

CRAZY QUILTERS OF FEDERAL WAY BYLAWS

ARTICLE I: NAME

This organization shall be known as Crazy Quilters of Federal Way.

ARTICLE II: PURPOSE

Section 1

The four-fold purpose of the organization is:

- A. To promote the art of quilting and quilt making by workshops, lectures, and exhibitions offered to members and the general public.
- B. To preserve the heritage of quilt making and quilt appreciation
- C. To provide an information base for those interested in quilt making and related arts, and encourage excellence in those areas.
- D. To provide a source of inspiration and fellowship for quilt enthusiasts.

ARTICLE III: MEMBERSHIP

Section 1

- A. Membership is open to those persons who are interested in the purpose of this organization regardless of sex, race, color, or creed.
- B. Membership may be obtained by paying annual dues to the Treasurer through the Membership Chairperson. Membership is based on the fiscal year beginning May 1 and ending April 30.

Section 2

- A. The amount of the annual dues shall be established by the Executive Board upon approval by the membership.
- B. Dues shall be collected by the Membership Chairperson and paid to the Treasurer. Dues will be prorated for partial-year membership as determined by the Executive Board.
- C. Members wishing to have the Guild Newsletter sent to them in the mail (as opposed to receiving it through email) will pay an extra \$5.00 per year in dues. That amount will change to reflect changes in the cost of postage.

Section 3

- A. People may visit twice before becoming "dues paying" members of the guild. Membership allows them to participate in Guild things such as voting, the Membership Badge contest, and other Guild events. Members are not required to attend meetings.

ARTICLE IV: OFFICERS

Section 1

- A. The officers shall consist of President(s), Vice President(s), Secretary and Treasurer.

Section 2

- A. **PRESIDENT**: The President shall be responsible for presiding at all Executive Board and General Membership meetings. The President shall be charged with the general management and supervision of Crazy Quilters of Federal Way. The President shall be the ex-officio member of all committees and shall perform all other duties as are incidental to the office or as may be required by the Executive Board. During the absence or inability of the President, the duties and powers may be exercised by the Vice President(s) or in the absence of such person(s), as the Executive Board may select.
- B. **VICE PRESIDENT**: The Vice President shall assist the President in matters necessary to the functioning of the club and assume the duties of the President in the absence of that officer. The Vice President shall serve as Program Chairperson and assure that programs or workshops of interest to the membership shall be offered.
- C. **SECRETARY**: The Secretary shall keep minutes at all general membership and Executive Board meetings, shall submit the minutes to the newsletter editor before the deadline date so they may be included in the monthly newsletter in lieu of reading them at the business meeting, shall perform other duties as incidental to this office and are properly required. The Secretary shall maintain a file system of all information for future reference.
- D. **TREASURER**: The Treasurer shall have charge of all funds of Crazy Quilters of Federal Way; receive dues; deposit receipts; disburse monies upon authorization of the Executive Board;
- shall make reports at the general business and Executive Board meetings as to the status of the Treasury;
 - shall pay the taxes on time
 - shall perform other duties as are incidental to the office and are properly required
 - shall be sure that CQFW 501C4 status is always current.

ARTICLE V: ELECTION AND TERM OF OFFICE

Section 1

- A. A Nominating Chairperson shall be selected by the Executive Board for the purpose of selecting nominees for the offices of President, Vice President, Secretary, and Treasurer.
- B. The Nominating Committee shall publish the names of nominees in the newsletter prior to the vote. Nominations from the floor will be accepted at the vote meeting.
- C. The elections of officers shall take place at the business meeting two (February business meeting) months prior to commencing term of office by secret ballot. These ballots will be tabulated by the Nominating Committee members.
- After election, the current President and Vice President shall pass on all documents/information to the newly elected President and

Vice President. Secretary and Treasurer will pass on that information no later than the last business meeting of April.

- D. The term of office shall be from May 1 to April 30.
- E. No member shall hold more than one office concurrently.
- F. Officers may serve no more than two consecutive terms in the same office.

