

Constitution of Scrapbag Quilt Club

ARTICLE 1: NAME AND PURPOSE

The name of the club shall be the Scrapbag Quilt Club. The purpose of the Club shall be to promote fellowship among persons interested in all aspects of quilting and needlework; to preserve and appreciate quilting and needlework heritage and traditions; to encourage quilt making, needlework and collecting; and to share in the knowledge and education of quilting techniques and techniques of needlework. The Scrapbag Quilt Club will use quilting and needlework skills to support charitable projects.

ARTICLE II: MEMBERS

Membership shall be open to anyone interested in quilting or needlework.

ARTICLE III: OFFICERS

A. The officers of this Club shall be:
President or
President and Co-President
Vice-President
Secretary
Treasurer

B. The officers are the Executive Board.

ARTICLE IV ANNUAL ELECTION MEETING AND APPOINTMENT OF OFFICERS

A. The Annual Election shall be held in May.

B. All officers shall be elected by ballot at the Annual Election by a simple majority (51%) vote of those present. They shall assume their duties to coincide with the start of the fiscal year. Election will be dispensed with when there is but one nominee for each position.

C. Installation of officers will occur at the September meeting and be effective at the start of the new fiscal year.

D. The newly elected officers will participate in the budget process involving the year in which they will serve.

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- E. No member shall be eligible for the same office for more than two (2) consecutive years.
- G. A vacancy in office shall be filled by a special election or if no candidates are identified then by appointment of the Executive Board.
- F. In the event of a lack of candidates for an office a volunteer can step forward for that elected office with a majority vote for confirmation.

ARTICLE V: BOARD OF DIRECTORS

The Board of Directors shall consist of all elected officers and the following:

- Communication Team Chairperson
- Program Team Chairperson
- Special Projects Team Chairperson
- Fund Raising Team Chairperson
- Members Team Chairperson.

(See Scrapbag Quilt Club Bylaws, Article II.C. for a definition of the Chairperson's office.)
Chairpersons volunteer from the membership and serve in their positions by Executive Board approval. There is no time limit for a Chairperson's tenure.

ARTICLE VI: NOMINATING OF OFFICERS

Nominating Committee. The Executive Board shall appoint a Nominating Committee no later than March, consisting of up to three (3) members. This committee shall present nominations for office at the regular meeting in May. At this May meeting, nominations from the floor should be presented, provided the nominee is present or has given written consent to serve, if elected.

ARTICLE VII: DUTIES OF THE OFFICERS

- A. The President, or Co-Presidents shall preside at all meetings of the Club and Executive Board, appoint committees, have general supervision of the Club, and perform such other duties as pertain to the office.
- B. The Vice-President, in the absence of the President, or Co-Presidents shall perform all duties of that office. The Vice-President shall also be responsible to greet guests, new members and assist members.
- C: The Secretary shall keep the minutes of all the regular meetings of the Club, and the Executive Board, keep a roll of members, handle all correspondence, maintain meeting minutes from the Chairperson Committees and report monthly to the membership.

D: The Treasurer shall receive all dues and money of the Club, keep an itemized account of all income and expenses and report monthly to the membership and be chairperson of the budget committee. The Treasurer will be responsible for all tax related filings required by law and maintenance of all financial records and filings of the Scrapbag Quilt Club.

ARTICLE VIII: DUTIES OF THE BOARD

The Board of Directors shall manage the affairs of the club and shall present major recommendations for approval of the membership.

ARTICLE IX: FISCAL YEAR

The fiscal year begins on October 1 and ends September 30.

ARTICLE X: AMENDMENTS

The Constitution may be amended at any business meeting of the Club by a 2/3 vote of those present, provided the amendment was presented at the previous meeting.

ARTICLE XI: PROVISION FOR DISSOLUTION:

A. The Scrapbag Quilt Club can be dissolved by a majority vote of all the members present at a regularly scheduled meeting if the proposal to dissolve was presented at the previously scheduled meeting.

