

CABIN FEVER QUILT GUILD BY LAWS

ARTICLE I: NAME

This organization, incorporated under the laws of the State of Alaska, shall be known as the **Cabin Fever Quilters' Guild**, a non-profit corporation, herein referred to as CFQG.

ARTICLE II: PURPOSE

This Corporation shall have as its primary purpose the following:

- a) To support and develop programs and activities which enhance the knowledge and appreciation of the fine art of quilting
- b) To encourage the preservation and utilization of Alaska's quilt resources
- c) To contribute to the growth and knowledge of quilting techniques, textiles, patterns, history, and quilt makers through education meetings, travel and fellowship
- d) To provide communication between existing quilt organizations, both within the State of Alaska, and nationally, in an effort to accomplish these goals.

ARTICLE III: FUNDING

In order to obtain funds to further the above stated purposes, the corporation shall have the power to conduct fund raising activities and to accept contributions from individuals, foundations, and other organizations. It shall have the power to solicit and receive funds from the public for the purpose of the corporation, but no part of the net earnings, or any of the principal of this corporation shall insure to the benefit of any Director, Member or Members of the Corporation.

ARTICLE IV: MEMBERSHIP

Section 1:

Membership shall be open to all persons interested in quilts and quilting who have paid annual dues. Dues shall be paid at or before the annual meeting and cover one year, November through the next October. New members' dues shall be due upon entry into CFQG and new members joining after April 1 will have their dues pro-rated at 50%. Senior memberships (age 60+) are available at a 20% discount.

Section 2: Privileges of membership include:

- a) The right to vote and hold office,
- b) The right to attend monthly meetings,
- c) The right to participate in CFQG activities on a priority basis,
- d) The right to attend Executive Board meetings as a non-voting member;
- e) The monthly "Northern Comfort," the CFQG newsletter is available on the CFQG website. A mailed subscription to the newsletter may be purchased for an additional fee. The subscription period runs November through the next October.
- f) Inclusion in and receipt of the CFQG Membership Directory for the following year when dues are paid by October 31.

Section 3: Members who have paid pro-rated dues of \$7.50 by October 1, 1979 are considered charter members and are exempted from paying dues.

Section 4: Associate memberships are available by subscribing to the Newsletter, and such members are not entitled to the privileges listed in Article IV.

ARTICLE V: GENERAL MEMBERSHIP MEETINGS

Section 1: A meeting of the general membership shall be held the third Tuesday of each month, unless otherwise set by the Executive Board. The time and place of the meeting shall be announced at least one month in advance and published in the newsletter sent prior to

that meeting. Part of these meetings shall be devoted to business, and the business meetings shall be conducted according to parliamentary procedures as published in Robert's Rules of Order Newly Revised whenever they are not inconsistent with these bylaws and any special rules of order the CFQG may adopt.

Section 2: The presence of one fourth of the eligible membership shall constitute a quorum.

Section 3: In the event that a member will be unable to attend a meeting, a written, dated, signed proxy stating the intent of the member will be accepted by the Parliamentarian or the President up to the call of the vote for any previously announced vote.

Section 4: There shall be an annual meeting of the voting membership held each October.

At this annual meeting:

- a) The outgoing officers and committee chairpersons shall present their annual reports, if required,
- b) The membership shall elect officers,
- c) Other business shall be transacted as needed.

ARTICLE VI: EXECUTIVE BOARD

Section 1: The CFQG shall be administered by an Executive Board consisting of nine-elected officers: President, Vice-President, Secretary, Treasurer, Historian, Parliamentarian, Publicity Director, Newsletter Director and Workshop Director. The Board shall have the ability to review decisions of the President. Decisions of the President may be vetoed only upon a two third vote of the full Executive Board. A quorum of the Executive Board shall consist of six of the nine elected officers as established in Section 6(d) of the Rules of Operation.

Section 2: Officers shall be elected by a majority vote at the annual meeting.

Officers shall be elected for one year and may serve up to one succeeding year in that office with the exception of the treasurer who will serve a term of two years with the option of serving a second succeeding two-year term.

