds from the public for the purposes of CSQG, but no part of the net earnings or any other assets of CSQG shall inure to the benefit of any officer or member of CSQG.

Section 3: The charity mission of CSQG is to support the local community by providing quilts for charitable needs.

ARTICLE III: MEMBERSHIP

Section 1: Membership shall be open to all persons who have paid annual dues without restriction on the basis of race, nationality, sex, age, religion or handicap.

Section 2: Privileges of membership shall include the right to:

- a. Vote,
- b. Hold office,
- c. Attend all meetings,
- d. Attend Executive Board meetings as a non-voting member,
- e. Receive the Newsletter, and
- f. Have priority over non-members for all CSQG activities and registration for workshops prior to the published deadline.

ARTICLE IV: DUES

Section 1: The amount of annual dues shall be set by the Executive Board subject to the approval by the general membership.

Section 2: Dues are payable at or before the January meeting every year and are not refundable.

Section 3: A member’s name shall be deleted from the membership roster and membership will be terminated if dues are not paid at or before the March meeting.

ARTICLE V: OFFICERS

Section 1: The elected officers of CSQG shall be the President, First Vice-President, Second Vice-President, Secretary and Treasurer.

Section 2: The offices of President and First Vice-President may only be held by an individual who has been a member of CSQG for at least one year. No member shall be elected to more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office. Any officer who assumes a position due to a vacancy may be elected to

two consecutive subsequent terms. The term of office shall be one year from January 1 through December 31.

Section 3: A vacancy in the office President shall be filled by the First Vice-President. A vacancy in any other office will be filled by a member appointed by the Executive Board.

Section 4: Removal of any officer may be for cause or when the best interest of CSQG will be served. Elected officers may be removed from office by a recall vote of the general membership by a simple majority of those members present at a general meeting after notice is given in the Newsletter. Removal of an officer from an elected office shall also constitute removal from the Executive Board.

Section 5: Duties of the Officers:

a. The President shall:

- 1) Preside at all meetings of the general membership and the Executive Board;
- 2) Be an ex-officio member of all committees except the nominating committee;
- 3) Appoint all committee chairpersons;
- 4) Monitor and assist all committees to insure effective action is being taken;
- 5) Sign checks in the absence of the Treasurer;
- 6) Keep records of office and transfer same to successor by end of term;
- 7) Present draft budget to the incoming board/successor during the December Joint Board Meeting; and

8) Perform such other duties as may be required by the Executive Board.

b. The First Vice-President shall:

- 1) Preside at meetings in the absence of the President;
- 2) Fill the office of President in the event of a vacancy;
- 3) Collect membership dues and give membership information to new members;
- 4) Promulgate the membership roster twice per year;
- 5) Keep records of office and transfer same to successor by end of term; and
- 6) Perform such other duties as may be required by the Executive Board.

c. The Second Vice-President shall:

- 1) Plan, organize and present a monthly program reflecting the interests of the membership for the general membership meeting. Scheduled programs will extend into the year following current tenure;
- 2) Keep records of office and transfer to successor by end of term; and
- 3) Perform such other duties as may be require by the Executive Board.

d. The Secretary shall:

- 1) Record the proceedings of all general membership and Executive Board meetings of CSQG;
- 2) Publish a summary of all general membership meetings in the subsequent newsletter;

3) Maintain bylaws and minutes of general membership and Board meetings;

4) Maintain copies of all newsletters, records and any other materials of present or future historical interest to CSQG;

5) Keep records of office and transfer same to successor by end of term; and

6) Perform such other duties as may be required by the Executive Board.

e. The Treasurer shall:

1) Receive all monies and record all financial transactions of CSQG;

2) Make disbursement of funds as authorized by the Executive Board. No disbursements shall be made without valid supporting documentation;

3) Develop an annual draft budget in cooperation with the Executive Board for the December Joint Board Meeting and a subsequent annual final budget by the February meeting of the Board;

4) Prepare and submit a quarterly financial report to the Newsletter Editor for publication;

5) Obtain any necessary licenses and submit all necessary records to appropriate authorities to include the IRS and Secretary of State;

6) Provide a monthly bank statement to the President;

7) Maintain the Post Office Box;

8) Keep records of office and transfer same to successor by end of term; and

9) Perform such duties as may be required by the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

Section 1: The Executive Board shall be composed of the elected officers of CSQG and the immediate past President. Only those persons may vote on Executive Board matters.

Section 2: Regular meetings of the Board shall be held during the year. The schedule shall be fixed by the Board and sessions may be called whenever deemed necessary by the President, and Board member, or by written request of five members of CSQG. A majority of Board members shall constitute a quorum and a quorum shall be required to hold a Board meeting. Board meetings shall be open to all members as non-voting observers or advisors. Notice of time and place of Board meetings will be published in a Newsletter prior to the meetings.

Section 3: The duties of the Executive Board shall include:

a. General supervision of the affairs of CSQG;

b. Making recommendations to CSQG and keeping the members informed of Board activities;

c. Making recommendations to the President on an agenda for general membership meetings; and

d. Performing other duties as specified by these bylaws or a majority of the membership.

Section 4: The Executive Board shall be subject to the orders of CSQG and none of its acts shall conflict with the action taken by CSQG. Any action taken by the Executive Board may be rescinded by the membership upon a two-thirds majority vote of members

present at a regular general membership meeting provided that notice has been published in the Newsletter prior to the meeting.