B. Upon dissolution all assets donated or raised for charitable purposes will be disbursed to one or more organizations recognized as exempt under section 501(c)(3) of the Internal Revenue Code. The organization(s) to receive such disbursement will be determined by a majority vote of members present at the meeting where the proposal to dissolve was passed.

C. Any remaining assets after the disbursement provided for in B. above will either be equally divided among all current members or disbursed in the same manner as assets disbursed under B. above. The decision will be determined by majority vote of the members present at the meeting where the proposal to dissolve was passed.

BYLAWS OF THE SCRAP BAG QUILT CLUB

ARTICLE I: MEETINGS

- A. The regular meeting of this Club shall be held the third Thursday of each month at 10:00 AM at the Lake Summerset Lodge. Time and place maybe changed by the Executive Board or by majority vote of the members present at the meeting.
- B. The Program Chairperson is responsible for planning and executing the programs and workshops for the monthly meetings of the membership. The Program Chairperson will announce time and place of workshops and any costs to be incurred by the membership
- C. The monthly meeting will contain the following topics:
 - 1. Business of the Club, a review the past month and the future months of the club.
 - 2. The Chairpersons will report on their team's efforts for the past month and the future month plans. These reports will include the charitable efforts of the membership.
 - 3. Social time, to provide camaraderie for the members present at the meeting.
 - 4. Awards and Prizes: sewing notions and fabric to be awarded for having remembered to wear you name tag and for participation in the Show and Tell portion of the meeting. Each member having their name tag will have a ticket in a drawing. Each member participating in Show and Tell will have a ticket in the drawing. One winner will be selected by drawing a ticket from each category.
 - 5. Show and Tell: Each member showing their quilt or needlework will be given the opportunity to make a presentation explaining the background for the project and how they completed the project.
 - 6. Permission will be secured for any pictures or mention of a member in any newspaper or for any public usage.

ARTICLE II: BOARD OF DIRECTORS

- A. The Board may meet at any time needed. Minutes will be kept and posted at the next membership meeting.
- B. The Chairperson Committees may meet at any time needed. Minutes will be kept and posted at the next membership meeting. The Chairperson will provide copies of these meeting minutes to the Board Secretary and other members of the Board. The Board Secretary will maintain the minutes in accordance with ARTICLE: IX RECORDS OF THE SCRAPBAG QUILT CLUB..

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C. The Board of Directors shall consist of all elected officers and the following Team Chairpersons:

1. Communication Team Chairperson:

Responsibilities: supervise the club newsletter; obtain permission for press releases to local newspapers; update the Scrapbag Quilters website; and provide other publicity, as directed by the Board of Directors.

2. Program Team Chairperson:

Responsibilities: schedule educational programs/workshops for each monthly meeting.

3. Special Projects Team Chairperson:

Responsibilities: coordinate the Scrapbag Quilt Club's altruistic projects, as approved by the Board of Directors. This excludes the raffle quilt and silent auction. Possible projects: comfort blankets for OSF St. Anthony's Hospital pediatric patients and local EMT units; Wounded Warrior Quilts (quilts to give comfort to wounded military personnel), layettes for area crisis centers, donations for our local Ecumenical Council (hat and mitten collection). Additional projects need Board approval and to be in accordance with the budget.

4. Fund Raising Team Chairperson:

Responsibilities: oversee raffle quilt, silent auction, and other fund raising activities approved by the Board of Directors. The fund raisers are to provide funds to support the charitable endeavors of the club. The charitable endeavors would include such things as quilts for wounded veterans, layettes for newborn babies at women's shelters, blankets for pediatrics at the OSF hospital, blankets for children at women's shelters. The Chairperson would identify leaders and members to help from preparation to completion of the fund raiser. This would include such things as producing raffle tickets, getting the members to work in community to create a raffle quilt and in the auction to create many quilts and needlework to have for a silent auction. The responsibilities would extend to the collection of money for deposit and approval of expenditures based on the budget provided using the appropriate form for submission to the Treasurer for deposit or payment.

5. Members Team Chairperson

Responsibilities: supervise membership dues collection, club directory, hospitality, incentive drawings, historical scrapbook, and Sunshine.

