

BYLAWS OF QUILTERS UNLIMITED – SPRINGFIELD CHAPTER

ARTICLE I: NAME

1. The name of this organization shall be Springfield Chapter (the Chapter) of Quilters Unlimited (QU).

ARTICLE II: PURPOSE AND POLICY

1. The purpose of the Springfield Chapter 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 this Chapter is to enjoy rather than judge each other's work.
3. This Chapter is a non-profit organization exempt from Federal Income Tax under Sections 501(c)(3) of the Internal Revenue Code of 1954, amended in 1986.

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 this Chapter, including Family, Senior, Life and Associate Members, shall be voting members of QU and of the Springfield Chapter.
3. Membership. 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 Springfield Chapter. Associate members are those individuals who are active members of another Chapter and who have paid annual fees to this Chapter.
4. Annual 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 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 November 1. Associate members shall pay one-half the annual dues paid by Active members and the entire amount shall be retained by the chapter. No payment of dues shall be accepted from new members at the Annual Meeting.
5. After six (6) months from the beginning of the fiscal year, persons or families joining for the first time pay one-half (1/2) the annual dues.
6. Members may receive senior status in the fiscal year following their 65th birthday. The dues for these members shall be half the amount of the annual dues. When senior members reach their 75th birthday, they shall become Life Members and are excused from the payment of dues, effective the start of the following fiscal year.

ARTICLE IV: MEETINGS

1. The regular meetings of the Chapter shall be held each month on the first and third Tuesdays from September to May inclusive, and at such other dates set by the Chapter Executive Board. One meeting each month, as indicated by the annual program, shall have time allocated for the purpose of discussing business.

2. The first meeting during the month of May 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 of the Chapter may be called by the President or shall be called upon the request of four members. Only business stated in the meeting notice shall be transacted at special meetings. At least fourteen (14) days notice must be given.
4. Twenty (20) percent of the members shall constitute a quorum at any meeting of the Chapter.

ARTICLE V: EXECUTIVE BOARD

1. Springfield Chapter shall have an Executive Board which shall make all necessary rules, not inconsistent with law or these bylaws or the bylaws of QU, for the management and guidance of the Officers and Members of this Chapter.
2. Composition: The Executive Board of the Chapter shall be composed of all elected officers and Standing Committee Chairmen. Each shall be entitled to one (1) vote. Three (3) members shall constitute a quorum.
3. The Executive Board shall:
 - a. meet at least four (4) times a year at a regular scheduled time and as often as necessary upon such notice as specified by resolution of the Executive Board;
 - b. select a bank to act as depository for Chapter funds, shall determine the manner of depositing and disbursing funds, and shall designate the persons who are authorized to sign checks;
 - c. prepare a budget for submission and adoption by the membership at the first regular meeting of the fiscal year;
 - d. authorize all non-budgeted expenditures over \$25.00;
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 Executive board shall submit all membership and financial reports as required by the QU Board of Directors.
6. Before the beginning of the fiscal year, the outgoing Executive Board and the incoming Executive Board shall meet together.
7. Special meetings of the Executive Board may be called by the President or shall be called upon the request of three (3) Board members. 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.
8. Audits: Within fifteen (15) days 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. An Annual Statement, which should include at least a balance sheet showing net worth and liabilities at the end of the fiscal year, shall be published in the first newsletter following the close of the fiscal year. A Statement of Income and Expenses for the fiscal year to date, as of the close of the previous month, shall be prepared and made available to the members at the Annual Meeting in May.

ARTICLE VI: ELECTION OF OFFICERS

1. The elected officers of this Chapter shall be: President, Vice-President, Secretary, Treasurer, and Nominating Committee Chair.
2. Nominations: The Nominating Committee shall consist of the elected Chair and two other members appointed by the Chair who do not currently serve on the Executive Board. It shall be the duty of this Committee to secure a slate of officers for the offices to be filled and to secure the consent of the nominees to serve if elected. The Chair shall submit a written list of nominees to the Executive Board in due time to be included in the notice of Annual Meeting delivered to all members at least twenty-five (25) days but not more than sixty (60) days prior to the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting provided the nominee ('s or s') consent has been secured.
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 (1) year or until their successors are elected and their terms shall begin at the start of the fiscal year following their election.
5. A member shall hold no more than one elected position at a time. The offices of President and Treasurer shall not be held jointly with any other Chapter office. The Chapter President and Chapter Treasurer may not hold any other QU Board of Directors positions. An officer shall serve not more than two (2) consecutive terms in the same office.
6. Vacancies in office shall be filled by the Executive Board.
7. Any officer may be removed from office by the affirmative vote of two-thirds of the Executive Board at any regular 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 Board.

