

BYLAWS

CONEJO VALLEY QUILTERS

Article 1. Name

The name of this Organization shall be Conejo Valley Quilters, hereafter CVQ.

Article 2. Purpose and Limitations

2.1 Specific Purpose

The specific purposes for which this corporation is organized are:

- a) To promote unity among interested quilters.
- b) To contribute to the growth and preserve the art of quilting.
- c) To encourage personal achievement and high standards.
- d) To instruct members in methods and techniques.
- e) To share, support and inspire creativity relative to quilting.
- f) To encourage quilting friendships.
- g) To act as a resource for those wishing to organize new guilds.

2.2 Non Profit Organization

CVQ is a not-for-profit organization and is not organized for the personal profit of any member. All activities of CVQ shall be conducted in such a manner that no part of the net income shall benefit any individual member except as that member may be hired as necessary by the Board.

2.3 Dissolution

In the event of dissolution, any and all properties owned by CVQ shall be distributed only to organizations, which qualify under Section 501(c)3 under the Internal Revenue Code, and as the Executive Board shall select as recipients.

2.4 Equality of Members

CVQ recognizes and respects the rights of all individuals without regard to race, creed, color or religious beliefs. No part of the activities of CVQ shall consist of any religious activity.

2.5 Political Activities

No part of the activities of CVQ shall consist of promoting propaganda or otherwise attempting to influence legislation not relating to CVQ's purposes [as defined in Section 2.1 of this Article], and the organization shall not participate in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

Article 3. Membership

3.1 Categories of Membership

Membership shall be open to anyone interested in quilting and related fiber arts. There are two (2) categories of membership in CVQ: Active and Honorary.

3.2 Active Member

Any eligible person shall become an Active member of CVQ upon completion of the membership form and timely payment of the membership dues. All active members have one vote.

3.3 Limit of Membership

The number of active members in the guild shall not exceed 300 persons.

3.4 Honorary Membership

Honorary memberships may be granted to individuals by a 2/3 vote of the Board. No membership dues will be collected from honorary members. Honorary members have no vote.

3.5 [Deleted]

3.6 Annual Dues

The annual dues shall be payable on July 1st and shall be delinquent on August 1st.

3.7 Termination of Membership

The expulsion of a member is based upon the good faith determination of the Executive Board [as defined in Article 5, Section 5.1], that such member or officer has failed in a material and serious degree to observe the rules of conduct of the corporation (Bylaws and Standing Rules), or has engaged in conduct materially and seriously prejudicial to the purposes and interests of CVQ, including without limitation, the theft of CVQ property, unauthorized use of the CVQ membership roster, including printed or electronic roster, its Members' property or the use of the name of CVQ with the intent to defraud.

3.8 Procedure of Membership Termination

If grounds appear to exist for expulsion of a Member under Article 3, Section 3.7 of these Bylaws, the procedure set forth below shall be followed:

- a) The Executive Board shall give such Member 15 days' prior notice of the proposed expulsion and the reasons for the proposed expulsion. Notice shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be sent by first-class mail or registered mail to such a Member's last address as shown in the corporation's records.
- b) Such Member shall be given an opportunity to be heard, either orally or in writing, not less than five (5) days before the effective date of the proposed expulsion. The hearing shall be held, or the written statement considered, at such time and place as may be designated by the Appeals Committee, to determine whether the expulsion should become effective. The Appeals Committee shall be composed of five (5) CVQ members randomly selected by the Board [as defined in Article 5, Section 5.2], with CVQ's President, and Recording Secretary acting only as advisors. The hearing by the Appeals Committee shall be presided over by the President and conducted in accordance with the procedure set forth in Robert's Rules of Order, or any policies or rules which may be established from time to time, provided that such rules and polices are not inconsistent or in conflict with these Bylaws, the corporations Articles of Incorporation or the California Nonprofit Mutual Benefit Corporations Law.
- c) The Appeals Committee shall decide whether or not such Member shall be expelled. The decision of the Appeals Committee shall be final.

3.9 Effect of Membership Termination

All rights of a Member in CVQ and its property shall be terminated upon such Member's expulsion.

Expulsion shall not relieve such Member of any obligation for charges incurred, services or benefits actually rendered to such Member, dues or contributions arising from contract or otherwise. CVQ shall retain the right to enforce any such obligation or sue for damages or equitable relief for any such breach.

