

# **MOST**

## **BYLAWS of The Colorado Quilting Council, Inc.**

Original, July 29, 1978

Revised October 22, 2016

Revised Spring, 2018

Revised August 2020

### **ARTICLE I Name**

The name of this organization shall be Colorado Quilting Council, Inc.

### **ARTICLE II Object**

The object of this Council is to assist in preserving the heritage of quilting, to be a source of information and inspiration, and to encourage a high standard of excellence in quilting and related arts.

### **ARTICLE III Members**

Section 3.1. A member is one whose current dues are paid.

Section 3.2. Membership must be in good standing, shall not be restricted on the basis of race, nationality, gender, or age.

Section 3.3. Annual dues shall be payable in advance or before the annual membership anniversary date. The annual membership anniversary date is the month and day of initial membership. Members shall be allowed a 30-day grace period, such that a member shall not be dropped from membership if dues are paid by the end of the month following the annual membership anniversary date. If more than a year has elapsed after the annual membership anniversary date, a new anniversary date will be established. Members will be notified by email before their annual membership anniversary date. Any member owing the Council any unpaid fees or fines shall not be allowed to renew her/his membership until all such fees or fines are paid in full. The amount of annual dues shall be determined by the Board of Directors and published in the newsletter at least one month before the change takes effect. Annual dues shall entitle members to advertise in the Newsletter according to established advertising policies.

Section 3.4. The newsletter shall be available to all members each month on the website without charge.

Section 3.5. A member will not sell or give away the membership roster. A member must not use the roster for personal gain. Membership in this Council is not transferable or assignable.

Section 3.6. Each member agrees, as a condition of membership, to release and waive any claim he or she has or may have against the Council, its officers, employees, committee members or agents arising out of or related to the member's participation in activities of the Council or arising out of any by the Council or its Board of Directors to discipline or expel any member or officer.

#### **ARTICLE IV Officers**

Section 4.1. The elected officers of the Council shall be President, 1st Vice-President, 2nd Vice-President, 2nd Vice President Elect, Recording Secretary and Treasurer.

Section 4.2. The appointed officers shall be Corresponding Secretary, Parliamentarian and such other officers as the Board of Directors shall deem desirable. The President shall be solely responsible for said appointments.

Section 4.3. A Nominating Committee Chairperson shall be appointed by the President by the January meeting. The Chairperson shall form a committee of not less than five (5) members which shall present its report at the August meeting. The Nominating Committee shall provide a copy of its report, and a resume and photograph of at least one candidate for each office to the Newsletter Editor to be printed in the September newsletter. At the August meeting, further nominations may be made from the floor, provided the nominee is present or has given written consent to serve if elected.

Section 4.4. Election of officers shall be by printed ballot provided by the Council in the September Newsletter. No other ballots shall be provided. Officers shall be elected by a majority of the votes cast and received by the Nominating Committee within the specified time. No other votes shall be considered. The results of the election shall be announced at the October meeting wherein a quorum where at least 30 members are present. Installation of newly elected officers will take place at the December meeting. The President, the 1st Vice-President, the Treasurer, and the Secretary shall serve a term of one year. The two Vice Presidents and 2nd VP elect of shall each serve a two-year term. The first year after the ratification of these Bylaws changes (2009), one 2nd Vice President shall be elected to a one-year term. This will create a staggered election cycle for the terms of the two 2nd Vice Presidents. The 2nd Vice President who is newly elected will be designated 2nd Vice President Elect. Thereafter, the office of 2nd Vice President will be a two-year term, each elected in alternating years to commence at the installation of officers. The term of office of all officers shall commence on January 1. All Board members elected or appointed shall be members in good standing of CQC.

- a). Ballots shall be printed in the September Newsletter.
- b). Ballots, after being counted, shall be sealed, and destroyed after 30 days. Election results shall be read at the November Board meeting and recorded in the Secretary's minutes.

Section 4.5. No member shall hold more than one elected office at a time.

Section 4.6. A vacancy in the office of President shall be filled by the 1st Vice President. A vacancy created in the office of the 1st Vice President shall be filled by ballot election at the next regular meeting after notice has been given in the Newsletter. Any other vacancy on the Board of Directors shall be filled by a ballot vote of the Board of Directors. If there is only one nominee, a voice vote may be taken.

