

# **Dolores Mountain Quilters By-Laws**

Original By-laws Adopted: September 12, 1995

## **Article I Name**

The name of this organization shall be Dolores Mountain Quilters, hereafter referred to as DMQ.

## **Article II Purpose**

Section 1 The purpose of DMQ shall be to advance the art of quilting by always striving to improve our quilting skills, be always willing to teach others the techniques that we have learned and to serve our community with our skills any way we can.

Section 2 DMQ is a non-profit organization under the laws of and on file with the State of Colorado. As a non-profit organization, the activities of DMQ shall be conducted in such a manner that no part of the net income shall benefit any individual. Exceptions are if a member is hired as a principal lecturer/teacher/quilter by the Executive Board.

## **Article III Membership and membership rights and responsibilities**

Section 1 Membership is open to anyone with an interest in quilts, without regard to race, color, creed, gender or national origin.

Section 2 A person may attend any two regular meetings of DMQ as a guest, thereafter s/he is required to join before attending additional meetings.

Section 3 Members pay annual dues, which are payable in May and are delinquent by the August meeting. The dues amount is set by the Executive Board and is ratified by the membership. The dues amount is published in the DMQ Newsletter. Dues are optional for members 80 years and better IF the member has been a Guild member for five years.

Section 4 Members must pay dues to continue to receive the newsletter and retain membership in our private Facebook page. If a member's dues lapse past the August meeting, his/her name is removed from the membership roster, email lists, Facebook page and newsletter list.

Section 5 Membership becomes valid with the payment of dues and completion of required membership forms.

Section 6 Junior members 10-18 years of age shall have an individual sponsor in attendance. Membership becomes valid with payment of dues and completion of membership forms, co-signed by a parent or guardian. Junior members have all the privileges of active membership, except holding elective office.

Section 7 Membership benefits include receipt of the monthly newsletter by email (printed copies available at the meeting), reduced or no fee for contracted speakers when possible, eligibility for office, participation in special interest groups, free admittance for the DMQ Quilt Show, free registration for projects entered in the DMQ Quilt Show, membership in the private Facebook group and borrowing privileges for the DMQ library.

Section 8 Membership responsibilities - Members are not required, but encouraged to:

- Serve on at least one committee
- Participate in a special interest group
- Volunteer in some capacity for the Quilt Show

- Participate in all DMQ's major projects
- Teach a skill
- Provide light refreshments for a meeting

- Section 9 Members are supplied with a Membership Handbook, which includes the membership roster, with the understanding that this roster will not be used for commercial purposes.
- Section 10 Member responsibilities include adherence to a DMQ By-laws. The By-laws can be found on the DMQ website and printed copies will be made available as needed.
- Section 11 Members may be removed from DMQ if found to have committed fraud with DMQ assets, and/or if they have violated the By-laws.

**Article IV Elected Officers - the Executive Board**

- Section 1 The elected officers of the DMQ shall be President, Vice President, Secretary and Treasurer.
- Section 2 The term of office shall be two years.
- Section 3 Terms of office begin at the June meeting.
- Section 4 Elections occur in odd numbered years with the term of office beginning in odd numbered years.
- Section 5 The elected officers shall serve as the Executive Board. The Executive Board shall have the authority to make any emergency decisions and expenditures when needed between regular business meetings. Emergency decisions and expenditures must be announced at the next regular business meeting of the DMQ.
- Section 6 The Executive Board will meet quarterly or as needed.
- Section 7 No elected officials may serve more than two consecutive terms in any one office. Exception to the term limit: If the Nominating Committee is unable to secure a candidate for an office and there are no volunteers for a vacant or vacating office, an officer may continue to serve up to a maximum of 10 years or five terms of office.
- Section 8 Removal of an Executive Board member from office - Any member may initiate a written complaint to show reasonable grounds that an Executive Board member should be removed from office. The written complaint is addressed to the remaining Executive Board members. The complaint is reviewed at a special meeting of the Steering Committee, which consists of the Standing Committee chairs, without the presence of the complaine, within 60 days. The Steering Committee votes to recommend action to the unaffected Board Members. The Executive Board, minus the complaine, decide the action to recommend to the general DMQ membership at a regularly scheduled meeting. A simple majority of the members present is required to pass the action.
- Section 9 Detailed job descriptions and procedures for elected officials and chairpersons are contained in the Policies and Procedures.

