

# HAVASU STITCHERS

## Bylaws, Standing Rules, and Job Descriptions

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### BYLAWS

The power to alter, amend, revise or repeal the Bylaws, or adopt new Bylaws is vested solely in the membership. The amendments to the Bylaws will be:

- Published in the Dangling Thread Newsletter and sent to members via electronic mail.
- Presented to membership during a general meeting 30 days before the vote is taken at a regularly scheduled meeting.
- Considered seriatim (article by article).
- Passage will require a two-thirds (2/3) majority vote of the members present.

The Standing Rules may be changed by a majority vote of members in attendance at a regularly scheduled meeting.

The Job Descriptions may be changed at any time by the Board.

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### BYLAWS

#### Article I NAME

The name of this organization shall be Havasu Stitchers, an affiliate of the Arizona Quilters Guild (AQG).

#### Article II PURPOSE

The purpose of this organization is to contribute to the knowledge of and to promote the appreciation of fine quilts; to sponsor and support quilting activities; to encourage quilt making and collecting; to contribute to the growth of knowledge of quilting techniques, textiles, patterns, history and quilt makers through education.

#### Article III MEMBERSHIP

##### **Section 1:** Individual Membership

Any person interested in any form of quilting shall become a member by payment of annual Arizona Quilters Guild and Chapter dues in the amount determined by the Board of Directors. Membership runs in conjunction with AQG. All members shall have the privilege of voting and holding office. A visitor, a nonmember, or member at large must abide by the Havasu Stitchers' Standing Rules.

##### **Section 2:** Junior Membership

Any person under the age of 18 interested in any form of quilting shall become a junior member; Havasu Stitchers will pay the annual Arizona Quilters Guild's dues and the local chapter dues are waived. The Junior member shall enjoy all the privileges of membership except the privilege of holding office.

##### **Section 3:** Chapters

Havasus Stitchers is a Chapter of the Arizona Quilters Guild, and as such, abides by the AQG Bylaws. The Chapter will maintain communication with the AQG.

#### Article IV FINANCIAL POLICIES

The books and accounts shall be kept in accordance with AQG policy & practices along with sound accounting practices. All monies derived from Havasu Stitchers' activities shall be turned over to the Treasurer for deposit to the Havasu Stitchers' accounts.

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### BYLAWS, Continued

#### Article V MEETINGS

Chapter meetings shall be held on the second Thursday of each month.

#### Article VI BOARD OF DIRECTORS

**Section 1:** The Board of Directors shall consist of the officers of the organization and the chairmen of the standing committees excluding the Chairman of the Nominating Committee.

**Section 2:** The Board of Directors shall manage all the business and affairs of the organization.

**Section 3:** The Board shall meet the first Thursday of each month. The general membership may attend any Board meeting, but do not have a vote.

#### Article VII OFFICERS

##### Section 1: Elected Officers

- A. The officers of Havasu Stitchers shall be: the President, First Vice-President, Second Vice-President, Treasurer and Secretary. Officers shall be members in good standing. They shall be elected to one-year terms and may serve no longer than two consecutive terms in the same office. In accordance with AQG Policies & Practices, a third term must be approved by the Board of Directors and the General Membership.
- B. In the event an officer does not fulfill their term, the President shall appoint a replacement with the approval of the Board of Directors.
- C. Any Board member or committee Chairman missing three meetings and/or monthly reports during a Board year may be dismissed from his/her Board position. Exceptions due to extenuating circumstances may be made at the discretion of the Board.

##### Section 2: Powers and Duties of the Officers

- A. All officers are voting Board of Directors members; when a position is shared there is only one vote per office.
- B. **President**
  - Shall preside over all meetings.
  - Shall, with the exception of the Chairman of the Nominating Committee, appoint chairmen of the standing committees, Parliamentarian, and special committees with the consent of the Board.
  - Shall be ex-officio member of all committees except the Nominating Committee.
  - Shall sign all contracts along with the Treasurer.

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### BYLAWS, Continued

#### C. First Vice President

- Shall assist the President and perform the duties of the President in his/her absence.
- Shall assume the office of President in the event of a vacancy during his/her term.
- Shall be in charge of all classes.

#### D. Second Vice-President

- Shall assist the President and perform the duties of the President if the President and First Vice-President are absent.
- Shall be in charge of membership.

