

**BYLAWS OF  
CAROLINA PINE QUILTERS**

**ARTICLE I            NAME**

The name of this organization shall be Carolina Pine Quilters.

**ARTICLE II           PURPOSE**

The purpose of this organization shall be to create, stimulate, maintain and record an interest in all matters pertaining to the making, collecting and preserving of quilts and to establish and promote educational and philanthropic endeavors through quilts.

**ARTICLE III          MEMBERSHIP**

- Section 1. Membership in the organization shall be by invitation or request and payment of appropriate dues. A completed membership form shall be on file for each member. Dues shall not be refundable.
- Section 2. Members shall be active or genuinely interested in some phase of the art of quilting.
- Section 3. Members shall be eligible to vote on the amending of the bylaws and the election of officers.
- Section 4. If a member is delinquent in dues, their record shall be filed as inactive.
- Section 5. A member may resign by contacting the President or Membership Chairperson.
- Section 6. A member may be reinstated upon request and payment of current dues.
- Section 7. A membership directory shall be provided to all members.

**ARTICLE IV          ANNUAL DUES**

- Section 1. The appropriate dues for membership shall be paid by the February meeting. The fiscal year shall be January-December 31.
- Section 2. Annual individual membership dues shall be \$20.00 for all members. New members shall pay \$20.00 from January to June. Those joining after June will pay \$10.00 for the remainder of the year.

## ARTICLE V ELECTED OFFICIALS: TERMS OF OFFICE AND DUTIES

The officers of the organization shall be President, Vice President, Secretary, Treasurer and Newsletter Editor. They shall be elected to serve one term and may succeed themselves. They shall be known as the Executive Board of Directors and shall serve for a period of one year. These officers shall be elected as provided in the bylaws.

### Section 1. PRESIDENT

- a. Shall preside at the monthly meeting of the organization.
- b. Shall preside at the Board of Directors meetings as needed.
- c. Shall call special Board of Directors meetings as deemed necessary.
- d. Shall perform all other duties of the office that are properly required.
- e. Shall appoint all ad hoc and standing committee chairpersons.
- f. Shall, with the Treasurer, have the authority to sign all written obligations of the organization. Either officer may sign, both signatures are not required.
- g. Shall be eligible to be an ex officio member of all standing and ad hoc committees, with the exception of the nominating committee.
- h. Shall initiate the services of the Newsletter Editor if needed for immediate communications.

### Section 2. VICE PRESIDENT

- a. Shall assist the President as called upon and shall exercise all functions of the President in the President's absence.
- b. Shall plan and schedule programs for the monthly meetings.
- c. Shall form program committees as needed.
- d. Shall contact each speaker at least ten days before a scheduled program as a reminder of the place, date, time and subject.
- e. Shall introduce the guest speaker or otherwise conduct the program.  
May provide gifts for the guest speakers.
- f. Shall organize a thank you to the outgoing President

Section 3. SECRETARY

- a. Shall keep minutes of all meetings. A copy shall be provided for the Board of Directors prior to the next meeting.
- b. Shall keep minutes of all Board of Directors meetings and present them at the next board meeting.
- c. Shall send an announcement to the local newspaper of the monthly meetings of Carolina Pine Quilters, to be listed in the community calendar.
- d. Shall maintain the minutes in current status and copies of the newsletter for future reference.
- e. Shall maintain a file system of all correspondence, inquiries, program information and reports for future reference.
- f. Shall send correspondence on matters as deemed appropriate by the President.
- g. Shall maintain the organization's bylaws.

Section 4. TREASURER

- a. Shall receive and deposit the yearly dues collected by the Membership Chairperson.
- b. Shall deposit all funds received, belonging to the organization, in a bank or like institution approved by the Board of Directors.
- c. Shall make monthly reports at each general membership meeting.
- d. Shall have available all books and records to be submitted for audit if requested.
- e. Shall be authorized to sign checks of the organization and maintain \$15.00 petty cash if needed.

Section 5. NEWSLETTER EDITOR

- a. Shall prepare and mail the monthly newsletter to all members and other parties designated by the President via email or postal delivery.
- b. Shall submit the monthly newsletter to the organization's appropriate social media outlets (Facebook administrator, webmaster, etc.).

## ARTICLE VI BOARD OF DIRECTORS

The five elected officers, plus chairpersons of all standing and ad hoc committees shall comprise the Board of Directors. The immediate Past President and immediate past Vice President may be ex officio members without a vote.

## ARTICLE VII STANDING COMMITTEES AND THEIR DUTIES

With the exception of elected officers who serve as committee chairpersons, as specified by the bylaws, the President shall appoint chairpersons of committees.