Article 4. Officers and Duties

4.1 Officers

The officers of CVQ shall be the members of the Executive Board: President, Programs and Workshops, Membership, Ways and Means, Activities, Recording Secretary, and Treasurer. All officers are elected by the regular members. Two members may hold any officer position jointly, with the exception of the Treasurer, which shall be held by one member. All officers are required to maintain a procedure manual that shall contain a complete description of the duties of their office, procedures, Bylaws, record of past budget money spent, copy of all written correspondence with regards to that office, and any applicable contracts.

4.2 Resignation from Board

Any officer or committee member may resign at any time by giving written notice to the Executive Board [as defined above in Article 4, Section 4.1]. The resignation shall take effect as of the date the notice is received, or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective.

4.3 President Duties

The President shall: preside at all meetings of the guild, and generally supervise, direct and control CVQ's activities, affairs, committees and officers, subject to control of the Board [as defined in Article 4, Section 4.1]. The President shall exercise and perform such powers and duties as the Board may assign from time to time. The President may serve as an ex officio member of all CVQ committees, except the Nominating Committee.

4.4 Absence of President

In the absence or disability of the President, another member of the Executive Board shall perform all duties of the President with all rights and obligations pertaining thereto in the following order: Programs & Workshops, Membership, Ways and Means, and Activities.

4.8 Executive Board Committees

[4.5 through 4.8 were consolidated 07.05.2021 as Article 4, Section 4.8.] The following Officer positions shall be held by at least one person, who will serve as Chairperson of their respective committees: Programs and Workshops, Membership, Ways and Means, and Activities . The Chairperson of each Office will review and help implement suggestions from the general membership in executing the duties of their respective Committees as delineated in Article 7, Sections 7.8-7.11.

4.9 Publicity Duties

[Deleted 07.05.2021; covered in Article 7, Section 7.12]

4.10 Recording Secretary Duties

The Recording Secretary shall keep, or cause to be kept, a book of minutes of all monthly membership meetings and meetings of the Board [as defined in Article 5, Section 5.2]. The minutes of the meetings shall include the time and place of holding, whether the meeting was board, general, annual, or special

and, if special, how authorized, the notice given, the names of those present at the Board meetings, or the number of members present at the annual meeting.

4.11 Corresponding Secretary Duties

[Deleted 07.05.21; covered in Article 7, Section 7.13]

4.12 Treasurer Duties

The Treasurer shall keep and maintain adequate and correct books and accounts of CVQ's properties and transactions. The Treasurer shall prepare, or oversee preparation of, tax or information returns and keep and maintain all forms and returns required by Federal, State or Local government agencies. The Treasurer shall send to the members and the Board [as defined in Article 5, Section 5.2] such financial statements and reports as required by law, by these bylaws, or as specified by the Board. The books shall be audited on an as-needed basis, as directed by the Board. The Treasurer shall deposit all money and other valuables in the name and to the credit of CVQ. The Treasurer shall be responsible for preparing a proposed budget, for review by the Board and subsequent presentation to the membership.

4.13 [Deleted 07.05.2021 Note: the position of "Parliamentarian" was replaced by the "SCCQG Representative" as described in Article 7, Section 7.13c, while familiarity of Parliamentary procedure and interpretation of the Bylaws is the joint responsibility of the Executive Board.]

4.14 Budgets and Reports

All Officers and Standing Committee Chairs of CVQ are required to submit a written report and budget to the Board annually. One copy of this report and budget goes to the President and one copy goes into the officer's procedure manual.

4.15 Officer Impeachment Procedure

If an officer is not carrying out the duties of their office as prescribed in these Bylaws, the Executive Board has the power to impeach said officer, using a procedure identical to that of Termination of Membership as described in Article 3, Section 3.8.

Article 5. Executive Board & Committees

5.1 Executive Board

The Executive Board shall consist of the President, Recording Secretary, Treasurer, Programs and Workshops, Membership, Ways and Means, and Activities. It shall conduct the routine business of the guild, and authorize expenditures not included in the budget in accordance with Article 10, Section 10.5. Routine business consists of all items that directly affect the membership of CVQ (i.e. newsletter, programs, activities, etc.) The Board shall meet monthly, except as agreed otherwise.

It shall be convened at the discretion of the President to oversee or act upon all items or issues which are not routine business of the guild or emergency issues that need immediate attention, or any other duties and powers as outlined in these Bylaws. A meeting of the Executive Board shall be chaired by the President. Decisions made at these meetings will be binding.