#### E. Treasurer

- Shall be the custodian of all Havasu Stitchers' funds.
- Shall record all monies received and expended by the Havasu Stitchers.
- Shall prepare the annual budget for presentation to the Board for the following year.
- Shall submit monthly financial reports to the Board of Directors.
- Shall present a written financial statement at the close of the calendar year.
- Shall sign all contracts along with the President.

#### F. Secretary

- Shall keep minutes of all Board and general meetings for one (1) year.
- Shall log all incoming correspondence.
- Shall keep all original signed contracts for five (5) years.

### Article VIII COMMITTEES

**Section 1:** Committee chairmen shall appoint members to their respective committees and serve a one-year term. Each Chairman may serve a second year with the Board approval. The Quilt Show Chairman shall serve a two-year term. Committee Chairmen shall submit monthly reports to the Board of Directors and keep adequate notebooks of procedures for their activities.

**Section 2:** Standing committees are:

Community Outreach	Hospitality
Library	Newsletter
Quilt Show	Quilting at the Lake
Ways and Means	Website

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### BYLAWS, Continued

**Section 3:** All standing committee chairmen are voting Board members. When a position is shared there is only one vote per committee.

**Section 4:** Other committee chairmen may be appointed as needed. They may attend Board meetings but do not have a vote.

### Article IX NOMINATIONS AND ELECTIONS

**Section 1:** In January, the President shall appoint four (4) members to the Nominating Committee. The Chairman of this committee shall be the immediate Past President of the Chapter.

**Section 2:** The Nominating Committee shall nominate one member as a candidate for each office to be filled. These names shall be announced at the March meeting. Nominations from the floor may be accepted at the March meeting, providing the nominee has consented.

**Section 3:** Officers shall be elected at the May meeting by a two-thirds (2/3) majority vote of members present. Officers elected shall assume their responsibilities on July 1 and their term of office shall run from July 1 to June 30 of the following year. Installation will take place at the June general meeting.

**Section 4:** The June Board meeting shall be designated for the transfer of office and leadership training. Outgoing officers are responsible to turn over all records and educate the incoming officer as to job duties at this meeting.

### Article X PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the proceedings in all cases not provided for in these Bylaws.

### Article XI AMENDMENTS

**Section 1:** The power to alter, amend, revise or repeal the Bylaws, or adopt new Bylaws shall be vested solely in the membership.

**Section 2:** The amendments shall be presented in writing to the membership thirty (30) days before the vote is taken at a regularly scheduled meeting. They shall be considered seriatim (article by article). Passage will require a two-thirds (2/3) majority vote of members present.

**HAVASU STITCHERS**  
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**STANDING RULES**

# HAVASU STITCHERS

## Bylaws, Standing Rules, and Job Descriptions

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### STANDING RULES

1. No individual may advertise or represent Havasu Stitchers as a sponsor of any activity unless the proposed project is presented to the Board of Directors in writing, receives Board approval and, thereafter is published in our newsletter or other publicity as an officially sponsored Havasu Stitchers' project. All monies of such projects will be collected and disbursed by the Havasu Stitchers' Treasurer. Infringement of this rule will result in immediate cancellation of membership.
2. The annual dues for the Chapter shall be \$15.00 effective membership year 2019/2020. The annual dues for the Arizona Quilters Guild (AQG) shall be \$35.00 for new members; \$30.00 for renewals.
3. All Board Members are expected to operate within their set budget. Within this budget, any single expenditure over the approved budget must be approved by the membership.
4. Members of Havasu Stitchers in good standing can advertise quilt-related businesses at no charge in the newsletter, "The Dangling Thread."
5. One member in good standing will be selected each year as the Member of the Year. The selected member will be awarded \$85.00 for use at any Havasu Stitchers' sponsored educational event.
6. General meeting shall be given at no charge to members. Guests shall pay \$5.00 each meeting effective October 1, 2018.
7. On the death of a Havasu Stitchers' member, a donation of \$50.00 will be made to the charity of the family's choice.
8. On the occasion of Havasu Stitchers' member having a 50th wedding anniversary, an appropriate acknowledgement will be given to that member.
9. Standing rules may be changed by a majority vote of members in attendance at a regularly scheduled meeting.
10. Havasu Stitchers will reimburse the President and his/her designated representative for reasonable and customary charges to attend AQG sponsored meetings.
11. Enrollment in a Havasu Stitchers' sponsored educational event requires a deposit. Cancellations must be made no later than seventy-two (72) hours prior to the event. A refund may be issued if the cancelled space is filled.

