



Cheyenne Heritage Quilters Bylaws and General Club Information

Revised February, 2022

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 to contribute charitable and educational experiences to the community.

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

Yearly membership dues are due by the February meeting.

CHQ will sponsor a biannual quilt show as determined by the body.

CHQ meetings will be conducted at least once per month. This may change during summer months or when special opportunities or needs should arise.

A Board of Directors will consist of elected officers, past president, and 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 newsletter or other media. Board meetings will be open to 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 October 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, oversee committees and delegate responsibilities as needed.

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

Vice-President: chairman of the Program Committee; plan activities, arrange for speakers, classes, or other activities of interest to the guild.

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

Secretary: will record minutes at Board Meetings and general meetings and have minutes available at subsequent 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, prepare a budget, and maintain a membership list. A quarterly report of income and expenses shall be presented at the board meetings and be put in the CHQ newsletter. Expenditures over \$250.00 will be approved by the Board.

Additional Board Members: May include any or all of the following:

Activity Chair: coordinate with Vice-President to organize a member activity such as Round Robins, Rows, Blocks. Provide sign-up sheets, list of supplies, and any demonstrations that may be needed.

Community Projects Chair: coordinate one or more projects, 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.

Greeter: be at the door to welcome everyone, keep the attendance log, show and tell list, and visitors list. There may be other tasks depending on guild activities.

Librarian: keep a record of all books and supplies that are checked out to members, order new books and sell or otherwise dispose of older books, have books available at meetings.

New Members Chair: create and distribute new members packets to new members. Packets should include club bylaws, meeting dates, 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 in conjunction with quilt show. 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.

Challenge Quilt Chair: decide on fabric, rules and judging for the challenge. This may be part of the quilt show or be a separate activity.

Quilt Show Chair: appoint a committee to plan the biannual quilt show.

Social Activities Chair: plan the “fun” things for the club such as Christmas party, ice cream social, treats at meetings.

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-members must pay \$2.00 unless membership dues are paid. If a guest speaker is scheduled, all guests are asked to pay \$5.00.

Advertisements and 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 to the newsletter editor. Cost for 1/4 page ad (3 1/2 by 4”) is \$10.00.

Meeting Place and Time: Meetings are held at First United Methodist Church at 108 East 18th Street. Parking is on north side of building. The club meets once a month and the doors are open 30 minutes before the start of the meeting. Feel free to come early and help set up or socialize.

Cell Phones: We ask that cell phones be silent or off.

Attention: Please be mindful of speakers and save your personal conversations until after the program or presentation.

Show and Tell Guidelines: Show one or more finished projects. Share information regarding each piece. Feel free to ask for critique or input.

Find us on line at
chquilters.org