Duty summaries for the elected officials are as follows:

- A. The President shall preside at all meetings and appoint all committee chairpersons that remains unfilled after the Nominating Committee completes its search. S/he shall be an ex-officio member of all committees except the Nominating Committee. The President shall host or delegate the moderation of social media.

B. The Vice President shall put notices in the newspaper of meetings and special events. The Vice President shall assume the duties of the President in his/her absence. In the event the President is unable to complete his/her term of office, the Vice President shall assume the office and responsibilities of the President.

C. The Secretary shall take and keep complete and accurate minutes of all club meetings. S/he shall conduct and make available all club correspondence. The Secretary shall serve as the meeting Parliamentarian.

D. The Treasurer shall prepare the budget and present it to the DMQ in the fourth quarter of the fiscal year. With input from the Steering Committee during that same fourth quarter, the Treasurer shall finalize the budget and present to the general membership in January of the following year. The Treasurer records all income and expenditures and makes a monthly report in the newsletter and/or at the monthly business meeting. S/he shall keep a written record of all transactions and present the membership with itemized reports. The Treasurer records all dues and monies for fee-based events.

## **Article V Steering Committee and Standing Committees**

Section 1 The Steering Committee, consists of the Executive Board and the Chairpersons or their designee of the Standing Committees. The Steering Committee is a recommending body to the Executive Board.

Section 2 The term of the Committee Chair is two years and committee chairs are not limited as to number of terms that may be served consecutively.

Section 3 The Steering Committee meets quarterly.

Section 4 Chairpersons of Standing Committees must meet the approval of the Executive Board.

Section 5 Chairpersons are responsible for appointing at least one additional person to their committee for continuity and back-up.

Section 6 Detailed job descriptions and procedures for Standing Committees shall be contained in the Policies and Procedures.

Section 7 The Standing Committees are:

**Fundraising Committee**, which includes the following standing subcommittees:

A. Boutique committee - Shall be responsible for soliciting products made by DMQ members to be sold at various venues throughout the year. The committee is also responsible for scheduling DMQ members to staff selling venues.

B. Raffle Committee - Committee shall be responsible for purchasing the supplies for, making and displaying the raffle quilt at functions and selling raffle tickets.

C. Quilt Show Committee - Shall be responsible for the organization of the Quilt Show which is held during even years. The Chairperson or co-chairs serve a two year term.

D. Other fundraisers as agreed upon by the membership

**Charity Committee** - Shall act as liaison with organizations serving populations that may be in need of the DMQ's time and talents. S/he will keep records of what DMQ has provided as charitable goods and services. Reports shall be made to the membership in a timely manner.

**Library Committee** - Shall maintain the DMQ lending library, solicits new holdings, culls older holdings.

**Membership Committee** - Shall keep detailed contact information for the members of DMQ. S/he shall be responsible for producing and updating the Membership

Handbook. Shall greet members at monthly meetings and ensures members sign in for attendance.

**Newsletter Committee** - Shall be responsible for publishing and distributing a monthly newsletter. It is also the responsibility of the newsletter editor to ensure only information directly related to Quilting and sewing is included in the newsletter.

**Programs Committee** - Shall be responsible for and arrange for each meeting's program or workshop.

**Refreshment Committee** - Shall recruit members to bring light refreshments to each meeting. Responsible for making sure the eating area is cleaned following the meeting.

**Sunshine Committee** - Responsible for contacting DMQ members, through cards, phone calls or emails if a courtesy is needed.

**Website** - The chairperson shall be responsible for maintaining the DMQ website on a monthly basis.

**Retreats** - The chairperson shall find suitable facilities for retreats and enlist volunteers to organize and run each retreat.

Section 8      **Ad Hoc committees** may be appointed as needed by the President. The Audit committee and the Nominating Committee are ad hoc committees. The Audit Committee shall be responsible for auditing the Treasurer's books no later than the end of May each year.

