

## Bylaws of Blue Ridge Quilters

### **ARTICLE I – Name**

The name of the organization shall be Blue Ridge Quilters.

### **ARTICLE II – Purpose**

The purpose of this organization shall be to promote good fellowship and the interchange of ideas among those engaged or interested in the art and craft of quilting; to stimulate interest in the community; to make quilts for donation to charitable organizations; and to promote the knowledge and understanding of all aspects of quilting through education, sharing, enjoying and appreciating each others work.

### **ARTICLE III – Membership, Voting Quorum**

Any individual who is interested in furthering the purpose of this organization may become a member upon payment of dues, as required by the By-Laws.

1. The fiscal year shall be January 1 through December 31.
2. Annual dues and visitor fees shall be recommended by the Executive Board and shall be payable by the January meeting.
3. New members shall be accepted monthly. For those joining after June, dues shall be half the amount of annual dues.
4. Renewing members always pay full dues.
5. Visitors are welcome at monthly meetings; however, a visitor's fee shall be charged.
6. All members in good standing (members whose dues are paid) shall have a vote on the business matters requiring a vote. Majority of members present at the given meeting shall constitute a quorum.

### **ARTICLE IV – Meetings**

1. Regular meetings shall be held on the second Tuesday of each month except on those Tuesdays that fall on a holiday. Canceled meetings will not be rescheduled.
2. In case of inclement weather, we will follow the closing schedule of Virginia Western Community College – Night Classes. Canceled meetings will not be rescheduled.
3. Blue Ridge Quilters may sponsor workshops and other events for its members. These workshops may be open to the public at the discretion of the Executive Board.

## **ARTICLE V – Officers**

The elected officers of the Blue Ridge Quilters shall be:

President  
Vice-President  
Secretary  
Treasurer

1. Election of officers shall be held at the regular meeting in November. The nominating committee shall present a slate of officers at the October meeting, having secured the consent of those nominated. Nominations may be made from the floor. If there is only one candidate for an office, the vote may be “viva voca.” Terms of office shall be for two years starting January 1 through December 31, with a limit of two consecutive terms in each office. Vacancies of officers shall be filled by appointment by the President, with approval of the Board.

### **2. President**

The President shall preside at the Board Meetings and at regular monthly meetings.

The President shall coordinate the work of the officers and all committee chairmen.

The President will serve as ex-officio members of all committees, with the exception of the nominating committee.

The President is the official spokesperson for the Blue Ridge Quilters.

The outgoing President will assist the new President as ex-officio Executive Board member for a maximum of one (1) year.

### **3. Vice President**

The Vice-President shall assume the duties and responsibilities of the President’s office in her absence, and shall share the duties and responsibilities of the office of President.

### **4. Secretary**

The Secretary shall keep an accurate record of proceedings at each regular Board Meeting and each regular business meeting.

The Secretary shall furnish a copy of the minutes to the President.

Approval and corrections to the minutes should be reported to Secretary and President.

Minutes are to be kept permanently.

The Secretary shall also be custodian of BRQ records, including committee reports, as well as the lists of existing committees and members.

The Secretary shall conduct all business correspondence of BRQ and shall read important correspondence at each meeting.

All correspondence and reports are to be kept for a period of one year. After one year, it shall be decided by the Secretary which items shall be retained as part of the permanent record.

## **5. Treasurer**

- a) The Treasurer shall receive, disburse, and maintain all funds received by BRQ.
- b) The Treasurer shall maintain records and write receipts as needed.
- c) The Treasurer shall prepare monthly, quarterly, or annual financial statements as required. Income and Expense Statements shall be available to members.
- d) The President shall be designated with secondary check-signing privileges and will receive money in the Treasurer's absence.
- e) The Treasurer shall limit disbursements to approved budget totals.
- f) The Treasurer, in coordination with the President, will prepare an annual budget for the Executive Board in the fourth quarter.

## **ARTICLE VI – Executive Board**

1. The Executive Board shall be composed of the elected officers and committee heads.
2. The Executive Board shall supervise the affairs of BRQ.
3. A majority of Executive Board shall constitute a quorum and a majority of those present shall determine all matters brought before the meetings of the Board.
4. The Executive Board shall meet at least once each quarter at the convenience of Board members. Items that need to be addressed between board meetings may be accomplished by e-mail.
5. The Executive Board will approve the budget provided by the Treasurer and bring to the general members during the first quarter

## **ARTICLE VII -- Standing and Special Committees**

1. Chairmen of standing and special committees shall be appointed by the President. Their tenure shall coincide with the tenure of a new President.

