BYLAWS OF
PEBBLECREEK QUILTERS

Section 1 ~ Name

The name of this organization is PebbleCreek Quilters hereinafter referred to as the "Club."

Section 2 ~ Form of Organization, Purpose and Operation.

2.1 PebbleCreek Quilters is organized as a club.

2.2 The Club's purpose is to promote fellowship among quilters, offer quilt programs and workshops, inspire and share knowledge and ideas, and support local non-profit organizations.

2.3 The Club will conduct its business in accordance with PebbleCreek Homeowners Association Rules (PCHOA).

Section 3 ~ Membership

3.1 Eligibility: Membership is limited to PebbleCreek residents. A properly registered renter is considered a resident of the community, and thus should be allowed to be a member of the Club during their properly registered term as a renter.

3.2 Member Waiver Form. Each member must complete the Member Waiver form as required by the PCHOA. Forms will be maintained by the Treasurer of the Club.

3.3 Remuneration: No member may receive compensation for services rendered in support of the activities of the Club. Compensation includes merchandise, services, benefits or rebates from vendors providing services or merchandise to the Club that are not provided to every member. With prior approval of the Executive Board, reimbursement of actual expenses may be permitted. Additionally, with the approval of the Executive Board, discounts to members for merchandise or services that are provided equally to all members or all participants in a particular activity sponsored by the Club may be permitted.

3.4 Club membership runs from January 1 through December 31. New members may join at any time.

Section 4 ~ Officers and Executive Board

4.1 Officers: The elected officers of the Club will be President, President-Elect, Vice President, Treasurer, and Secretary. They will be elected for a one (1) year term not to exceed two consecutive years (2) terms for the same office and will serve until December 31.

4.2 Executive Board: The Club's affairs will be managed by the Executive Board composed of the elected officers.

4.3 All board officers may vote, present motions, second motions, etc. and fully participate in meeting functions.

4.4 Vacancies

(a) If the President is unable to fulfill assigned duties or resigns, the 1st Vice President shall assume those responsibilities and be known as the President.

(b) In the event any elected officer, other than the President, is unable to complete the term or resigns, the President shall appoint and the Executive Board shall confirm a member to finish the term.

Section 5 ~ Duties of Officers

5.1 President:

(a) Preside over monthly board and general membership meetings.

(b) Prepare and file with the PCHOA Rules Compliance Committee (RCC) any annually required documents and any notices that the PCHOA Rules require the Club to file.

(c) Oversee the activities of other officers.

(d) Call additional meetings when necessary.

(e) Appoint one (1) member of the Club to conduct an annual audit of the financial records as maintained by the Treasurer.

(f) The President may appoint to the Board a former officer who has held a Board position in the last three (3) years to the position of Emeritus to serve as an advisor in a non-voting capacity for a one (1) year term.

(g) The President may appoint to the Board a Member at Large to serve as an advisor on behalf of the membership in a non-voting capacity for a one (1) year term.

(h) The President will appoint standing committee chairs.

(i) The President may establish committees as needed in addition to standing committees.

5.2 President Elect

(a) Engage in activities to obtain a thorough knowledge of club operation with the goal of successful transition to the role of President.

(b) Assist the president in completing their duties as assigned or needed.

5.3 Vice President

(a) Assist the president, other club officers and committee chairs in completing their duties as assigned or needed.

(b) Serves as a visible leader listening to members to identify needs or opportunities to improve the club.

(c) Coordinate the Spring and Holiday luncheons.

5.4 Treasurer:

(a) Maintain the financial records of the organization and make them available to the membership.

(b) Prepare and make available to the membership an

annual financial report as required by the PHCOA Rules.

(c) Prepare such other reports as may be required by the Executive Board.

5.5 Secretary:

(a) Record minutes at business meetings and board meetings. The minutes shall be available to the membership.

Section 6 –Standing and Ad hoc Committees

Standing and Ad hoc committees support the mission and operations of the Club. Standing Committees are Social, Education, Community Service and Long Arm.

Additional committees may be established by the President as needed.

6.1 Social: The committee will be responsible for planning and providing opportunities for social events. The chairperson will submit a calendar/listing of events for Board review and approval.

6.2 Education: The committee will be responsible for planning educational events, ensuring instructor registration and waiver forms are completed, and instructor payments are submitted to the PCHOA. An Education Program will be reviewed and approved by the Board.

6.3 Community Service: The committee will be responsible for planning and executing Community Service projects for the year and submit for Board review and approval. If necessary, the chairperson will submit proposed changes to the list of non-profits the Club supports to the Board for approval.

6.4 Long Arm(s): The committee will be responsible for the maintenance, certification and recertification programs, and charges and costs incurred in use and maintenance of the machine. All the above will be submitted for review and approval of the Board.

6.5 Nomination: The committee will be responsible for collecting names of candidates interested in running for PCQ Board positions and will submit a slate of candidates to the Board.

6.6 Equipment: The committee will be responsible to maintain an inventory of PCQ equipment, manage replacement equipment, and introduce new items to PCQ.

6.7 Gallery Sales: The committee works with the Creative Arts Center (CAC) staff, and Club members, to identify and obtain items to sell in the Expressions Gallery. The Committee determines the price for such items, adheres to CAC policies and procedures for intake and removal of items, and maintains inventory of same. The Committee provides a monthly report to the Board.

6.8 Communications: The committee will be responsible for creating and executing a communication plan that will disseminate information to Members and the PebbleCreek community.

Section 7 ~ Election of Officers

7.1 Nominations and voting: A slate of nominees will be announced and voting will take place in November.

7.2 Election: Officers will be elected each year for a one (1) year term. Elections will be held online via the PC Quilters website and winners will be determined by a majority of the votes cast.

7.3 Commencement of Term: Officers will begin their term January 1st.

7.4 Successive Terms: All officers who are members in good standing will be eligible for re-election for up to two (2) consecutive years.

Section 8 ~ Meetings

8.1 Membership and Board meetings will be set by the Executive Board with appropriate notice to the membership.

Section 9 ~ Dues and Fees

9.1 Dues: Membership dues must be approved by a majority of votes cast by members. First time members joining October through December of a given year will have their dues cover the following full year.

9.2 Fees: Fees for each educational program/workshop will be established by the Education Committee with Board approval.

Section 10 ~ Amendments

Following at least one week's notice, proposed amendments to these bylaws can be changed with a majority of votes cast by the membership.

Section 11 ~ Dissolution

Per Section 10 of the PCHOA rules, in the event of the dissolution of the Club, the following actions will take place:

(a) After all debts are paid, any monies received from members that can be equitably returned to the members may be returned to them if the Club elects. Monies not so returned and any other monies held by the Club will be donated to a charitable organization or the PCHOA.

(b) The Club will obtain approval for the dissolution from the PCHOA Board of Directors.

Chris Booth, President; Helen Phillips, Secretary Effective on:

March 1, 2013

Revised February 6, 2017

Revised 10-7-19 - Section 4 - Jean Fry President & Teri Burnett Secretary
Revised 6-7-2-21 Section 6-6.2 - Ronda Jones President & Carol Moonan Secretary
Revised 4-9-2024 Section 11 - Debbie Arsenault President and Julie Baird Secretary
Full Rewrite voted by Board 7-1-24
Voted by membership