# HAVASU STITCHERS

## Bylaws, Standing Rules, and Job Descriptions

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### STANDING RULES, Continued

12. The chapter compensates members for teaching at the rate of \$40.00 @ half day class (3 hours), and \$75.00 @ full day class (6 hours) plus \$5.00 per student enrolled.
  - Members taking classes will pay a minimum \$10.00 class fee, and class fees may vary. \$5.00 will be paid to teacher and \$5.00 retained for the Havasu Stitchers Education fund;
  - All class fees must be paid at time of registration;
  - AQQ members who are not Havasu Stitchers Chapter members pay current class fees plus \$5.00;
  - Non-Member (AQQ/Chapter) guests must become AQQ and Havasu Stitchers members.
  - Class fees can fluctuate based on location.
  - All fees are refundable up to 72 hours prior to the class.
13. Funds from Hearts Desire and the Boutique at the Quilt Show will be placed in the General Fund and budgeted to Dedicated Teacher Education events.
14. No signer on any Havasu Stitchers' account shall be allowed to sign a check to him/herself.
15. Treasurer to have sole responsibility for and control of the Havasu Stitchers' credit card.
16. Credit card to be acquired through Horizon Community Bank with a limit of \$3000.
17. Any future increases on the credit card to be approved by the Board and Membership.
18. As required by Horizon Community Bank, names on the card shall be Havasu Stitchers and the name of the Treasurer. (When Treasurer's term expires, new card will be issued by Bank to include Havasu Stitchers and name of newly-elected Treasurer.)
19. Credit card statements are to be provided each month to the Board for review.
20. Balance of the credit card to be paid in full monthly.
21. Credit card to be used to conduct guild business only and shall not be used to acquire personal items.



**HAVASU STITCHERS**  
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**JOB DESCRIPTIONS**

# **HAVASU STITCHERS**

## **Bylaws, Standing Rules, and Job Descriptions**

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### **JOB DESCRIPTIONS**

#### **President –**

- Shall keep a duplicate copy of all Board meeting minutes.
- Shall be a signer on the Havasu Stitchers' Chapter account(s).
- Shall contribute necessary correspondence for all Chapter matters requiring his/her attention, and letters and/or all information necessary for the functioning of the Board.
- Shall present all awards and other items of recognition and be available to physically attend any function requiring the President's presence whenever possible.
- Shall appoint all necessary committee chairmen.
- Shall serve as the Chairman of the Nominating Committee immediately at end of his/her office term.
- Shall sign all contracts along with Treasurer.

#### **First Vice President –**

- Shall perform the duties of the President in his/her absence.
- Shall assume the office of President in the event of a vacancy in that office.
- Shall be a signer on the Havasu Stitchers' Chapter account(s).
- Shall be in charge of all classes.

#### **Second Vice President –**

- Shall perform the duties of the President and the First Vice President in their absence.
- Shall be in charge of the membership.
- Shall maintain a current electronic roster of all Havasu Stitchers' members.
- Shall be responsible for organizing and printing a roster of current members by September's general meeting of each year.
- Shall provide a list of current members for the use of Board members and Chairmen when requested.
- Shall provide Secretary with all membership updates for inclusion in electronic mailings.

#### **Treasurer –**

- Shall maintain the books and accounts for fiscal year July 1 through June 30 of the following year in accordance with generally accepted accounting practices.
- Shall be the custodian of all Havasu Stitchers' funds.
- Shall have sole responsibility for and control of the Havasu Stitchers' credit card.
- Shall use the Havasu Stitchers' credit card to conduct guild business only and shall not use the credit card to acquire personal items.
- Shall be a signer on the Havasu Stitchers' Chapter account(s).
- Shall record all monies received and expended by the Havasu Stitchers.
- Shall prepare the annual budget for presentation to the Board each January and upon Board approval present the annual budget to membership in February for approval.