## **2. Program Committee**

The Program Committee, consisting of a chairman and two members, shall be responsible for obtaining, scheduling and introducing the programs for the regular meetings from January through November and schedule one workshop per year.

The Program Committee Chairman will notify the Newsletter, Website and Publicity Chairs at least thirty (30) days in advance of upcoming programs.

The Program Committee Chairman will discuss progress of the programs with the Board, including upcoming programs or contracts.

The Program Committee Chairman shall write thank-you notes to persons who have presented programs and workshops.

The outgoing Chairman shall assist the next Chairman.

## **3. Publicity**

The Publicity Chair is responsible for all BRQ publicity, including notifying the media of events of interest to the community.

The Publicity Chair is responsible for the design and distribution of any posters and flyers required to publicize BRQ events.

The Publicity Chair is responsible for notifying other guilds and organizations that might be interested in BRQ events.

## **4. Membership Committee**

The Membership Committee, consisting of a chairman and two members, is responsible for enrolling new members, keeping the official roll and attendance records and acting as a Greeter.

The Membership Committee is responsible for collecting visitor fees.

The Membership Committee is responsible for publishing the Directory that is to be distributed to the members in the first quarter. Members should be asked whether they want personal information in the Directory.

The Membership Committee shall introduce new members and guests at meetings.

The Membership Committee is responsible for the Membership Packets that are given to new members.

The Membership Committee is responsible for making name badges for all new members.

The Membership Committee shall mail get well, etc. cards.

## 5. **Nominating Committee**

The Nominating committee shall be appointed by the President.

The committee shall choose one member among themselves to act as chairman.

The committee shall share job descriptions with nominees.

The committee shall submit a slate of officers and make its report at the October meeting. Additional nominations from the floor may be made, providing that the consent of the nominee has been secured.

Voting shall be at the November meeting and shall be limited to those nominated.

Elections shall be by majority vote.

## 6. **Audit Committee**

The Audit Committee shall be composed of two members appointed by the President.

The Audit committee shall audit the financial books at the end of each two-year term or upon the change of treasurer.

## 7. **Historian**

1. The Historian shall take photos at each meeting or BRQ event. If the Historian will not be at the meeting, another member should take photos.
2. Members must notify the historian if they do not want their photo published. Unless a member has notified us, we will assume we may publish a name with a photo.
3. Photos taken should identify the member.
4. Photos should be sent to the Webmaster for posting to website.

## 8. **Newsletter Editor**

1. The Newsletter editor shall prepare a monthly newsletter to be e-mailed to members with e-mail, ideally during the week before the regular meeting.
2. The newsletter editor shall provide copies at each meeting for visitors and members without e-mail.
3. The newsletter editor shall remind members of the Newsletter deadline by sending an email asking for articles.
4. The Newsletter editor shall send out e-mail notices approved by the president.

**9. Webmaster**

- a) The Webmaster shall maintain the site with current general information such as mission, officers, meeting schedule and locations, upcoming programs and trips, service projects, quilt show information, and pictures of activities. The newsletter and the Secretary’s minutes should not be posted on the website.
- b) The Webmaster shall train a back-up in case she is unable to maintain the web site.
- c) The Webmaster shall train BRQ members such as historian, secretary, or treasurer to publish their content to the website.

10. The President may appoint other committees as needed.

**ARTICLE VIII – Amendments**

A committee shall be appointed by the President to review the By-Laws every three years. The proposed changes shall be presented to the Executive Board. Upon approval by the Executive Board, the By-Laws shall be presented to the members for approval one month prior to a vote. Amendments may be made as needed during the three year period between revisions.

**ARTICLE IX – Dissolution of Blue Ridge Quilters**

In the event of dissolution, the Executive Board, if possible, shall dispose of all assets of the organization exclusively for the purpose of charitable, educational, religious or specific organizations provided they qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue code, or any amendment thereof or any successor thereto then in force.

*(Bylaws Committee: Cynthia Luedtke, Janice Taylor and Kathy Wickham. Reviewed and amended by the Executive Board on October 29, 2021. Approved by Membership on December 14, 2021.)*