

## VOYAGER QUILTERS 2 BYLAWS

**PURPOSES:** Preserve heritage of quilting  
Teach, Share, Maintain high quality workmanship  
Have fun  
Serve Charities

### **COORDINATORS:**

All positions run from March 15<sup>th</sup> to March 15<sup>th</sup>, except for Treasurer which runs from April 1<sup>st</sup> to March 31<sup>st</sup>. All Coordinator positions are for one (1) year terms. Serving in any position is not limited to full time residents of the park. "Short term" residents are necessary for input balance. No elected Coordinator shall be eligible to serve more than two (2) consecutive one (1) year terms in the same office. The head Coordinator in collaboration with the other Coordinators shall appoint persons to serve in the non-elected positions. Members may submit their own names for consideration for any elected or appointed position.

When major decisions must be made during the off season, and/or when the head Coordinator is not in residence, one of the resident Coordinators will email or telephone the other Coordinators not in residence to get their input. Seven (7) calendar days should be allowed for a response from the Coordinators not in residence, and a simple majority vote is sufficient to make a decision. All decisions should be documented and included in the current records book.

Major decisions include, but are not limited to, donating quilts to charities other than those identified by the Charity Coordinator, purchases other than those identified in the budget, expenditures that will exceed the budgeted amounts, etc.

In the instance that a Coordinator is not present in Tucson during the main season (October through April) or is away for an extended time, they should secure a substitute to stand in for them. All Coordinators and committee chairs may designate other members to assist in their responsibilities.

Any Coordinator who has a set of keys must return those keys to a designated "keeper of the keys" before leaving Voyager or to the individual who is substituting for them during the off season.

### **ELECTIONS:**

A nominating committee will be named by the Head Coordinator by January 15 each year. It shall consist of 4-6 members. This committee will present a slate of possible candidates for both elected and appointed positions. Elections will be held the second Monday of February to elect new Coordinators.

Bylaws can be changed as needed by a simple majority of the Coordinators and then submitted for vote by the majority of those present at a general meeting.

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### **MEMBERSHIP AND VISITORS:**

Visitors are always welcome. A visitor is defined as someone who comes to Monday meetings to partake in activities and visit with friends.

A member is someone who is a resident of Voyager, attends Monday meetings, signs the attendance roster, provides contact information for the membership listing, and is eligible for elected office.

There is no fee to be a member or guest of Quilters 2. A small fee is charged for some classes offered by the group.

### **AUDITS:**

The Head Coordinator, in conjunction with the other Coordinators, will appoint a committee of 2-3 members of Quilters 2 to audit the financial statement at least one a year and when an incumbent treasurer turns over responsibilities to a successor treasurer. Persons appointed to the committee should have a familiarity with and a background in financial management, accounting practices, or similar activities. Audit reports shall be completed and filed in the current records book.

### **POSITION RESPONSIBILITIES:**

#### **Head Coordinator** (Elected Position)

- Conducts Monday morning meetings; determines agenda for meetings.
- Contact with Activity Office and manages official business.
- Conducts meetings as needed with Coordinators and Committee Chairs.
- Records yearly additions/deletions to by-laws.
- Shares clean-up/close up of room on Mondays with other Coordinators and Chairs.
- Has a set of keys.

#### **Assistant Coordinator** (Elected Position)

- Arranges all programs, demos, round robins, and speakers for Monday meetings.
- Works with the Education Coordinator to plan the Wednesday education programs.
- Makes arrangements with paid speakers.
- Plans team quilts.
- Plans quiltathons.
- Assigns responsibility for Saturday opening and use of quilt room.
- Is responsible for leading Monday meeting in absence of Head Coordinator.

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- Has a set of keys.

### **Fabric/Closet Coordinator** (Elected Position)

- Assigns person or persons for block of the month and coordinates with Assistant Coordinator.
- Assures there are fat quarters for weekly drawing.
- Makes up packets from the closet for persons doing charity quilts, team challenge quilts and quiltathons.
- Manages the fabric cupboards, equipment and supplies.
- Serves on a committee with the Purchasing Coordinator and the Treasurer to determine what is needed.
- Receives and puts away fabric donations.
- Has a set of keys.

