

# **BYLAWS OF THE NORTH IDAHO QUILTERS**

## **Article I – Name**

The name of this organization is North Idaho Quilters Inc. It is a 501(c)7 tax-exempt organization. Donations to the guild do not qualify as charitable deductions for income tax purposes. The newsletter will be called A Common Thread.

## **Article II- Purpose**

The purpose of this organization is to provide education, communication, and fellowship among the quilters of Benewah, Bonner, Boundary, Kootenai, and Shoshone counties.

## **Article III – Membership**

*Section 1:* Membership is open to anyone who has an interest in quilts and quilt making. It shall be non-discriminatory and shall not be based on race, color, creed, sex, sexual orientation or national origin.

*Section 2:* Members shall pay annual dues payable September 1<sup>st</sup> and delinquent October 1<sup>st</sup>. Half year memberships for new members may be paid after March 1<sup>st</sup>. Special events and programs may require additional fees.

*Section 3:* Members who have joined before September 1, 1996, shall be charter members.

*Section 4:* A Junior membership will be for junior members between the age of 12 and 18 years. They must be sponsored and accompanied by an adult member at all meetings and functions attended. There is no charge for Junior Members.

## **Article IV - Elections and Duties of Officers**

*Section 1:* A President, Vice President, Secretary and Treasurer shall be elected at an annual meeting held in September for a term of one (1) year. No officer may serve for more than two (2) consecutive terms in the same office.

*Section 2:* The President shall preside at general membership and board of directors meetings. The President shall appoint all committee chairpersons and orient them to the responsibilities of the committee. The President is an ex- officio member of all standing committees.

*Section 3:* The Vice President shall assume the duties of the President when needed. The Vice President shall coordinate the bimonthly activity days.

*Section 4:* The Secretary shall be responsible for keeping the minutes of the general membership and Board of Directors meetings and forwarding a copy of the minutes to the newsletter committee and to the President. If unable to attend any meeting, the Secretary shall find a qualified member to substitute. The Secretary shall also be responsible for general correspondence of the organization.

*Section 5:* The Treasurer shall maintain an accurate record of income and expenditures, make all disbursements as approved by membership or board, and report to each general membership and Board of Directors meeting on the financial status of the organization. If unable to attend a meeting, a written statement must be provided. The Treasurer shall prepare a budget with input from all committee chairpersons. The budget will be presented to the Board of Directors for approval. After approved by the board the budget will be printed in the Newsletter.

*Section 6:* *Four (4)* months before the annual meeting, the President will request volunteers for

the next year's officers in the newsletter. At the next business meeting, the President will call for three (3) volunteers to form a nominating committee to prepare nominations and assist in the election of officers. In the newsletter prior to the annual meeting in September, a ballot will be published listing the candidates for president, vice president, secretary and treasurer.

*Section 7:* Should any officer be unable to perform their responsibilities; the president may appoint a replacement for the remaining term.

*Section 8:* Any elected officer may call an emergency board meeting by arranging for a meeting place and notifying all members of the Board of Directors by either email or phone 3 days prior to the meeting date. An agenda or reason for the meeting must be provided to the board members to prepare, research etc. prior to the meeting. A majority of the Board of Directors must be present to vote.

## **Article V - Board of Directors**

*Section 1:* The Board of Directors shall consist of the officers and committee chairpersons.

*Section 2:* Any committee chairperson unable to attend a board meeting must appoint a representative from their committee to attend.

*Section 3:* The Board of Directors shall meet bimonthly prior to the business meeting.

## **Article VI- Committees**

*Section 1:* All members shall be encouraged to belong to one (1) standing committee. Members are encouraged to make committee selections when dues are paid.

*Section 2:* Standing committees shall include, but not be limited to:

- Basket Raffle - Coordinate the July Basket Raffle
- Community Service - seek out and coordinate charitable projects for the organization.
- Door Prizes - collect or make door prizes for business meetings and assist if requested with door prizes for activity meetings.
- Fund Raising - Coordinate various fund-raising activities as determined by the Board of Directors.
- Greeter Coordinator - Coordinate Volunteer Greeters for General Meeting.
- Hospitality - arrange for refreshments at the business meetings.
- Library - collect books and organize a lending library for members that gives members in all areas access.
- Kids Camp - coordinate the annual Kids Camp.
- Membership - register new members, create and distribute name tag pattern and coordinate committee interest list. Publish membership directory to website.
- Newsletter - collect, publish, and distribute information about the organization bimonthly.
- Programs and Workshops - provide programs for business meetings and coordinate workshops.
- Publicity - Maintain social media presence for the guild.
- Quilt Show - plan and produce a quilt show biannually.
- Raffle Quilt - oversee the production of NIQ raffle quilts with board approval. Schedule the showing of the raffle quilt, the distribution and sale of raffle tickets.
- Retreats - plan and organize retreats for members.
- Website Coordinator - Maintain the guild website.

In addition to the above committees an Auditor will be selected by the board. The auditor cannot be a member of the Board of Directors during the year being audited. Revised January 2024

*Section 3:* Special or standing committees may be established as the need arises.

*Section 4:* Committee chairpersons shall be appointed by the President and shall not serve as chairperson for more than two (2) consecutive years (2 consecutive quilt shows for the quilt show chairperson) unless a replacement cannot be found, and the board approves the continuation of that Chairperson. Revised November 2023.

*Section 5:* Each committee chairperson is responsible for submitting a committee report on a bimonthly basis to the newsletter committee.

#### **Article VII - Meetings and Area Activities**

*Section 1:* A business meeting and program will be held bimonthly beginning with an annual meeting in September.

*Section 2:* Activity meetings will be held bimonthly alternating with the business meetings. The newsletter committee must be notified two months in advance of location and agenda.

#### **Article VIII - Parliamentary Law**

Robert's Rules of Order, Newly Revised, shall be the authority for deciding all points of order and procedure when not in conflict with the bylaws.

#### **Article IX – Amendment**

These bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular or special business meeting called for that purpose, provided that the amendment had been published in the newsletter ten (10) days prior to the meeting at which the action is taken.

#### **Article X – Dissolution**

Upon dissolution of North Idaho Quilters, the Board of Directors shall dispose of all assets of the organization in such manner, or to such organizations operated for charitable purposes as shall qualify at the time as exempt organizations under Section 501(c)(3) or 501(c)(7) of the IRS Code or the law in effect at the time. No individual shall benefit from dissolution.

Last revision date January 2024