Section 2

- A. Any officer may be removed from office by a two-thirds vote of the general membership at any regular meeting. Notice of the proposed removal of an officer must be given to such officer at least 30 days prior to the meeting date at which such removal is to be voted upon. Such notice to the officer must be in writing and state the cause of the proposed removal. The general membership shall be given the same length of time of notice as the officer, either orally or via the newsletter, to assure said officer a fair and proper vote.

ARTICLE VI: EXECUTIVE BOARD

Section 1

- A. The Executive Board shall consist of the officers, membership chairperson, editor of the newsletter and the immediate past president(s). No member of the Executive Board shall have more than one vote regardless of number of positions held.
- B. The Executive Board shall make recommendations to the general membership via the President.
- C. The Executive Board meetings may be called by the President as necessary for the management interest of the organization. One week advance notice should be given whenever possible.
- D. The Executive Board shall have the authority to make decisions as necessary without the vote or approval of the general membership as long as these decisions are in the best interest of the organization.
- E. Any vacancy occurring on the Executive Board shall be filled by appointment by the remaining officers. The appointee(s) shall serve the duration of the unexpired term of the vacated office.

ARTICLE VII: COMMITTEES

(see the Addendum with a list of committees and duties)

Section 1

- A. Committees shall be established or terminated by the President as required to satisfy the needs of Crazy Quilters of Federal Way. Committee activities will require Executive Board approval for any expenditure. Members may serve on more than one committee, but a Chairperson may head only one committee. Committee activities shall be supervised by the Executive Board with the President as the ex-officio member.
- B. Committee Chairpersons shall be appointed by the President.
- C. Committee Chairpersons shall administer their respective activities and be responsible to the Executive Board.

ARTICLE VIII: MEETINGS

Section 1

- A. Meetings shall be held semi-monthly on the-second and fourth Thursday evening of each month.
- B. Special meetings may be called by the President as deemed necessary. Advance notice of one week shall be given.
- C. Planning meetings may be called by the President before a regular meeting, or by the Executive Board as necessary.
- D. Passage of a business item shall be declared by a majority vote of members present.

ARTICLE IX: WORKSHOPS

Section 1

- A. Workshops shall be scheduled by the Vice President and offered to the membership first, then to the general public if space is available.
- B. Fees for the workshops will be determined by the cost of the instructor and space to hold the workshop.
- C. Workshops shall be constituted as any class not offered at a regularly scheduled meeting. All workshops will require a deposit, refundable with two weeks' notice by the participant. If participant is unable to give two weeks' notice, the participant must find a replacement to fill the space.

ARTICLE X: RETREATS

- A. Crazy Quilter Guild members have first priority at all Retreats.
- B. Non-members/guests of members may attend one (1) retreat per fiscal year (May 1 - April 30) at the same rate as CQ members.
- C. Non-members/guests of members may attend more than one retreat per fiscal year, however, they will be paying at the increased cost of \$10/.00 more a day.
- D. All monies for retreat must be received at least 2 weeks prior to the retreat. If you cancel less than 7 days before the retreat, you forfeit your payment unless a replacement can be found.
- E. Attendance will be capped so there will be no more than one person per table (for sewing) and two people per room (unless 3 people are willing to share a room).
- F. Retreat Chairperson (the head chairperson only) will have their fee reduced to \$35.
- G. The Retreat Chairperson and 2 assistants may, at their discretion, grant a scholarship, if needed. This Scholarship is a one-time assistance only.

ARTICLE XI: AMENDMENTS

Section 1

- A. This organization shall have the full power at any regularly scheduled meetings to amend these Bylaws with a two-thirds vote of the members present.

- B. The amendment must be proposed to the Executive Board in writing at not less than one regularly scheduled business meeting prior to the vote on the amendment adoption.