D. All Team chairpersons are encouraged to utilize club member as *Leaders* and delegate tasks that will assist the chairperson to achieve efficient management of the team. [Example: Membership Committee might include a Membership Leader, Hospitality Leader, Historian, etc.] The Leaders will then work with their team to accomplish the

- E. All Committee Chairpersons must comply with budget constraints as outlined in the annual budget and seek approval of the Board of Directors for expenditures not included in the budget.. All Committee Chairpersons will participate in the Treasurer's Budget Committee on an annual basis to develop the Club's annual budget.
- F. All Committee Chairpersons are part of the budget committee.
- G. All Committee Chairpersons are expected to attend Board Meetings and provide information to the Officers of the club. Status reports on projects will be provided to the membership at the monthly meeting.

ARTICLE III: NOMINATING COMMITTEE.

- A. The elected officers are the Executive Board.
- B. The Executive Board shall appoint a Nominating Committee no later than March, consisting of up to three (3) members. This committee shall present nominations for office at the regular meeting in May. At this May meeting, nominations from the floor would be accepted, provided the nominee is present or has given written consent to serve, if elected.

ARTICLE IV: GUESTS

- A. Guests, visitors, and friends are always welcome to attend one meeting before becoming a member.
- B. A fee for non-members shall be levied for programs with paid speakers. Non-paid speaker programs will be free.
- C. Non-members shall have no voting rights.

ARTICLE V: DUES AND FEES

- A. Annual dues will be paid yearly by October 1 and will be determined by the needs of the Scrapbag Quilt Club and the amount of per member dues will be determined by the Board in conjunction with approval of the next fiscal years budget. Dues received in one fiscal year will be set aside for use in the next fiscal year.
- B. Members joining in April or later will pay 1/2 of the annual dues.
- C. A fee for non-members shall be levied for programs with speakers in an amount to cover their proportionate share of the costs for the program.

ARTICLE VI: PROJECTS

Charitable projects shall be presented to the Special Projects Chairperson by a Club member for approval of the Board. When there is a Leader identified and sufficient members committed to the project, the Club will purchase materials based on the annual budget of the Scrapbag Quilt Club.

ARTICLE VII: FINANCES

- A. **BUDGET:** The budget shall be prepared by the Treasurer and the Budget Committee and presented to the Board at the Board's August meeting prior to the August membership meeting . The Board approved Budget will be presented to the membership at the August meeting of the members with explanation and submitted for membership approval. A vote will be taken and the results documented by the Secretary in the meeting minutes. An approval vote of 2/3 of those present is required.
All profits from raffles will go to charitable projects or donations.
- B. **APPROVAL OF EXPENDITURES** The Chairperson of each committee will approve all expenditures within their committee on the appropriate form for submission to the Treasurer for payment. A member of the Executive Board may approve a request outside the Chairpersons responsibility. The Treasurer has the right of approval on any expenditure when the Chairperson is not available and the appropriate form is submitted. Expenditures will be paid based on the approved budget.
- C. **INCENTIVES:** Name tags and Show-and-Tell drawings will be held and prizes awarded at each meeting as budgeted and approved by the Board.
- D. **MONEY FOR DEPOSIT OR BILLS FOR PAYMENT:** Money for deposit or bills for payment, including receipts and documentation, are to be presented to the Treasurer for payment using the proper form. (see Attachment A)

ARTICLE VIII: AMENDMENTS

These Bylaws may be amended at any regular business meeting of the Club by a 2/3 vote of all those present, provided the amendment was presented at the previous meeting.

ARTICLE IX: RECORDS OF THE SCRAPBAG QUILT CLUB:

All approved meeting minutes, monthly and yearly financial reports, tax documents are to be retained in a file for the life of the club. Any and all actions/changes to the Constitution, Bylaws must be retained for the life of the club. All supporting financial documents to the monthly and yearly financial statements will be retained for 7 full years and as the eighth year begins the oldest year may be destroyed. Any correspondence with a government entity will be retained for the life of the club.

