

## Bylaws

### Quilters Unlimited – McLean Chapter

#### ARTICLE I. Name

The name of this organization shall be McLean Chapter of Quilters Unlimited.

#### ARTICLE II. Purpose and Policy

1. The purpose of QU shall be to preserve the tradition, culture and history of quilting, and to promote the knowledge and understanding of the art of quilting through continuing education services for members and public education activities.
2. The policy of QU is to enjoy rather than judge each other's work

#### ARTICLE III. Membership

1. Any person who is interested in furthering the purpose of QU may become a member upon payment of dues to the Chapter Treasurer.
2. Persons who join QU shall be voting members of QU and of the McLean Chapter.
3. Members: voting members of the Chapter shall consist of the following classes, Active , Associate, Senior, Life and Family. Active members are those members in good standing who have paid their annual dues to the Chapter. Associate members those individuals who are active members of another chapter and who have paid annual fees to this Chapter.
4. Dues: annual dues are set by the QU Board of Directors and approved by two-thirds (2/3) vote of the QU Board. One-half (1/2) of this amount shall be retained by the Chapter and one-half remitted to QU. Each member shall pay annual dues. A member is dropped from the roster if dues are not paid by October 1. Associate members shall pay one-half the annual dues paid by Active members and the entire amount shall be retained by the Chapter.
5. No payment of dues shall be accepted at the Annual Meeting for the current year.
6. Persons or families joining for the first time after six months from the beginning of the fiscal year, shall pay one-half (1/2) of the annual dues. Family membership shall be defined as two or more family members living at the same address.
7. Members may receive senior status in the fiscal year following their 65<sup>th</sup> birthday. In the fiscal year following their 75<sup>th</sup> birthday, senior members, shall become life members excused from payment of dues. These members shall be considered "active" voting members.
8. The Membership Chair shall maintain a current roster of membership..

#### ARTICLE IV. Meetings

1. The regular meetings of the McLean Chapter shall be held on the fourth Tuesday from September to May inclusive and at such other dates set by the Chapter Executive Board.

2. The regular meeting during the month of May shall be known as the McLean Chapter Annual Meeting and shall be for the purpose of electing new officers and for any other business that may arise.
3. Special meetings of the Chapter may be called by the President or shall be called upon the request of ten (10) McLean members. Only business stated in the meeting notice shall be transacted at special meetings. At least 14 days notice must be given.
4. Special meetings of the Chapter may be called by the President or a majority of the Executive Board. Only business stated in the meeting notice shall be transacted at special meetings. At least 14 days notice must be given.
5. Ten (10) members shall constitute a QUORUM at any meeting of the Chapter.

#### ARTICLE V. Election of Officers

1. The elected officers of this chapter shall be President, Vice President, Secretary, Treasurer and Nominating Chair.
2. Nominations: The Nominating Committee shall consist of the elected chair and two (2) or three (3) active members appointed by the Chair who do not currently serve on the Executive Board.
3. Election: Election of officers shall be by ballot at the Annual Meeting. If there is only one candidate for an office, the vote may be made by voice if no objection is made.
4. Officers will serve for one year or until their successors are elected and their terms shall begin at the close of the annual meeting at which they were elected.
5. Vacancies in office shall be filled by the Executive Board.
6. An officer shall serve no more than two consecutive terms in the same office. The chapter President may not hold any other QU Board of Directors positions.
7. Any officers may be removed from office by the affirmation vote of two-thirds of the Executive Board in attendance at any regular meeting or special meeting called for that purpose for nonfeasance, or malfeasance, or misfeasance, for conduct detrimental to the interests of the organization, or for refusal to tender reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least 14 days written notice of the meeting at which such removal is to be voted upon, and shall be entailed to appear before and be heard by the Executive Board.

#### ARTICLE VI. Executive Board

1. The Executive Board of the McLean Chapter shall be composed of all elected officers, each shall be entitled to one vote. Three (3) members shall constitute a QUORUM.