Section 4.7. Duties of Officers:

**a). The President shall:**

- (1) Preside at all Council and Board of Directors meetings.
- (2) Be ex-officio member of all committees except the Nominating Committee.
- (3) Appoint the Corresponding Secretary, Parliamentarian, Standing Committees and Special Committees, as needed, by the January Board meeting. Such appointments are subject to the approval of the Board of Directors.
- (4) Be required to sign all contracts and bank accounts.
- (5) Sign checks in the absence of the Treasurer.
- (6) Prepare a written annual report and provide a copy to the Recording Secretary and Newsletter.
- (7) Appoint at least 2 members and the CQC Treasurer to serve on the budget committee to prepare the Council's annual budget.
- (8) Function as the presiding officer of the Budget Committee.
- (9) Transfer records of the office to the successor as soon as possible, but no later than the January Board meeting.
- (10) Perform such other duties as may be required or directed by the Board of Directors.

**b. The 1st Vice President shall:**

- (1) Preside in the absence of, or at the request of, the President.
- (2) Be Chairperson of the Membership Committee.
- (3) Prepare a written annual report and provide a copy to the President, Recording Secretary and Newsletter.
- (4) Produce an annual roster and maintain membership list.
- (5) Transfer records of the office to the successor as soon as possible but no later than the January Board meeting.
- (6) Perform such other duties as may be required or directed by the Board of Directors.

**c. The 2nd Vice President shall:**

- (1) Be Chairperson of the Program Committee.
- (2) Prepare a written annual report and provide a copy to the President, Recording Secretary and Newsletter.
- (3) Transfer records of the office to the successor as soon as possible but no later than the January Board meeting
- (4) Perform such other duties as may be required or directed by the Board of Directors.

**d. The 2nd Vice President Elect shall:**

- (1) Assist the 2nd Vice President in their duties as Program Committee chairperson.
- (2) Prepare a written annual report and provide a copy to the President and Newsletter.
- (3) Transfer records of the office to the successor as soon as possible but no later than the January Board meeting.
- (4) Perform such other duties as may be required or directed by the Board of Directors.

**e. The Recording Secretary shall:**

- (1) Record the proceedings of all meetings of the Council and Board of Directors.
- (2) Send copies of the minutes to the President, 1st Vice President and Newsletter Editor by the end of the current month. (within 3 days of meeting)
- (3) Prepare a written annual report and provide a copy to the President and Newsletter.
- (4) Transfer records of the office to the successor as soon as possible, but no later than the January Board meeting. The original minutes of the annual meeting shall be mailed/mailed to the incoming Recording Secretary and copies sent to the incoming President, 1st Vice President and Newsletter Editor within seven (7) days after the annual meeting.
- (5) Perform such other duties as may be required or directed by the Board of Directors.

**f. The Treasurer shall:**

- (1) Receive funds, deposit them in the bank, and keep accurate financial records.
- (2) Make disbursements as authorized by the Council. No disbursements shall be honored without validated receipts.
- (3) Sign checks for authorized disbursements and process credit card charges.
- (4) At the end of each month, give the Council Bookkeeper all check/request forms, deposit slips and copies of the check register for the month. (Council Bookkeeper will prepare the monthly financial statement, reconcile the bank statements to the accounting records and return all records to the Treasurer for safe keeping).
- (5) If online banking is used, print the monthly bank statement, and reconcile it to the accounting records. If online banking is not used, obtain the monthly bank statement from the Bookkeeper, and reconcile it to the check register.
- (6) Be present at Quilt-A-Fair.
- (7) Obtain bank forms for the successor and complete them by the January Board Meeting. Accompany any new officers to the bank to change authorized signatories for all accounts.
- (8) Work with the Council President and Bookkeeper to review and finalize the budgets submitted by the Committee Chairpersons.
- (9) Prepare and present a Treasurer's report at each meeting. Submit a Treasurer's report to the Newsletter Editor every month by the newsletter deadline. Work with the Council Bookkeeper to create this report from the accounting records.
- (10) Prepare quarterly and year-to-date revenue and expense reports by committee and by line item for distribution at the Board Meeting.
- (11) State and Federal filing/Tax/Legal/Insurance:
- (12) If there is not a separate Games Manager, obtain annual raffle license and attend appropriate training, submit all necessary reports to the proper authorities, provide a copy to Games Manager, work with Bookkeeper to get quarterly reports filed with the Secretary of State.
- (13) Obtain and/or renew the Council's sales tax license and file all applicable reports.
- (14) Provide sales tax rates to all committees that sell items (Retreats, Quilt-A-Fair, etc.) and to the Council's Bookkeeper.
- (15) Work with the Council Bookkeeper to submit the accounting records and financial statements for audit if requested by Council.
- (16) Work with the Council Bookkeeper to deliver the books and annual financial statements to the Council's tax accountant for preparation of forms 990 and 990T (Tax Returns for Organizations Exempt from Income Tax) any other required federal and state income tax forms around February 15<sup>th</sup>.
- (17) Complete the online filing of the Council's Annual Report with the Colorado Secretary of State by May 31.
- (18) Ensure the Council's trade names, and logo registrations are up to date with the Colorado Secretary of State.

