

By-Laws for Oklahoma Machine Quilters Association

ARTICLE I: NAME

Section 1: The name of this organization is Oklahoma Machine Quilters Association, hereafter referred to as OKMQA.

ARTICLE II: PURPOSE

Section 1: The purpose of the OKMQA is:

- Fellowship
- Education
- Networking

Section 2: OKMQA is strictly a non profit organization, under section 501(c)(3) of the Internal Revenue Code. The dues collected shall in no way benefit or be distributable to the members, officers, trustees or other private persons, except that OKMQA may pay reasonable compensation for the services rendered and bills due. We are not a political organization, and therefore will not attempt to influence legislation or donate monies to any political party or candidate.

ARTICLE III: MEMBERSHIP

Section 1: Membership in OKMQA shall be open to any person or business interested in machine quilting. Business memberships may include a spouse or business partner, but each membership is limited to one vote per business and one entry in the door prize drawing and any other group event.

Section 2: The Board of Directors shall determine the OKMQA dues to meet the operating expenses. A change in dues requires the board provide the general membership written notification and justification at least 30 days prior to the last meeting of the year. The change in dues will then be voted on by the General membership at the October/Fall meeting and requires a majority vote with a majority of membership present. The yearly dues will start to be collected at the October/Fall meeting, with the dues being delinquent after the January/Winter meeting. Members who have not paid shall be dropped from the membership rolls and have no membership privileges. Visitors may attend one meeting before making a decision to join OKMQA. The dues for new members joining after the first meeting will be prorated.

ARTICLE IV: OFFICERS

Section 1: The elected officers of OKMQA are:

- A: President
- B: Vice-President
- C: Secretary
- D: Treasurer

They shall be elected by a majority vote of present members at the October/Fall meeting of odd years for a two year term or until they resign or be removed from office. No member shall hold the same office for more than two consecutive terms. Their term of office begins at the close of the last meeting of the year. When an office other than President becomes vacant, it shall be filled by a recommendation of a majority of the Board of Directors. In the absence of the President, or in the event the President resigns or is removed from office, the duties the President shall be performed by the officer next in succession (Vice President, Secretary, Treasurer).

Section 2: The duties of the officers are:

President:

- presides at all OKMQA meetings and the Board Meetings
- appoint all committees not otherwise provided for and serve as an ex officio member of all committees except for the nominating committee.

Vice President:

- perform all the duties of the President in the President's absence
- overseeing authority for the Programs Chairperson
- responsible for "Same But Different" quilt display or auction as needed

Secretary:

- keep a record of the proceedings of OKMQA and the Board meetings
- keep the by-laws and policies up to date
- conduct all OKMQA correspondence under the direction of the Board of Directors
- provide the Website Chairperson and the Newsletter Chairperson with an electronic copy of the minutes of the meetings within one week of the meeting for publication on the website

Treasurer:

- keep a written account of all organization transactions in a permanent book belonging to OKMQA
- take charge of all funds made available to OKMQA
- pay all bills incurred, with the Board of Directors approval. The Board of Directors must authorize all expenditures and all bills and receipts must be presented within 90 days of purchase for reimbursement.
- submit the OKMQA by-Laws, financial books and records for a biennial audit after the close of the fiscal year and any other time there is a change of Treasurer or when it is deemed necessary.

Section 3: The Appointed Committee Chairmen are:

Historian
Website
Activities
Membership
Publicity
Programs
Newsletter
Librarian.

The Duties of these Chairmen are:

Historian:

- take or have taken photographs and keep records of newsworthy events and assemble a yearbook to be available for viewing at appropriate times. This yearbook can be in the form of a Computer CD or DVD.
- provide whatever photographs approved by the Board and/or members to the Website Chairperson for posting on the website. All film, photographs, discs, negatives, and the yearbook shall be property of the OKMQA.

Website:

- keep all website information accurate and current. All plans and budget for the website must be referred to the Board for approval.

Activities:

- responsible for whatever special Activities the group chooses to undertake.

Membership:

- collect all dues and keep all membership records and lists up-to-date. All dues shall be turned over to the Treasurer for deposit as soon as accurate membership information is received.
- provide a current and accurate membership list to the Yahoo Group Moderator, Website Chairperson and the Publicity Chairperson
- have members check in at the door and collect any past dues or other dues as needed.
- coordinate a Welcome package for new members, including a roster of current members and membership card.

Publicity:

- obtains publicity for OKMQA meetings, quilt show, and any other events.
- Works with the Membership chairman in distributing the quarterly newsletter by post and/or email.'
- mails out meeting reminder cards to the members at least one week before each general meeting
- prints and delivers the Updated Quilters List to State Quilt Shops and Quilt Shows

Programs:

- solicit and arrange for speakers, workshops and demonstrations with the approval of the Board of Directors. All plans and budget must be referred to the Board for approval.

Newsletter:

- responsible for publishing the quarterly newsletter within 6 weeks of each meeting.
- sends a copy of the newsletter to the Website Chairman for the website and the Publicity Chairman for member distribution.

Librarian:

- maintains the library, checking media in and out and collecting late fees.
- safeguards the library media and take suggestions from members for new media to the Board of Directors.

Section 4: Each elected officer and Committee Chairperson shall have a vote on the Board of Directors. Other duties for the committees may be assigned by the Board of Directors.

Section 5: Other Committees are to be established by a recommendation from the Board as needed.

Section 6: Any officer or chairperson not performing their duties in a proper or satisfactory manner may be removed from that position by the Board of Directors. The incumbent must be given fifteen days notice in writing (including email) and then there must be an affirmative vote of the majority of the Board of Directors.

Section 7: Each officer or chairperson, whether or not then in office, shall be indemnified by the OKMQA against all costs and expenses reasonably incurred by, or imposed upon them in connection with or arising out of, any action or proceeding in which they may be involved, by reason of being or having been an officer or chairperson of the OKMQA, except in relation to matters in which such officer or chairperson has been adjudged liable to the OKMQA for negligence or misconduct in the performance of their duties.

ARTICLE V: BOARD OF DIRECTORS

Section 1: The Board of Directors is comprised of the four elected Officers and the appointed chairpersons of the standing committees.

Section 2: All Members of the Board shall fulfill their duties without compensation.

Section 3: The number of members of the Board may be increased or decreased by making an amendment to the By-Laws.

Section 4: The Board shall meet separately from the general meeting as needed, in person or electronically. However no business can take place unless a majority of Board Members are participating.

ARTICLE VI: MEETINGS

Section 1: OKMQA will meet four times a year. Meetings will try to be scheduled in January, April, July & October. The meetings will take place on a Saturday.

Section 2: If a scheduled meeting is cancelled due to inclement weather, the meeting will try to be rescheduled in a timely fashion.

Section 3: Guild Decisions may be made by a majority vote of the members present at a General Meeting.

ARTICLE VII: DISSOLUTION

Section 1: Upon dissolution of OKMQA, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE VIII: BY-LAWS

Section 1: The By-Laws may be amended by the majority affirmative vote of the majority of the members present at a General Meeting.

ARTICLE IX: AMENDMENTS