

# VOYAGER QUILTERS 2 BYLAWS

## PURPOSES:

- Preserve heritage of quilting
- Teach, share, maintain high quality of workmanship
- Have fun
- Serve charities

## DEFINITIONS:

**Coordinators:** The leadership group of Quilters 2.

**Member:** A Voyager, Bay, Cove owner or renter (i.e., resident) who has attended at least two meetings in the last membership year (April 1 – March 31), signs the attendance roster, and provides contact information for the membership listing.

**Guest:** A non-resident who has registered with the Voyager, has a "Guest" badge, and attends a Quilters 2 activity.

**BYLAWS:** Bylaws can be changed as needed by a simple majority vote of all Coordinators in person or by email (seven full days will be allowed for responses).

**TERMS OF OFFICE:** Elected positions are Head Coordinator, Assistant Coordinator and Secretary. Our membership year runs from April 1 – March 31 which is also the term of office for all Coordinators. All elected Coordinator terms are for one year with a maximum of two consecutive terms in the same position.

Appointed Coordinators serve one-year terms and may serve for as many terms as they are appointed and agree to serve. To be eligible for office, one must be a Quilters 2 member (fulltime or seasonal). The Head Coordinator, in collaboration with the incoming or outgoing Coordinators, fills the Appointed Coordinator positions by March 15. All Coordinators are voting positions.

**VACANCIES:** Any permanent vacancy is filled by the Head Coordinator appointing someone in consultation with the other Coordinators. If the Head Coordinator position becomes vacant, then the Coordinators as a whole appoint someone.

**ELECTIONS:** The Head Coordinator appoints a Nominating Committee of two to four members by January 15. They recruit and present a slate of candidates for the elected positions. Elections are held at the regular weekly meeting on the second Monday of February. Nominations will also be taken from the floor that day. If all candidates are running unopposed, voting may be done by voice acclamation or show of hands. If there is more than one candidate for any position, all voting will be by paper ballot.

**PROCEDURES FOR OFF-SEASON DECISIONS:** When a major decision must be made during off season, the Head Coordinator or her designee will email or phone all the Coordinators, including those not in residence at that time. Seven (7) full days will be allowed for responses. A simple majority vote makes the decision in question. The Secretary will document the action and include it in the admin records book.

Major decisions include but are not limited to such things as donating items to charities other than those already approved, purchases other than those identified in the budget or expenditures that exceed budgeted amounts.

If a Coordinator is not present at the Voyager during the main season or is away for an extended time, the Head Coordinator must secure a substitute to stand in for them. Any Coordinator may designate other members to assist them.

**KEYS:** Any Coordinator who has Voyager/Quilters 2 keys must return them to the Head Coordinator or designate before leaving the Voyager. Per Voyager rules, keys may not travel out of state or country or be out of town for extended periods. Additional Voyager door keys must be obtained by the Head Coordinator through the Activity Office.

**AUDITS:** The Head Coordinator, in conjunction with the other Coordinators, will appoint a committee of one to two members of Quilters 2 to audit the financial records at least yearly and when an incumbent Treasurer turns the books over to a successor Treasurer. Members appointed to the committee should be familiar with and have a background in financial management, accounting practices, or similar. The audit report will be done in April and completed, reported to the Head Coordinator, and filed in the admin records book by April 30. An email will be sent by the Head Coordinator to all Coordinators regarding the completion of the audit.

In the event of a mid-term change in Treasurer, an audit report will be completed within 30 days, conveyed to the Head Coordinator, and filed in the admin records book. A report will also be made at the next Coordinators meeting.

**BUDGET:** Each Coordinator with a line item in the budget is authorized to request purchases up to their budgeted amount on behalf of Quilters 2 without additional approval. Any amounts in excess of the budgeted amount requires the prior approval of the the Head Coordinator.

The Budget Committee consists of the Head Coordinator, Treasurer, Fabric/Closet Coordinator(s), the HQ Room Coordinator(s), Longarm Instructor(s), and the Purchasing Coordinator(s). At the Head Coordinator's discretion, both outgoing and incoming Coordinators may be included.

The committee meets each year in March to:

- Review historical and current year expenditures,
- Review historical and current year income,
- Review Coordinators' budget requests,
- Establish budgeted amounts to recommend to the Coordinators at their next meeting.

The Coordinators may edit the recommended budget and are responsible for approving a final budget for the coming year. The approved budget is to be completed by April 30.