- a. Chairpersons are expected to fulfill the duties of their position and attend all meetings and board meetings. If they cannot attend a meeting, they are required to arrange for a substitute to perform their duties. Additionally, chairpersons of ad hoc committees shall be appointed by the President and shall function for the time required to accomplish the purpose of the committee.
- b. All committees shall make a budget request to the Board of Directors prior to expenditures.
- c. The Executive Board of Directors and committee chairs will maintain a notebook of their activities and pertinent information to be passed to the next person filling the position.

### Section 1. NOMINATING COMMITTEE

- a. Shall consist of the Past President as chairperson and two other members appointed by the President at the July meeting.
- b. Shall prepare a slate of nominees for all vacant offices, to be presented at the August general meeting.
- c. Nominations may be made from the floor with the consent of the nominee.
- d. Members may volunteer for an office to the chairperson prior to the August meeting.
- e. The voting shall be by show of hands or secret ballot at the August meeting.
- f. Said officers elect shall assume their duties January 1. If an office becomes vacant, the committee will reconvene to fill the vacancy.

Section 2. HOSPITALITY

- a. Shall provide a door prize for each monthly meeting and conduct the drawing for the same. Drawing is to include all present.
- b. Shall coordinate the planning of any social events as may be necessary for the guild.
- c. Shall assist with special activities as requested by the President.
- d. Shall send out “cares and concerns” cards to members when needed.

Section 3. FUNDRAISING COMMITTEE

Shall present new fundraising ideas to the organization and supervise each project from inception to completion.

Section 4. COMMUNITY OUTREACH COMMITTEE

- a. Shall encourage interest and participation in community outreach projects.
- b. Shall serve as liaison between the organization and community groups requesting assistance.
- c. Shall provide an information brochure regarding the organization to prospective members, area quilt shops, Chamber of Commerce and other interested parties.

Section 5. COMFORT QUILT COMMITTEE

- a. Shall be responsible for obtaining requests for a comfort quilt.
- b. A member of the organization with membership of two or more years would be eligible to receive a quilt, unless the Board of Directors decides otherwise.
- c. The criteria for presenting a quilt will be loss of a member’s spouse or child, an extended serious illness of a member, or other circumstances as deemed appropriate by the Board of Directors.
- d. Any member may request a quilt for another member. The Board of Directors will review this request.

Section 6. MEMBERSHIP COMMITTEE

- a. Shall maintain a membership database
- b. Shall oversee the assembly of name tag kits.
- c. Shall organize and coordinate focus groups.
- d. Shall provide each member with a membership directory as well as new members with a membership packet.
- e. Shall maintain a current membership directory and provide updates when new members are added.
- f. The Membership Chair shall receive dues as they are paid and submit the amount to the Treasurer.

Section 7. WEBSITE COMMITTEE

- a. Shall strengthen the guild's public interface by maintaining a current website.
- b. Shall forward suggestions and pertinent information to the webmaster, including programs, workshops, forms, organizational listing, photos and other items of interest.

Section 8. QUILT SHOW COMMITTEE

- a. Shall secure a date and venue for the annual quilt show.
- b. Shall obtain ribbons and a judge for the quilt show
- c. Shall help advertise the show.
- d. Shall help with the quilt show reception (if applicable) and any other related activities.
- e. Shall provide a detailed financial report of quilt show funds.
- f. Shall maintain a procedure notebook for the quilt show.

## ARTICLE VIII MEETINGS

- Section 1. Regular meetings shall be held on the second Monday of each month and shall meet at 7:00 PM. These meetings shall be for the purpose of business, installation of officers and for fellowship. Programs of interest shall be planned and presented.
- Section 2. A general membership meeting may be called if recommended by the President and approved by a majority of the Board of Directors.
- Section 3. A quorum at a general membership meeting shall be no less than 25% of the membership.
- Section 4. The Board of Directors shall have meetings as called by the President.

## ARTICLE IX PARLIAMENTARY AUTHORITY

Unless provided otherwise by the bylaws of Carolina Pine Quilters, the current editions of Robert's Rules of Order shall be the final source of authority in all questions of parliamentary procedures.

## ARTICLE X PROCEDURE FOR BYLAWS AMENDMENTS

At such a time as the bylaws of the Carolina Pine Quilters require amendments, the procedure shall be as follows:

- a. An amendment may be proposed in writing to the Board of Directors by a member or members in good standing.
- b. After approval by a majority of the Board of Directors, the proposed amendment shall be presented to the membership.
- c. The proposed amendment/amendments shall be published in the newsletter prior to the vote.
- d. Voting may be by ballot or a show of hands.
- e. Such a proposed change may be approved by fifty-one (51) percent of the voting members present.

ARTICLE XII                      DISSOLUTION

A proposal for dissolution of the organization, if made, must be published in two issues of the newsletter before a vote is made. At the voting meeting, a two-thirds vote of all the members is necessary to approve the dissolution. In the event of the dissolution of the organization, cash assets will be donated to charity(s) as voted by at least 51% of the members at the final meeting. Property shall be divided among current members by way of a drawing, rules to be decided by the Board of Directors.