5.2 General Board

The Executive Board establishes or eliminates committees, and approves or removes chairpersons, as needed, with the exception of the Nominating and Finance Committees. Each committee shall consist of at least one Chairperson, approved by the Executive Board, and additional members as needed. Committee chairpersons serve for the fiscal year. All approved Chairpersons shall be responsible for

reporting to the President and membership regarding the activities of their committees.

The General Board, also referred to as “the Board”, shall consist of the Executive Board members and all Committee Chairpersons. The General Board conducts the routine business of the guild. Routine business consists of all items that directly affect the membership of CVQ (i.e. dissemination of information, programs, activities, etc.). Committee Chairpersons shall attend Executive Board meetings as needed.

5.3 Voting

Each Executive Board position shall have one vote (even if the position is held by more than one (1) person) with the exception of the President, who shall act as Chairman of the Board and vote only in the case of a tie.

5.4 Executive Board Meeting Absence

In case of absence from Board meetings, Board members will apprise the President and submit a report detailing committee activity, as necessary.

5.5 Open Executive Board Meetings

Executive Board meetings are open to any member who wishes to attend. Any business requiring Board discussion shall be submitted to the President, or presiding officer, at least three days prior to the meeting for placement on the agenda.

Article 6. General Meetings

6.1 Number of General Meetings

CVQ shall hold a minimum of ten (10) monthly general meetings per year.

6.2 Annual Meeting

The regular monthly general meeting held in May shall be known as the annual meeting. At this meeting, officers shall be elected and any other proper business of CVQ shall be transacted.

6.3 Member Voting

Whenever members are required or permitted to take any action at a general meeting, including the annual meeting, notice of the meeting shall be given to each member entitled to vote at the meeting. The notice shall be sent to each active member via email prior to the meeting. In the event a member lacks an email address, notice shall be sent to member’s physical address. The notice shall specify the place, date and hour of the meeting, and the nature of the issues to be voted upon by the members.

6.4 Agenda Items

[Deleted 07.05.21]

Article 7. Committees

7.1 Standing Committees

The Standing Committees of CVQ shall be: Program and Workshops, Membership, Ways and Means, Activities, and Publicity. Standing Committees represent the permanent committees of CVQ.

7.2 Duty Changes

A Committee Chairperson cannot unilaterally change, omit or add to the duties of their position as outlined in the job descriptions, or by established procedure, without a 2/3 vote of the Board.

7.3 Committee Manual

All Executive Board and Committee Chairpersons shall keep their procedure manuals updated and make this information available to their successors by the June monthly board meeting. The manual will include a year-end summary of committee activities and a proposed budget for the following year. Committee Chairpersons shall report committee activities at the monthly Board meetings as needed.

7.4 [Deleted.]

7.5 Budget

All Executive Board and Committee Chairpersons shall submit a proposed budget to the Treasurer by May 1st.

7.6 Reporting Structure

All Committee Chairpersons who do not report to a designated officer shall report to the President.

7.7 [Deleted 07.05.21]

7.8 Programs and Workshops

The Program and Workshops Committee shall plan and execute the program portion of each monthly membership meeting and workshops. This includes contacting and contracting speakers and workshop teachers for future fiscal years. The Committee Chair(s) shall be responsible for arranging travel, meals and lodging for the teacher or speaker, when applicable, and present all contracts for Board approval, and shall obtain all signatures on these contracts as outline in Article 9, section 9.10, and Article 11, section 11.4.

The Programs and Workshop Committee shall arrange for workshop facilities, collect contributions, supply information on workshops to members, and have a representative at all workshops to ensure smooth execution of workshops.

7.9 Membership

The Membership Committee shall collect all dues and guest contributions at the monthly meetings, keeping the membership list current, providing electronic rosters monthly to the Executive Board and twice a year to current membership, and keeping the membership attendance records. The committee shall also oversee all activities that will promote a friendly, welcoming atmosphere at the monthly membership meetings. The committee shall also create a telephone tree and/or email list to be used to notify members of last minute changes in meeting time, place, etc., or any other short-term notices of special interest.

The following Committee supplement the Membership Committee:.

- a) Hospitality: The Hospitality Committee shall greet and welcome newcomers to meetings and give special recognition to new members.