# QUILTERS 2 COORDINATOR POSITION RESPONSIBILITIES

## ELECTED POSITIONS:

### 1. Head Coordinator

- a. Conducts all regular Monday meetings October-April as well as all Coordinators meetings. In consultation with the Coordinators, plans meeting agendas.
- b. Shares opening and closing up of room on Mondays with other Coordinators.
- c. Is a signatory on all Quilters 2 accounts along with the Treasurer and Assistant Treasurer.
- d. Records and tracks all Voyager keys given out to Coordinators or others for official business. When a key holder leaves the state or country, the Head Coordinator receives and secures the keys until the person's return. Securely maintains all extra keys.
- e. Acts as liaison with Voyager/ELS management and the Activities Office to secure space, file maintenance requests, and conduct any other necessary business.
- f. Schedules an annual meeting with the Voyager General Manager to discuss Quilters 2 concerns or requests.
- g. Schedules meetings twice/year or as needed with the coordinators of the other regular Palo Verde Room groups (currently Quilts for Kids, Nimble Fingers, and Busy Hands). Discusses issues of mutual interest to take to management and ways in which the groups can work together.
- h. Oversees the functioning of Quilters 2.
- i. Monitors the group's calendar in consultation with the Coordinators to ensure everything is done (e.g., group picture in even numbered years).
- j. Serves on the Budget Committee.
- k. Has a set of keys.

### 2. Assistant Coordinator

- a. Arranges for programs, demos, and speakers at regular weekly meetings.
- b. Plans monthly quilt-a-thons in cooperation with the Fabric/Closet Coordinator(s).
- c. Assigns responsibility for Quilters 2 open sew and quilt-a-thon days (opening and closing of room, overseeing the selected project). Note: does not include the Block of the Month (BOM).
- d. Leads regular weekly meeting or Coordinator's meeting in the Head Coordinator's absence.
- e. Has a set of keys.

### 3. Secretary

- a. Takes Minutes at all Coordinators meetings.
- b. Submits typed copies of all Minutes to Head Coordinator. Copies of Minutes available upon request.
- c. At all Coordinators meetings, provides copies of the prior Coordinators meeting Minutes for approval.
- d. Records any votes taken at regular weekly meetings.

- e. Provides information to the Communication Coordinator(s) as needed.
- f. Sends out notes and cards as directed by the members or Coordinators.
- g. Records all changes to the bylaws within 30 days of final approval. Submits document to Head Coordinator for review, then records them in the admin records book.

## **APPOINTED POSITIONS:**

### **4. Treasurer**

- a. Term of office will extend to allow for fiscal year-end closing of the books.
- b. Collects and records all Quilters 2 income and expenditures.
- c. Makes reimbursements for approved Quilters 2 expenses when accompanied by documentation (e.g., invoice, receipt).
- d. Sends electronic copy of financial report to Head Coordinator for review and circulation to Coordinators as needed. Each month-end report is due by the 15<sup>th</sup> of the following month. Copies of financial reports available upon request.
- e. Provides access to all financial records to allow for yearly audit.
- f. Provides a printed current financial report at each Coordinators meeting.
- g. Collects payment for classes and notes on class sign-up sheets.
- h. Serves on the Budget Committee.
- i. Is the chief signatory on all Quilters 2 accounts.
- j. Trains the Assistant Treasurer on the use of our accounting system.
- k. Has a set of keys.

### **5. Assistant Treasurer(s)**

- a. Appointed by Head Coordinator in consultation with the Treasurer.
- b. Signatory on all Quilters 2 accounts along with Treasurer and Head Coordinator.
- c. Assists Treasurer as requested.
- d. Is trained by the Treasurer in the use of our accounting system.

### **6. Charity Coordinator(s)**

- a. Maintains and updates list and descriptions of charities.
- b. Researches and reports charities' needs and requests.
- c. Selects finished projects to distribute and oversees their delivery.
- d. Records donated items.
- e. Makes and maintains charity quilt supplies (quilt labels, tracking forms) and receipts from charities.
- f. Has a set of keys.

### **7. Communications Coordinator(s)**

- a. Writes and submits notices and articles as needed to the Voyager Activities Office for publication in the Compass, Compass Points, and Voyager cable TV events listings.

- b. Prepare and maintains all publicity materials for Quilters2 group and its special events, including the annual Quilt Show. Materials include Voyager Activity office information handouts and quilt show forms, labels, posters, programs and signs.
- c. Maintains the Quilters2 website, including an up-to-date calendar of classes and workshops. Ensures that the domain name and web hosting are paid annually.
- d. Prepares and sends periodic informational emails to members.
- e. Has a set of keys.