ARTICLE X: DECEASED MEMBER OR SPOUSE

In memory of deceased member or spouse, the club will allow a collection to be made and given to the spouse/family member of the deceased. Money would be utilized as designated by the family of the deceased.

ARTICLE XI: POLICIES AND PROCEDURES

A. DIRECTORY

1. The Directory will be printed in October.
2. To be included in the directory, members must have paid dues prior to October 1.
3. Distribution of the annual directory will occur at the October meeting of the club.

B. NEWSLETTER: There will be a quarterly newsletter.

C. TREASURER'S FORM: A form will be provided to the members for submission of deposits and for submission of expenses to the Treasurer. The form will be provided and maintained by the Treasurer. (See Attachment A)

D. MEMBERSHIP AND CONSENT FORM.

1. At the time of joining the club or renewal for members a form will be completed and provided to the team member responsible for the Directory.
2. The form will be provided and maintained by the team member responsible for the Directory. (See Attachment B)

ATTACHMENT A

THE SCRAPBAG QUILT CLUB TREASURER
REQUEST FOR REIMBURSEMENT /PAYMENT/DEPOSIT

DATE: _____

REQUESTOR: _____

Please be legible

CHAIRPERSON APPROVAL: _____

THIS IS A BUDGETED ITEM YES _____ NO _____

IF NO HOW WILL THIS BE FUNDED? EXPLAIN

REIMBURSEMENT _____

BILL PAYMENT _____

TOTAL AMOUNT \$ _____

PURPOSE OF

EXPENSE: _____

ORIGINAL RECEIPTS MUST BE ATTACHED.

TREASURER:

RECEIPTS ATTACHED _____

IDENTIFY THE BUDGET LINE ITEM THIS WILL BE CHARGED TO:

AMOUNT PAID: _____

CHECK NUMBER: _____

DATE: _____

DEPOSIT PREPARED BY MEMBER OR TREASURER

DEPOSIT

DATE: _____

REQUESTOR: _____

IDENTIFY SOURCE OF FUNDS: _____

IF MULTIPLE SOURCES STATE HOW MUCH AND EACH SOURCE:

\$ _____ SOURCE _____

\$ _____ SOURCE _____

\$ _____ SOURCE _____

\$ _____ SOURCE _____

TOTAL \$ _____

DATE DEPOSITED: _____

TREASURERS SIGNATURE: _____

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ATTACHMENT B
SCRAPBAG QUILT CLUB MEMBERSHIP FORM
PLEASE PRINT

MEMBER NAME: _____

MEMBER ADDRESS: _____

MEMBER PHONE NUMBER: _____

_____ CELL PHONE

MEMBER E-MAIL ADDRESS: _____

identify uppercase or lower case

**PLEASE CHECK THE AREAS IN WHICH YOU WOULD LIKE TO CONTRIBUTE TO
MAKE OUR CLUB MORE SUCCESSFUL.**

Raffle Quilt Auction OSF Blankets Quilts of Valour

Comfort Quilts Refreshments December Party

Layettes Teams Teach a Workshop Plan a Program

If you would like to market a skill or product through our Special Skills listing at the back of the directory. Please check areas of expertise.

Bind Quilts Construct Tops Hand Quilting

Long Arm Quilting Other explain: _____

PLACE AN "X" ON THE STATEMENT TO WHICH YOU AGREE.

Yes, you may accept this as permission to use my photo and /or my name in any newspaper publications or club advertising. Permission is granted to use my name and or photo in the club newsletter. Permission is granted to use my name on the raffle quilt for work completed on the raffle quilt.

No, you may not use my photo and or name in any newspaper publications or club advertising. Permission is granted to use my name and or photo in the club newsletter. Permission is granted to use my name on the raffle quilt for work completed on the raffle quilt.

Signature of member: _____

If paying by check, make check payable to Scrapbag Quilt Club

To be completed by Membership Team member:

Amount of dues: _____

Paid cash: _____

Paid check : check number _____

Amount of dues paid: _____

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