- a) A Nominating Committee shall present the membership with the names of the candidates for each office at the September meeting. These names shall be published in the October newsletter. Nominations for office may be made from the floor at the annual meeting with the consent of the nominee. Officers shall assume their responsibilities at the close of the annual meeting.
- b) Elections shall be made by voice vote except when there is more than one candidate for an office, in which case the vote for the contested office shall be by ballot provided by the secretary.
- c) At least one office shall be filled by a member who has previously served on the Executive Board.

Section 3A: Duties of the Executive Board shall include:

- a) Having general supervision of the affairs of the Guild between its business meetings,
- b) Setting the hour and place of meetings,
- c) Making recommendations to the Guild,
- d) Serving as editorial board for the newsletter,
- e) Making recommendations to the President on an agenda for general meetings,
- f) Perform other duties as specified by these bylaws. The Executive Board shall be subject to the orders of the CFQG and none of its acts shall conflict with action taken by the CFQG. Any action taken by the Executive Board may be rescinded by the membership upon a two-thirds vote of those present or present by proxy, provided there is a quorum.
- g) After election to office, the Executive Board shall prepare a proposed budget to be published in the January newsletter and voted on by the membership at the January general membership meeting.
- h) Expenditures over three hundred and fifty dollars (\$350) and not provided for in the

budget must be brought before the membership for approval.

- i) Officers are expected to attend all meetings of the executive board. Officers who cannot attend a board meeting shall notify the President well in advance to cancel or set a new date. No officer shall miss more than three meetings without advance notice.
- j) Any officer unable to fulfill a specific duty shall notify the President in advance.
- k) Each officer shall turn over all material of the office to the successor and furnish any records that may be required.

Section 3B: CFQG officers and their duties shall include:

The President shall:

- a) Preside at all general membership and Executive Board meetings,
- b) Set and post agendas for meetings,
- c) Be the chief administrative officer of the organization,
- d) Report on the work of the organization at the annual meeting,
- e) Appoint committee chairs,
- f) Be ex-officio, non-voting member of all committees with the exception of the nomination committee,
- g) Be authorized to co-sign checks for the association
- h) Serve as a liaison with other organizations,
- i) Have such usual powers of supervision and management that may pertain to the office of the President,

The Vice President shall:

- a) Arrange programs for the monthly meetings of the general membership,
- b) Arrange locations for monthly meetings,
- c) Serve as presiding officer in the absence of the president,
- d) Be authorized to co-sign checks for the organization,
- e) Arrange all drawings and like activities,
- f) Form a committee to arrange the annual meeting.

The Secretary shall:

- a) Record the minutes of all meetings and present them at the following meeting,
- b) Provide the newsletter editor with summaries of these meetings prior to the newsletter deadline,
- c) Be responsible for any correspondence which does not relate specifically to an activity or responsibility of another committee or officer,
- d) Be authorized to co-sign checks for the organization,
- e) Shall have a key to access the Post Office box.

The Treasurer shall:

- a) Be the chief financial officer of the CFQG,
- b) Have the general care and custody of all securities and funds,
- c) Collect and disburse the funds of the organization,
- d) Present financial reports to the Executive Board and the organization,
- e) Be authorized to co-sign checks for the organization,
- f) Shall have a key to access the Post Office box.

The Historian shall:

- a) Keep an on-going record of all the activities of the CFQG,
- b) Have guardianship of guild scrapbooks,
- c) Display said scrapbooks at a minimum of two guild meetings a year,
- d) Keep current the scrapbook with press clippings and one or two photographs of each significant guild activity,
- e) Purchase new scrapbooks and arrange for cover design as needed,
- f) Take photos of quilts shown during Show and Tell and have them posted to the CFQG website.

The Parliamentarian shall:

- a) Assure that proper parliamentary procedures are followed at all meetings,
- b) Serve as chair of the nominating committee,
- c) Conduct all elections, including acceptance of proxies,
- d) Be responsible for the installation of officers,
- e) Assist the Vice-President in the preparation of monthly meeting arrangements.

The Publicity Director shall:

- a) Provide support and offer assistance to the guild President as needed,
- b) Be responsible for obtaining a token of appreciation for the outgoing President
- c) Be responsible for publicity for the CFQG

The Newsletter Director shall:

- a) Serve as editor for the newsletter "Northern Comfort",
- b) Be responsible for publications and distribution of the newsletter in accordance with the guidance and direction of the Executive Board.
- c) Maintain a record of one year's copies of the newsletter to be added to the archives at the end of the fiscal year.

