

MOUNT VERNON CHAPTER OF QUILTERS UNLIMITED BYLAWS

December 2, 2017

ARTICLE I. Name and Affiliation

1. The name of this organization shall be Mount Vernon Chapter of Quilters Unlimited.
2. Mount Vernon Chapter of Quilters Unlimited may be abbreviated as Mt. Vernon Chapter, MVQU, or MV.
3. Quilters Unlimited is abbreviated as QU and big 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. Any person who is interested in quilting, learning to quilt and interested in furthering the purpose of QU may become a member upon payment of dues to the Chapter Treasurer.
2. Persons who join MVQU, including Individual, Associate, Family, Lifetime (as of June 20,2017) members shall be voting members of Big QU and of the Mt. Vernon Chapter.
3. Members: Voting members of the Chapter shall consist of two classes: Active, and Associate. Active members are those members in good standing who have paid their annual dues to the Mt. Vernon Chapter. Associate members are those individuals who are active members of another QU Chapter and who have paid annual fees to this chapter.
4. Dues: Annual dues for all categories of membership are set by the QU Board of Directors and approved by two thirds of the QU Board. QU

determines the amounts to be paid by the individual, associate and family members and the amount of those dues to be retained by the Chapter and to be remitted to QU.

*Each member (except Life Members, as of June 30, 2017) shall pay annual dues.

* A member is dropped from the roster if dues are not paid by October 1.

* Associate members shall pay reduced dues, as set by QU.

* Family status includes one full paying family member and a reduced fee for members of the family residing at the same address.

*Persons or families joining for the first time six months from the beginning of the fiscal year (July 1) shall pay reduced annual dues after December 31, as set by QU.

*Only members who have achieved by June 30, 2017 the Lifetime status will retain that membership status.

*Members in all categories shall complete a membership form annually to be members of MVQU, which includes listing in the QU directory.

ARTICLE IV. Meetings

1. The Regular Meetings of the Mt. Vernon Chapter shall be held on the second and fourth Tuesday from September through July, unless members are notified otherwise.
2. The rules contained in Roberts Rules of Order Newly Revised will govern MVQU.
3. Twenty (20) members shall constitute a quorum at any Meeting of the Chapter.
4. Special Meetings of the Chapter may be called by the President or shall be called upon the request of ten (10) Mt. Vernon Chapter members. Only business stated in the Meeting notice shall be transacted at Special Meetings of the Chapter. Members must be notified of a Special Meeting of the Chapter at least 14 days prior to the date of the Special Meeting.
5. 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 of the Executive Board. The purpose

of the meeting must be stated in the call and, except in cases of emergency, at least ten (10) days must be given as notice. Notification and voting by the Executive Board on such special issues may be made by transmission in electronic format.

Article V. Election of Officers

1. Annual Elections by the Mt. Vernon Chapter shall be held in the fourth (4th) quarter of the fiscal year for the purpose of electing officers to serve in the forthcoming fiscal year.
2. The elected Offices of this Chapter shall be President, Vice President, Secretary, Treasurer and Nominating Chairman.
3. Nominations: The Nominating Committee shall consist of the elected Chairman and at least two other members, appointed by the Chairman, who do not currently serve on the Executive Board.
4. Election: The slate of nominees shall be communicated to Chapter members at a Regular Meeting between twenty-five (25) and sixty (60) days prior to the date of the Annual Elections, as well as by mail or transmission in electronic format in that same timeframe. Election of Officers shall be by ballot. Additional nominations may be made from the floor of the Annual Elections Meeting provided the nominee's (s') consent has been secured. If there is only one candidate for an office, the vote may be by voice if no objection is made.
5. Terms: Officers will serve for one year or until their successors are elected, and their terms shall begin on the first (1st) day of the fiscal year commencing after the close of the Annual Elections Meeting at which they were elected. No Officer shall serve for more than two (2) consecutive terms in the same office. A member shall hold no more than one elected Executive Board position at a time.
6. Vacancies in office shall be filled by the Executive Board. The newly appointed officer will begin serving immediately after the Executive Board meeting at which they are appointed.