- (19) Work with Events Coordinator/Hospitality as appropriate and the Council's insurance agent to obtain certificate of insurance forms, as necessary.
- (20) Perform such other duties as may be required or directed by the Board of Directors.

Section 4.8. Removal from office may be for cause or when the best interest of the Council will be served thereby. Appointed officers may be removed by a majority vote of the Board of Directors. Elected Officers may be removed from office in the same manner as elected. Removal of an officer from an elected office shall also constitute removal of such officer from the Board of Directors

## **ARTICLE V Meeting**

Section 5.1 The regular meetings of the Council shall be held on the fourth Saturday of each month, at the time and place published in the Newsletter, except May, September and November/December, which meetings shall be held on such dates as announced in the Newsletter. Regular meeting days may be changed by two-thirds (2/3rds) vote of the members present at a previous meeting.

Section 5.2 The regular meeting in December shall be known as the Annual Meeting, at which time the installation of the newly elected officers shall be held and the annual reports of the officers and Committee Chairpersons shall be available.

Section 5.3 Special meetings may be called by the President or by any two Directors. The person or persons authorized to call a Special Meeting of the Board may designate any place for holding a Special general Meeting.

Section 5.4 A Quorum shall consist of thirty (30) members. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice.

## **ARTICLE VI The Board of Directors**

Section 6.1 The elected officers and the Immediate Past President shall constitute the Board of Directors. The Parliamentarian, the Corresponding Secretary, and the Committee Chairpersons (or a designated representative) shall attend in an advisory capacity.

Section 6.2 The Board of Directors shall transact such business as may be necessary between regular Council meetings, subject to ratification by the Council. The Board of Directors shall select an individual versed in accounting methods to audit the financial records, as necessary. The Board of Directors shall make recommendations to the Council and perform such other duties as specified in the Bylaws. The Board shall be subjected to the orders of the Council, and none of its acts shall conflict with actions taken by the Council.

Section 6.3 The Board of Directors shall meet once a month. Notice of each meeting of the Directors shall be published in the Newsletter. The notice of all meetings shall state the place, date, and time thereof, but need not state the purpose or purposes thereof. Upon a majority vote of the Board of Directors, the notice may be waived to better accommodate the Board members.

Section 6.4 A quorum shall be a majority of the Board members.

Section 6.5 The Council shall purchase and maintain comprehensive general liability insurance, personal injury insurance and premises medical payment insurance, on behalf of the Colorado Quilting Council.

#### **ARTICLE VII Committees**

The Standing Committees and their responsibilities shall be set forth in the Standing Rules of the Colorado Quilting Council.

#### **ARTICLE VIII Official Emblem**

The official emblem of the Colorado Quilting Council, Inc. is registered with the State of Colorado and may not be used without the written approval of the Board of Directors.

#### **ARTICLE IX Parliamentary Authority**

The current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases not specified in the Bylaws or the Standing Rules. In the event of a conflict between Robert's Rules and the Bylaws, these Bylaws shall prevail.

#### **ARTICLE X Amendment of Bylaws**

These Bylaws may be amended or repealed and new Bylaws may be adopted (delete -at any time by a two thirds (2/3rds) vote of the Membership at a meeting where a quorum is present, provided the amendment(s) has been read at a previous meeting and published in one issue of the Newsletter, prior to a vote of the Membership.

#### **ARTICLE XI Dissolution**

The laws of the State of Colorado shall prevail.

Revised August 2020