### **Charity Coordinator** (Elected Position)

- Maintains and updates list of charities.
- Researches and reports needs/requests.
- Selects finished projects to distribute.
- Records donated items.
- Distributes finished quilts or appoints substitute as needed if not in residence during the off season.
- Has a set of keys.

### **Raffle Ticket Sales Coordinator** (Appointed Position)

- Oversees the selection of the raffle items.
- Arranges for the scheduling of volunteers and selling of raffle tickets for Market Daze.
- Has keys for the HQ room and cupboard.

### **Education Coordinator** (Elected Position)

- Plans and schedule classes.
- Manages sign-up sheets for all classes.
- Submits class schedule for website.

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- Keeps Communications Coordinator informed of classes so they may be published.
- Has a set of keys.

### **New Member Coordinator** (Appointed Position)

- Each week, provides new members with a tour of the quilt room, a briefing of Quilters 2 activities and a packet of guidelines as to how Quilters 2 operates.

### **Membership Coordinator** (Appointed Position)

- Adds/deletes/makes changes to membership list.
- Publishes and distributes updated membership list once a year and reconciles list with attendance list.
- Works with Communications Coordinator to ensure the email list is up to date.
- Keeps Head Coordinator informed of Membership List changes via email.
- Prepares attendance list on a monthly basis during the season, incorporating submitted additions and changes.

### **Social Coordinator** (Appointed Position)

- Plans group social events and any activity that would be fun for the group.
- Plans bus trips for quilt shows in Tucson and other locations

### **HQ – Longarm Coordinator** (Appointed Position)

- Schedules and teaches classes for longarm quilting.
- Tends to maintenance of and supplies needed for the HQ 16 when necessary.
- Maintains calendar and forms for HQ users.
- Has a set of keys.

### **Purchasing Coordinator** (Appointed Position)

- Serves on a committee with the Fabric/Closet Coordinator and the Treasurer to determine what is needed and make purchases necessary for the continued production of charity quilts.
- In conjunction with the Treasurer, will prepare a yearly budget for items that need to be purchased during the year.

### **Treasurer** (Appointed Position)

- Collects all monies from class fees, donations, HQ use, raffle sales, and any other activity that involves payment to the Quilters 2 group.
- Reimburses teachers or members with approved expenses and documentation.

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- Provides a monthly financial report and posts it in the current records book and in the HQ room.
- Provides access to the financial records to allow for a yearly audit.
- Responsible for all deposits and payments.
- Has a set of keys.

### **Assistant Treasurer** (Appointed Position)

- The Head Coordinator and Treasurer will determine the person for this position.
- This person will be the second signer on the Quilters 2 account.
- This person shall take direction from the Treasurer and assist in any duties the Treasurer deems necessary.

### **Recording and Corresponding Secretary** (Elected Position)

- Records pertinent information from Coordinator meetings and decisions made at Quilters 2 meetings.
- Works with the Communications Coordinator providing information for the various emails and newsletters sent to the membership.
- Facilitates group correspondence i.e. thank you notes, get well cards etc.

### **Librarian** (Appointed Position)

- Lists, organizes and keeps a check-out and check-in log for our Quilting library.
- Weeds out and adds to our library.
- Makes decisions about donations of books and magazines.
- Keeps membership informed of anything new.
- Has keys for the HQ room.

### **Photographer/Historian** (Appointed Position)

- Photographs activities, and quilts for documentation purposes, which may be stored on CD's or other appropriate forum.
- Provides photographs for posters, signs etc. as needed.
- Maintains the scrapbook for the year either in hard copy or on a CD and kept in the HQ room.

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### **Communications Coordinator** (Appointed Position)

- Gathers news from Coordinators on a weekly basis October thru April.
- Writes and presents notices to Activity office for Compass, Compass Points, and cable TV.
- Keeps notice board up-to-date.
- Writes Newsletter, sending copy to Activity office before posting to website.
- Prepares and sends periodic informational emails to members.
- Maintains Website including seeing that annual fee is paid.

### **Quilt Show Coordinator** (Appointed Position)

- Selects a team of members to take committee responsibilities for the production of an annual quilt show.
- Oversees committees for the quilt show.
- Produces an annual report for show to pass on to the next Coordinator.