



## BY-LAWS OF THE IRONDEQUOIT QUILT CLUB

### Article I. CHAPTER NAME AND PURPOSE

**Section 1. Name:** The name of this organization will be the Irondequoit Quilt Club, herein after referred to as the Club.

**Section 2. Purpose:** The purpose will be to share experiences, gain knowledge from members and experienced teachers, promote friendship, encourage the appreciation of the art of quilt making and participate in community service.

### Article II. MEMBERSHIP

**Section 1. Qualifications:** Membership in the Club is open to any person regardless of race, color, creed, sex or national origin, who subscribes to the PURPOSE of the Club. Members are eligible to participate in all activities (workshops, instructional classes, fundraisers, etc.) and may have use of all equipment owned by the club. Guests are welcome free of charge to two meetings. After two meetings they will be asked to join the club.

**Section 2. Term:** Term of membership will be for a period of one year beginning in September of each year.

**Section 3. Dues:** Annual dues are payable at the September meeting and are non-refundable. A member in good standing is considered one whose dues are current. Any club member who has not paid dues by the November meeting will have their membership suspended. New members may join at any time during the year by paying the annual dues. New members joining after February 1<sup>st</sup> will be charged ½ price. Annual dues will be determined by a 2/3 majority of the member attendees at the May meeting.

**Section 4. Honorary Membership:** Members who have been in good standing for at least 5 of the last 10 years and who are over the age of 80 years will be exempt from dues. They will have full membership privileges.

**Section 5. Discretionary Waiver of Dues:** A member in good standing with extenuating circumstances may petition the officers to receive a waiver of dues. Approved members will have full voting privileges.

**Section 6. Voting Rights:** All members in good standing will have voting privileges.

**Section 7. Memorial:** The club will provide a memorial quilt or activity for deceased members.

### ARTICLE III: EXECUTIVE BOARD

**Section 1. Executive Board:** Will be made up of the following elected officers: President, Vice President, Secretary, Treasurer, and the following committee chairs:

Membership, New Member Coach, Quilt Show, Charity and Newsletter.

**Section 2. Meetings:** Will meet 4 times a year (November, February, June, and August). Minutes will be taken and reported to club. The President may call meetings as necessary.

## **ARTICLE IV: OFFICERS**

**Section 1. Officers:** Officers will be the President, Vice President, Secretary, and Treasurer. No two offices will be held by the same person.

**Section 2. Eligibility for Office:** Any club member in good standing who has attended at least 5 meetings in the previous year may run for office. Members running for office must agree to make every effort attend each meeting during the year.

**Section 3. Election of Officers:** The President will appoint a nomination committee chosen from the membership in March. They will present a slate of nominees at the annual meeting in May. Consent of the nominees will be obtained prior to nomination. The floor will be opened prior to the election for additional nominations.

**Section 4. Removal of Officers:** Any officer who is not fulfilling her/his obligations may be removed by a majority vote of the Executive Board.

**Section 5. Vacancies:** Will be filled by a consensus of the remaining officers. That person will remain in said position for the remainder of the unexpired term.

**Section 6. President will:**

- Be the Executive Officer of the Club
- Preside at all general, special and Executive Board meetings
- Be the official spokesperson for the Club

**Section 7. Vice-President will:**

- Serve as assistant to the President in all matters
- Perform such duties as requested by the President
- Conduct Club meetings and/or Board meetings in the absence of the President
- Be the chairperson of the program committee and one of the two designated delegates to the Quilters Consortium of New York State

**Section 8. Secretary will:**

- Keep records of minutes including all motions made and carried at each general, special and Board meetings and submit to newsletter editor for publication in the newsletter. Minutes will be approved each month.
- Take care of general correspondence
- Conduct Club meetings in the absence of the President and Vice-President
- Keep printed copies of all newsletters in chronological order in a notebook to

be passed to the successor

**Section 9. Treasurer will:**

- Collect all monies, maintain a checking account, make timely deposits and payments of all club obligations and record all transactions
- Monitor the budget for the club
- Submit a financial statement to the newsletter editor for inclusion in the monthly newsletter
- Prepare a detailed annual report for publication in the club newsletter
- Prepare a budget report for each Executive Board Meeting

**Section 10. Terms:** Will be two years. Officers may not serve more than 2 consecutive terms. President and Secretary will be elected in odd years, Vice President and Treasurer in even years.

