

ALPINE QUILTERS

BY-LAWS

ARTICLE I – NAME

The name of this organization shall be Alpine Quilters.

ARTICLE II - PURPOSE

Its purpose is to provide a forum for people to come together to share a common interest in quilting.

ARTICLE III - MEMBERSHIP

1. Membership shall be open to anyone who has a love of and interest in quilting. A member is one whose current dues are paid.
2. Membership shall be responsible for collecting all dues.
3. A member will not sell or give away the membership roster. A member must not use the roster for personal gain.

ARTICLE IV - MEETINGS

1. Meetings will be the third Monday of each month, January through November, and no meeting in December.
2. The meeting begins at 7:00 P.M. The doors open at 6:30 P.M. to socialize.

ARTICLE V - DUES

1. The annual dues shall be payable by the March meeting.
2. Semi-annual dues are payable by the September meeting.
3. No charge to a first-time visitor.
4. There shall be a non-member fee per meeting. Special fees may be assessed for special meetings, workshops, or classes.

ARTICLE VI-QUORUMS

1. Attendance of one-third (1/3rd) of the enrolled paid membership will constitute a quorum at all regular meetings.
2. Approval of all officers, motions or amendments to the By-Laws, as well as an annual budget, shall be by voice vote.

ARTICLE VII - ELECTION OF OFFICERS

1. The nomination of officers for the following year shall be by Nominating Committee or by nominations from the floor.
2. The Chairperson shall appoint a Nominating Committee of three members at the September meeting. At the October meeting, this Committee shall present names of one or more members for each office.
3. No name shall be presented in nomination for any office unless that member has indicated their willingness to serve in that capacity.
4. After the Committee has presented the slate of nominees, an opportunity shall be given for further nominations from the floor for each office.

5. Election shall be by written ballot. Each office shall be filled before votes are cast for the succeeding office. A majority vote shall elect. If the Committee has made but one nomination for an office and there are no further nominations from the floor, by general consent the ballot may be dispensed with and the vote for the slate of nominees be taken via voice.
6. Installation of officers shall take place during the January meeting. The officers shall be Chairperson, Co-Chairperson. Secretary. Treasurer, and Co-Treasurer.

ARTICLE VIII - DUTIES OF OFFICERS

CHAIRPERSON –

1. Shall preside over all meetings.
2. Shall appoint committee chairpersons and members as may be needed to carry on the activities.
3. Shall be an ex-officio member of all committees except Nominating Committee.
4. Shall represent the Alpine Quilters as needed, i.e., signing contracts for meeting space or for guest speakers, etc.

CO-CHAIRPERSON –

1. Shall assist the Chairperson as needed, acting in the Chairperson's place when required and perform all Chairperson's duties as above.
2. Shall be a signer on contracts for meeting space, guest speakers, etc. in the absence of the Chairperson.
3. May take the Chairperson's office the next year after term as Co-Chairperson.

SECRETARY –

Shall keep all minutes of the meetings, record of attendance, and handle all correspondence as directed by the Chairperson.

TREASURER –

1. Shall be the custodian of all monies and funds, and shall deposit them in such banks or financial institutions as shall be approved by the Alpine Quilters' membership.
2. Shall be responsible for collecting monies and fees, and shall disburse them as necessary.
3. Shall keep accurate and proper accounts of all financial transactions and provide reports of the treasury.
4. Shall prepare an annual budget and present it at the September meeting for approval by a quorum.
5. Shall be responsible for communicating to the Membership Committee those members who are paid.
6. The Treasurer's books shall be turned over to the new Treasurer at the January meeting.

CO-TREASURER –

1. Shall assist the Treasurer as needed, acting in the Treasurer's place when required and perform all Treasurer's duties as above.
2. May take the Treasurer's office the next year after term as Co-Treasurer.

ARTICLE IX – COMMITTEES

1. There shall be such Standing and Special Committees as the Chairperson shall deem necessary to carrying out the objects and purposes of the Alpine Quilters.
2. The Standing Committees and their responsibilities shall be set forth in the Standing Rules of the Alpine Quilters.

ARTICLE X - PARLIMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the Alpine Quilters in all cases not specified in these By-Laws and Standing Rules.

ARTICLE XI - AMENDMENT OF BY-LAWS

These By-Laws may be amended or repealed and new By-Laws may be adopted at any time by a one-third (1/3rd) vote of the membership at a meeting where a quorum is present.