The Workshop Director shall:

- a) Cause an audit of the treasury to be made at the close of the fiscal year, October 31, to be completed no later than April 30.
- b) Be responsible for researching and presenting to the guild information about potential workshop teachers as well as procuring and supervising chairs for each workshop.
- c) Prepare budget to present to the Executive Board for upcoming workshops.

Beginning with the election in October 2016, the Executive Board will be structured as follows:

ARTICLE VI: EXECUTIVE BOARD

Section 1: The CFQG shall be administered by an Executive Board consisting of five elected officers: President, Vice-President, Secretary, Treasurer, and Director At Large. The Board shall have the ability to review decisions of the President. Decisions of the President may be vetoed only upon a two third vote of the full Executive Board. A quorum of the Executive Board shall consist of three of five elected officers as established in Section 6(d) of the Rules of Operation.

Section 2: Officers shall be elected by a majority vote at the annual meeting.

Officers shall be elected to serve a term of two years with alternating terms of service; President, Treasurer, and Director at Large in odd numbered years, and Vice President and Secretary in even numbered years.

- a) A Nominating Committee shall present the membership with the names of candidates for each office at the September meeting. These names shall be published in the October newsletter. Nominations for office may be made from the floor at the annual meeting with the consent of the nominee. Officers shall assume their responsibilities at the close of the annual meeting.
- b) Elections shall be made by voice vote except when there is more than one candidate for an office, in which case the vote for the contested office shall be by ballot provided by the secretary.
- c) At least one office shall be filled by a member who has previously served on the Executive Board.

Section 3A: Duties of the Executive Board shall include:

- a) Having general supervision of the affairs of the Guild between its business meetings,
- b) Setting the hour and place of meetings,
- c) Making recommendations to the Guild,

- d) Serving as editorial board for the newsletter,
- e) Making recommendations to the President on an agenda for general meetings,
- f) Perform other duties as specified by these bylaws. The Executive Board shall be subject to the orders of the CFQG and none of its acts shall conflict with action taken by the CFQG. Any action taken by the Executive Board may be rescinded by the membership upon a two-thirds vote of those present or by proxy, provided there is a quorum.
- g) After election to office the Executive Board shall prepare a proposed budget to be published in the January newsletter and voted on by the membership at the January general membership meeting.
- h) Expenditures over three hundred and fifty dollars (\$350) and not provided for in the budget must be brought before the membership for approval.
- i) Officers are expected to attend all meetings of the executive board. Officers who cannot attend a board meeting shall notify the President well in advance to cancel or set a new date. No officer shall miss more than three meetings without advance notice.
- j) Any officer unable to fulfill a specific duty shall notify the President in advance.
- k) Each officer shall turn over all material of the office to the successor and furnish any records that may be required.

Section 3B: CFQG officers and their duties shall include:

The President shall:

- a) Preside at all general membership and Executive Board meetings,
- b) Set and post agendas for meetings,
- c) Be the chief administrative officer of the organization,
- d) Report on the work of the organization at the annual meeting,
- e) Appoint committee chairs,
- f) Be ex-officio, non-voting member of all committees with the exception of the nomination committee,
- g) Be authorized to co-sign checks for the association
- h) Serve as a liaison with other organizations,
- i) Have such usual powers of supervision and management that may pertain to the office of the President,
- j) Appoint a parliamentarian who shall:
 - 1) Assure that proper parliamentary procedures are followed at all meetings including the meetings of the Executive Board
 - 2) Serve as chair of the nominating committee,
 - 3) Conduct all elections, including acceptance of proxies,
 - 4) Be responsible for the installation of officers.

The Vice President shall:

- a) Arrange programs for the monthly meetings of the general membership,
- b) Arrange locations for monthly meetings,
- c) Serve as presiding officer in the absence of the president,
- d) Be authorized to co-sign checks for the organization,
- e) Arrange all drawings and like activities,
- f) Form a committee to arrange the annual meeting.

The Secretary shall:

- a) Record the minutes of all meetings and present them at the following meeting,
- b) Provide the newsletter editor with summaries of these meetings prior to the newsletter deadline,
- c) Be responsible for any correspondence which does not relate specifically to an activity or responsibility of another committee or officer,
- d) Be authorized to co-sign checks for the organization,
- e) Shall have a key to access the Post Office box.