## **ARTICLE V: MEETINGS**

**Section 1. Meetings:** Meetings will be conducted monthly on the fourth Monday starting at 7PM from September thru June (pending holiday schedules). Each meeting will consist of a short business meeting, and a program with the following additions:

- March - nominating committee
- April - nomination of officers
- May - election of officers
- June - installation of new officers

**Section 2. Quorum:** A quorum will consist of 60% of the membership.

## **ARTICLE VI: FINANCES**

**Section 1. Fiscal Year:** The fiscal year will run from July 1 to June 30.

**Section 2. Budget:**

- The Executive Committee will meet in February of each year to begin budget preparations.
- The budget will be submitted to the membership prior to the May meeting via email (hard copies will be available at the May meeting for anyone who doesn't receive email).
- This budget will be reviewed and voted on at the May meeting.
- Future changes will be approved by the general membership.
- Each committee chairpersons will be responsible for monitoring their own expenditures.
- A review of the club's books will be done by a non-board member who is in good standing whenever there is a change in Treasurer or whenever the Executive officers may determine the need.

**Section 3. Expenditures:**

- Receipts with approved expense reports will be required for any and all

reimbursements.

- Any expenditures over \$50 and not within the approved budget must be approved by the President prior to purchase.
- Any expenditures over \$100 and not within the budget will be presented to the Executive Committee and approved prior to purchase.
- All expenditures MUST be submitted within 60 days of expense.

**Section 4. Signatures:** The President and Treasurer will be authorized to sign checks for the Club.

## **ARTICLE VII: PROGRAMS AND WORKSHOPS**

**Section 1. Program Committee:** The Program Committee will be chaired by the Vice-President who will arrange for all programs and workshops. In June of each year the proposed program will be presented to the club for suggestions and feedback. Vice-President will work with church and confirm all dates for meetings, sew days, special events and workshops.

**Section 2. Workshops:**

- When workshops are held, members are accepted first, then non-members, as space permits for an additional fee.
- Participants must pay the fee to the Program Chairperson in order to register for the workshop.
- The Program Chairperson will keep a report of all monies taken in and expenses for workshop. Report will be provided to the newsletter editor for inclusion in the newsletter.
- Fees are non-refundable. If extenuating circumstances arise, a member may petition the officers to receive a refund.

**Section 3. Program / Workshop Fees:** All costs associated with program / workshops need to be the responsibility of the program committee (i.e instructor fees, supplies, travel expenses, hall rental, food). The program committee will determine the cost for each workshop.

## **ARTICLE VIII: AMENDMENTS**

These by-laws may be amended or new ones enacted as follows:

- Bylaw Committee will review, present and discuss amendment(s) to membership
- Members will receive proposed amendments one month prior to voting via email and in newsletter.
- Amendments must be approved by quorum of the membership at the designated meeting.
- The Secretary will act as election officiate.

## **ARTICLE IX: TERMINATION OF CHAPTER**

In the event of dissolution, revocation or surrender of the club, the charter and all assets then belonging to the club will be distributed amongst charities chosen by the remaining club members.

## **ARTICLE X: EFFECTIVE DATE**

The by-laws will take effect immediately upon their adoption.  
Revisions, additions or deletions are to be effective upon the date so voted by the membership.  
These by-laws supersede any and all previously adopted by the Irondequoit Quilt Club.

