

**By-Laws 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 amending of the By-Laws and the election of officers.
- Section 4. If a member is delinquent in dues, the member's 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 for all members. New members shall pay \$20 from January to June. Those joining after June will pay \$10 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, Newsletter Editor, and Treasurer. 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 By-laws.

Section 1. PRESIDENT

- a. Shall preside at monthly meetings of the Organization.
- b. Shall preside at 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 chair.
- 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 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.
- f. May provide gifts for guest speakers.
- g. 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 President and the Newsletter Editor prior to the next meeting. An approved copy will be sent to the Webmaster.
- b. Shall keep minutes of all Board of Directors' meeting and present them at the next Board meeting.
- c. Shall send a list of meeting dates at the beginning of the year to the newspaper for the Community Calendar and notify them of any changes.
- d. Shall maintain for future reference the minutes' book in current status and copies of the newsletter.

- e. Shall maintain a file system of all correspondence, inquiries, program information, and reports for future reference to be given to the Scrapbook committee at year's end for sorting and/or saving.
- f. Shall send correspondence on matters as deemed appropriate by the President.
- g. Shall maintain the Organization's By-laws.

Section 4. TREASURER

- a. Shall receive dues as they are paid and report names of paid members to the Membership Chairperson for the membership records.
- 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 but 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 by-laws, 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 in the event 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) All Executive Board members and committee chairs will maintain a notebook of their activities and pertained 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 membership 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 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.
- g. 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 same. Drawing is to include all present.
- b. Shall coordinate the planning of any social events as may be necessary for the club.
- c. Shall organize something special for members having babies or getting married, etcetera.
- d. Shall assist with special activities as requested by the President.
- e. Shall send out “Cares and Concern” cards to members when needed.

Section 4. FUND-RAISING COMMITTEE

- a. Shall present new fund-raising ideas to the club and supervise each project from inception to completion.

Section 5. 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.
- d. Shall oversee the Membership Comfort Quilt subcommittee.
 - 1. An Organization member of two or more years would be eligible to receive a quilt, unless the Board of Directors decides otherwise.
 - 2. The criteria for presenting a quilt will be loss of member's spouse or child, an extended serious illness of a member, or other circumstances as deemed appropriate by the Board of Directors.
 - 3. Any member may complete a request form suggesting a member for consideration. The Board of Directors and Outreach Committee will review this request.

Section 7. SCRAPBOOK COMMITTEE

- a. Shall maintain a scrapbook of club activities, including news clippings and photos.
- b. Shall make the scrapbook accessible to members at meetings or other functions.
- c. Shall annually archive correspondences, program information, newsletters, and minutes received from the Secretary.

Section 8. QUILT SHOW COMMITTEE

- a. Shall help the Museum seek quilts for the Aiken County Museum Quilt Show.
- b. Shall obtain ribbons and 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.

Section 9. MEMBERSHIP COMMITTEE

- a. Shall maintain a membership database.
- b. Shall oversee the construction of nametag 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 membership updates to the Secretary, Newsletter Editor, and Board of Directors. This directory shall be updated and distributed quarterly to the membership (via electronic means)

ARTICLE VIII MEETINGS

- Section 1.** Regular meetings - a general membership meeting 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 by-laws of Carolina Pine Quilters, the current edition of the Robert's Rules of Order shall be the final source of authority in all questions of parliamentary procedures.

ARTICLE X PROCEDURE FOR BY-LAW AMENDMENT

- Section 1.** At such a time as the By-Laws of the Carolina Pine Quilters require amendment; 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.
- Section 2.** After approval by a majority of the Board of Directors, the proposed amendment shall be presented to the membership. The proposed amendment shall be published in the newsletter prior to the vote.
 - a. Voting may be by ballot or a show of hands.
 - b. Such a proposed change may be approved by fifty-one (51) percent of the voting members present.

ARTICLE XI 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 voting is necessary to approve the dissolution. In the event of the dissolution of the club, cash assets will be donated to charity(s) as voted by at least 51% of the members at the final meeting. Property (quilt frames, books etc.) shall be divided among current members by way of a drawing - rules to be decided by the Board of Directors.