#### **8. Education Coordinator(s)**

- a. Plans and schedules classes, recruiting members and others to teach.
- b. Posts classes with pictures in HQ room.
- c. Coordinates class listings and sign-up sheets with Treasurer.
- d. Keeps Communication Coordinator informed of classes and dates, along with any changes, for posting on the website and emails as needed.
- e. Opens room(s) for classes or provides teachers with keys as needed.
- f. Has a set of keys.

#### **9. Fabric/Closet Coordinator(s)**

- a. Recruits members to present the monthly BOM (block of the month). (November-March).
- b. Makes up fabric packets from the closet for charity team or other challenge quilts.
- c. Works with Assistant Coordinator for packets or fabrics, as needed, for monthly quilt-a-thons.
- d. Organizes and monitors the fabric cupboards, donations, tools (rulers, cutters, blades, pins, regular sewing machine needles, etc.) and any other supplies necessary. This excludes anything related to the longarm (batting, special bobbins and needles, thread, etc.) Communicates to Purchasing to procure as needed.
- e. Serves on the Budget Committee.
- f. Has a set of keys.

#### **10. HQ Room Coordinator(s)**

- a. Recruits and trains a team of members to prepare charity quilt "sandwiches" as needed for quilting on the longarm.
- b. Monitors the Longarm closet regularly to ensure charity quilts have been bundled and are ready for quilting on the longarm.
- c. Manages batting and tracks inventory, ensures there is a spare roll in the HQ room and works with purchasing to procure as needed.
- d. Serves on the Budget Committee.
- e. Has a set of keys.

#### **11. Librarian(s)**

- a. Organizes and maintains the quilting library.
- b. Decides on any additions and deletions to our library.
- c. Informs membership of items available, especially new ones.
- d. Manages the "free" shelves in the Palo Verde room.
- e. Has a set of keys.

## **12. Longarm Instruction Coordinator(s)**

- a. Schedules and teaches classes on our longarm quilting machine.
- b. Determines when a member meets requirements for using our longarm and "approves" them.
- c. Monitors the longarm's functioning and oversees its maintenance, as needed.
- d. Recruits and oversees a team of Quilters 2 approved longarmers to share "on call" duty.
- e. Periodically inventories longarm supplies (thread, needles, bobbins, special pins, etc.) and orders as needed in consultation with Purchasing.
- f. Maintains calendar and forms for longarm use.
- g. Serves on Budget Committee.
- h. Has a set of keys.

## **13. Membership Coordinator(s)**

- a. Maintains updated membership list, reconciling list with attendance sheets.
- b. Publishes and distributes updated membership list at least annually.
- c. Keeps Head and Communications Coordinators informed of on-going membership changes via email.
- d. Provides monthly sign in sheets for each regular meeting, incorporating any changes.
- e. Has a set of keys.

## **14. New Member Coordinator(s)**

- a. Each week provides newcomers with a tour of the Palo Verde and HQ rooms, a briefing on Quilters 2 activities, and printed information about Quilters 2.
- b. Works with Communications Coordinator to update the printed handout as needed.

## **15. Social Media Administrator**

- a. Photographs Quilters 2 activities and posts photos on our closed (non-public) Facebook "Voyager Quilters" page for our members' access. Or posts to any similar social media option the group adopts in the future.
- b. Serves as Administrator for our Facebook page (or any other similar social media the group adopts in the future). Adds members to the group as requested.
- c. Recruits and trains a backup Social Media Administrator.

## **16. Purchasing Coordinator(s)**

- a. Consults with Fabric/Closet Coordinator(s) to determine what is needed for the creation of charity quilts and then purchases same.
- b. Monitors and purchases office supplies as needed.
- c. Members will use the Purchase Request Form for any supplies needed. Purchasing will monitor and review requests working with coordinator leads before purchasing.
- d. Procures sewing room and longarm supplies as requested by coordinators.
- e. Serves on the Budget Committee.
- f. Has a set of keys.

## **17. Quilt Show Coordinator(s)**

- a. Selects a team of members for all aspects of the production of our annual quilt show.
- b. Oversees and guides all quilt show committees, meeting as needed.

- c. Manages and purchases items as needed within budget without going through purchasing.
- d. Produces a written annual report of the "debriefing" with recommendations to guide the next Coordinator and teams.

**18. Market Daze Coordinator(s)**

- a. Oversees the selection of raffle items for Market Daze and Christmas Bazaar.
- b. Schedules members to sell raffle tickets at events.
- c. Forwards all proceeds to the Treasurer for deposit.
- d. Has a set of keys.

**19. Social Coordinator(s)**

- a. Plans social events for the group from time to time. These may include but are not limited to special occasion potlucks, the annual Mystery Auction, or any other social activity.
- b. Manages and purchases items as need within budget without going through purchasing