7.10 Ways and Means

The Ways and Means Committee shall coordinate fund-raising activities of CVQ. This committee shall

be responsible for conducting the opportunity drawings at general meetings. This includes: developing contacts for donations of opportunity prizes, running the prize drawings at the General meetings, transferring all monies collected from the drawings to the Treasurer, providing a list of the prizes and winners to the Newsletter Editor, and sending thank you notes to the prize donors. The Committee shall research to raise funds, and invite other members to plan and implement other fundraising events.

The following Committees supplement the Ways and Means Committee:

- a) Opportunity Quilt: The Opportunity Quilt Committee shall be responsible for the design, construction and completion of an Opportunity Quilt that the membership shall produce as a fund-raising activity.
- b) Other Fundraisers: A committee may be formed to plan and execute other fundraisers such as Trash-to-Treasure, Boutique, Quilt Room tours, etc.

7.11 Activities

The Activities Committee shall implement and oversee all Board-approved guild activities of CVQ. The committee is encouraged to use creativity. Possible activities may include, but are not limited to mystery quilts, home tours, weekend trips, retreats, pattern exchanges, fabric exchanges, or block party (upholding copyright law).

7.12 Publicity

The Publicity Committee shall manage the publicity needs of CVQ and shall be responsible for the gathering, recording and dissemination of CVQ information to the public, in the form of press releases, feature articles, advertising, community calendars, and other media. The Publicity Committee shall publicize the events and activities of CVQ with media outlets as deemed necessary. The Committee shall also provide updates to CVQ Social Media (Website, Facebook, Instagram, etc.) as needed.

The following Committee supplements the Publicity Committee:

Website and Social Media Committee: The Website and Social Media Committee is responsible for maintaining the CVQ website and social media content.

7.13 Additional Committees and Functions:

Each of the following committees or volunteers serves a particular function that supports CVQ's dual mission: to promote the art and craft of quilt making while giving back to the community. Most are ongoing and serve a supportive role to the purpose of one or more of the standing committees.

- a) Site Management: The Site Management Committee shall assist Programs and Workshops in acting as liaison between CVQ and the meeting site in providing audio/visual equipment and staging for programs and speakers as needed, determine site accommodations required by other committees, and in providing a friendly atmosphere for the monthly membership meetings.
- b) Philanthropy: The Philanthropy Committee shall define, direct and manage CVQ's efforts to aid charitable organizations serving the local area. Duties shall include: coordinating the selection of a charities, facilitate quilt making for the selected charity, distribution of quilts and other items, including, but not limited to, cash donations.
- c) SCCQG Representative: The SCCQG representative shall maintain guild's SCCQG membership and insurance, represent CVQ at quarterly SCCQG meetings, and report to the membership on the activities of the Council.
- d) Corresponding Secretary: The Corresponding Secretary shall send official guild correspondence to members (Get Well, Sympathy and other cards as needed), Thank You notes

to speakers, and Thank You cards to local quilt shop owners.

- e) Storage Unit: Maintains an orderly storage unit for short and long-term storage of CVQ property.
- f) Newsletter: The Newsletter Editor shall compile, edit and distribute the CVQ newsletter to the membership on a schedule as established by the Executive Board. The newsletter shall contain information regarding CVQ meetings, workshops, and related news and functions pertaining to CVQ and its members.
- g) Library: The Library Committee shall maintain CVQ's media collection for members' use. The committee shall be responsible for the administration of the media collection, the check-in of books, magazines, videos and other library materials at in-person meetings and shall follow up on late returns. The Library Committee shall purchase media for CVQ's library from allocated funds, submit notices and reviews of new acquisitions to the membership and submit an annual list of the Library holdings to the President and Website Manager.
- h) Historian: The Historian will photograph all major events and activities of CVQ. Historian shall work with the Social Media Committee to post photos from in-person meetings and other CVQ events.
- i) Outreach: Organizes and participates in events to raise community awareness of CVQ to attract new members.
- j) Quilt Show: The Quilt Show Committee shall be in charge of all aspects of planning and executing CVQs largest fundraiser.

Article 8. Special Committees

8.1 Identification

Special Committees shall consist of those committees whose functions concern CVQ events or business occurring on an annual, irregular or as-needed basis.

8.2 Chairperson

Chairpersons of Special Committees will be appointed by and report to the President. Committee members shall be appointed by the Committee Chairperson as needed. Any special committees shall report to the President.

8.3 Job Description

Job descriptions shall be defined and approved by the Board upon the creation of new Special Committees.