# HAVASU STITCHERS

## Bylaws, Standing Rules, and Job Descriptions

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### JOB DESCRIPTIONS, Continued

- Upon the death of a member of Havasu Stitchers, the Treasurer shall contact the family regarding the designation of funds in the member's name.
- Shall submit monthly financial reports to the Board and present a written financial statement at the close of the calendar year. Credit card statements are to be provided each month to the Board for review. All monthly and yearly reports are to be kept on file indefinitely.
- Shall pay the balance of the credit card in full monthly.
- Shall reimburse members for expenses pre-authorized by the President. Receipts Required.
- Shall pay general Chapter bills.
- Shall assist in the preparation of committee budgets and the collection of funds from all Chapter activities.
- Shall submit written financial reports to AQG semiannually.
- Shall sign all contracts along with the President.

### Secretary

- Shall keep minutes of all Board meetings and Chapter meetings.
- Shall conduct general correspondence.
- Shall keep copies of all correspondence on file for one (1) year, at which time items are to be reviewed by the Secretary. Items that must be retained will concern any legal, financial, or historical matters.
- Shall provide copies of the Bylaws, Standing Rules, and Job Descriptions to be posted along with annual roster to the Havasu Stitchers website.
- Shall use the email account list "Havasus Stitchers' Mass" to contact membership as deemed necessary by the President, Board of Directors, or General Membership.
  - (Missy Quilter: [havasustitchers@gmail.com](mailto:havasustitchers@gmail.com))
  - Password: Provided by President)
- Shall maintain the electronic mailing and/or [havasustitchers@gmail.com](mailto:havasustitchers@gmail.com) account; updating, adding and deleting members as the year progresses.

# HAVASU STITCHERS

## Bylaws, Standing Rules, and Job Descriptions

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### JOB DESCRIPTIONS, Continued

#### STANDING COMMITTEE CHAIRMEN (Voting Members):

##### COMMUNITY OUTREACH:

- Shall be responsible for the making of comfort quilts or any other charitable program the Havasu Stitchers choose to support.
- Shall be responsible for Community Service Mini-Grant application by applying to AQG each fiscal year, due no later than October 31.
- Shall prepare the Mini-Grant Summary report on how the grant funds were utilized, due no later than August 31.

##### HOSPITALITY:

- Shall provide beverages and other necessary items at Chapter functions (including Board meetings) if required; see to the needs of teachers/speakers at Chapter events.
- Shall greet people and provide name tags at the monthly Chapter meetings and other Chapter functions when deemed necessary, and introduce guests to the membership.

##### LIBRARY:

- Shall be responsible for the reading materials, CDs/video tapes, and equipment belonging to the Havasu Stitchers and shall make them available to members for check out and purchase.
- Shall prepare a list of available resources and provide it annually to membership on the website.

##### NEWSLETTER:

- Shall be responsible for compiling and publishing a general information sheet(s) to be made available via electronic mail to all members.

##### QUILT SHOW:

- Shall be responsible for all of the activities necessary for putting on the quilt show.
- Shall make regular reports to the Board of Directors and to the general membership.
- Shall keep complete records of all activities and pass this information along to the next chairman.

##### QUILTING AT THE LAKE:

- Shall be responsible for all of the activities necessary for putting on the Quilting at the Lake event.
- Shall make regular reports to the Board of Directors and to the general membership.
- Shall keep complete records of all activities and pass this information along to the next chairman.

# **HAVASU STITCHERS**

## **Bylaws, Standing Rules, and Job Descriptions**

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### **JOB DESCRIPTIONS, Continued**

#### **WAYS AND MEANS:**

- Shall be in charge of the fundraising activities of Havasu Stitchers.
- Shall work at the direction of the Board of Directors as to activities undertaken and presented to the membership and work closely with the Treasurer in the handling of funds and payment of expenses.
- Shall keep detailed records of all activities, the monies earned, and the expenses involved in each activity.
- All funds are to be turned in to the Treasurer, along with deposit slip with detailed information at the end of every General Meeting.

#### **WEBSITE:**

- Shall be responsible for keeping the Website updated with accurate information relative to the Havasu Stitchers and AQQ.

#### **COMMITTEE CHAIRMEN (Non-Voting Members)**

#### **BALLOON FEST:**

- Shall be responsible for all of the activities necessary for coordinating this event, e.g., setting up/down booth to sell items, advertise upcoming events, raffle tickets, vendor info, etc. Shall submit financial report within 30 days of the event.

#### **BLOCK OF THE MONTH:**

- Shall be responsible for all of the activities necessary for coordinating this event.