ARTICLE XII: AUDITS

Section 1

- A. The Executive Board shall appoint two members, neither of which is to be an officer, to make an annual audit of the financial records.
- B. The annual audit shall take place in April just prior to the Treasurer who takes or continues in office. Audits may be called at any time as necessary for such reasons as vacation of office during a term of office or for any suspect reasons as deemed by the Executive Board.

ARTICLE XIII: BUDGET

Section 1

- A. A current Fiscal year operating budget shall be created by the Executive Board (as defined in Article VI, Section 1, A) no later than May 31. It will be presented to the organization before the June business meeting (through email and mail as applicable). It will be adopted at the June business meeting.

ARTICLE XIV: OUTREACH

Section 1

- A. Crazy Quilters is involved in outreach to our community, both with quilts and helping with projects.
- B. Projects should be reviewed yearly as to whether the group wishes to continue outreach to that project or to see if there are equally valuable groups that could use our help.
- C. Groups receiving goods from Crazy Quilters need to fit within our criteria as a non-profit organization, and should, themselves, also be non-profit.

ARTICLE XV: DISSOLUTION

Section 1

- A. Should Crazy Quilters of Federal Way be dissolved, all monetary assets remaining after payment of all outstanding debts shall be turned over to an agreed-upon charitable organization.
- B. Physical assets shall be auctioned to the general membership, with the proceeds going to said charitable organization.

These original Bylaws approved and adopted on September 28, 1988.

Revised: June 2014

Additional Cray Quilters Information (but, wait, there's more!)

(this is strictly for informational purposes, not part of the Bylaws)

1. ARCHIVES (think Scrapbook)

The Crazy Quilters Scrapbook is a history of our group using photographs, newspaper clippings and other memorabilia.

2. ATTENDANCE Log

Why we sign the Attendance Log at the start of meetings:

- For attendance records, of course.
- Your safety: so if there is an emergency at our meeting place we can make sure all are safe; i.e., a fire drill and making sure all got out.
- Insurance purposes, our insurance company requires it. as stated in the Feb 2009 newsletter

3. AUDIT

(also see Section XI of Bylaws). The Audit Committee is composed of two members who will audit the books and the supporting evidence of the club's financial transactions prior to the installation of new officers. The committee reports their findings, with recommendations as necessary, to the Executive Board

4. BLOCK IN A BOX

A year-long event where you have provided material for 11 or 12 quilt blocks that are passed between all those sharing in the venture. At the end of the time period, you will have enough blocks to make your quilt with many different blocks made with what you provided. Often there is a 'regular' block in a box and there may also be an 'appliqué' block in a box, where the block must have some type of appliqué as part of the design.

5. BLOCK OF THE MONTH (BOM)

The BOM is an activity in which each member is encouraged to become involved. Each month, complete quilt block kits are offered at a nominal charge. These blocks are returned, **completed**, the following month for a drawing to be won by a member who joined in this month's BOM. Your name goes in the drawing, one time for each block you purchased and made. This is a fun way to improve your skills, plus build your personal library of patterns.

6. COMMUNITY OUTREACH

The Community Outreach Committee interacts with area service organizations to provide quilts for those in need. Quilts have been donated to such charities as shelters for the homeless in South King County, individual who have suffered the loss of their homes through fire, various

group homes and other organizations as the members may wish to consider.

7. COMMUNITY OUTREACH BOM

Each month members are provided with material and directions to make a specific block, or directions and colors to use and return those completed blocks the following month. These blocks are put together by the Chair of the committee, or other members as recruited, to make quilt tops to be used as part of our Community Outreach program as previously described.

8. CONTEST AND GAMES

Various contests are held throughout each year. Sometimes it may be a “Stash Buster” sometimes a “UFO”. All contests are voluntary, but they are always fun. Be part of the group and enter in and share your talents.

9. EMAIL

This is quickly becoming one of the quickest and easiest ways to communicate with CQFW members. An email list is maintained, drawing from the membership rolls, and messages, newsletters and other information that may be of interest or use to the members is sent out in a very timely fashion. We also contact those who aren't using email with phone calls (see Telephone committee) and snail mail. Please do not use this list for anything other than CQ business or quilting information, it is not a forum and we do not allow political or religious commentary.

