

Porterville Quilters Bylaws

As Amended November 20, 2025

Article I: NAME

The name of this club shall be the Porterville Quilters, hereby called the Club. The Club shall function as a non-profit organization in the state of California.

Article II: PURPOSE

The purpose of the Club shall be to create, stimulate, maintain and record an interest in all matters pertaining to the making, collecting and preserving of quilts; to establish and promote educational and philanthropic endeavors through quilts.

Article III: MEMBERSHIP

Section 1. Membership shall be open to all persons who quilt or have an interest in the preservation and development of quilting.

Section 2. Membership is defined by the payment of the annual dues. Only paid members will appear in the roster of members.

Section 3. A current address and telephone number shall be on file. The membership list information is intended solely for the purpose of conducting the Club's business and facilitating personal contact between members. It is not intended for commercial and/or other purposes.

Section 4. Current dues-paying and Charter members only may vote on the Club's business, hold office, make motions or be involved in the election of officers.

Section 5. Membership may terminate upon occurrence of any of the following events:
a) Failure to pay dues, b) Written resignation by a member.

Article IV: ANNUAL DUES

Section 1. Any changes to the annual dues may be proposed by any member of the Club to be voted on at the general meeting one month from its introduction to the membership and publication in the newsletter.

Section 2. Dues are not refundable after payment.

Section 3. Dues must be paid in full no later than the February general meeting in order to include the member in the Membership Directory.

Section 4. New members joining after July 1st shall pay one-half (1/2) of the annual dues rate.

Article V. BUDGET

Section 1. The proposed budget for the year shall be submitted to the entire membership through the newsletter prior to its approval or revision at the general meeting in January.

Section 2. There shall be a contingency fund for unexpected expenses, the amount to be determined by a vote of the members during the annual budget discussion.

Article VI: ELECTED OFFICIALS: TERMS OF OFFICE AND DUTIES

The elected Club officers shall be President, Vice President, Recording Secretary,

Corresponding Secretary, and Treasurer. They shall serve one (1) year terms and serve not more than two (2) consecutive terms in the same office.

All officers shall be a member in good standing. Together with the immediate Past President they shall also serve as members of the Board of Directors (Board).

Vacated terms shall be filled by a two-thirds (2/3) vote of the Board and the approval of the membership except where otherwise provided in these Bylaws..

Officers shall be elected at the November meeting, installed at the December meeting, and assume office at the conclusion of the December meeting.

Section 1. President

- a) Shall preside at Club meetings.
- b) Shall preside at Board meetings.
- c) Shall call special meetings as necessary.
- d) Shall appoint all special committee and standing committee chairpersons unless otherwise provided for in these Bylaws.
- e) Shall select two auditors at the November general meeting who shall complete an audit of the Club's books and submit a report and recommendations for presentation by the President at the January general meeting.
- g) Shall be an ex-officio member of all committees with the exception of the nominating committee.
- h) If the President resigns, they shall submit a resignation in writing and the Vice President will assume her duties.

Section 2. Vice President

- a) Shall assist the President as called upon and act as President in the President's absence.
- b) Shall schedule, arrange, plan and/or verify programs for the monthly meeting and call upon general membership for help as needed.
- c) If the Vice President resigns, they shall submit a resignation in writing and the term shall be filled by a two-thirds (2/3) vote of the Board and the approval of the membership.

Section 3. Recording Secretary

- a) Shall keep minutes of all general meetings and present them at the next general meeting or include them in the monthly newsletter.
- b) Maintain for future reference the Club Minutes Book in current status.
- c) If the recording secretary resigns, they shall submit a resignation in writing and the term shall be filled by a two-thirds (2/3) vote of the Board and approval of the membership.
- d) Shall keep minutes of all Board meetings and present them to the Board one (1) week before the general meeting.

Section 4. Corresponding Secretary

- a) Shall collect and distribute mail, including email, and answer and/or initiate correspondence concerning the Club as needed. Committee chairpersons are expected to handle their own correspondence under the informed direction of

the President.

- b) Correspondence involving polling or Club commitment shall be referred to the Board before taking any action.
- c) If the corresponding secretary resigns, they shall submit resignation in writing and the term shall be filled by a two-thirds (2/3) vote of the Board and the approval of the membership.

Section 5. Treasurer

- a) Shall collect and deposit all funds received belonging to the Club in a bank or like institution approved by the Board.
- b) Shall disburse monies as needed to pay budgeted and other expenses authorized by vote of Club members.
- c) Shall make monthly financial reports to be presented at each meeting and/or included in the monthly newsletter.
- d) Shall receive, maintain and complete reports and records as necessary to the office and as required by State and Federal tax and raffle laws.
- e) Shall have available all books and fiscal records to be submitted for audit by January 1st.
- f) Shall sign the checks for the Club, which may also be signed by anyone of the following officers, the President, Vice President or Recording Secretary, if the Treasurer is unavailable.
- g) Shall refer to the Board for review and approval any substantial in-kind or monetary donation. Prepare the non-profit donation receipt for the donor using the donor's value estimate.
- h) If the Treasurer resigns, they shall submit a resignation in writing and the term shall be filled by a two-thirds (2/3) vote of the Board and approval of the membership.

