

# **PORTERVILLE QUILTERS BYLAWS**

## **AS AMENDED AUGUST 17, 2023**

### **Article I: NAME**

The name of this club shall be the Porterville Quilters, herein called Club.

The Club shall function as a non-profit organization in the state of California.

### **Article II: PURPOSE**

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

### **Article III: MEMBERSHIP**

**Section 1.** Membership shall be open to all persons who quilt or have an interest in the preservation and development of quilting.

**Section 2.** Membership is defined by the payment of the annual dues. Only paid members will appear in the roster of members.

**Section 3.** A current address and telephone number shall be on file. The membership list information is intended solely for the purpose of conduction of the Club's business, and facilitating personal contact between members. It is not intended for commercial and/or other purposes.

**Section 4.** Current dues-paying and Charter members only may vote on the Club's business, hold office, make motions or be involved in the election of officers.

**Section 5.** Membership may terminate upon occurrence of any of the following events:  
a) Failure to pay dues, b) Written resignation by a member.

### **Article IV: ANNUAL DUES**

**Section 1.** Any changes to the annual dues may be proposed by any member of the Club to be voted on at a general meeting, one month from its introduction to the membership and publication in the newsletter.

**Section 2.** Dues are not refundable after payment.

**Section 3.** Dues must be paid in full at the January or February general meeting in order to be included in the membership book.

**Section 4.** New members joining after July 1<sup>st</sup> shall pay one-half (1/2) of the annual dues rate.

### **Article V. BUDGET**

**Section 1.** The proposed budget for the year shall be submitted to the entire membership through the newsletter prior to its approval or revision at the general meeting in January.

**Section 2.** There shall be a contingency fund for unexpected expenses, the amount to be determined by a vote of the members during the annual budget discussion.

**Article VI: ELECTED OFFICIALS: TERMS OF OFFICE AND DUTIES**

The elected Club officers shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. They shall serve one (1) year terms and serve not more than two (2) consecutive terms in the same office.

All officers shall be a member in good standing. Along with the immediate Past President they shall also serve as the Board of Directors.

Un-expired terms shall be filled by the Board of Directors with the approval of 2/3<sup>rd</sup> of the Board.

Officers shall be elected at the November meeting, installed at the December meeting, and assume office at the conclusion of the December meeting.

**Section 1. President**

- a) Shall preside at Club meetings.
- b) Shall preside at Board meetings.
- c) Shall call special meetings as necessary.
- d) Shall appoint all special committee and standing committee chairpersons unless otherwise provided for in these bylaws.
- e) Shall select an auditor at the November meeting who shall complete an audit of the Club's financial records and submit a report and recommendations for presentation at the January meeting.
- f) Shall be an ex-officio member of all committees with the exception of the nominating committee.
- g) If the President resigns, they shall submit a resignation in writing and the Vice President shall assume their duties.

**Section 2. Vice President**

- a) Shall assist the President as called upon and act as President in the President's absence.
- b) Shall schedule, arrange, plan and/or verify programs for the monthly meeting and call upon general membership for help as needed.
- c) If the Vice President resigns, they shall submit a resignation in writing and the recording secretary shall assume their duties.

**Section 3. Recording Secretary**

- a) Shall keep minutes of all general meetings and present them at the next general meeting or include them in the monthly newsletter.
- b) Maintain for future reference the Club Minutes Book in current status.

- c) If the recording secretary resigns, they shall submit a resignation in writing and the corresponding secretary shall assume their duties.
- d) Shall keep minutes of all board meetings and present them to the board one week before the general meeting.

#### **Section 4. Corresponding Secretary**

- a) Shall, collect and distribute mail, including email, and answer and/or initiate correspondence concerning the Club as needed. Committee chairpersons are expected to handle their own correspondence under the informed direction of the President.
- b) Correspondence involving polling or Club commitment shall be referred to the Board before taking any action.
- c) If the corresponding secretary resigns, they shall submit resignation in writing and the president shall appoint a replacement with the approval of the membership.

#### **Section 5. Treasurer**

- a) Shall collect and deposit all funds received belonging to the Club in a bank or like institution approved by the Board of Directors.
- b) Shall disburse monies as needed to pay budgeted and other expenses authorized by vote of Club members.
- c) Shall make monthly financial report to be presented at each meeting and/or included in the monthly newsletter.
- d) Shall receive, maintain and complete reports and records as necessary to the office and as required by State and Federal tax and raffle laws.
- e) Shall have available all books and fiscal records to be submitted for audit by January 1st.
- f) Shall sign the checks of the Club, which may be signed by any other Club officers if the Treasurer is not available.
- g) Refer to the Board for review and approval any substantial in-kind or monetary donation. Prepare the non-profit donation receipt for the donor using the donor's value estimate.
- h) If the Treasurer resigns, they shall submit a resignation in writing and the President shall appoint a replacement with approval of the membership.

