BYLAWS
BURKE CHAPTER OF QUILTERS UNLIMITED
May 10, 2017

BYLAWS
Article I. Name
The name of this organization shall be the Burke Chapter of Quilters Unlimited (QU).

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. Membership is open throughout the year. The QU and/or Chapter Directory shall include members whose dues are received and recorded by the Chapter by October 1. New members joining after 1 October shall be listed in the Chapter newsletter.

2. Burke Quilters Unlimited shall have the same Membership categories as those stated in the QU By Laws and the same dues as approved by the QU board of Directors.

3. The QU and/or Chapter directory shall include members whose dues are received and recorded by the Chapter by Oct 1. New members joining after 1 October shall be listed in the Chapter newsletter if they so wish.

4. A membership roster will be maintained by the Membership Chair.

Article IV. Meetings
1. The regular meetings of the Chapter shall be held each month on the second and fourth Wednesday evenings from September to June, or at such other dates set by the Chapter Executive Board to total a minimum of nine (9) per year. The Chapter business meeting will be the first meeting of each month unless announced to the membership two (2) weeks in advance. Optional meetings may be held during the months of July and August.

2. The May business meeting shall be known as the Chapter Annual Meeting and shall be for the purpose of electing new officers and for any other business that may arise.

3. Special meetings may be called by the President or majority of the Executive Board or upon written request of ten (10) members. Only business stated in the meeting notice shall be transacted at special meetings.

4. Special meetings of the Executive Board 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. Except in cases of emergency, at least ten (10) days notice must be given.
5. Twenty-five percent (25%) of the members shall constitute a QUORUM at any meeting of the Chapter where business to be conducted will require a vote.
6. Notice of any special meeting of the general membership stating the date, time, place and purpose of the meeting shall be sent via email to all members at least 10 days before the date of such meeting.

Article V. Election of Officers
1. The elected officers of this chapter shall be a President, Vice President/Administration, Vice President/Programs, Secretary, Treasurer and Nominating Committee Chair.
2. The Nominating Committee Chair, as needed, may form a committee of two members who do not currently serve on the Executive Board.
3. Election of officers may 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 (1) year or until their successors are elected. Their terms shall begin at the start of the fiscal year or the Executive Board meeting at which they are elected.
5. Vacancies in office shall be filled by the Executive Board.
6. An officer shall serve no more than two (2) consecutive terms in the same office, President, The Chapter President may not hold any other Chapter or QU Board of Directors position, during that one-year term.
7. Any officer may be removed from office by the affirmative vote of two-thirds (2/3) 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 render reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least fourteen (14) days written notice of the meeting at which such removal is to be voted upon, and shall be entitled to appear before and be heard by the Executive Board.

Article VI. Executive Board
1. The Executive Board of the Chapter shall be composed of all elected officers (President, Vice President/Administration, Vice President/Programs, Secretary, Treasurer and Nominating Committee Chairperson). Each shall be entitled to one (1) vote. Four (4) out of the six (6) Executive Board members shall constitute a QUORUM and shall meet a minimum of two (2) times a year to manage the operation of the Chapter, or as is necessary.
2. The Chapter Board shall consist of the Executive Board and the Committee Chairs that are installed for that given year. All members of the Chapter Board shall be responsible for the proper management of their specific committee and shall provide a pass-down report at the end of each year to be used as a reference for the incoming
committee chair and/or board member. Pass-Down Reports shall be delivered to their successors by July 15th.

3. The Executive Board shall: (a) Select a bank or banks to act as depository for Chapter funds, shall determine the manner of depositing and disbursing funds, and shall designate the person or persons who are authorized to sign checks; (b) Prepare a budget for submission and adoption by the membership at the first regular meeting in September; (c) Authorize all non-budget expenditures over $125.

4. Audits: Immediately after the close of the fiscal year and at such times as may be advisable, the President shall appoint a person or committee to audit the books and records and make a report thereon.

5. 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 (1) audit each year, and the preparation of such financial records as may be required by law and by QU.

6. The fiscal year of this Chapter shall begin July 1st, the same as the fiscal year established by the QU Board of Directors.

7. 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:
   a. Preside over all meetings of the Chapter and Executive Board,
   b. Call special meetings of the Chapter and the Executive Board,
   c. Ensure that the Chapter is represented at all QU Board of Directors meetings,
   d. Appoint the chair of all Chapter committees,
   e. Be an ex-officio member of all Chapter committees except the Nominating Committee,

2. Pay bills in the absence of the Treasurer, Be responsible for maintaining a current President's manual and President's materials for the past three (3) years to be turned over to the incoming President,

3. Delegate other responsibilities as needed, and

4. Submit a monthly President's letter to the Newsletter Editor for inclusion in the monthly newsletter.

5. Provide Notice of the Annual Meeting stating the date, time, place and purpose of the meeting via Email to all members at least twenty-five (25) but not more than sixty (60) days before the date of such meeting. A notice will be placed in the Chapter Newsletter in the issue the month before the Annual Meeting.

