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:

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

**Section 2:** CSQG is a non-profit 501c(7). 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. Contributions to CSQG are not tax deductible under IRS regulations. 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, gender, age, religion, sexual orientation or handicap.

**Section 2:** Junior membership shall be available for all persons aged 10-17 years with adult member sponsorship as appropriate. Junior members are eligible for all privileges of membership except they may not hold the office of President or Treasurer.

**Section 3:** Privileges of membership shall include the right to:

1. Vote,
2. Hold office,
3. Attend all meetings,
4. Attend Executive Board meetings as a non-voting member,
5. Receive the newsletter, and
6. Have priority over non-members for all CSQG activities including registration for workshops prior to the published deadline.

**ARTICLE IV: DUES**

**Section 1:** The amount of annual dues for members and junior members 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: President, First Vice-President, Second Vice-President, Secretary and Treasurer.

**Section 2:** The offices of President, First Vice-President and Treasurer 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 of 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:

1. The President shall:
2. Preside at all meetings of the general membership and the Executive Board;
3. Be an ex-officio member of all committees except the nominating committee;
4. Appoint all committee chairpersons;
5. Monitor and assist all committees to insure effective action is being taken;
6. Sign checks in the absence of the Treasurer;
7. Keep records of office and transfer same to successor by end of term;
8. Present draft budget to the incoming board/successor during the December Joint Board meeting;
9. Appoint a 3-4 member audit committee, to include the outgoing and incoming treasurers, to review treasurer records annually in December prior to changeover of Board; and
10. Perform such other duties as may be required by the Executive Board.
11. The First Vice-President shall:
12. Preside at meetings in the absence of the President;
13. Fill the office of President in the event of a vacancy;
14. Collect membership dues and give membership information to new members;
15. Promulgate the membership roster twice per year;
16. Keep records of office and transfer same to successor by end of term; and
17. Perform such other duties as may be required by the Executive Board.
18. The Second Vice-President shall:
19. 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;
20. Plan, organize and coordinate workshops in conjunction with programs reflecting the interests of the membership;
21. Keep records of office and transfer to successor by the end of term; and
22. Perform such other duties as may be required by the Executive Board.
23. The Secretary shall:
24. Record the proceedings of all general membership and Executive Board meetings of CSQG;
25. Publish a summary of all general membership meetings in the subsequent newsletter;
26. Maintain Bylaws and minutes of general membership and Board meetings;
27. Review and update Bylaws and Standing Rules annually and update as needed;
28. Maintain copies of all newsletters, records and any other materials of present or future historical interest to CSQG;
29. Keep records of office and transfer same to successor by end of term; and
30. Perform such other duties as may be required by the Executive Board.
31. The Treasurer shall:
32. Receive all monies and record all financial transactions of CSQG;
33. Make disbursement of funds as authorized by the Executive Board. No disbursements shall be made without valid supporting documentation;
34. Develop an annual draft budget in cooperation with the Executive Board and Committee Chairpersons for the December Joint Board meeting and a subsequent annual proposed final budget by the January meeting of the board;
35. Publish proposed budget in February newsletter and present to general membership at February meeting (except due to unforeseen circumstances) for approval by two-thirds vote of members present;
36. Prepare and submit a quarterly financial report to the newsletter editor for publication;
37. Obtain any necessary licenses and submit all necessary records to appropriate authorities to include the IRS and Secretary of State;
38. Provide a monthly bank statement to the President;
39. Maintain the post office box;
40. Present financial records of CSQG to the audit committee annually in December prior to changeover of Board for review;
41. Keep records of office and transfer same to successor by end of term; and
42. 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, 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 the newsletter prior to the meetings. If notice is not published in the newsletter, notice of time and place of Board meeting will be sent to general membership via email.

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

1. General supervision of the affairs of CSQG;
2. Making recommendations to CSQG and keeping the members informed of Board activities;
3. Making recommendations to the President on an agenda for general membership meetings; and
4. 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 present 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 Chairpersons 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 are 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 quilt- related charitable organizations chosen by the members of CSQG.