

CALICO CUT-UPS BYLAWS
Revised June 2022

Article I - Name

This Chapter of the Arizona Quilters Guild (AQG) will be known as the Calico Cut-Ups.

Article II Mission Statement

The mission of the Calico Cut-Ups chapter is to promote the appreciation, enjoyment and knowledge of quilting as an art form and a craft for its membership and for the general public. The Chapter will provide opportunities to broaden quilting skills through educational programs, meetings and workshops and encourages quilting for the benefit of charitable causes.

Article III – Membership

1. CCU will not discriminate based on age, gender, disability, race, color, religion, marital status, national or ethnic origin, veteran status or sexual orientation.
2. Members of CCU must be current members of the AQG (see article III of the AQG Bylaws) and be willing to participate in activities of the AQG. Membership runs for a fiscal year, from July 1st through June 30th.
3. A guest may visit a CCU meeting three (3) times. In order to attend a fourth meeting, the guest must pay the appropriate membership dues for both AQG and CCU.
4. Payment of dues activates membership. Once membership is activated the new member will be provided with a Welcome Packet containing a welcome letter that includes information on CCU and AQG websites, including but not limited to, a chapter roster, a current copy of bylaws and name tag instructions.
5. Termination of Chapter Membership
 1. Membership is automatically terminated upon:
 - A. Voluntary resignation.
 - B. Expiration of dues payment.
 - C. Death of the member
 - D. Determination in good faith by Board of failure to observe established rules of member conduct or established CCU requirements, theft of CCU property or use of the Board name with intent to defraud. Member shall have the right of rebuttal and due process. Membership shall vote on termination.
 2. Membership is not transferable or assignable, voluntarily or by operation of law.

Article IV - Dues

1. Renewal of CCU membership is due and payable no later than July 1st. Payment links for AQG and CCU dues are located on the CCU website on the Membership & Dues webpage. A member may give their dues to the Membership Chair for payment.
2. Any additional dues assessed by AQG will be passed on to the effected member. Dues will not be prorated if a member joins during the fiscal year, per Article III, Section C of the AQG Bylaws for rules governing collection of dues.

Article V - Meeting

1. CCU meetings will be held bi-monthly at a designated location for the purpose of engaging in activities consistent with Mission Statement.
2. Meetings held in June, July and August may be regular business meetings at the discretion of the Board.
3. A quorum is required to pass motions and conduct business at a regular business meeting. A quorum shall be 20% of paid members. A simple majority (50% of members in attendance, plus one vote) will be required to pass motions.
4. Meetings may be called or changed at the discretion of the Board of Directors.
5. The membership shall meet at least once annually for the purpose of electing the Directors of the Board. All meetings must be held in the state of Arizona and accessible to all members.
6. All members have voting rights and may cast one (1) vote each, see Article IX, Section A

Article VI - Officers

Board members are to engage in appropriate business and conservation of CCU funds. Membership shall vote on expenditures of three hundred dollars (\$300.00) or more as recommended by the Board of Directors.

Section A - Officers of CCU will be President, Vice President, Secretary, and Treasurer. These officers will be elected by a quorum of the CCU members.

Section B - Duties of Officers

1. President: President will preside at all CCU Meetings according to "Roberts Rules of Order" and be responsible for representing CCU at AQG. The President must attend the Annual AQG Leadership Meeting or send a representative. The President may attend AQG Meeting whenever possible.
2. Vice President: Vice President will coordinate facilities, classes and assist with other duties as needed. The Vice President will perform the duties of the President as necessary. The Vice President will attend the AQG Leadership Meeting along with the President, or as the CCU designee.
3. Secretary: Secretary will record and prepare the minutes of CCU chapter and board meetings for distribution to members, have charge of all correspondence designated and will read all communications of interest at CCU meetings. The meeting minutes will be approved by a majority of the membership at the next general business meeting.
4. Treasurer: Treasurer will be the custodian of all CCU funds, deposit them in the CCU's bank account and disburse funds per budget. The Board must approve all amounts above the budget. Treasurer will make oral and written reports of receipts and disbursements at all business and board meetings, and will prepare and remit the Chapter Financial Recap report to AQG in February and August. The Treasurer and two (2) other designees will be signatories on all checks disbursed and their signatures will be on file at the bank. The Treasurer will be the Chairman of the Budget Committee.

