



# Cheyenne Heritage Quilters Bylaws and General Club Information

Revised February, 2016

## Cheyenne Heritage Quilters Bylaws

The name of this organization shall be "Cheyenne Heritage Quilters," (or CHQ). We are a social club.

The purpose or mission of CHQ shall be to encourage and broaden quilters' creativity and share with others their quilting knowledge, and contribute charitable and educational experiences to the community.

CHQ will sponsor an annual quilt show as determined by the body.

The CHQ year will run from January 1 through December 31.

CHQ meetings will be held on:

- 1<sup>st</sup> and 3<sup>rd</sup> Mondays in January, February, March, April & May
- 3<sup>rd</sup> Monday in June, July & August
- 1<sup>st</sup> Tuesday and 3<sup>rd</sup> Monday in September
- 1<sup>st</sup> and 3<sup>rd</sup> Mondays in October & November
- 1<sup>st</sup> Monday in December

Yearly membership dues are due the second meeting in January.

A Board of Directors will consist of past president, elected officers/committee chairs. The Board will meet once a month or as needed. Dates for Board meetings will be

announced at meetings and published in the monthly newsletter. Board meetings will be open for attendance by the general membership of the guild.

**Elected Officers:** The President, President-Elect (if applicable), Vice-President, Secretary and Treasurer will be elected in September and will take office on January 1. Elected officers may hold the position for no more than two consecutive years.

**President:** preside at the CHQ meetings, conduct Board meetings, to oversee committees and delegate responsibilities as needed.

**President-Elect:** learn the job of president, attend CHQ meetings and Board meetings, and be on hand to confer with the president.

**Vice-President:** chairman of the Program Committee. In the absence of the President, the Vice-President shall perform the duties President as needed.

**Presidential Committee:** serve in place of the President and Vice President. A committee of volunteers, in place by the September meeting for the upcoming year. Serve no more than two consecutive years.

**Secretary:** will record minutes at Board Meetings and general meetings.

**Treasurer:** maintain control over accounting and banking for CHQ, receive and record receipt of all dues and other income, pay and record payment of all expenditures, and maintain membership list. A quarterly report of income and expenses shall be presented at the board meetings and be put in the CHQ newsletter, Patchwork Update. Expenditures over \$250.00 will be approved by the Board.

## **Additional Board Members:**

**Cluster Chair:** coordinate meeting clusters as needed. Obtain sample from demonstrator, sign-up sheets and list of supplies.

**Community Projects Chair:** coordinate one or more project, such as making quilts, for donation to the community.

**General Publicity Chair:** contact local news outlets, publicize CHQ meetings, speakers and activities.

**Historian:** keep a scrapbook of pictures of activities and news articles.

**Hospitality Chair:** be at the door, welcome everyone, keep the attendance book, show and tell list, and door prize drawing.

**Librarian:** keep a record of all books and supplies that are checked out to members, order new books and sell old books.

**New Members Chair:** create and distribute new member packets to new members. Packets should include club bylaws, meeting dates, a current roster and name tag kit.

**Newsletter Editor:** compile a monthly newsletter with information concerning meetings, programs and upcoming events, distribute electronically or via postal mail to all members, help treasurer with membership list.

**Opportunity Quilt Chair:** coordinate Opportunity Quilt activities for the following year, (choose pattern, make quilt), assume the position approximately one year before the quilt show.

**Past-President:** attend Board meetings and general meetings, be available to consult with the president and board as needed.

**Quilters' Challenge Chair:** decide on the fabric, rules and judging for the quilt show quilters' challenge.

**Quilt Show Chair:** appoint and a Quilt Show Committee, plan the annual quilt show.

**Social Activities Chair:** plan the "fun" things for the club to do (for example the Christmas Party, and any other social activity).

## **General Club Information**

**Guest Policy:** Please invite friends to attend meetings. All skill levels and non-quilters are welcome. Non-members may attend two meetings free of charge. On the third, and subsequent meetings, the non-member must pay \$2.00 unless membership dues are paid. If a guest speaker is scheduled, all guests are asked to pay a \$5.00 fee.

**Advertisements & Articles for Newsletter:** Ads and articles must be quilt, craft or sewing related. They must be "copy" ready. The newsletter editor is not responsible for typing your information. Email your articles, questions or advertisement artwork by the first Tuesday of each month to the newsletter editor. Cost for ¼ page ad (3½" x 4") advertisements is \$10.00

**Cell Phones:** We ask that cell phones be silent or off, and that emergency conversations be held out of the meeting room

**Meeting Schedule:** We meet at 7 p.m. the first and third Mondays of most months. Doors open at 6:30 p.m. Please feel free to come early and help set up or to socialize. We meet only the first Monday of December and the third Monday of June, July and August. Meetings often include some type of program event or featured quilter, as well as show & tell and access to our library.

**Show & Tell Guidelines:** Show one or more finished projects. Share information regarding each piece. Feel free to ask for critique or input. Show & Tell items can be displayed for everyone to view and enjoy during break.

**Meeting Location:** First United Methodist Church (located at 108 East 18<sup>th</sup> Street between Warren & Central Avenues). Please park in the lot on the north side of the church (Enter from Central or 19th street) and use the North door into the building.

Find us online at  
[chquilters.org](http://chquilters.org)