ARTICLE VI. Executive Board

1. The Executive Board of the Mt. Vernon Chapter shall be composed of all elected Officers, each shall be entitled to one (1) vote. Three (3) members shall constitute a quorum. The MVQU Executive Board shall make all necessary rules not inconsistent with law or these bylaws for the management and guidance of the Officers, Chapter and its Members.
2. Executive Board Meetings; The Executive Board shall meet at least four (4) times a year at a regularly scheduled time and as often as necessary upon such notice as specified by resolution of the Executive Board.
3. 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 by the first Regular Meeting in September, authorize all non-budgeted expenditures more than \$50.00. The proposed budget shall be communicated to Chapter members at a Regular meeting and by transmission in electronic format between twenty-five (25) and sixty (60) days prior to the vote as determined by the Executive Board.
4. Immediately after the close of the fiscal year and at such times as may be advisable, the President shall appoint a committee to audit the books and records and make a report thereon to the membership. An annual statement, which should include at least a balance sheet showing net worth and liabilities at the end of each fiscal year and a statement of income and expenses incurred during the period, shall be prepared for presentation to the Executive Board within a month of the close of the fiscal year, and for presentation to the membership at the first Regular Meeting in September.
5. The fiscal year of the Mt. Vernon Chapter shall begin at the first (1st) 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 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 all Standing Committee and Special Committee Chairmen; 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 of if for any reason the presidency is vacated; be responsible for programs, assist in chapter organization and development.
 3. 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.
 4. 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 designated by the Executive Board, and disburse them as directed by the Executive Board; keep proper records of all receipts and disbursements in sufficient detail to permit at least one audit per year; maintain a current roster of membership; forward affiliation fees to the Treasurer of QU upon receipt accompanied by the 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 law and QU.
 5. The Nominating Committee Chair shall appoint at least two (2) members who do not currently serve on the Executive Board to the Chapter's Nominating Committee; secure a slate of Officers for the offices to be filled and secure the consent of the nominees to serve if elected; submit a written list of nominees to the Executive Board in due time to be announced to Chapter members between twenty-five (25) and sixty (60) days ahead of the Annual Elections. In addition, the Nominating Chair shall represent the Chapter on the QU Nominating Committee.
 6. 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 Regular 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 amendment has been included in the notice of the Meeting given to members. The notice of the Meeting shall be mailed or transmitted by electronic format to members at least twenty-five (25) but not more than sixty (60) days before such Meeting.

ARTICLE IX. Limitations and Dissolution

1. The affairs and activities of the Mt. Vernon 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 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.

Bylaws Adopted, Amended and Approved by MVQU Membership on this 12th day of September, 2017 by unanimous vote:

Enrica W. Frost 12-13-17
Enrica Frost, MVQU President Date

Cynthia Johnson 12-12-17
Cynthia Johnson, MVQU Secretary Date

Changes approved by the QU Board of Directors on this 12th day of December, 2017.

Joyce Bounds 6/2/18
Joyce Bounds, QU President (Ann) Date

{Policy --- NOT part of Bylaws but would be attached to them}

MVQU STANDING RULES:

1. **Booking Future Speakers:** The current program chairman shall be permitted to look for opportunities for speakers and or workshops for future years. The chair shall be limited to booking one program per year for the following two (2) years. Additionally there shall be an approximate limitation of \$1,500 for each opportunity, understanding that this figure would need to be adjusted in future years. This does not mean that the current chair must book one program for each of the following two (2) years, but that if the opportunity arises it shall be permitted. If the program chair finds a speaker, workshop or program that is of interest, the chair shall present it to the current Board to determine if it would be financially feasible to commit to this opportunity. If the Board is in agreement, the idea shall be presented to the membership for approval at the next business meeting. If there is a time problem and the Chapter risks losing the opportunity by waiting until the next business meeting, approval of the Board shall suffice. This approval shall be only for out-of-term commitments and in no way means that the

current Board to determine if it would be financially feasible to commit to this opportunity. If the Board is in agreement, the idea shall be presented to the membership for approval at the next business meeting. If there is a time problem and the Chapter risks losing the opportunity by waiting until the next business meeting, approval of the Board shall suffice. This approval shall be only for out-of-term commitments and in no way means that the program chair needs to have in-term programs approved. Having met all of these requirements, the program chair shall be free to sign a contract or letter of commitment with the speaker. This shall obligate the next year's Board to include it in its budget and the next program chair would already have one (1) program booked. This letter of commitment shall be kept by the treasurer and a notation would be added to the budget. This authority shall be in effect until rescinded by the membership. [Approved by the MVQU membership 10/9/07]

The President and the elected Board have the authority to dispose of equipment that has been donated to MVQU.

If the disposition of such equipment requires professional adjustments such as repairs, the President and elected Board, may authorize such repairs, not to exceed non-budgeted expenditures, as stated in the bylaws.

Equipment may be kept for the use of MVQU members, may be donated to other groups, auctioned, or raffled.

At the present time (March 2018), to comply with QU regulations, eBay and or any type of social media may not be used to sell donated items.

If cash is received from these activities, then, it must be considered one of our fund raising events. We are allowed 3 per year to keep in regulation with our 501(c)(3) tax status. [Approved by MVQ membership May 2018]