2. The Vice President/ Administration of the Chapter shall:
   a. Assist the President and assume the duties of the President in the absence of the President or if for any reason the presidency is vacated,
   b. Be the Chapter's official hostess,
   c. Obtain the monthly meeting place for the Chapter; schedule any Business Meetings; programs and/or activities that are not outside programs and/or activities,
   d. Be responsible for notifying the membership of meetings,
   e. Be responsible for all in-house programs to include, but not limited to, Quilt to and Back to
School Night.
f. Maintain a Vice President/Administration's manual, materials, and references for the past three (3) years to be turned over to the incoming Vice President/Administration.

3. The Vice President/Programs of the Chapter shall:
a. Be responsible for organizing the Chapter's outside programs and workshops for the current year to include submitting an article about these programs or workshops to the Newsletter Editor for inclusion in the monthly newsletter,
b. Plan the subsequent year's programs/workshops,
c. Determine and ensure that all property items that are required for the program are available and delivered to the program location,
d. Provide and coordinate all support for the outside speaker/program (i.e., transportation, hotel accommodations, etc.).
e. Maintain a Vice President/Programs manual, materials and reference for the past three (3) years to be turned over to the incoming Vice President/Programs.

4. The Secretary of the Chapter shall be the recording officer and shall:
a. Keep a complete record, including attendance, of all Chapter meetings, Executive Board meetings and special meetings,
b. Conduct the correspondence of the Chapter as directed by the President or Executive Board,
c. Have general supervision of and provide for the safekeeping of books and records of the previous three (3) years,
d. Following each business meeting, prepare minutes for submission to the Newsletter Chair by the stated deadline,
e. Maintain a Secretary's manual to be turned over to the incoming Secretary.

5. The Treasurer of the Chapter shall be the custodian of the Chapter funds and shall:
a. Balance bank statements on a monthly basis, collect and receive all monies due, deposit them in a bank or banks as designated by the Executive Board, and disburse them as directed by the Executive Board.
b. Keep proper records of all receipts and disbursements in sufficient detail to permit at least one audit per year. Financial records shall be turned over to the President by July 15th so that an audit can be performed,
c. Have general supervision of and provide for the safekeeping of the books, financial records, and Executive Board minutes of the previous seven (7) years,
d. Present a written financial report to the Executive Board at its regular meetings, a written Financial Report to the Chapter members at the Annual Meeting, and any other financial reports as shall be required by law or by the Executive Board,
e. Coordinate with QU Treasurer regarding specific Federal tax requirements. Prepare and submit forms as appropriate (e.g. IRS Form 990-N, etc).
f. Maintain a current Treasurer's Manual to be turned over to the incoming Treasurer.
g. 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.
6. The Nominating Committee Chair shall:
   a. If desired, appoint two (2) members who do not currently serve on the Executive Board to the Chapter's Nominating Committee.
   b. Secure a slate of officers for the offices to be filled and secure the consent of the nominees 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 Annual Meeting given to Chapter members. Additional nominations may be made from the floor of the Annual Meeting provided the nominee's consent has been secured, and
   d. Represent the Chapter on the QU Nominating Committee.

Article VIII. Amendments
1. These bylaws may be amended by a two-thirds (2/3) vote of members present at any Annual Meeting, or scheduled meeting, provided the amendment has been proposed by the Executive Board, a committee authorized by the Executive Board or the Bylaws Committee, and has been submitted in writing to the Secretary, and a copy of the proposed amendment has been Emailed from the Executive Board to each member at least twenty-five (25) but not more than sixty (60) days before such meeting. It is acceptable notice if the proposed amendments are presented in the Chapter newsletter and Emailed to the Chapter members within the time limits outlined above.
2. Procedures Manual. The procedures are submitted by the respective committees. All such procedures will be maintained in a Procedures Manual. Changes to procedures are submitted by the respective committees to the Executive Board for approval. The Executive Board will vote to approve the change if a quorum has been established under Article VI above. Changes in the procedures do not need member approval. The date of adoption must follow the adopted procedure. The date amended or rescinded must appear after the affected procedure and will remain a part of the manual.
3. Automatic grammatical, punctuation and correlation corrections in these Bylaws or amendments shall be effected by the bylaws subject to the approval of the Executive Board.
4. Editing Changes in the bylaws necessitated by amendments to the Quilters Unlimited Bylaws shall be affected by the bylaws subject to:
   a. Approval of the Executive Board; and
   b. Notification to the Membership.

Article IX. Limitations and Dissolution
1. The affairs and activities of the Burke 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 on propaganda or otherwise attempt to influence legislation, and shall not participate in nor intervene in any political campaign on behalf of any candidate for public office.
3. Notwithstanding any other provision 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 be 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 inconsistent with these bylaws and the bylaws of QU.

Article XI. Enactment
1. These bylaws shall be reviewed biannually by the Bylaws Review Committee. The chairperson will be appointed by the President.
2. These bylaws and amendments thereto shall become effective upon adoption, unless otherwise specified.

Changes approved by the QU Board of Directors on this day of 2017

[Signature]
QU President

Adopted by 2/3 vote of members present on this 10th day of May 2017

[Signature]
QU President