

**BYLAWS OF
CIBOLO CREEK QUILTERS GUILD**

**ARTICLE I
OFFICES AND AGENT**

1.1 **Name.** The name of the Corporation shall be Cibolo Creek Quilters Guild, to be referred to herein as the “Corporation” or “CCQ.”

1.2 **Registered Office and Agent.** The registered office and registered agent of the Corporation shall be as set forth in the Corporation's Certificate of Formation. The registered office or the registered agent may be changed by resolution of the Board of Directors, upon making the appropriate filing with the Secretary of State.

1.3 **Principal Office.** The principal office of the Corporation shall be at 5 Foster Lane, Boerne, Kendall County, Texas 78006, provided that the Board of Directors shall have the power to change the location of the principal office.

1.4 **Other Offices.** The Corporation may also have other offices at such places, within or without the State of Texas, as the Board of Directors may designate, or as the business of the Corporation may require or as may be desirable.

**ARTICLE II
OBJECTIVES**

The objectives of CCQ are: (a) the promotion and advancement of quilting; (b) exchange of information and ideas on any and all aspects of quilting; (c) teaching – improvement of skills and techniques of quilters; and (d) to support community charitable service projects and events.

**ARTICLE III
MEMBERSHIP AND DUES**

Membership in CCQ is open to all who have an interest in quilting regardless of experience level.

3.1 **Membership Period.** The membership period runs for one year, from January 1 thru December 31.

3.2 **Dues.** Dues will be \$25.00 per year, or an amount agreed upon by majority membership, and can be prorated during any year. Members under the age of 18 will be \$12.50 per year or an amount agreed upon by the majority of the membership. Life-time membership is a \$500.00 donation to CCQ or to an individual voted on by a majority of the membership when solicited. Lifetime members will have all rights and privileges as regular members.

3.3 **Guests.** Non-members are welcome to attend meeting as a guest. Non-members are encouraged to join after two meetings. After the third meeting, the guest can make a minimum donation of \$5.00 or join.

ARTICLE IV MEETINGS

Meetings will be held monthly at a designated facility. All-day sew or programs will be held on the second or third Saturday of each month at 9:00 a.m.

4.1 **Refunds.** There will be no workshop or day retreat refunds. If a person needs to cancel, she/he may obtain a replacement from a waiting list or if there is no CCQ waiting list, a replacement can be a person not a member of CCQ.

4.2 **Nametags.** As a courtesy to all, members will wear a nametag to general meetings. Failure to wear a nametag will be a \$.25 fine.

4.3 **Ads.** A member may buy an ad in the newsletter for \$5.00. An ad in the directory may be purchased for \$25.00.

ARTICLE V ADMINISTRATION

5.1 **Number/Designation of Officers.** The officers of the Corporation shall consist of a President, President Pro tem, First Vice President/Program Chairman, Second Vice President/Membership Chairman, Treasurer and Secretary. New offices may be created and filled at any meeting of the Board of Directors. The Executive Board is the nominating committee or can select a nominating committee for officer candidates.

5.2 **Election of Officers and Term of Office.** Officers are elected for a term of two years, with terms expiring on alternating years. The President, President Pro Tem and Treasurer one year and then Secretary, First Vice President/Program Chairman, Second Vice President/Membership Chairman on alternating years. Chairpersons shall serve a two-year term. In the event an elected officer cannot complete the term of office, the Executive Board will appoint a member to carry out the term of office. In order to coincide with our taxable year, with voting by CCQ in November, the Board member will take office in January of the following year.

5.3 **Duties of Officers.**

- The duties of the President shall include running of meetings, appointing chairpersons of committees as needed and overseeing committees and officers. The President of the Board will review the guild's activities each year in December to ensure that CCQ operates in a manner consistent with our charitable purposes. A yearly signed document will be included in our "Minute Book."

- The duties of the President Pro Tem is to take over in the President's absence and fund-raising. The term of the President Pro Tem runs concurrent with the President's term.

- The duties of the First Vice President/Program Chairman shall be to develop programs and workshops/classes.
- The duties of the Second Vice President/Membership Chairman is to collect dues, keep the website membership current and to provide bylaws to the members.
- The Treasurer shall be in charge of the bank accounts, yearly audit, and filing of any necessary paperwork for the IRS/State of Texas.
- The duties of the Secretary shall be to take minutes of meeting and is the custodian of CCQ's historical records.

5.4 **Committees.** The committees shall consist of: (a) Monthly drawing Coordinator; (b) Community Service Coordinator; (c) Publicity Chairperson; (d) Sunshine and Shadows; and (e) Newspaper Chairperson.

ARTICLE VI FINANCIAL

6.1 **Audit.** CCQ shall have a yearly audit performed and the Treasurer shall publish the report in the monthly newsletters.

6.2 **501-C3.** In the event CCQ becomes a 501-C3 non-profit, the Treasurer will file the appropriate forms yearly or as needed. In the event CCQ dissolves after becoming a 501-C3, the remaining funds will be given to another 501-C3 nonprofit voted upon by the membership per IRS regulations.

6.3 **IRS Returns.** The Board will review and approve the tax returns before submission each year.

6.4 **Nonprofit Status.** The Office of the Secretary of State is authorized to request a report to verify nonprofit status. Such a request will be made to our registered agent and presented to the Board for their response.