

FRONT RANGE CONTEMPORARY QUILTERS BY-LAWS

Article I: Name

The name of this organization shall be Front Range Contemporary Quilters.

Article II: Purpose

The purpose of this organization shall be to promote cooperation and interchange of ideas among those engaged or interested in contemporary quilting and fiber arts, and to maintain high standards of design and technique. This shall be accomplished through exhibitions, educational programs, workshops and sharing the knowledge among members.

Article III: Executive Board

1. Elected Board Members are Officers of the organization and shall transact the business of this organization.
2. The Executive Board is elected by a majority of the membership and includes the President, Vice President, Secretary, Treasurer, and Directors of Membership, Exhibits, Communication, Major Workshops and New Skills Workshops.
3. Term of office shall be two years, with a two year extension upon approval of the Executive Board.
4. Terms of office shall rotate to maintain continuity.
 - a. President, Secretary and Directors of Membership and Exhibits shall be elected in even-numbered years to serve starting January 1, of the following year.
 - b. Vice President, Treasurer and Directors of Workshops and Communication shall be elected in odd-numbered years to serve starting January 1 of the following year.
5. No officer shall serve more than two consecutive terms in the same office, but may be elected to a different office in a consecutive term.
6. Executive Board positions may be jointly held; one person shall be the primary contact to the Board, and casts a single vote.
7. The Executive Board will meet during the months of January, March, May, July, September, and November, subject to re-scheduling in unforeseen circumstances.
8. A Board quorum shall consist of a majority of the Executive Board.
9. Approval of any motion shall be by simple majority.
10. Voting may occur in absentia using any appropriate method approved by the board.
11. A vacancy in the office of the President shall be filled by the Vice President. A vacancy in any other office shall be filled for the remainder of that term by appointment of the President and approval of the Board.
12. Board meetings shall be open to any member.

Article IV: Membership

1. Membership shall be open to anyone interested in fiber arts. There shall be no discrimination based on gender, ethnicity, color, creed, or age.

2. The annual membership period begins January 1 and ends December 31. Proration of dues will be one-half after July 1. There will be no refunds.
3. The Executive Board shall determine the amount of annual dues and guest fees.
4. The membership roster shall not be used for commercial purposes without prior approval of the Executive Board.

Article V: Meetings

1. There shall be 11 scheduled monthly business/membership meetings each year excluding December. The Executive Board may schedule additional meetings at any time.
2. Membership meetings shall be located in the greater Denver area.
3. A membership quorum shall be one third (1/3) of the voting membership present at a meeting or participating in voting electronically or by any means sanctioned by the Executive Board.

Article VI: Executive Board Duties

1. Each Elected Officer shall
 - a. Follow, contribute to, and keep current the Governance Manual regarding details of the tasks and duties of his or her office.
 - b. Keep a record of activities and expenses.
 - c. Enter into contractual agreements on behalf of the organization if necessary.
 - d. Transfer records of the office at the conclusion of the term.
2. The President shall
 - a. Preside at Executive Board and membership meetings.
 - b. Appoint and be advisor to all committees, with approval of the Executive Board.
 - c. Sign checks in the absence of the Treasurer.
3. The Vice-President shall preside at any Executive Board or membership meeting in the absence of the President. The Vice-President may serve as the Program Director.
4. The Secretary shall be responsible for recording minutes of Executive Board meetings and make them available to the Board.
5. The Treasurer shall be responsible for keeping accurate records of all financial transactions and make them available at each Board meeting. The treasurer or a designee must oversee the filing of federal and state tax documents and periodic reports.
6. The Director of Workshops shall be responsible for organizing and overseeing workshops offered to the membership.
7. The Director of Exhibits shall organize and produce art exhibitions of members' work on a regular basis.
8. The Director of Membership shall maintain current and accurate records of membership and oversee additions, deletions, and changes regarding individual members.
9. The Director of Communication shall collect and produce newsworthy items for distribution in a timely manner.

10. The Director of New Skills Workshops shall be responsible for organizing and overseeing one-day educational workshops offered to the membership.
11. Additional duties may be carried out by Committees appointed by the Board (Section VIII).

Article VII: Nominations and Elections

1. A Nominating Committee of 3 to 5 people shall be appointed by the Executive Board during January of each year.
2. The Nominating Committee shall present a slate of officers appropriate for upcoming terms beginning the following year.
3. Elections will take place in September.
4. Election will be by majority of those voting.
5. The newly elected officers shall attend all scheduled Executive Board meetings before the beginning of the elected term to provide continuity.
6. Newly elected officers must familiarize themselves with the duties of office and By-laws of the organization.

Article VIII: Committees

1. The Board may appoint non-voting committees to serve the operational needs of the organization.
2. Each Committee shall have a Director.
3. The Executive Board shall have the authority to appoint or sunset a committee or Director.
4. Committees may include but are not limited to: Hospitality, Long Range Planning, Programs, Technology, and Facilities Management.
5. Committees shall keep written records of their activities and expenses.
6. Only members may serve on committees.

Article IX: Governance of Meetings

These By-Laws shall prevail. The current Robert's Rules of Order shall be followed for parliamentary procedure at meetings. Should a dispute arise involving a conflict between Robert's Rules of Order and the By-Laws, the By-Laws shall prevail.

Article X: Amendment of By-Laws

Any member of the Executive Board may propose an amendment in writing to any member of the Executive Board. The Executive Board shall decide whether to place the proposed amendment before the membership at large. Such a proposed amendment shall be published electronically or by other means 30 days prior to a vote. Voting shall be by written or electronic ballot. Any change to the by-laws requires a favorable vote by at least one-third of the total membership.

Revised September 2014