10. FRIDAY FRIENDS

Join several club members every Friday, 10 a.m. to 4:00 p.m. at the Milton Community Center, 1000 Laurel Street, Milton 98354
Bring your lunch, work on your unfinished projects or start a new one, and have fun with fellow Crazy Quilters. We generally do not meet the Friday before a major three-day holiday such as July 4, Memorial Day, Labor Day, or if the Community Center is closed.

11. HOSPITALITY

The Committee consists of a Chairperson(s) and a rotating Clean-up group. The Clean-up Group list is comprised of current month's birthday people. The birthday list will be published in the newsletter. The Hospitality Committee, along with the Clean-up group, is responsible for refreshments, setup, and cleanup. Supplies are allocated in the Crazy Quilter's budget. The Committee works with the Vice President(s), as necessary, to coordinate holiday and special-event parties.

12. LIAISON with Our Meeting place

Avalon, our current meeting space, is to be considered a home that we have been invited into. We are to respect the residents who live here and

not ask them to leave the meeting room if they are watching TV or doing puzzles or enjoying their home. Please do not arrive before 7:00pm. We have a Liaison person who is in contact with the leadership of Avalon.

13. MEMBERSHIP

The Membership Chairperson welcomes visitors to our meetings, collects directory information, keeps a record of attendance, and collects dues. After distributing the Membership Packet to new members, she helps answer questions concerning the general functioning of the club.

New member packet consists of:

- a fat quarter
- coffee mug & pen

People may visit twice before becoming “dues paying” members of the guild. Membership allows them to participate in Guild activities. Members are not required to attend meetings.

A “perk” of your membership is a Joann’s discount card. Take your membership card from Crazy Quilters and go to the Customer Service desk. Show them your card and ask them for a Joann’s discount card. You may have a little paperwork to fill out, but you will get a discount card that gives you a percentage off of sales (when it is applicable)

14. MEMBER’S SELLER TABLE

Every business meeting, you have an opportunity to sell your good stuff to good people. You’ll go home with money, they’ll go home with bargains, the Guild gets 10% of what you made, and everyone’s happy! If you’d like to sign up to sell your STUFF, please contact Jill Ellis - . jillzquilts@hotmail.com or 253-927-1260.

15. NEWSLETTER

Crazy Quilters’ newsletter, Threads, is published 11 times a year for our members and subscribers. It is our goal that the newsletter be informative, as well as interesting reading. Members are encouraged to submit articles for inclusion.

16. NOMINATIONS

(see also Article V, Section 1, A) The purpose of the Nominating Committee is to place nominees on the ballot for officer selection at our General Elections at the March business meeting. The Committee solicits as many members as possible to accept the opportunity to run for the positions of President, Vice President, Secretary, and Treasurer.

17. OUTREACH

Crazy Quilters has several outreach things that we do. Our current groups include, but are not limited to:

- *PICC (Pediatric Interim Care Center) located in Kent, Wa*
- *King County Multi-Service Center in Federal Way, Wa*
- *Tree House for foster kids, located in Kent, Wa, which is part of the Children's Home Society*
- *FUSION (Friends United to Shelter the Indigent, Oppressed & Needy) located in Federal Way, Wa*
- *Child Haven*
- *Avalon lap quilts & walker bags*
- *Children's Hospital Teen Cancer Ward (May 2014)*

18. PUBLIC RELATIONS

To keep Crazy Quilters "in the public eye". To let local news media be aware of our events, like quilt shows or special events or teachers. To help us to promote the art of quilting in our community.

19. QUILTS AT THE PUYALLUP

For several years our Guild has been one of the groups to showcase quilting at the Puyallup Fair (now known as the Washington State Fair) each September. Sign-ups are needed for the shifts we cover. No previous experience in tying quilts is necessary.

