

MOUNTAIN TOP QUILTERS BY-LAWS

Article I

NAME: The name of the organization shall be "Mountain Top Quilters," a participating chapter in the Arizona Quilters Guild (AQG).

Article II

PURPOSE: The purpose of this non-profit organization is to promote the appreciation of fine quilts through meetings, workshops and fellowship; to support quilt activities; to encourage quilt making; and to contribute to the knowledge of quilting techniques, textiles, patterns, history, and quilt makers.

Article III

MEMBERSHIP: The membership shall be composed of persons interested in learning and sharing all forms of quilting. Guests will be allowed to attend a maximum of three meetings, after which time membership is required.

Article IV

DUES: Dues for Mountain Top Quilters membership renewals are due before June 1st (AQG requirement). Membership expires on June 30th; renewals after June 1st shall be considered new and will be charged an extra fee. The board, with a vote of approval by membership, shall determine dues and extra fees for Mountain Top Quilters. Arizona Quilters Guild sets its own dues. The dues a member pays are the combined amounts for Mountain Top and Arizona Quilters Guild.

Article V

MEETINGS: Meetings shall be held at the place, date, and time designated by the Board. Workshops shall be scheduled as the need arises.

Article VI

DIRECTORS: The Board of Directors shall consist of the officers of the organization and any of the committee chairs at the discretion of the President.

The Board shall manage the business and affairs of the organization. The proposed budget shall be distributed to the membership (by the newsletter) prior to the general meeting in which the budget is voted upon. Hard copies of the budget shall be provided at the meeting at which the budget is presented for approval. Any expenditure proposed and not included in the budget must receive prior approval of the membership.

The Board shall meet at the call of the President.

Article VII

OFFICERS: The officers of the organization shall be the President, the President-Elect, Program Chair(s), Secretary, and Treasurer.

President: The President shall conduct all business meetings, appoint committee chairs, as needed, and represent the Mountain Top Quilters Chapter in the community and the state.

President-Elect: The President-Elect shall assume the duties of the office of the President, when necessary. The President-Elect shall assume the office of President the following year.

Program Chair(s): The Program Chair(s) shall schedule programs and workshops from December through November.

Secretary: The Secretary shall keep minutes of all business meetings, board meetings, and general membership meetings and execute Chapter correspondence.

Treasurer: The Treasurer shall be the custodian of all funds. The Treasurer shall record all monies received and expended. The Treasurer shall present the annual budget to the membership. The Treasurer shall present monthly financial statements and an annual year-end financial statement; and shall submit semi-annual reports to the Arizona Quilters Guild. The outgoing Treasurer shall be the chair of the following year's budget committee.

Article VIII

ELECTION OF OFFICERS: Each year, at least forty-five days prior to the May meeting, a nominating committee of three members shall be appointed by the President in consultation with the Board. This committee shall prepare a slate to be presented to the membership at the May meeting.

Nominations may be made from the floor, provided consent of the nominee has been obtained.

Elections shall be by majority vote of those members present. New officers shall be installed at the June meeting.

Article IX

COMMITTEES: The President shall appoint all committee chairs as listed in the Mountain Top Quilters Directory, and/or as needed.

Article X

PARLIAMENTARY AUTHORITY: The rules contained in Roberts' Rules of Order, Revised shall govern the organization.

Article XI

BY-LAWS: A parliamentary committee, consisting of one Board member and at least two members-at-large, shall review By-Laws, Standing Rules and Addendums and shall submit its report to the Board. At any regular monthly meeting the By-Laws, Standing Rules and Addendums may be amended by the majority vote of the members present, provided the amendments have been submitted in writing to the membership at a prior meeting and in a prior newsletter.

Revised March, 2011

MOUNTAIN TOP QUILTERS STANDING RULES

ELECTION OF OFFICERS: Election of officers shall be held at the May general meeting. The new officers are installed at the June general meeting. The newly installed officers shall receive from the outgoing officers all notebooks, records, and materials from the past years within 30 days of installation. The Secretary shall complete all June board and general meeting minutes by June 30th. The Treasurer shall complete the records upon receipt of the June bank statement.

BOARD DUTIES:

1. Any Board member who misses three board meetings without extenuating circumstances shall be removed from the position. Election of a replacement Board member shall be held at the next general meeting.
2. The new President shall announce the committee chairs at the June general meeting. All outgoing committee chairs shall turn over reports and records by or at the July board meeting.
3. After the installation of new officers in June, the outgoing and incoming Treasurers shall meet to make the necessary changes in bank records to be prepared for the new officer to assume the duties upon installation.
4. The Treasurer's books shall be audited after the year-end close of the books.
5. The Budget Committee shall consist of the President, President-Elect, Secretary, Treasurer, outgoing Treasurer, Program Chair, and at least one Member-at-Large. The outgoing Treasurer shall give the new Treasurer a copy of the prior year's budget and the actual expenditures. The outgoing Treasurer shall be the following year's Budget Committee Chair. The new budget must

be approved by the membership before any money is spent, except standard operating expenses.