#### **Section 6. Co-officers**

- a) Two members may share the responsibilities of the office by coordinating the duties with one another.

### **Article VII: BOARD OF DIRECTORS**

Duties of the Board of Directors along with the committee chairs are to draw up a budget to be presented for approval at the January meeting and to present any other business as necessary. The Board of Directors shall serve without compensation. Board meetings shall be held once per month with notice of time and date in the previous month's newsletter. A quorum shall consist of two-thirds (2/3rds) of the existing Board.

## **Article VIII: COMMITTEES**

All committee chairpersons shall be appointed by the President. Committee Chairs shall regularly report activities to the Board and at general meetings. Committee Chairs shall inform the board if needed expenditures will exceed the committee's current year budget.

### **Section 1. Standing Committees**

Bus Trips – Organizes bus trips and collects funds for same.

Block of the Month (BOM) – is responsible for the BOM being presented and collection of BOM funds which are turned over to the Treasurer for deposit. Maintain record of BOM winners by year.

Cradle Quilts – Coordinates the making of cradle quilts etc. for donating as children's gifts during the holidays. This project gives the members an opportunity to practice quilting skills and encourages interest in quilts.

Historian – Collects material on activities of the Club and maintains history books.

Hospitality – Plan and coordinate and assign responsibility to furnish refreshments and beverages for monthly meetings, and the clean-up at the end of these meetings.

Inventory – Keeps a list and location of the Club assets. Update inventory list when new items are purchased or donated.

Little Quilts – Oversees and coordinates the making of the Little Quilts and their delivery to the Community at large and the Family Crisis Center.

Local Heroes – Coordinates making quilts to present to and honor local military service men and women. Duties include recipient selection, delivery of quilts and reporting to the membership.

Membership – Is responsible for collecting membership information and printing the Membership Directory. Keeps membership records and birthday list up to date and sends updates to the Board, Sunshine and Newsletter Chairs when new members are added. Updated bylaws will be in the Membership Directory.

Mystery Quilt – Selects the mystery quilt pattern, collects the money for the pattern, and passes out portions of the pattern on a monthly basis.

Newsletter – Composes and mails newsletter to members monthly. It shall be composed of items of interest concerning Club events and other items described herein.

Opportunity Quilt – Responsible for Opportunity Quilt design, assembly and completion.

Opportunity Quilt Tickets – Order tickets for the year for the Opportunity Quilt and distribute them to members at the February meeting. Include a picture of the quilt for each member to show when selling tickets. Maintain a record of the amount of money collected on the quilt. Coordinates venues for showing Opportunity Quilt. Ensures that each venue is staffed for setup and take down, and ticket sales. Responsible for getting tickets and money to venues.

Publicity – Submits for publication activities and events held by the Club.

Scholarships – The scholarship committee shall consist of three (3) members. The chairperson shall be appointed at the regular meeting by the President. The other two (2) members shall be selected by the chairperson. The committee will be selected in October and will present their recommendations at the April meeting. The Scholarship Committee will mail out the scholarship letters December 1st to schools specified by the members with a response deadline of April 1.

Telephone – Telephone members with no email regarding items of interest, special meetings or events.

Welcome/Sunshine – Officially greets members and guests and keeps attendance roster, sends cards and initiates the President's gift.

## **Section 2. Ad Hoc Committees**

Auditor – Selected by the President at the November meeting.

Bylaws – Shall be appointed as necessary to review/revise bylaws.

Nominating – Shall consist of three (3) members. The Chairperson to be appointed by the President at the regular September meeting, the other two members selected by the Chairperson from the membership at large. The committee will present a slate of officers at the October meeting. Nominations from the floor will also be accepted in October and/or November and voted on at the November general meeting.

## **Article IX: BYLAWS:**

Proposed bylaws shall be submitted in writing at a Board meeting. Written notice and reading of such a proposed amendment shall be given to members of the Club at a general meeting after it has been published in the newsletter, and read at the general meeting prior to voting. A two-thirds (2/3) vote of the members present will be required to amend the bylaws.

## **Article X: MEETINGS:**

**Section 1.** Regular monthly meetings shall be held on the third (3) Thursday of each month. Robert's Rules of Order shall be used to govern the organization.

**Section 2.** Fifty-one percent (51%) of the total members present constitutes a quorum.

**Section 3.** Any vote related to the increase of funds, major outlay of funds, or any major change in the operation of the Club must appear in the monthly newsletter and be voted upon at the next general meeting.

## **Article XI: DISBANDMENT:**

Upon the dissolution of this Club, any assets remaining after paying or provision of payment of all debts and liabilities of this Club shall be distributed by vote of the remaining Board of Directors to a non-profit organization with like purposes, such as another quilt club, California Historic Quilt Project or Best of the Valley Quilt Show.