20. QUILT SHOW

An event, opened to the public, in which Crazy Quilters can showcase their talents. Each member is urged to share one of their creations or an heirloom quilt they may have inherited. Outside vendors are often contacted to have a sales booth, and there may be teaching/learning or make and take times scheduled. Thoughts and ideas for this event are in a log maintained by the previous Quilt Show chairperson.

21. RAFFLE QUILT

The Raffle Quilt is a group effort, the purpose being to involve all Crazy Quilters in a fund-raising project. This can also be an excellent learning experience. The funds are used for education (workshops, speakers, etc.), Community Outreach program, and the general operations of the Guild. Members are asked to participate as much as they can, especially in the ticket sales and in being willing to take the finished quilt to other Quilt Guilds for promotions and ticket sales.

22. RAFFLE QUILT SALES

Rules for sales of raffle tickets in the state of Washington were read. Basics are - Must be 18 to sell or buy tickets. Must be sold in the state of Washington only. No sales online or by mail are allowed. (This was learned and posted in the December 2012 newsletter)

RCW 9.46.0321 – You may offer two unlicensed raffles to the public each year, if the combined gross revenue from the two raffles does not exceed

\$5000 in a calendar year. To exceed these limits, you need a raffle license.

RCW 9.46.240 does allow internet advertising, so we may place the raffle information on our website.

No alternative drawings are allowed - one "bucket" only is allowed for drawing unless a license is obtained and the rules of the license are followed. Also only \$5000 is allowed to be made in a calendar year on all raffles without a license. (It was voted to obtain a license for the year 2013.)

23. RETREATS

The Retreat is designed as a time for members to get away to quilt, sew, laugh, talk, take walks, or do whatever they want without being disturbed by telephones, television, or family. These Retreats are offered to members at a nominal fee to cover the cost of the facilities.

More complete rules and information is available from the Retreats Chairperson.

24. SECRET PALS

The Chairperson has information pages which those who wish to participate, fill out and return. A Secret Pal is assigned. It is each Pals responsibility to remember their Pal with cards and small gifts

More complete rules and information is available from the Secret Pal Chairperson.

25. STORAGE UNIT

Crazy Quilters maintains a storage unit at Century Square (behind the Safeway on 320th, near the entrance to Celebration Park). There is a Storage Unit Chairperson, who is responsible for helping to keep it clean, neat and organized. The Chairperson is also to let the Executive Board be aware of when change is needed, either material to be used for Community Outreach quilt making, yearly Raffle quilt or of quilts that are ready to be given as Community Outreach projects. Members may, visit the storage unit if they would like material for outreach quilts, but this must be coordinated with the Chairperson or the President(s). A minimum number of keys are available. If one should become lost, a new lock will be purchased and requisite number of needed keys made. Duplicates may not be made without authorization of the Executive Board.

26. SCRAPBOOK (see ARCHIVES)

27. SUNSHINE

The purpose of the committee is to send cards to members as the occasion or need arises, such as members' birthdays, the death of a

family members, the birth of a new baby, etc. The Committee keeps a record to whom the cards are sent and works within the funds allocated in the budget for the purchase of appropriate cards and postage needed.

28. TAX STATUS

Crazy Quilters is a 501(c)4 organization. This means we do not pay federal income tax. We are different from a church or that type of charity, a 501(c)3.

Our purpose is to operate exclusively for the promoting in some way the common good and general welfare of the people of the community, i.e., primarily for the purpose of bringing about civic betterment and education. Donations to 501(c)4 groups are not tax-deductible.

28. TELEPHONE

This Committee calls members to notify them of any pertinent changes in meeting dates or times, or of special outings. It aims especially at those members who are not on our email list.

29. WEBMASTER

This person is responsible for making sure our web presence is up-to-date. It contains a calendar, pictures, the pattern for your name badge and other great information.

Our webpage is: <http://quiltersfedway.com/page1.php>

Our Facebook page is:

<https://www.facebook.com/crazyquilters.federalway?fref=ts>

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