

**BY-LAWS OF
NORTH COUNTY QUILTERS' ASSOCIATION**

Article I: Name

The name of the organization shall be North County Quilters' Association

Article II: Purpose

The purpose of this organization shall be to promote interest and knowledge in all forms of quilting. It shall be non-profit in accordance with IRS code 501(c)(3) . It shall also be dedicated to good will among quilters.

Article III: Membership and Dues

Members shall pay annual dues set by the board.

Section 1: Active Members

Members who have paid the annual dues, which are due by 1st of each fiscal year, are active members. Dues allow member's admittance to the monthly meetings, participation in workshops, and the privilege of voting, holding office, automatically receiving the newsletter via e-mail or mail. Special events, and workshops and mailed newsletters may require a separate fee.

Section 2: Fiscal Year

The fiscal year shall be from July 1st to June 30th.

Section 3: Half-year membership

New members after January 1st shall pay a discounted fee for that year.

Section 4: Guests

Guests will pay a fee when attending meetings. If a special fee is required at a meeting for members, a visitor shall pay the regular guest fee plus the special event fee.

Section 5: Attendance

All attendees must register at every meeting as a member or guest.

Article IV: Officers and Their Duties

The officers of this organization shall be President, Vice President of Meetings, Vice President of Programs, Secretary, Treasurer and Parliamentarian.

Section 1: President

The President shall preside over all regular meetings, be Chairman of the Board, have power to call special meetings, appoint chairs of special needs committees with the approval of the Board, and perform other duties the office requires.

Section 2: Vice President of Meetings

The Vice President of Meetings shall preside in the absence of the President. The Vice President of Meetings shall arrange for and coordinate the setup of the monthly meetings.

Section 3: Vice President of Programs

The Vice President of Programs shall arrange for guest speakers and workshops. The outgoing Vice President of Programs is responsible for organizing the first two meetings for the incoming Vice President of Programs; this would be the September and October meetings.

Section 4: Secretary

The Secretary shall keep record of all regular meetings and all Board meetings. The Secretary shall be responsible for reporting a summary of the meeting. The Secretary shall also be responsible for all correspondence of the Guild

Section 5: Treasurer

The Treasurer shall keep an accurate record of receipts and disbursements. Pay all bills authorized by then Board and give an itemized monthly report to the President and the Secretary for inclusion in the minutes. The Treasurer shall prepare financial reports and ensure returns as required by state and federal agencies are filed. The Treasurer shall be responsible for preparing a proposed budget for the Board's approval and present it to the Membership. All checks must be signed by the Treasurer and one other officer. Officers authorized to sign checks are the President, Vice President of Meetings and Treasurer. The Treasurer shall reimburse members authorized expenses only upon submission of itemized receipts.

Section 6: Parliamentarian

The Parliamentarian shall chair the Nominating Committee to nominate the Executive Board and Standing Chairs. The Parliamentarian will ensure that Roberts Rules of Order are followed when necessary.

Article V: Executive Board

The Executive Board shall consist of the President, Vice President of Meetings, Vice President of Programs, Secretary, Treasurer and Parliamentarian. It shall conduct the routine business of the guild and authorize expenditures not included in the budget. The Board shall be alert to all quilting activities, shows, exhibits, demonstrations, etc., and inform the membership. The Board shall meet monthly prior to the regular meeting. A quorum will consist of three (3) of the six (6) executive board members. Board meetings are open to all members.

Article VI: Elections and Installations

Section 1: Term of Office

Board member or committee chair positions may be held by the same person for two years in succession. If there are no other nominees for the role, with the approval of the Board, committee chairs may continue on for an additional year.

Section 2: Nominating Committee

The Nominating Committee shall consist of the Parliamentarian and two members appointed at the February meeting.

Section 3: Nominations

Nominations shall be published in the April newsletter. Nominations may be made from the floor, providing the approval of the nominee has been secured prior to the nomination. The Parliamentarian shall chair the Nominating Committee to nominate the Executive Board and Standing Committee Chairs.

Section 4: Election

The election shall be held at the April meeting. The vote can be by voice if only one person is nominated for an office. If more than one person is nominated for an office, a written ballot must be provided.

Section 5: Installation of Officers

The installation of officers shall be at the June meeting.

Section 6: Special Interest Groups

Special Interest Groups may be formed by members to promote and stimulate an interest in quilting.

Article VII: Standing Committees

Section 1: The following are the standing Committees of the Guild:

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| Advertising & Publicity | Mini Quilts |
| Block of the Month | Newsletter Editor |
| Door Prizes & Greeter | Opportunity Quilt |
| Fat Quarter Basket | Quilt Show |
| Good Cheer Quilts | SCCQG Representative |
| Historian | Webmaster |
| Hospitality | White Elephant Table |
| Membership | |

Section 2: Duties and Functions of Committees

The duties and functions of these committees shall be explained in writing. The chairs shall keep records for succeeding chairs. Special needs committees may be appointed by the President and shall service until the special purpose for which they were appointed has been filled.

Article VIII: Amendments

Members may submit suggestions for changes in the By-Laws to the Board in writing so they can be published in the newsletter before being voted upon. Voting shall be at the following regular meeting. Results will be published in the next newsletter.

Article IX: By-Laws

By-Laws will be provided to all members prior to their adoption. By-Laws are adopted by a majority vote of the members present at the meeting.