STANDING RULES OF THE ALPINE QUILTERS

1. A. These standing rules may be amended by one-third (1/3rd) vote of the membership present at a general meeting without giving previous notice.
2. Each committee chairperson shall:
 - a) Notify the Chairperson prior to the meeting that they will have a report for the next meeting.
 - b) Transfer the committee files to the successor chairperson as soon as possible.

THE STANDING COMMITTEES SHALL BE:

HOSPITALITY - The hospitality committee shall:

- Arrange for the meeting place.
- Hold door key to meeting place.
- Prepare room for the meeting and return room to the previous condition.
- Oversee refreshments, if any, and clean up, if needed.
- Obtain and coordinate door prize.
- Obtain and coordinate guest speaker's gift bag.
- Responsible for sending get well, sympathy cards, etc. on behalf of Alpine Quilters.

LIBRARY - The library committee shall:

- Maintain the books or other resource material owned by Alpine Quilters.
- Maintain an inventory file of all books and resource material.
- Be responsible for lending items to the members and requesting return of same.
- Responsible for setting up and staffing library table at regular meeting.

PROGRAM - The program committee shall:

- Plan and present programs to membership at the regular meetings.
- Be responsible for arrangements for housing, meals, and transportation of any guest speaker, as well as, any special needs such as sound systems or projector screens.

MEMBERSHIP - The membership committee shall:

- Receive all applications and dues for Alpine Quilters membership.
- Record all monies for dues and forward them to the Treasurer.
- Maintain all records of members to include name, address, phone number, and e-mail if included.
- Furnish a copy of the current roster to each member by May 15.
- Register members and guests, and welcome guests at the regular meeting.
- Prepare member packets.
- Prepare mailing labels when required.
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PUBLICITY - The publicity committee shall:

- Prepare notices of meetings and events to be published in the Canyon Courier or other mountain publications at least one week prior to regular meetings.

WEBMASTER - The webmaster shall:

- Create, design and maintain the Alpine Quilters website in accordance with Chairperson and Committee Chairpersons.

BUDGET- The budget committee shall:

- Consist of the Chairperson, the Treasurer, one program committee member and an active member-at-large.
- Assist the Treasurer in preparation of an annual budget and present it at the September meeting for approval by a quorum.

DATED this 16th day of March, 2003

REVISED this 12th day of August, 2003

REVISED this 16th day of February 2004

ADOPTED AS REVISED this 18th day of September 2006

REVISED this 21st day of November 2011

ADOPTED AS REVISED this 16th day of January 2012

ALPINE QUILTERS MOTIONS

September 15, 2003
Alpine Quilters General Meeting
Kathi Hamel
Secretary

Motion - A motion was presented, seconded and passed on by the members that "All funds raised for Alpine Quilters will go into the general fund for the general membership to decide how it will be allocated."

February 16, 2004
Alpine Quilters General Meeting
Paralee Schluchtner
Secretary

Motion- A motion was made by Lennyce Kintner that the Bylaws be changed to show budgets for each committee be due in August each year and be approved by September, instead of April as the new officers and committee chairs do not have time to gather information needed. The motion was duly seconded by Linda Wyman and was unanimously passed. Motion was carried.

September 18, 2006
Alpine Quilters General Meeting
Paralee Schluchtner
Secretary

Motion - Marge Maille made the following motions to amend the bylaws of the Alpine Quilters.

1. That sections C.2.e and C.2.f be deleted from the Standing Rules of the Alpine Quilters; and
2. That the collection of birthday information be deleted from section C.4.c of the Standing Rules of the Alpine Quilters; and
3. That the Web address be deleted from section C.6.a of the Standing Rules of the Alpine Quilters.

They were seconded by Debbie Ator.

November 21, 2011
Alpine Quilters General Meeting
Shelley Nixon
Secretary

Motion – Gwen Jordan motioned that the group change its Officers' terms to January 1 through December 31 in

order to match the budget year. The Bylaws of the group will be amended to accommodate this change. The motion was seconded by Cathy Rundle and passed. Motion was carried.

January 16, 2012
Alpine Quilters General Meeting
Shelley Nixon
Secretary

Motion - Gwen Jordan motioned that all of the dates in the Bylaws be amended to coincide with the change in Officers' terms to run January 1 through December 31. Motion was seconded, passed, and carried.