2. The Executive Board shall: select a bank to act as depository for Chapter funds and shall designate the person or persons who are authorized to sign checks; prepare a budget for submission and adoption by the membership at the first regular meeting in September; authorize all non budgeted expenditures more than \$50.00.
3. Audits: Immediately after the close of the fiscal year, and at such times as maybe advisable, the President shall appoint a committee to audit the books and records and make a report thereon. An annual statement which should include at least a balance sheet showing net worth and liabilities at the end of the fiscal year and a statement of income and expenses incurred during the period, shall be prepared for the Annual Meeting.
4. The Executive Board shall require the keeping of proper records of all receipts and disbursements of the Chapter, including accrual items of incoming expense and liabilities incurred, and in sufficient detail to permit at least one audit each year, and the preparation of such financial records as may be required by law and QU.
5. The fiscal year of McLean Chapter shall begin at the first day of July of each year.
6. The Executive Board shall submit all membership and financial reports as required by the QU Board of Directors.

#### ARTICLE VII. Duties of Officers

1. The President of the Chapter shall preside over all the meetings of the Chapter and the Executive Board, call special meetings of the Chapter and the Executive Board; assure that the Chapter is represented at all QU Board of Directors meetings, appoint chairs and members of all Chapter meetings; be an ex-officio member of all Chapter committees except the nominating committee; pay bills in the absence of the Treasurer.
2. The Vice President of the Chapter shall assist the President and assume the duties of the President in the absence of the President; or if any reason the presidency is vacated; oversee the Program Committee.
2. The Secretary of the Chapter shall be the recording officer of the Chapter and shall keep a complete record of all Chapter meetings. Executive Board meetings and special meetings, conduct correspondence of the Chapter as directed by the President; have general supervision of and provide for the safekeeping of the books and records of previous years; serve as Chapter historian.
3. The Treasurer of the Chapter shall be the custodian of the Chapter funds and shall, collect and receive all monies due, deposit them in a bank as designated by the Executive Board, and disburse them as directed by the Executive Board; keep proper records of the receipts and disbursements in sufficient detail to permit at least one audit per year; forward affiliation fees to the Treasurer of QU upon receipt accompanied by complete membership information; present periodic financial reports to the membership and the Executive Board as shall be required by the

Executive Board prepare a complete financial report for both the Chapter and for the QU Board of Directors at the end of each fiscal year or as required by the QU Board of Directors.

4. The Nominating Committee Chair shall a. appoint two (2) or three (3) members who do not currently serve on the Executive Board to the Chapters Nominating Committee; b. secure a slate of officers for the offices to be filled and secure the consent of the nominee to serve if elected; c. submit a written list of nominees to the Executive Board in due time to be included in the notice of the Annual Meeting sent by first class mail or transmitted in electronic format to all members at least 25 days but not more than 60 days prior to the Annual Meeting. Additional nominations may be made from the floor of the Annual Meeting provided the nominee's consent has been secured. d. represent the Chapter at the QU Nominating Committee.
5. All officers shall maintain files and records and shall deliver them to their successors by July 15.

#### Article VIII. Amendments

These bylaws may be amended by a two-thirds (2/3) vote of the members present at any Annual or special Meeting, provided the amendment has been proposed by the Executive Board, or a committee authorized by the Chapter, and provided notice of such amendments has been included in the notice of the meeting given to members.

#### Article IX. Limitations and Dissolution

1. The affairs and activities of the McLean Chapter of QU shall be conducted in such a manner that no part of its net earnings shall accrue to the benefit of any member, officer, or other individual.
2. This Chapter shall not carry propaganda or otherwise attempt to influence legislation, and shall not participate in or intervene in any political campaign on behalf of public office.
3. Notwithstanding any other provisions of these bylaws, no member, director, officer, employee, or representative of this organization shall take any action or carry on any activity by or on behalf of Quilters Unlimited not permitted to be taken or carried on by an organization exempt under Section 501(c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.
4. Upon dissolution of the Chapter and after payment of all debts, all remaining assets of the Chapter shall be transferred to Quilters Unlimited. Memberships shall transferred to other Chapters as desired by the members.

#### Article X. Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not consistent with these bylaws and the bylaws of QU.

Changed approved by QU Board of Directors on

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President, Quilters Unlimited

Adopted by two thirds (2/3) vote of the Chapter on April 29, 2014

Carole Marti

Carole Marti

President, McLean Chapter – Quilters Unlimited

Pat Carroll Geri Hirari

Geri Hirari / Pat Carroll

Recording Secretary, McLean Chapter – Quilters Unlimited