Article VII - Committees

Section A: The standing committees of CCU will be Community Service, Membership, Programs, and Nominating. Special committees can be added at the President's discretion. Committee chairs in turn will select committee members as needed. Committee chairs are limited to two consecutive years in a position; and the position shall be confirmed by the President at the beginning of each year. All committee chairs are responsible to the Board and must keep the Board informed of plans and activities of the committee. The Committee Chairs are to give a report at each business meeting either in person or in writing to the President. The Board shall have the power to fill any vacancies in committee chairs, special or standing; or to disband any committee as needed.

Section B - Duties of Committees

1. The Community Service Chair will collect materials and organize volunteers to sew for selected charities. The Chair, or designee, will disburse the finished items to applicable charities and obtain a signed CCU receipt. The Chair will complete and submit the Community Service Mini-Grant forms as required by AQG. Forms are due in August and October.

2. The Nominating Committee will consist of three (3) non-board members. The Nominating Committee Chair, as appointed by the Board no later than March 1st, will select two (2) additional members. The Chair will submit at least one (1) nominee for each office with the prior consent of the nominee. The list of nominees will be presented to the membership at the April CCU business meeting. Election of officers will be held at the CCU May business meeting.

3. The Membership Committee Chair will be responsible for keeping a record of attendance at each regular CCU meeting. The preferred method of collecting dues for both AQG and CCU is online. The Chair will assist members not paying online. The Chair shall assemble the Welcome Packet (Article III, paragraph 4).

4. The Financial Review Committee, as appointed by the Board, will be a minimum of three (3) persons, one (1) of which cannot be a Board member. The Committee will review the Treasurer's books annually.

5. Program Committee Chairman: Program Chair will plan and arrange programs for each regular meeting, to setup if required.

6. Webmaster Chair, or designee, shall be responsible for the timely posting of CCU news. Webmaster will also be responsible for bulk emails to the membership; including, but not limited to, sensitive CCU information such as meeting minutes and Treasurer's report. Information posted may include any other CCU or AQG information of interest to the membership from the committee chairs.

7. All outgoing Officers and Committee Chairs shall return all handbooks, computer files, paper files and any other items pertaining to the member's position to their successor or to the CCU President or Vice President within thirty (30) days at the end of their tenure.

Article VIII - Board of Directors

Section A: The Board of Directors will consist of the President, Vice President, Secretary, and Treasurer. Committee chairs can be added with no voting rights at the Board's discretion. The past President shall also serve as an advisory member of the Board of Directors for one (1) year

Section B: The term of office will be July 1st through June 30th. They will be elected for a term of one (1) year, serving no more than two (2) consecutive terms in the same elected position. More than one (1) member of the same family may not serve on the Board of Directors at the same time.

Section C: Board of Directors shall meet at least nine (9) times per year to conduct CCU Business.

Article IX - Elections

Section A: Elections will be held at the May business meeting following the presentation of the ballot at the April business meeting. Voting will be by secret ballot and a majority of all votes cast will constitute an election. When there is only one (1) candidate for each office, the election may be made by voice vote.

Section B: Additional nominations, with the prior consent of the nominees, may be made from the floor at the business meeting after slate of nominees is presented.

Section C: All members have voting rights and may cast one (1) vote each. The manner of voting may be in person or via email. Emails must be received by the Nominating Chair by 9pm (Arizona time) the day prior to a voice or ballot voting.

Section D - The Board will fill a vacancy of an elected office for of the unexpired term.

ARTICLE X - Amendments

These bylaws may be amended, revised or revoked by a simple majority vote of the membership in attendance at a regular business meeting. Proposed revisions will be sent by email to all members in good standing sixty (60) days prior to voting. A simple majority will be fifty (50) percent plus one (1) vote of the membership in attendance.

<u>OPEN</u>		<u>Jordan L Hughes</u>	<u>07/25/22</u>
President	Date	Vice President	Date
<u>Shirley Helgeson</u>	<u>07-25-22</u>	<u>Pat W. [Signature]</u>	<u>7/25/22</u>
Secretary	Date	Treasurer	Date