Article 9. Elections and Amendments

9.1 Nominating Committee

A Nominating Committee consisting of five (5) Active members shall be appointed by the President subject to approval by the Executive Board in January of each year. This committee will prepare a complete slate of Executive Board positions for presentation to the membership in May. Additional nominations may be made from the floor at this meeting. The slate shall be published in the monthly newsletter prior to the May annual meeting.

9.2 Voting

Voting shall be by a show of hands at the May annual meeting. Active members shall each have one

vote. Proxy shall be allowed: the proxy privilege shall not be extended beyond the scope of the proxy.

9.3 Term of Office

Term of office shall be one year for elected officers. No officer shall be eligible for the same office for more than three consecutive years.

9.4 Eligibility

Only Active members of CVQ may be elected to an office of the guild.

9.5 Length of Membership

Candidates for the office of President of CVQ and for the office of Treasurer of CVQ must have been Active members of CVQ for at least one (1) year prior to their nomination.

9.6 Installation of Board

Newly elected Board members shall be installed in June.

9.7 Vacancies on Board

The Board shall fill vacancies in any office for the unexpired term of the office.

9.8 Bylaw Changes

Bylaws may be amended at any regular meeting by a vote of the VOTING membership present, provided that the amendment has been submitted in writing to each VOTING member at least 7 days prior to the monthly membership meeting at which the amendment is to be voted upon.

9.9 Ad-hoc Committee

An ad-hoc committee appointed by the President shall be named as needed to review these bylaws. This committee shall consist of no more than five (5) active members.

9.10 Contract Changes

The Board must approve all boilerplate contract language changes as needed.

Article 10. Finance

10.1 Fiscal Year

CVQ's fiscal year shall run from July 1st through June 30th.

10.2 Signatures of Checks

Checks of CVQ must be signed by any two Executive Officers: Presidents, Treasurer, and a third Officer with signatory authority. Signatures must be listed on the bank signature card.

10.3 Budget Committee

A Budget Committee, chaired by the Treasurer and President, shall prepare a budget for review at the May Board meeting. Each Committee Chairperson shall submit a budget proposal to the Treasurer by May 1st.

10.4 Approval of Budget

The Executive Board shall present a proposed budget, for the next fiscal year, to the membership for

approval no later than the June monthly membership meeting.

10.5 Approvals of Budget Amendments

Proposed expenditures of unbudgeted funds fewer than Three Hundred Dollars (\$300.00) must be presented to the Executive Board for approval. Proposed expenditures of unbudgeted funds in excess of Three Hundred (\$300.00) must be presented to the general membership for approval subsequent to approval by the Board.

Article 11. Authority

11.1 Procedure Authorities

In conducting the affairs of CVQ, the final authority for procedure shall be *ROBERT'S RULES OF ORDER* – The Standard Guide to Parliamentary Procedure (Poor House Press) wherever applicable and not inconsistent with these Bylaws.

11.2 Quorums

A quorum of CVQ shall be defined as follows:

- a) A quorum shall be achieved at the general membership meetings when 25% of the voting membership is present.
- b) A quorum shall be achieved at the Executive Board meetings when a majority of the voting Executive Board members are present.

11.3 Voting on Motions

Unless otherwise provided for, if a quorum is present, all motions of CVQ may be acted upon by a simple majority vote of those entitled to vote.

11.4 Contract Approvals

All contracts of CVQ must be approved by the Board prior to signature and must be signed by the President, Treasurer and applicable chairperson.

Article 12. Indemnification and Insurance

12.1 Indemnifications of Corporate Agents

CVQ may indemnify each of its agents against expenses, judgments, fines, settlements and other amounts, actually and reasonably incurred by such person having been made or having been threatened to be made a party to a proceeding to the fullest extent possible by the provisions of the Nonprofit Corporation Law. CVQ may advance reasonable expected expenses by such agent in defending any such proceeding upon receipt of the undertaking required by the Nonprofit Corporation Law. The terms “agent,” “proceeding” and “expense” made in this Section shall have the same meaning as such terms in Section 7237 of the Nonprofit Corporation Law, as amended.

12.2 Purchase of Liability Insurance

CVQ shall have the power to purchase and maintain insurance on behalf of any agent of CVQ against liability asserted against or incurred by the agent in such capacity or arising out of the agent’s status as such whether or not CVQ would have the power to indemnify the agent against such liability under the provisions of Section 1.

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