6. Mountain Top Quilters Board members and Committee Chairs shall work within approved budgets. Any money raised by a Committee for a special purpose shall remain within that committee.
7. All collected monies over fifty dollars submitted to the Treasurer shall be counted together by the Treasurer and the person submitting the monies.
8. The President and Secretary shall inventory materials at the meeting place and the storage facility each year at the President's discretion. New purchases shall be added to the inventory as the year progresses. Materials taken from and returned to the storage facility shall be recorded on a checkout form.
9. Board meetings are open to the general membership. Anyone wishing to attend or speak at a board meeting should make his/her wish known to the President a day in advance. Members are asked to advise the President one day in advance if they wish to be on the agenda at the general meeting.
10. The goal of workshops is to be self-supporting. Workshops are open to members only up until six weeks prior to the date of the workshop. After that, available spaces may be filled by non-members.
11. In order for a class participant to receive a refund, the Program Chair must receive a cancellation notice two weeks in advance of the workshop.
12. Mountain Top Quilters shall be provided liability insurance through Arizona Quilters Guild and will request proof of insurance certificates from the Arizona Quilters Guild as needed. (Adopted February 2007)

FINANCES:

1. Promotional Activities: Outside businesses pertaining to quilting classes or services may not be promoted in meetings. Brochures and business cards may be posted on the bulletin board. Advertising for quilting classes, businesses and items relating to quilting will be accepted upon board approval and placed on the chapter website or in the monthly newsletter. Charges for advertising will be determined by the current board.
2. Mountain Top Quilters' membership list shall not be given or sold to persons or organizations to be used for solicitation, sales, or political purposes.

CONDUCT:

1. Mountain Top Quilter(s) Code of Conduct: Members shall conduct themselves to reflect favorably on Mountain Top Quilters. They shall refrain from conduct that is injurious to the group and the purposes outlined in the By-Laws. Any member who consistently disregards normal rules of social conduct by disruption of meetings with disorderly conduct, shows disrespect for elected Board members, refuses to follow the By-Laws, or is verbally abusive shall be given a letter of warning. If the member continues to disregard the Code of Conduct, said membership shall be revoked and a portion of the current year's dues for Mountain Top Quilters shall be refunded. Any member who is physically abusive shall have said membership revoked and a portion of the current year's dues for Mountain Top Quilter shall be refunded immediately. Mountain Top Quilters reserves the right to refuse membership to anyone whose past behavior has been disruptive and caused harm to the group by refusing to follow the Code of Conduct outlined above.
2. Mountain Top Quilters shall abide by the rules of the meeting facility with regard to the use of the kitchen, meeting room, classrooms, and parking areas.

COMMITTEES:

Library Rules:

1. A collection of books and other information pertaining to quilting shall be owned and maintained by Mountain Top Quilters and made available on loan, at no charge, to all members of the organization. Money shall be appropriated in the budget annually to update and expand the library.
2. The President shall appoint a Librarian to maintain and oversee the collection of materials.
3. The standard borrowing period by members for library materials shall be a period of one month. Items shall be checked out by the librarian at one monthly meeting and shall be returned or renewed at the next month's meeting. Extended borrowing periods and renewals may be requested at a meeting or by e-mail or phone call to the librarian prior to the due date; and such extensions shall be granted if no other member is on a waiting list for that item.
4. Failure to renew or return materials will result in a fine of one dollar per book per month. If a book is lost, the member is responsible for the full replacement cost of the book. Monies collected from fines will be used to purchase books for the library.
5. The outgoing and incoming Library Committee shall inventory the library annually, and shall submit a report no later than the August meeting.

Quilt Basting Rules:

1. The member who wishes to have a quilt basted must enlist the help of six other members to assist. The member must contact the Basting Committee Chair to schedule a quilt for basting. The member usually provides basting thread and the other supplies are provided by MTQ.
2. Each quilt to be basted should be ironed, and each side should be marked in the center with a safety pin. The same applies to the quilt back, which should be at least two inches wider than the quilt top. Batting should be removed from the package at least twenty-four hours before basting, allowing it to fluff.

Opportunity Quilt Guidelines:

1. Timeline: It takes approximately a year to complete the quilt from design, fabric selection and assembly to quilting and binding. A completed quilt needs six months to a year for optimal ticket sales.
2. Design and Fabric: Members shall submit designs from February through May, giving everyone the opportunity to review them through June. The designs will be voted upon during the July general meeting. If not an original design, permission must be granted by the designer or publisher. If possible, the quilt should be completed by the following May. Whenever possible, the fabric will be purchased from local quilt shops.
3. Finishing: The quilt should have a label, sleeve, and a protective pillowcase for traveling.
4. Tickets: Tickets are sold for \$1.00 each or 6 for \$5.00. Records of ticket sales should be kept for future information.

NEWSLETTER:

1. All newsletters will be e-mailed to any member with an e-mail address listed in the chapter directory. Members without e-mail addresses will have all newsletters mailed to them by regular US Mail.

QUILT SHOW:

1. All parts that comprise the quilt show quilt display frames co-owned by both Thumb Butte Quilt Guild and Mountain Top Quilters are for the sole use of said guilds and not available for loan to any other quilt guild or organization.

FINANCIAL APPROPRIATIONS:

1. Purpose: to evaluate MTQ member suggestions for expenditures of excess funds generated through successful fund raising. Committee to consist of: current MTQ Treasurer (Committee Chair), current MTQ President, past MTQ Treasurer (who is not currently on the board), past MTQ President (who is not currently on the board), one or two members at large.
2. Suggestions/ideas on how the MTQ should spend additional monies (outside of the current approved budget) may be submitted by the general membership in writing to the current MTQ Treasurer. Information must be complete, providing the committee with specific details of the suggestion, potential benefit to the membership, and estimated costs. All suggestions must be dated and signed.
3. The Committee will review and evaluate all suggestions. Based on merit and feasibility, the committee will then make recommendations in writing to the MTQ Board for approval. Members submitting suggestions will be notified of the proposal's outcome, providing reasons if not accepted.
4. Following Board approval, the MTQ President will place the recommended and approved suggestion(s) before the general membership for a vote of approval. Any suggestion approved by the MTQ general membership will be good for one fiscal year only unless it becomes part of an approved later budget or resubmitted in subsequent fiscal years to go through the approval process as outlined above.

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