

COASTAL CAROLINA QUILTERS
BYLAWS

Article I. Name

The name of this group shall be Coastal Carolina Quilters (CCQ).

Article II. Purpose

The purpose of CCQ shall be as follows:

1. To provide an opportunity for Quilters of all ages and skills to benefit from shared experiences,
2. To stimulate an interest in quilting,
3. To provide quilting educational opportunities through programs, lectures and workshops.
4. To provide sewn projects to various organizations or institutions that can utilize these projects with special consideration to charitable non-profit organizations.

Article III. Members

1. The number of members shall not exceed the room capacity of 300.
2. All those interested in the art of quilting are eligible for membership, regardless of quilting experience, or skill level.
3. Dues are payable in January or upon attending second meeting. Guests may attend a total of two (2) regular meetings as a visitor.
4. Paid members will receive an electronic newsletter and be listed in the CCQ roster, which will be distributed in March.

Article IV. Officers

1. The officers of CCQ shall be President, Vice President, Secretary, and Treasurer.
2. At the regular Business Meeting held in October, a Nominating Committee of no less than three (3) members shall be appointed. It shall be the duty of the Nominating Committee to nominate one candidate for each office to be filled at the Annual Meeting in December. Nominations from the floor shall be permitted, with the nominee's consent having first been obtained.
3. All elected officers shall serve one full year, beginning at the close of the Annual Meeting in December.
4. In the event an officer is unable to serve the full term of office, an alternate shall be appointed by the Executive Board with approval by the Board of Directors. This appointee may be elected for 2 additional full terms in this office.
5. No officer shall be eligible to serve more than two consecutive elected terms in the same office.
6. The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer and the Immediate Past President.
7. The duties of the officers are as follows:
 - The CCQ President shall preside over all meetings and sign checks in the absence of the Treasurer. The President shall appoint the ad hoc committee chairpersons.
 - The CCQ Vice-President shall assume leadership of CCQ whenever the President is unable and perform other duties as assigned by the President.
 - The CCQ Secretary shall record minutes during all Executive and Business Meetings. The secretary shall conduct all official CCQ correspondence. The Secretary shall maintain and make all corrections to the By-Laws. The secretary shall maintain the membership lists in conjunction with the Membership Chair.
 - The CCQ Treasurer shall be responsible for the collection of all monies for CCQ. Accurate records shall be maintained of all deposits to and disbursements from the CCQ bank account and shall issue monthly reports of income and expenses. -The Treasurer may sign checks. The Treasurer shall make sure that all tax forms are filed in a timely manner. The Treasurer shall maintain a key to the Post Office box and the rented storage unit.

Article V. Meetings

1. The meeting year is from January 1 through December 31.

2. Business meetings shall be held monthly unless otherwise ordered by the Executive Board. During these meetings all business will be conducted and voted upon by attending members,
3. The December business meeting shall be known as the Annual Meeting and shall be for the purpose of receiving verbal and written reports from outgoing CCQ officers and chairpersons, for inclusion in the permanent record. Election of new officers and the transaction of any new business that may arise shall be conducted at this meeting.
4. A quorum, necessary for passage of all votes presented to the membership, shall be equal to a majority in attendance. Absentee votes will be accepted on substantive issues, as determined by the Executive Board.

Article VI. Board of Directors

- The Board of Directors shall consist of the Executive Board and all Committee Chairpersons.
- The Board of Directors shall meet at least quarterly, with additional meetings held as deemed necessary by the Executive Board.

Article VII. Ad Hoc Committees and Chairperson Responsibilities

These committees and chairpersons may be active or inactive depending on the needs of the organization. Ad hoc committees are not limited to the following and additional committees may be appointed for special functions.

1. Membership Chairperson – This chairperson shall be responsible for collection of annual dues, with all monies then given to the CCQ Treasurer for bank deposit. Upon receipt of annual dues, she/he will present a membership card. She/he shall prepare a membership roster to be distributed electronically in March in conjunction with the Webmaster/Newsletter Editor.
2. The Finance Committee shall consist of the President, Treasurer, and one additional member appointed by the President. The Finance Committee shall prepare an annual balanced budget to be presented to the Board at the January Board meeting, and to the Membership in February. Expenditures not approved by the Board in this budget must be presented to the Board for approval. This Committee shall arrange for an annual review of the financial records.
3. Hospitality Chairperson – This chairperson shall arrange for the paper supplies, plastic supplies, the hot water and beverage supplies necessary at the meetings.
4. Program Chairperson – This chairperson shall arrange for the program presentations. She/he shall invite at least two (2) additional members to assist her. She/he shall be free to delegate special project leadership roles to other members. She/he shall present program suggestions for approval by the Board and shall be responsible for securing written contracts with all instructors. She/he shall submit a program budget to the Finance Committee prior to the January Board meeting.
5. Webmaster and Newsletter Editor - The Webmaster/Newsletter Editor shall electronically distribute the annual membership list in March in conjunction with the Membership Chairperson. She/he shall compile a monthly newsletter and publish it electronically. She/he shall update the website as appropriate.
6. Sunshine Chairperson – This chairperson shall send cards for birthdays, get well, thinking of you and sympathy cards as the need is made known to her. At the next business meeting she/he will announce to whom the cards were mailed and why so that we may maintain contact with our members.
7. Historian Chairperson – This chairperson shall maintain the photo and paper records of the club projects and accomplishments. This may be individual or group accomplishment.
8. Project Chairperson – This chairperson arranges for the materials, workspace, and labor force to accomplish our special projects. She/he is responsible for overseeing the storage of supplies and making sure they are available at the time of the project.

Article VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern CCQ in all cases to which they are applicable.

Article IX. Amendment of By-Laws

These by-laws may be amended at any business meeting of CCQ by two-thirds vote of attendees, if the amendment has been submitted in writing to the Executive Board at least ten (10) days before being submitted to the membership.

Dissolution of Organization

In the event of dissolution of the organization, it shall be the responsibility of the Executive Board to insure that all assets of the organization are distributed to a non-profit charitable organization, with special consideration given to those that CCQ has supported during its existence.