

BYLAWS OF DAKOTA COUNTY STAR QUILTERS

ARTICLE I — NAME AND PURPOSE

Section 1 — Name:

The name of the organization shall be **Dakota County Star Quilters**. It shall be a non-profit organization incorporated under the laws of the State of Minnesota.

Section 2 — Purpose:

The purpose of **Dakota County Star Quilters** shall be to contribute to the growth of knowledge about quilting techniques, patterns, history and quilt-making by providing educational meetings, fun and fellowship, by sponsoring and supporting quilting activities, by encouraging quilt-making, and by promoting the appreciation and knowledge of quilts.

Section 3 — Non-profit:

Dakota County Star Quilters, also referred to as DCSQ, shall be a non-profit organization under the laws of the State of Minnesota. As a non-profit organization, the activities of DCSQ shall be conducted in such a manner that no part of the net income shall benefit any member.

Section 4 — Dissolution:

In the event of dissolution, any and all properties owned by DCSQ shall be disposed of, with all monies being distributed to organization(s) which qualify as non-profit under the laws of the state of Minnesota, as recommended by the membership and approved by the Executive Board.

ARTICLE II — MEMBERSHIP

Section 1 — Eligibility for membership:

Any person showing an interest in quilting, willing to take part in DCSQ group activities, and pay the required dues, shall be eligible for membership. Membership is not restricted to residents of Dakota County, Minnesota. Membership is granted upon completion of membership form and payment of annual dues.

Section 2 — Annual dues:

Each year the Executive Board shall determine by November 1st the rate for annual membership. The annual membership rate shall be published in the November DCSQ newsletter. The dues are payable in January. Members who have not paid by the March meeting will lose their membership. Dues for renewing members will be at the annual rate and shall not be pro-rated. New members shall pay a pro-rated amount, based on the month they apply for membership.

Section 3 — Rights of members:

Each member shall be entitled to one vote at annual elections of Board members. Only members shall:

- Receive the monthly newsletter,
- Have access to DCSQ library materials,
- Have the right to display items in the quilt show,
- Be supplied with a membership list, with the understanding that this list will not be used for commercial purposes, or any purpose not related to DCSQ activities,
- Have the right to list quilting-related professional services on the DCSQ web site,
- Have any other privileges determined by the Executive Board.

Section 4 — Guests

Guests are welcome to attend all regular meetings. For each meeting, a guest will be charged a fee equal to the monthly pro-rated amount of an annual membership dues. For example, if the annual dues are \$24.00 the fee for a guest to attend a monthly meeting is \$2.00 ($\$24.00 / 12 = \2.00). Guests are required to sign

in and supply contact information, including name and address. A guest's email address and phone number are also requested. The contact information will be used solely by DCSQ for the purpose of sending DCSQ related information, such as an invitation for membership, and will not be given or sold to any other person or organization.

Section 5 — Resignation and termination:

Resignation of membership shall not relieve a member of unpaid dues or other charges previously accrued. Resigning members must return library materials and any other DCSQ property they may have.

ARTICLE III — MEETINGS OF MEMBERS

Section 1 — Regular meetings:

Regular meetings of the members shall be held the second Tuesday of each month.

Section 2 — Special meetings:

Special meetings may be called by the Chair or the majority of Executive Board members.

Section 3 — Notice of meetings:

Notice of each meeting shall be given in the DCSQ monthly newsletter.

Section 4 — Quorum:

The members present at any properly announced meeting shall constitute a quorum, as long as 25% of the membership is present.

Section 5 — Voting:

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place, as long as a quorum of members is present.

ARTICLE IV — BOARD MEMBERS

Section 1 — Board membership:

The Board consists of the Executive Board and Committee Chairs and other Board positions as defined in Article V. Board members shall plan and conduct meetings cooperatively.

Section 2 — Meetings and notice:

The Board shall meet at least four times a year, at an agreed-upon time and place. The Chair shall notify Board members and DCSQ members of the meeting at least one month in advance. All DCSQ members may attend Board meetings and offer input. The Chair is responsible for creating an agenda for each Board meeting. The agenda shall be published in the DCSQ newsletter prior to the Board meeting. Any DCSQ member can request the Chair to add agenda items any time up to 2 weeks prior to the Board meeting.

Section 3 — Board elections:

Elections for Board members shall be held in May of each year. Board members serve from June to May. Nominations shall be submitted in March and April by any member. Any member, with her consent, is eligible to be nominated.

Section 4 — Quorum:

A quorum must be attended by at least 40% of Board members for business transactions to take place and motions to pass.

Section 5 — Offices of the Executive Board and duties:

There shall be four members of the Executive Board, consisting of a Chair, Vice-Chair, Secretary and Treasurer. Their duties are as follows:

The Chair shall convene Board meetings, create an agenda for Board and regular meetings, preside at all meetings, appoint committees as necessary to carry out the work of the group, organize programs for the year, and reserve meeting room(s) for the next year. At the beginning of her term, soon after the elections, the in-coming Chair shall work with the Finance Committee to create the annual budget for the fiscal year, from June 1 through May 31 of the following year. The budget shall be approved by the Board. Any major change in the budget must be approved by the Board or the Executive Committee. The Chair serves for one year as Vice Chair, prior to becoming Chair, and one year as Past Chair, following her term as Chair.

The Vice Chair shall assist the Chair and preside over meetings in the Chair's absence. The Vice Chair shall be co-signer for the DCSQ bank accounts. The Vice Chair serves a three-year term, one year as Vice Chair, the following year as Chair, and the third year as Past Chair.

