

## Chaska Area Quilt Club Bylaws

### 1. Membership and Dues.

1.1 Any individual interested in the subject of quilting is welcome to be a member of the Association as long as said member remains "in good standing". A member is "in good standing" when the member pays annual membership dues when required. A member is no longer in good standing when the member fails to pay membership dues.

1.2 Dues payments entitle the member to membership to a 12 month period. For each membership, that 12 month period shall be based annually on the date the member originally joined. ("date joined"). The monthly newsletter will not be emailed to members more than 60 days delinquent in payment of dues, and if present at a meeting, the delinquent member will be required to either renew their membership (maintaining the original renewal date) or pay the guest fee. Individuals wishing to rejoin after membership has lapsed for more than 6 months shall be assigned a new "date joined".

1.3 Annual payment of dues will be waived for students who have not yet graduated from high school. Student members are entitle to all benefits of membership. Annual dues must be paid in September of graduation year to remain a member in good standing.

1.4 Each member is entitled to only one vote on each Association matter which requires a vote of the members.

### 2. Meetings:

2.1 General Membership meetings will be held monthly. The date and time for general membership meetings will be determined by the Board.

Meetings shall consist of programs of general interest to the membership, brief announcements, and club business. Business matters brought to the membership for vote will require a simple majority of members present at the meeting.

No vendors may present wares at a meeting unless they are presenting the program or it is pre-scheduled and approved by the president. Meetings are not a forum for personal business pursuits of members, but quilting related business may be briefly introduced at club meetings.

2.2 Board Meetings: Board Meetings shall be held quarterly, or as called by the President as needed, or as designated for purposes indicated at the General Membership Meeting by a majority vote of the members present. Board Meetings shall be open to the general membership, and any member may request to be on the agenda with prior notice to the president, but only board members may vote.

Dates and locations of the meetings shall be announced in the newsletter one month in advance unless the meeting is of an emergency nature. A minimum of three of the elected officers must be present to conduct club business. Board decisions shall be determined by a simple majority of board members present. Should there not be sufficient attendance to conduct club business at the meeting, or should an issue require a response sooner than a meeting could be held, votes may be taken through email communication to voting board members, and shall be recorded in the minutes of that meeting.

### 3. Elections

3.1 The President-elect, in consensus with the Board, shall prepare a slate of officers to be presented in the October newsletter and at the October meeting.

3.2 The general membership shall vote at the November meeting. A simple majority vote of members present shall elect.

3.3 If there is more than one candidate for the same office, the election shall be by written ballot.

3.4 In the event an officer vacates her/his position, the Board shall appoint a person to fill the unexpired term for that position.

4. Board Members and Committee Chairs: The Board is composed of the four executive officers elected by the general membership (President, President-Elect, Secretary, and Treasurer), committee chairs appointed by the Board as established in the Bylaws, the immediate past President, and one board designated founder or charter member.

#### 4.1 Executive Officers:

President: The primary person responsible for the business operation of the Association, and presides at the regular membership meetings and the Executive Board meetings. The President is responsible for the required annual organizational filing with the Minnesota Secretary of State's office (in October of each year).

President-elect: Presides at any meetings which the President is unable to attend, and in collaboration, with the Board, prepares a slate of officers for the year in which they serve as President.

Secretary: The Secretary is responsible for maintaining the non-financial records of the Association's operations. The Secretary provides meeting notes of all general membership and Executive Board meetings. This will be recorded in the Secretary files, and be available (posted in the e-newsletters) for the general membership to review. The Secretary is also responsible for all non-financial correspondence for the Association business activities.

Treasurer: The Treasurer is responsible for all the funds of the Association. The Treasurer shall provide financial reports to the Executive Board for each of its meetings; submit financials twice a year for inclusion in the e-newsletter; maintain all financial records and file the Association's tax returns. The Treasurer shall make any financial information requested from any member or member of the Executive Board, available within five calendar days. The treasurer may transfer funds between established checking and savings/investment accounts in the best interests of the club. The board must approve the establishment of any new accounts or investments.

#### 4.2 Chairs or Co-chairs shall be appointed by the elected officers for the following positions:

Newsletter Editor, Librarian, Quilt Show, Raffle Quilt, Comfort Quilt, Membership, Program, Web Mistress, Historian, Sunshine and Hospitality.

4.3 The board shall establish the duties for each committee chair and committee, and shall maintain and revise as appropriate written duties, policies, procedures, and club traditions.

4.4 Term Limits: President and President-Elect are one year terms. The Secretary, Newsletter Editor and Treasurer positions have 2-year terms, and may be served for a maximum of two consecutive terms. Quilt Show Co-Chairs are two year terms. Other Committee chair appointments are for one year terms, and, with the exception of the founder/charter member position, are limited to a maximum of four consecutive terms. The Board may approve exceptions to the term limits should circumstances warrant.

4.5 Voting rights: Each board member shall have one vote, regardless of the number of positions held on the board. In the event a committee has co-chairs, only one person shall vote for each committee.

#### 5. Dues and Fiscal Management:

5.1 Annual dues and guest fees for the following year shall be established by the Board as part of the budgeting process. Fees for special workshops, seminars, and the Quilt Show shall be established by the board as needed, typically during the budget process.

5.2 The budget shall be prepared by the President, President-Elect and Treasurer and presented to the board for their approval at the January board meeting. The budget shall be provided to members in one of the first quarter newsletters.

5.3 Budgets shall be prepared for a two year period, to more easily track revenue and expenses associated with the Quilt Show, which has expenses in both years, but revenue in only one. Year two of the initial two year budget can be modified with board approval.

5.4 Non-budgeted expenses exceeding \$100 require approval by a simple majority of the elected officers. Non-budgeted expenses below this amount may be approved by the Treasurer.

5.5 The approval form with two elected board member signatures (other than the payee) is required for all budgeted expenses over \$250. Budgeted expenses of \$250 or less may be approved by the treasurer.

5.6 The President, President-Elect and the Treasurer shall be the authorized signers on all bank accounts.

5.7 The financial records of the association shall be audited yearly by a board-appointed committee consisting of at least one board member and one member from the general membership of the association. The audit report shall be presented to the board at their next regularly scheduled board meeting.

#### 6. Newsletter:

6.1 The content of the newsletter shall be under the control and responsibility of the newsletter editor, and reviewed by the Board, via email, prior to dissemination via email to the general membership.

6.2 Information must be provided to the newsletter editor by the established deadline for each issue.

6.3 Advertising space can be purchased in the newsletter. All copy for advertising must be in a format as established by the newsletter editor, and payment (to CAQC) sent to the newsletter editor prior to publication. Rates shall be established by the Board.

7. Donations made by, or in the name of, CAQC, must be approved by the board prior to the commitment and must follow the rules of the Internal Revenue Service and State of Minnesota.

8. Amendments: Amendments to these Bylaws must be communicated to all members via the newsletter sent prior to the meeting at which the Amendment will be voted on, and then approved by a two-thirds vote of the members present at that general membership meeting.