The Treasurer shall:

- a) Be the chief financial officer of the CFQG,
- b) Have the general care and custody of all securities and funds,
- c) Collect and disburse the funds of the organization,
- d) Present financial reports to the Executive Board and the organization,
- e) Be authorized to co-sign checks for the organization,
- f) Shall have a key to access the Post Office box.

The Director at Large shall:

- a) Provide support and offer assistance to the Guild President as needed
- b) Be responsible for obtaining a token of appreciation for the outgoing President
- c) Cause an audit of the treasury to be made at the close of the fiscal year October 31, to be completed no later than April 30.
- d) Assist the Vice President in the preparation of monthly meeting arrangements

ARTICLE VII: COMMITTEES

Section 1:

There shall be six standing committees: Hospitality, Membership, Community Sewing, Fair, Quilt Show, and Raffle Chair.

With the exception of the nominating committee, all committee chairs shall be appointed by the President and confirmed by the Executive Board. The nominating committee shall be formed in accordance with the procedures outlined in Article VII, Section 3. Committee chairs shall report to the Executive Board, at the Board's discretion, may recruit volunteers or assistants as needed, and perform the following duties:

The Hospitality Chair shall:

- a) Be responsible for arranging members to provide refreshments at all general membership meetings,
- b) Coordinate potlucks the CFQG may have,
- c) Be responsible for the CFQG coffeepot and the purchase of any related supplies,

The Membership Chair shall:

- a) Keep the guest book and see that all guests are made welcome and be responsible for following up with visitors and new members.
- b) Be responsible for CFQG handbooks and the Membership Directory and distribute them to all new members,
- c) Collect dues, maintain a membership roster, and provide the President and newsletter editor with the names of new members.

The Community Sewing Chair shall:

- a) Be responsible for identifying needs within the community and making them known to the CFQG membership,
- b) Be responsible for the planning of community sewing workshops and the making of needed items,
- c) Be responsible for the collection and distribution of quilts, wall hangings, and other quilted items for community service on behalf of the CFQG membership.

The Fair Chair shall:

- a) Be responsible for administering the quilt division of the Tanana Valley Fair in a timely manner,
- b) Be responsible for securing prizes, judges, booth sitters and any other volunteers as needed,
- c) Attend fair superintendent meetings and comply with all requirements of the fair office,
- d) See that all entries are entered in proper categories, judged fairly, displayed in an attractive manner, interpreted to the public and returned to their owners in the condition in which they were entered.

The Quilt Show Chair shall:

- a) Be responsible for the planning and administration of the quilt show,
- b) Make a report to the Executive Board upon completion of the show.

The Raffle Quilt Chair shall:

- a) Be responsible for the administration, planning and development of the CFQG raffle quilt project,
- b) Be responsible for finding an annual volunteer who shall be responsible for the printing and selling of the raffle tickets and for making arrangements for the raffle permit to be displayed at locations where ticket sales are occurring,
- c) Make certain that upon the completion of the quilt raffle that the annual volunteer fill out the raffle ticket form and put it on file with the Executive Board. This will eliminate the need to retain stubs.
- d) Will assure the CFQG has an authorized Gaming Commission overseer as a volunteer to monitor the raffle procedure.

Beginning with the election in October 2016, the following changes will be made to Article VII: Committees, Section 1

ARTICLE VII: COMMITTEES

Section 1: There shall be eleven standing committees: Publicity, Newsletter, Workshop, History, Nominating, Hospitality, Membership, Community Sewing, Fair, Quilt Alaska, and Raffle Chair. All committee chairs shall be appointed by the President and confirmed by the Executive Board. Committee chairs shall report to the Executive Board, at the Board's discretion, may recruit volunteers or assistants as needed, and perform the following duties:

The Publicity Chair shall:

Be responsible for publicity for the CFQG.

The Newsletter Chair shall:

- a) Serve as editor for the newsletter "Northern Comfort",
- b) Be responsible for publication and distribution of the newsletter in accordance with the guidance and direction of the Executive Board.

The Workshop Chair shall:

- a) Be responsible for researching and presenting to the guild information about potential workshop teachers as well as procuring and supervising chairs for each workshop.
- b) Prepare budget to present to the Executive Board for upcoming workshops.

