



CONSTITUTION

Article I NAME

The name of the organization is Quilters by the Sea.

Article II PURPOSE

To instruct, encourage, and develop the art of quilting; to share techniques, ideas, and experiences, and to extend fellowship.

Article III MEMBERSHIP

The membership shall be open to all friends interested in the art of quilting.

Article IV OFFICERS

The Elective Officers shall be President, Vice President, Secretary, and Treasurer.

Article V COMMITTEES

1. The Standing Committees shall be:
 - a) Program Co-Chairpersons
 - b) Ways & Means - which would include the Raffle Quilt
 - c) Membership
 - d) Communications – which would include Newsletter, Website, Social Media, etc.
 - e) Member Activity – which may include Block of the Month, Fabric Exchange, etc.
 - f) Social Services – which includes Baby Quilts, Food Baskets, etc.
 - g) Quilt Show
2. The Special Committees shall be:
 - a) Nominating
3. The organization shall delete or establish such additional committees as deemed necessary

Article VI EXECUTIVE BOARD

The Executive Board shall include all elected officers, committee chairpersons and immediate past president as ex-officio member.

Article VII ELECTIONS AND APPOINTMENTS

1. Each February of the election year, the President shall appoint a nominating committee.
2. The slate of nominated officers will be presented at the April meeting and voted on at the Annual Meeting in May.
3. The term of office shall be two years.

4. Standing Committee Chairpersons shall be appointed by the President.

Article VIII MEETINGS

1. Regular business meetings shall be the first Thursday of each month except for the months of July and August. These meetings will be conducted in accordance with Roberts Rules of Order Revised which states a Quorum must be present. A quorum for this organization shall be one-third of the membership.
2. Executive Board meetings will be held monthly at least two weeks prior to the regular business meeting.
3. The Annual Meeting shall be held in May of each year at which time year-end reports will be submitted by Officers and Committee Chairpersons. Election of officers will take place at this Annual Meeting in odd-numbered years.

Article IX DISSOLUTION OF ORGANIZATION

Any funds remaining at the dissolution of the organization shall be disbursed to one of more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be decided by the Executive Board.

Article X AMENDMENTS

This Constitution may be amended by a two-thirds vote of the members present and voting at a meeting, provided that the proposed amendment has been read at the previous meeting or members have been otherwise notified.

BY-LAWS

Article I DUTIES OF OFFICERS AND CHAIRPERSONS

The President shall preside at all meetings, appoint committee chairpersons, sign all official documents and papers of the organization and be an ex-officio member of the Executive Board following their term of office. The President shall sign checks in the absence of the Treasurer.

The Vice President shall perform all the duties of the President in the absence of the latter.

The Secretary shall be responsible for the taking of the minutes at all meetings, handling all correspondence for the organization, receiving and filing reports of all committee chairpersons, and maintaining accurate membership rosters.

The Treasurer shall notify the members that dues are payable each May; collect all contributions and other monies of the organization and deposit same in an authorized depository; pay all obligations of the organization; keep an accurate record of all monies received and disbursed; and present a report on the financial condition of the organization at all meetings.

The Chairpersons of the Standing Committees shall appoint members of their committees, if and when needed, they shall direct the work entrusted to the committee; collaborate with the Officers; and present a report on the activities to the organization. The chairpersons of the Program committee shall work together or in each other's absence to arrange monthly activities and/or speakers and workshops.

Article II DUES

Dues shall be recommended by the Executive Board and voted upon at each Annual Meeting. They shall be payable in May of each year. Members joining after January 1 will pay ½ annual dues for the balance of the fiscal year. Dues not paid in full by July 15 will result in termination of membership.

A \$25 contribution to the New England Quilt Museum will be made to honor the birth to or passing of any current member of Quilters by the Sea. The same contribution will be made for the passing of any former President of Quilters by the Sea.

Junior Membership will be open to persons under the age of 18, who must be accompanied by an adult member of Quilters by the Sea.

Article III GUESTS

Guest fees and limitations will be set by two-thirds of the Board as necessary.

Article IV AMENDMENTS

These By-Laws may be amended by a two-thirds vote of members present and voting at a meeting, provided that the proposed amendment has been read at the previous meeting or members have been otherwise notified.

History of Approvals

Revision #	Creation/Revision	Approval Date
0	New document created	3/1/2007
1	By-Laws, Article II, Dues – added same contribution will be made for the passing of any former President of Quilters by the Sea (QBS)	6/6/2019
2	Constitution, Article V Committees – changed newsletter to Communications and added items of inclusion; changed Block of the Month to Member Activities and added items of inclusion; changed Quilt Show from Special Committee to Standing Committee. Article VIII Meetings – added “at least” two weeks prior to Executive Board meetings frequency. By-Laws, Article I – changed: “She” shall sign checks to “The President”... ; added “collaborate with Officers” to responsibilities of Chairpersons on Standing Committees. Article II, Dues – added Junior Membership information	3/5/2020

QBS Constitution and By-Laws Signature Manifest

Item	Name/Position	Date
Prepared by:	Barbara J. Saar/ Treasurer	1/29/2021
Reviewed by:	June B. House/Secretary	1/30/2021
Approved by:	Susan Rood/President	2/7/2021