## **Article VI      Elections**

Section 1      Elections are held in May of odd numbered years. Voting shall be by ballot or by acclamation if a motion is made. There will be an opportunity to make nominations from the floor.

Section 2      In March of odd years, the President shall appoint three members to an ad hoc Nominating Committee. The Committee shall recruit and recommend a slate of candidates to be presented at the April meeting.

Section 3      Only members of DMQ are eligible to vote, nominate or be nominated for office.

Section 4      The nominee must give his/her consent before the nomination will be accepted.

Section 5      The results of the election will be reported immediately by the President with a written summary in the newsletter.

Section 6      New officers take office in June.

## **Article VII      Meetings**

Section 1      A general meeting of the membership of DMQ will be held once a month on the first Tuesday of each month. Social time begins at 9:30AM with the meeting scheduled at 10AM. Notice of any change in meeting date, time or venue will be given to the membership by announcement, email, newsletter or telephone (in the case of weather closure or any other unexpected reasons).

## **Article VIII      Amendments to the By-laws**

Section 1      The By-laws will be reviewed at least every five years.

Section 2      The By-laws may be amended as follows: changes are proposed at a general business meeting, changes are made available in the newsletter, on the website and/or by mail or email. A vote is taken at the following meeting. A quorum is

required for a By-laws change. A quorum is greater than 50% of the paid and age-exempt membership.

Section 3 The By-laws shall take effect immediately upon their adoption. Revisions, additions or deletions are to be effective upon the date so voted by the membership.

## **Article IX Finances**

Section 1 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in these articles.

Section 2 The Steering committee, which includes the Executive Committee, shall meet in the fourth quarter to discuss and review the finances and propose a budget. With input from the Steering Committee, the Treasurer prepares a budget which is reviewed by the Executive Board. The budget shall be submitted to the general membership via newsletter prior to the December meeting. The budget shall be ratified at the January business meeting by the general membership.

Section 3 The Budget year runs from January 1 to December 31.

Section 4 Once ratified, changes to the current budget shall be submitted to and approved by the Executive Board, up to \$100. Requests for funds greater than \$100 must be approved by the general membership.

Section 5 The President and Treasurer of the Executive Board shall be authorized to sign checks for DMQ. Only one signature is needed on a check.

Section 6 Dues - The dues amount will be proposed by the Executive Board and ratified by the membership.

Section 7 Members who have purchased items over \$25 for DMQ must present receipts for reimbursement, up to but not to exceed the approved (budgeted) amount for the item. Members overspending the approved amount may be liable for the difference.

Section 8 Any expenditure over \$50 not previously approved in the budget must be approved by the Executive Committee.

Section 9 A nominal fee may be charged for visitors and/or members for special meetings or programs. Such fee shall be established by the Executive Board in consultation with the Programs Chair.

Section 10 Retreats and trips are to be self-funding; i.e. the fee charged should cover all costs. Monies over costs will be distributed to the budget as determined by the Treasurer and Retreat Committee chair.

## **Article X Dissolution of the Organization**

Section 1 Upon dissolution of the organization, the officers shall, after paying or making provision for the payment of liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization in such a manner, or to such organizations organized and operated exclusively for member-agreed upon charitable or educational purposes.

**Article XI Parliamentary Authority**

Section 1 The rules of Robert's Rules of Order, latest revision, shall govern DMQ in all cases to which they are applicable and in which they are consistent with the rules of DMQ.

Section 2 Quorum - No business may be conducted at a regularly scheduled meeting unless a quorum of the membership is present. For a Board Meeting action, a quorum is three out of four Board members.  
For By-laws amendment, a quorum is 2/3 of the members in attendance at the meeting in which the vote takes place. A By-laws change vote must be announced at the meeting prior to the vote meeting and/or must be announced in the Newsletter prior to the vote meeting.

Section 3 When adequate attendance at a meeting may be compromised due to uncontrollable circumstances, the Board has the discretion to allow email, mail and/or social media/Zoom voting when a vote cannot wait for adequate in-person attendance.

Section 4 To pass a motion, a simple majority of those present will be used.

Revisions: 10/1099, 5/2004, 5/2013, 10/2021 Next revision due: 2026