The History Chair shall:

- a) Keep an on-going record of all the activities of the CFQG,
- b) Have guardianship of guild scrapbooks,
- c) Display said scrapbooks at a minimum of two guild meetings a year,
- d) Keep current the scrapbook with press clippings and one or two photographs of each significant guild activity,
- e) Purchase new scrapbooks and arrange for cover design as needed,
- f) Take photos of quilts shown during Show and Tell and have them posted to the CFQG website.

The Nominating Committee shall:

- a) Consist of at least five members, of which at least three shall not be current officers,
- b) Solicit suggestions for nominations of officers from the general membership,
- c) Meet in a timely manner to nominate candidates for each office. The names of these candidates shall then be presented to the membership at the September meeting,
- d) Of the candidates selected, preferably none, but no more than two members of the nominating committee may appear on the slate.
- e) Solicit names for Committee Chairs to provide to the President.

The Hospitality Chair shall:

- a) Be responsible for arranging members to provide refreshments at all general membership meetings,
- b) Coordinate potlucks the CFQG may have,
- c) Be responsible for the CFQG coffeepot and the purchase of any related supplies,

The Membership Chair shall:

- a) Keep the guest book and see that all guests are made welcome and be responsible for following up with visitors and new members.
- b) Be responsible for CFQG handbooks and the Membership Directory and distribute them to all new members,
- c) Collect dues, maintain a membership roster, and provide the President and newsletter editor with the names of new members.

The Community Sewing Chair shall:

- a) Be responsible for identifying needs within the community and making them known to the CFQG membership,
- b) Be responsible for the planning of community sewing workshops and the making of needed items,
- c) Be responsible for the collection and distribution of quilts, wall hangings, and other quilted items for community service on behalf of the CFQG membership.

The Fair Chair shall:

- a) Be responsible for administering the quilt division of the Tanana Valley Fair in a timely manner,
- b) Be responsible for securing prizes, judges, booth sitters and any other volunteers as needed,
- c) Attend fair superintendent meetings and comply with all requirements of the fair office,
- d) See that all entries are entered in proper categories, judged fairly, displayed in an attractive manner, interpreted to the public and returned to their owners in the condition in which they were entered.

The Quilt Alaska Chair shall:

- a) Be responsible for the planning and administration of the quilt show,
- b) Make a report to the Executive Board upon completion of the show.

The Raffle Quilt Chair shall:

- a) Be responsible for the administration, planning and development of the CFQG raffle quilt project,
- b) Be responsible for finding an annual volunteer who shall be responsible for the printing and selling of the raffle tickets and for making arrangements for the raffle permit to be displayed at locations where ticket sales are occurring,
- c) Make certain that upon the completion of the quilt raffle that the annual volunteer fill out the raffle ticket form and put it on file with the Executive Board. This will eliminate the need to retain stubs.
- d) Will assure that the CFQG has an authorized Gaming Commission overseer as a volunteer to monitor the raffle procedure.

Section 2: Ad Hoc Committees shall be appointed by the president as needed and confirmed by the Executive Board.

ARTICLE VIII: GUILD ACTIVITIES

All proposals for CFQG participation, activities and events from any source are subject to discussion, amendment and final approval either by a show of hands or by ballot of a majority of members present at a regular monthly business meeting. Whenever possible, proposals emanating from the Executive Board shall be published in the newsletter prior to discussion and vote by the membership. Should a proposal require an immediate

commitment, the Executive Board is authorized to make that commitment with the consent of two thirds of the Executive Board.

ARTICLE IX: BY-LAW CHANGES

Amendments and additions to these by-laws shall be made by vote of the general membership at the Annual Meeting in October. Amendments and additions shall require a quorum at the meeting and must be approved by a two-thirds vote of those present or present by proxy. Proposed changes may come either from the Executive Board or from individual members. In either case, the proposed change(s) shall be presented at the September meeting and printed and distributed to members prior to voting at the annual meeting.

ARTICLE X: DISSOLUTION

Upon the dissolution of the organization, the disposition of the net gaming conducted under AS 05.15 will go to a charitable organization as defined as AS 05.15(5) or other qualified organization that is authorized to conduct an activity under AS 05.15. General funds to be distributed per Ad Hoc Committee recommendation and approval of membership.

Revised and Accepted October 20, 2015
Due to be reviewed by October 2016