Section 6. Co-officers

- a) Two members may share the responsibilities of the office by coordinating the duties with one another.

Article VII: BOARD OF DIRECTORS

The Board is responsible for overseeing and ensuring the Club is in compliance with legal requirements. In addition to general powers to conduct the Club's business, the Board along with committee chairpersons shall prepare the Club's budget. Board members shall serve without compensation. Board meetings shall be held once per month with notice of time, date and location in the previous month's newsletter. A quorum shall consist of two-thirds (2/3) of the Board.

Article VIII: COMMITTEES

All committee chairpersons shall be appointed by the President. Committee Chairpersons shall regularly report activities to the Board and at general meetings. Committee Chairpersons shall inform the Board if needed expenditures will exceed the committee's current year budget.

Section 1. Standing Committees

Bus Trips – Organizes bus trips and collects funds for same.

Block of the Month (BOM) - Is responsible for the BOM being presented and collection of BOM funds which are turned over to the Treasurer for deposit. Maintain records of BOM winners by year.

Hospitality - Plan, coordinate and assign responsibility to furnish refreshments and beverages for monthly meetings, and the clean-up at the end of these meetings.

Inventory - Keeps a list and location of the Club assets. Update inventory list when new items are purchased or donated.

Little Quilts - Oversees & coordinates the making of the Little Quilts and their delivery to the Community at large.

Local Heroes - Coordinates making quilts to present to and honor local military service men and women. Duties include recipient selection, delivery of quilts and reporting to the membership.

Membership - Is responsible for collecting information and printing the directory. Keeps membership records and birthday lists up to date and sends updates to Board, Sunshine and Newsletter chairpersons when new members are added. Updated Bylaws will be in the membership Directory.

Mystery Quilt - Selects the mystery quilt pattern, collects the money for the pattern, and passes out portions of the pattern on a monthly basis.

Newsletter - Composes and mails newsletter to members monthly. It shall be composed of items of interest concerning Club events and other items described herein.

Opportunity Quilt - Responsible for Opportunity Quilt design, assembly and completion.

Opportunity Quilt Tickets - Order tickets for the year for the Opportunity Quilt and distribute them to the members at the February meeting. Include a picture of the quilt for each member to show when selling tickets. Maintain a record of the amount of money collected on the quilt. Coordinates venues for showing Opportunity Quilt. Ensures that each venue is staffed for setup and take down and ticket sales. Responsible for getting tickets and money to venues.

Publicity - Submits for publication activities and events held by the Club.

Scholarships - The scholarship committee shall consist of three (3) members. The chairperson shall be appointed at the regular meeting by the President. The other two (2) members shall be selected by the chairperson. The committee will be selected in October and will present their recommendations at the April meeting. The Scholarship Committee will mail out the scholarship letter December 1st to schools specified by the members with a response deadline of April 1.

Welcome/Sunshine - Officially greets members and guests and keeps attendance roster, sends cards and initiates the President's gift.

Section 2. Ad Hoc Committees

Bylaws—Shall be appointed as necessary to review/revise bylaws.

Nominating—Shall consist of three (3) members, the Chairperson to be appointed by the President at the regular September meeting, the other two members selected by the Chairperson from the membership at large. The committee will

present a slate of officers at the October meeting. Nominations from the floor will also be accepted in October and/or November and voted on at the November general meeting.

Article IX: BYLAWS

Proposed bylaws changes shall be submitted in writing at a Board meeting. Written notice and reading of such a proposed amendment shall be given to members of the Club at a general meeting after it has been published in the newsletter and read at the general meeting prior to voting. A two-thirds (2/3) vote is required to amend the bylaws.

Article X: MEETINGS

Section 1. Regular general meetings of the membership shall be held on the third (3rd) Thursday of each month. Robert's Rules of Order shall be used to govern the conduct of the meetings.

Section 2. 1/3 of the total membership constitutes a quorum.

Section 3. Any vote related to the increase of funds, major outlay of funds, or any major change in the operation of the Club must appear in the monthly newsletter and be voted upon at the next general meeting.

Article XI: DISBANDMENT:

Upon the dissolution of this Club, any assets remaining after paying or provision for payment of all debts and liabilities of the Club shall be distributed by vote of the Board to tax exempt organizations with like purposes, such as another quilt club or the California Historic Quilt Project.