The Secretary shall be responsible for keeping records of all Board and regular meetings and distributing copies of minutes to each Board member. The Secretary shall bring a book of all minutes for the prior 12 months to each regular monthly meeting and make that book available to all members. The Secretary shall provide a copy of any minutes to any DCSQ member upon the member's request. The Secretary is also responsible for maintaining the DCSQ "Policies and Procedures" document. The Secretary serves for one year.

The Treasurer shall make a report of the DCSQ finances at each Board meeting, including a report of expenditures against approved budget. The Treasurer shall keep all financial records, shall be custodian of the funds, shall collect dues and fees, and shall provide an itemized accounting of all receipts and disbursements. The Treasurer is co-signer of the DCSQ bank accounts. The Treasurer shall be the Chair of the Finance Committee, assist in the preparation of the budget, and make financial information available to Board members and the DCSQ membership. The Treasurer serves for one year.

Section 6 — Vacancies:

When a vacancy on the Board exists mid-term, the Chair must receive nominations for a replacement Board member from DCSQ members. These nominations shall be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 7 — Resignation and termination:

A resigning Board member must notify the Chair. A Board member may be removed for other reasons by a three-fourths vote of the remaining Board members.

Section 8 — Special meetings:

Special meetings of the Board shall be called upon the request of the Chair or Vice Chair. Notices of special meetings shall be sent out by the Secretary to each Board member.

ARTICLE V — BOARD POSITIONS AND COMMITTEE CHAIRS

Section 1 — Community Service Chair:

The Community Service Chair shall help identify opportunities that benefit the communities of Dakota County and other groups as approved by the Board. The Chair shall take input from the general membership regarding specific service opportunities and make recommendations to the Board.

Section 2 — Library Chair:

The Library Chair (also known as the librarian) shall keep a current inventory of the quilting books and magazines that belong to DCSQ. The Librarian shall also keep records of items borrowed by members and notify members of overdue items.

Section 3 — Membership / Greeter Chair:

The Membership Chair shall greet members and guests, collect fees from guests for attending each meeting, and keep a sign-in book to record attendance and provide a drawing for door prizes as the Board decides is appropriate. This position may be served and/or assisted by the Vice Chair. This person shall be responsible for maintaining a telephone calling tree, distributing membership packets to potential members and guests, if they want one, and monthly advertising in local quilt shops and newspapers as the Board requests.

Section 4 — Newsletter Chair:

The Newsletter Chair shall be responsible for editing and printing/distributing/e-mailing a monthly publication containing pertinent information about meetings, events, and membership; maintaining a mailing list and e-mail list of members; and assisting in maintaining the telephone calling tree.

Section 5 — Refreshments Chair:

The Refreshment Chair shall oversee and organize volunteers for food and refreshments for the July potluck picnic, December Holiday party, Quilt Show set up and other activities as determined by the Board.

Section 6 — Education and Special Activities Chair:

The Education and Special Activities Chair coordinates activities to benefit members and promote friendships, such as classes, quilt shop tours, shop hops, demonstrations, and workshops. Four activities per year are recommended. This chair also arranges for classes during the DCSQ Quilt Show, maintains class registrations, collects class fees, and gives collected fees to the Treasurer. The Education and Special Activities Chair helps the DCSQ Chair plan speakers and other activities at the regular monthly meetings. The duties of this chair do not include coordinating the annual retreat or quilt show.

Section 7 — Sunshine Chair:

The Sunshine Chair shall be responsible for sending cards, flowers or other gifts to members who have experienced a life-changing event. The Sunshine Chair also coordinates any group contributions, such as making blocks for the recipient. Eligible recipients are members and their immediate families. The Sunshine Chair may also recommend to the Board requests for special recognition of members.

Section 8 — History Chair:

The History Chair (also known as the historian) shall be responsible for keeping historical records of the group, including newsletters and photographs of DCSQ activities.

Section 9 — Quilt Show Chair:

The Quilt Show Chair is responsible for organizing, promoting and publicizing the quilt show. This includes arranging for the Tuesday evening program, but does not include arranging for February weekend classes.

Section 10 — Finance Committee:

The Treasurer is chair of the Finance Committee, which includes three other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and assisting the Chair with creating the annual budget and reviewing the budget with Board members. The Finance Committee shall submit an annual report to the Board showing income, expenditures against budget, pending income and pending expenditures. The financial records of the organization shall be made available to the membership.

Section 11 — Retreat Chair:

The Retreat Chair is responsible for organizing DCSQ retreats, including determining the location, the cost to per person to attend the retreat, signing a location contract, constructing a budget, organizing group

activities at the retreat, and shall submit an annual retreat report to the treasurer showing income, expenditures, pending income and pending expenditures.

Section 12 — Web Site Chair:

The Web Site Chair is responsible for maintaining the DCSQ public internet site, including the contents, organization and graphics. The Web Site Chair is also responsible for maintaining the contract with the web hosting provider, keeping the domain name registration current, and documenting processes and procedures for maintaining and updating the site. Since this is a technical position, the retiring Web Site Chair is also responsible for training her replacement in maintaining and administering the site.

Section 13 — Responsibilities of all committee chairs:

Each chair shall be responsible for documenting the processes for carrying out their responsibilities, in order to inform the future Committee Chairs. Each chair is responsible for the budgeting expenses for her area, and for submitting receipts for expenditures and reimbursement within that budget to the Treasurer. Each chair can assemble a committee to carry out the functions of her position, if she desires.

ARTICLE VI — BYLAW CHANGES

Section 1 — Amendments to bylaws, and policies and procedures:

These bylaws may be changed when necessary by simple majority of the membership present at a regular monthly meeting, as long as there is a quorum present. Proposed changes must be submitted to the Secretary to be sent out with regular Board announcements. The Board will review the bylaws biannually, in even-numbered years.