Section 5: All proposals from the Executive Board of CSQG activities are subject to discussion, amendment and final approval by a majority of members present at a regular general membership meeting. Should a proposal arise which the Executive Board considers of obvious benefit or interest to CSQG and requires immediate commitment, the Executive Board is authorized to make that commitment with the consent of two-thirds of the Board.

ARTICLE VII: NOMINATIONS/ELECTIONS

Section 1: In August the President shall appoint a member to be Chairperson of a nominating committee. The Chairperson shall, in turn, appoint at least 2 other members to the committee who are not current elected officers.

Section 2: The Chairperson of the nominating committee shall submit a slate of nominees to the Newsletter editor for publication in the Newsletter immediately prior to the November meeting.

Section 3: At the November meeting, the President shall present the slate and ask for any nominations from the floor. Such nominations from the floor must be accompanied by the presence and consent of the nominee.

Section 4: Voting shall take place by a show of hands at the November meeting and a simple majority of members voting will prevail.

Section 5: Installation of the Officers will take place at the January Board meeting. A joint Board meeting of the outgoing and incoming elected Executive Board members will be conducted at the December Board meeting. Transfer of all

documentation/records/files will be completed by the end of term of office during a mutually agreed upon date and time of board members.

ARTICLE VIII: COMMITTEES

Section 1: Committee Chairperson will be appointed by the President.

Section 2: The Committee Chairpersons will attend appropriate Board meetings in an advisory capacity and shall submit reports as requested by the Board.

Section 3: Descriptions of each Committee is outlined in Standing Rules.

Section 4: Ad hoc committees may be formed from time to time to work on special projects of CSQG. When the project or task is completed, the committee will be dissolved.

ARTICLE IX: MEETINGS

Section 1: The general membership meeting will be held on the night decided upon by the members at a general membership meeting at which a quorum is present. The time and place of all meetings will be published in the Newsletter.

Section 2: For the conduct of business at a general membership meeting, those members present shall constitute a quorum.

ARTICLE X: AMENDMENT OF BYLAWS

Section 1: Amendments may be proposed by any member, in writing, to the Executive Board, by the Executive Board, or by any member at a general membership meeting.

Section 2: Proposed amendments placed before the membership shall be published in the Newsletter with a ballot form preceding the meeting at which the vote is to be taken. A majority of those currently paid members casting a ballot shall prevail.

Section 3: The Treasurer will provide a copy of updated/approved bylaws to the Secretary of State.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern CSQG in cases not specified in these bylaws or by the Standing Rules.

ARTICLE XII: DISSOLUTION

In the event of the dissolution of the CSQG, all assets of the organization will be distributed to charitable organizations chosen by the members of CSQG.

STANDING RULES

The standing rules may be amended by a two-thirds vote of the members present at a general membership meeting.

Section 1: Standing Committees include, but are not limited to the following committees, responsibilities and duties:

a. *Historian Committee:* Duties shall include an inventory of CSQG property will be maintained and prepare a historical accounting of CSQG's activities, to include programs, treasurer information, at a minimum. The Chairperson will keep records of activities and transfer same to successor during December Joint Board meeting.

b. *Hospitality Committee:* Duties include coordination of refreshments for meetings, setting up meeting rooms prior to meeting, cleaning of room after meetings, greeting members and guests, and maintenance of any food service equipment belonging to CSQG.

c. *Media Committee:* Duties include preparation of and emailing or mailing Newsletters, publication of meeting

summaries and reports submitted and maintenance of all records associated with the Newsletter. The Chairperson will keep records of activities and transfer same to successor within 30 days of end of term.

d. *Auction Committee:* The committee chair will be responsible for organizing and promoting the entire event (such as announcing the event, providing periodic updates to the board and general membership, advertise/market in the event in the local community, set up/tear down on the day of event, coordinate with Programs Board member for acquiring an auctioneer).

e. *CSQG Birthday Party Committee:* The committee chair will be responsible for organizing and conducting the CSQG Birthday Party.

f. *Charity Quilt Committee:* The committee chair is preparing, providing, and tracking kits for CSQG participation. Sewing kits as needed. Finding new patterns, acquiring fabric from CSQG members to make quilts, collecting and dropping off quilts for Safe Passage and encouraging guild member participation. Provide the Executive Board a monthly tally of collected quilts for Safe Passage and act as liaison with Safe Passage.

g. *CSQG Holiday Party Committee:* The committee chair will be responsible for organizing and conducting the CSQG Holiday Party.

h. *Monthly Raffle Committee:* The committee is responsible for organizing and conducting the Monthly Raffle. Responsible for having the appropriate licenses and following all regulatory guidelines.

i. *Put 'n Take Committee:* The committee is responsible for organizing and conducting the monthly Put 'n Take table. Responsible for taking home the items and providing them at the next meeting.

j. *Raffle Quilt Custodian Committee:*
The committee is responsible for the yearly raffle quilt, promoting the quilt, setting up and possibly transporting the raffle quilt to venues for ticket sales.

k. *Secret Pals Committee:* The committee is responsible for conducting and organizing the monthly Secret Pals group.

Section 2: A mandatory guest fee of \$5 is required for each guest at any monthly meeting EXCEPT the CSQG auction.

Section 3: CSQG members are responsible for the conduct of their guests and children during all meetings.

Section 4: First Vice-President will provide current membership rosters twice yearly to eligible CSQG members in good standing.

Section 5: Membership scholarships are available to potential members upon written request to the Executive Board.

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