#### **BOARD ADVISOR:**

- Shall be appointed by the President on an annual basis
- Shall hold a non-voting position on the Board of Directors
- Shall assist the Board and advise on parliamentary procedure
- Shall be available to assist the President in the preparation of the meeting agenda and ensure that it is followed
- Shall ensure that all motions made are handled consistently and fairly
- Shall be viewed as an advisor in interpreting and applying Robert's Rules of Order, Newly Revised for meetings.
- Shall be available to assist in the drafting and interpretation of Bylaws and the planning and conduct of meetings
- Shall be a member of the Nominating Committee and provide information on the nomination and election process
- Shall maintain a current procedure book to pass on to a successor.

# HAVASU STITCHERS

## Bylaws, Standing Rules, and Job Descriptions

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### JOB DESCRIPTIONS, Continued

#### **BROWN BAG EXCHANGE:**

- Shall be responsible for all of the activities necessary for coordinating this event.

#### **CHRISTMAS PARTY:**

- Shall be responsible for all of the activities necessary for coordinating this event, e.g., coordinate restaurant, pricing, awards, favors, communicate to general membership, etc. Shall submit financial report within 30 days of the event.

#### **FABRIC EXCHANGE:**

- Shall be responsible to determine what fabric size, type, and general instructions for a monthly exchange of fabric, sign ups, and communication.

#### **HISTORIAN:**

- Shall be responsible for the activities necessary for coordinating this activity.
- Shall produce an annual report of activities conducted by Havasu Stitchers by the May General Meeting.

#### **LONDON BRIDGE DAYS:**

- Shall be responsible for coordinating the activities necessary for participation in this event, including but not limited to securing confirmation of insurance coverage.

#### **NATIONAL QUILT DAY:**

- Shall be responsible for the activities necessary for coordinating this event, e.g., coordinate the communications and event location. Establish booths for demos, vendors, etc., and quilt hangings for public viewing. Work with local charities on collection of nonperishable food.

#### **NOMINATING:**

- Shall work with the Past President to select one (1) member as a candidate for each office to be filled. These names shall be announced at the March meeting.
- Shall create ballots.
- Count the ballots at the April meeting and announce the results.

#### **OTHER COMMUNITY EVENTS:**

- Shall be responsible for the activities necessary for coordinating events such as Spring Frenzy and Winter Fest, e.g., set up/take down, to educate the public on all aspects of quilting.

# **HAVASU STITCHERS**

## **Bylaws, Standing Rules, and Job Descriptions**

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### **JOB DESCRIPTIONS, Continued**

#### **PUBLICITY:**

- Shall contact and contribute newsworthy items concerning the Havasu Stitchers to all media people in Lake Havasu City on a regular basis.
- Shall serve as the contact person for all media events.
- Shall also submit an article on the activities of Havasu Stitchers to the Patchwork Chatter monthly.
- Shall coordinate all social media activities, e.g., creating events and posting items of interest to membership.

#### **SUNSHINE:**

- Shall send appropriate cards as needed to any chapter member as informed or requested by the membership.

#### **TRANSITION HOUSE:**

- Shall be responsible for the collection/delivery of hygiene items at guild meetings and events.

### **GENERAL CONDUCT OF ALL BOARD MEMBERS**

All Board members are to keep complete and accurate records of their term in office, printing or writing clearly, and dating all items. Records are to be reviewed by each incoming officer and only the relevant items in each notebook are to be retained. If in question of an item's importance, it is best to seek the counsel of another board member.

All voting Board members are required to attend the monthly Board meetings. Attendance of non-voting members is requested but not required. Voting and non-voting Board members unable to attend the monthly Board meeting must provide a written status report of their committee's activities to the President one week prior to the monthly meeting.

### **GENERAL CONDUCT OF ALL MEMBERS**

- All members shall pay their dues promptly.
- All members shall be courteous and attentive to all speakers.
- All members shall be helpful and willing to serve on all committees.
- All members shall arrange to be on time for all meetings.
- All members who sign up for special activities shall show courtesy by fulfilling their commitment. If unable to fulfill their commitments, they will please contact the person in charge.

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### **CONFIDENTIALITY AGREEMENT**

The roster you receive contains confidential information and is provided solely for use by members of Arizona Quilters Guild/Havasus Stitchers. It is given only to members. It is not to be used for any commercial purpose. By accepting this Roster, you agree to these conditions.

It is the policy of AQQ never to sell a list of our membership to anyone. We provide the roster as a courtesy only to our members for their personal communication with other members to promote quilting.