ARTICLE VII: DUTIES OF OFFICERS

1. The President of the Chapter shall:
 - a. preside over all meetings of the Chapter and the Executive Board;
 - b. call special meetings of the Chapter and Executive Board;
 - c. assure that the Chapter is represented at all QU Board of Directors meetings; appoint chairmen and members of all Chapter committees;
 - d. be an ex-officio member of all Chapter committees except the Nominating Committee;
 - e. pay bills in the absence of the Treasurer;
 - f. have such usual powers of supervision and management as may pertain to the office and perform such other duties as may be designated by the Executive Board.
2. The Vice-President 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. obtain the meeting place for the Chapter;
 - c. prepare a written Program for approval by the Executive Board prior to being distributed to all members at the first Chapter meeting of the fiscal year.
3. The Secretary of the Chapter shall be the recording officer and shall:

- a. keep a complete record of all Chapter meetings, Executive Board meetings and Special Meetings;
 - b. conduct the correspondence of the Chapter as directed by the President;
 - c. have general supervision of and provide for the safekeeping of the books and records of previous years;
 - d. provide for notifying the membership of changes in scheduled meetings and programs when necessary.
4. The Treasurer of the Chapter shall:
- a. 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;
 - b. balance bank statements on a monthly basis;
 - c. keep proper records of all receipts and disbursements in sufficient detail to submit at least one (1) audit per year;
 - d. maintain a current roster of membership, keeping extra copies available for new members as needed;
 - e. forward membership information to the QU membership chair by established due dates and forward check for payments of affiliation fees to Treasurer of QU when billed;
 - f. present periodic financial reports to the membership and to the Executive Board as shall be required by the Executive board;
 - g. prepare a complete financial report for both the Chapter and the QU Board of Directors at the end of each fiscal year or as required by the QU Board of Directors;
 - h. turn over the financial records to the President by the fifteenth (15th) day of July so that an audit can be performed.
5. The Nominating Committee Chair shall perform those duties enumerated in Article VI, paragraph 2, above, and shall represent the Chapter on the QU Nominating Committee.
6. Each member of the Executive Board, elected officers and Standing Committee chairmen, shall maintain written up to date records of position duties, assignments, procedures used, suggestions for improvements, accounts of expenditures, and reference lists of persons, addresses and phone numbers pertinent. All officers shall deliver, by the last day of their term of office, all their files and records to their successors.

ARTICLE VIII: COMMITTEES

1. There shall be at least five Standing Committees: Programs, Fund Raising, Social, Community Service, and Newsletter. Chairmen of Standing Committees are members of the Executive Board of the Chapter.
2. Such other committees shall be appointed by the President of the Chapter as the Executive Board shall from time to time deem necessary to carry on the work of the Chapter.

ARTICLE IX: 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 amendment has been included in the notice of the meeting given to members.

ARTICLE X: LIMITATION AND DISSOLUTION

1. The affairs and activities of the Springfield Chapter of QU shall be conducted in such 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 take 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 XI: 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.

Submitted by By-Laws Committee: Leslie McGregor, Phylis Spiler, and Sharon Hinderer on March 12, 1985. Approved by the QU Board of Directors on April 14, 1985. Approved by 2/3 of the Springfield Chapter of QU on April 16, 1985. President of the Springfield Chapter – Leslie McGregor. Secretary of the Springfield Chapter – Anne Weisman.

Revised in accordance with revisions of QU By-Laws submitted by By-Laws Committee: Loretta Spittle, Loretta Shinol, Joann Tikkala, and Sue Tennill, September 1996.

Revised in March 2007 by the Executive Board (Penny Boyanton, Julia Renken, Cindy Grimord, Kitty Tyler, Kim Fess) to be consistent with the QU By-Laws approved by the QU membership on May 1, 2003.

Adopted by 2/3 vote of the Chapter on

May 1, 2007
(Date)

Penny Boyanton
(Chapter President)

Cindy Grimord
Chapter Recording Secretary

Changes approved by QU Board of Directors on

June 26, 2007
(Date)

Ginny Hall
(QU President)