## POLICIES AND PROCEDURES

- 1) General Meetings will be held on the fourth Monday of the Month, except for the months of July and August or when there is a conflict. Door will open at 6:30 PM, with meetings beginning promptly at 7PM. For all other meetings, advanced notification should be given to members by e-mail, phone or mail.
- 2) Annual dues are \$20.
- 3) Club Members will be able to attend all meetings. They will receive newsletters and a copy of the membership roster. It is understood that this roster will be used for club purposes only and cannot be used for commercial purposes.
- 4) Biennial Quilt show profits will help defray the cost of the Club operations and help support the monthly educational and charity programs.
- 5) Committees will be appointed by the President prior to the first meeting of the year. Each Committee will be represented on the Executive Board as listed below.
  - **Program Committee**
    - **Coupon Books/Shop Hop:** as needed
    - **Fat Quarter Exchange:** Will determine choice for monthly exchange, collect and draw winners each month
    - **Monthly Raffle:** Will purchase items at local shops for raffle at monthly meetings. Collect monies and provide accounting for all purchases.
    - **Refreshment:** Will set up beverages and snacks for monthly meeting and clean up after each meeting. Will be responsible for purchasing beverages and replenishing supplies as needed.
    - **Retreat:** Will be responsible for the coordination and planning of the Club's retreat. Prepare a financial report to be provided at conclusion of retreat for all monies collected and paid for event for publication in newsletter.
    - **Sew Day:** Will organize sew days at church. Open doors and set up and cleanup as needed
  - **Charity Coordinator**
    - **Charitable Projects:** Will be responsible for keeping track of ongoing charity projects and make final determination for distribution of items. A report of all donations and receiving organizations will be published quarterly in newsletter.
    - **Irondequoit Food Cupboard:** Will collect food at meeting and bring to Food Cupboard
    - **Memorial:** Will organize memorial quilt or activity for deceased members. Provide accounting for all monies spent on project
    - **Quilts for Service Members / Veterans:** Will provide fabric and patterns for members to make quilt blocks to be donated to the project. Arrange for additional fabric purchased as needed. Provide financial report for all monies spent for inclusion in newsletter.
  - **Secretary**

- **Facebook:** Will monitor postings in Facebook and accept new members
  - **Historian:** Will organize and keep all historical information, photographs and other memorabilia. Items should be available during regular club meetings
  - **Librarian:** Will be responsible for maintaining the Club library, bringing a selection of library books to monthly Club meetings and updating the library list.
  - **Website:** Will be responsible for updating Club website as necessary
  - **New Member Coach:** Will welcome new members and support their incorporation into the club. New members will be presented with a folder containing a set of club bylaws, a lanyard or pin back name tag, the latest newsletter, and roster of current club members. Will introduce the new members during the regular meeting each month.
  - **Membership:** Will collect dues, maintain the membership attendance, updating roster and distribute membership cards.
    - **Sunshine:** Will send greetings to ill or bereaved members or such others as suggested by the membership. Report to newsletter editor card(s) sent.
  - **Newsletter Editor:** Will be responsible for publishing and distributing a monthly newsletter to communicate Club information to the membership. Newsletter should include president's message, secretary's minutes, treasurer's report, calendar, quarterly charity donation summary.
  - **Quilt Show:**
    - Will be responsible for appointing and monitoring all Biennial Quilt Show committee heads.
    - Will determine the format of the quilt show and present a report each month to the membership.
    - Will prepare a written report to be submitted for publication in the newsletter at the conclusion of the show.
    - Will maintain a book containing number of committees and jobs, timeline of events, the budget and any other pertinent information. This book will be passed to the new chairperson at the conclusion of the quilt show.
- 6) Possession and distribution of keys to the storage unit-The following officers/committee chairs will each have a key to the storage unit for the durations of their service in that office/chairmanship:
- President of the Club
  - Vice President of the Club will also keep and distribute one other key as needed for short term use (workshop, quilt show etc.) Said chairs will surrender the key back to the Program Chair upon completion of his/her responsibilities.
  - Sew Day Chairperson
- 7) Any member in charge of club sponsored activities (workshops, retreats, quilt show, consortium etc.) where club money is used is required to complete a summary of income and expenses to submit to the treasurer who submit said report to newsletter editor for publication in newsletter

- 8) Policies and Procedures may be amended by a majority vote of the members in attendance at any regular meeting of the Club.



## **REVISION RECORD**

Originally approved by Bylaw committee July 12, 2016. Approved by the membership on October 24, 2016.

Changes to Article IV, Section 10. Approved by the membership on April 24, 2017.