

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. The year is divided into 4-month increments.
- C. Printed newsletters will be 'snail-mailed' ONLY to our "homebound" members. These members are those who are either unable to attend because of their physical limitations or their age. Members who have email or computer access will receive the newsletter in an email or may read it on the Crazy Quilters website.

Section 3

- A. New attendees may visit twice before becoming "dues paying" members of the guild. Members are allowed to participate in Guild activities such as voting, the Membership Badge contest, and other Guild events.
Members are not required to attend meetings, but it is highly encouraged.

Section 4

- A. Members are required to buy or sell 30 tickets to the yearly Guild Raffle quilt. The number of tickets required may change at the discretion of the Executive Board.

Section 5

- A. Our meeting site does not allow support animals or pets. As visitors to their space, we will comply with this requirement. Only certified service animals are permitted.

ARTICLE IV: ELECTED 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 501c3 status is always current.

ARTICLE V: ELECTIONS

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 Election of Officers **shall take place at the business meeting at the end of March**, which is 2 meetings before the officers are “installed”. Elections may be by consensus of the membership present or may be by secret ballot. Secret ballots will be tabulated by the members of the Nominating Committee.
 - 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

- 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.
- A. Committee Chairpersons shall be appointed by the President.
 - B. 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 non-refundable deposit. If a registered person is unable to attend, they may find a substitute to fill their space.

ARTICLE X: RETREATS

- A. Crazy Quilter Guild members have first priority at all Retreats.
- B. Non-members may attend one (1) retreat per fiscal year (May 1 - April 30) at the same rate as CQ members.
- C. Each non-member is encouraged to join the Guild to be able to attend future retreats.
- D. All deposits for retreats must be received two (2) weeks prior to the retreat to ensure attendance. If unable to attend, the deposit may be carried over to a future retreat.
- 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 approximately one-third of the cost of the retreat.
- G. The Retreat Chairperson and assistant may, at their discretion, grant a scholarship, if needed. The recipient must participate in the work of the Guild. 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 as needed 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.
- D. Non-profit groups (churches, schools, any organization with a 501c-type status) may request, in writing on their stationary, a quilt to be auctioned and/or raffled off for them to raise funds to help support their group's special projects. Included in the written request should be a brief synopsis of the special project. We will select the quilt to be given. If we have no quilts at that time, they have an option to wait until we have finished quilts or withdraw their request. We will honor only one (1) request per individual organization per year. Any exceptions will be determined by the Executive Board.

ARTICLE XV: DISSOLUTION

Section 1

- E. 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.
- F. Physical assets shall be auctioned to the general membership, with the proceeds going to said charitable organization.

The original Bylaws were approved and adopted on September 28, 1988.

Latest Revision: October 2022

Record Retention

(this is not debatable - it is informational only & to make sure we know these things)

Document	How Long to Keep (Minimum)
Articles of Incorporation, amendments, bylaws	permanently
Certificate of incorporation and corporate records to the state	permanently
tax returns	permanently
Work sheets and related backup documents for tax returns	7 years
Minutes	permanently
Annual Corporate reports	permanently
Insurance policies (including expired policies)	permanently
Insurance letters / correspondence	permanently
Audit reports & financial statements	permanently
Bank statements & reconciliations	7 years
canceled checks for standard transactions	7 years

This policy is based upon both legal & practical considerations. Tax returns and governmental reports affecting tax liability should be kept permanently. Most backup records, such as receipts documenting tax information, need only be kept for seven years. The IRS has a 6-year statute of limitations. The IRS has three years from the date of when the return is filed to question or audit it. The retention of insurance policies and related documents is because lawsuits are brought which reach back many years. We, however, are a supplemental medical insurance policy, so we would need to consult a lawyer or some person with knowledge to see if that would hold true for us.

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

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

1. ARCHIVES (think Scrapbook and Facebook)

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. BADGES

We encourage all members to make their Crazy Quilters badge (directions are given when you join and are on the website) and wear it at our meetings or when we are doing any type of outreach. At meetings, you pick up a ticket (if you have your badge, and are entered into a drawing for a fat quarter.

5. 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.

6. BLOCK OF THE MONTH (BOM)

The BOM is an activity in which each member is encouraged to become involved. Each month complete directions for a quilt block are offered. 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 made. This is a fun way to improve your skills, plus build your personal library of patterns.

7. 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, individuals who have suffered

the loss of their homes through fire, various group homes and other organizations as the members may wish to consider.

Our current groups include, but are not limited to:

- *Mary's Place, a home for women and children*
- *Hugs quilts – given to cancer chemo/infusion centers (Feb 2016)*
- *Care Net - baby quilts*

8. COMMUNITY OUTREACH BOM (suspended May 2022)

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.

9. CONTESTS AND CHALLENGES

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.

10. 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. 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.

11. Thursday Sewing

Join several club members every Thursday, 10 a.m. to 3:00 p.m. at the Auburn Senior Center. 808 9th St SE, Auburn, WA 98002.

Bring your lunch or purchase lunch there, work on your unfinished projects or start a new one, and have fun with fellow Crazy Quilters. You need to check to be sure the group is meeting if there are holidays or something special in Auburn.

12. HOSPITALITY

The Committee consists of the members celebrating birthdays in the given month. They are also the Clean-up group. The birthday list will be published in the newsletter. The members who celebrate birthdays in November, December and May need to help fill in the months where there may not be as many “regular” birthday members.

13. LIAISON with Our Meeting place

Christ Lutheran Church, our current meeting space, is to be considered a home that we have been invited into. We are to respect the premises and the people that call this their church 'home'. Please do not arrive before 6:00pm. We have a Liaison person who is in contact with the leadership of the Church.

14. 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 may consist of: a Crazy Quilters pin and a Directory

Membership allows them to participate in Guild activities. Members are not required to attend meetings.

15. MEMBERSHIP DIRECTORY

This will include the names, phone numbers, address and birthdays of current members. The directory will be emailed – emailing a directory is easier and takes less time and cost. For those who like a printed document, we are reminded that the King County Libraries have copiers and printers at a minimal charge https://kcls.org/faq/wifi/#faq_53782

16. MEMBER'S SALES 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.

17. 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.

18. 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.

19. ONLINE PRESENCE

We can be found online at

Website: <http://quiltersfedway.com/>

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

Our 2015 Quilt Show <https://www.facebook.com/groups/996378160394799/>

20. QUILT SHOW (on hiatus until a chairperson is found)

An event, opened to the public, in which Crazy Quilters can showcase their talents. Thoughts and ideas for this event are in a log maintained by the previous Quilt Show chairperson.

21. RAFFLE QUILT (Yearly)

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 COORDINATOR

This person coordinates with other Guilds and shows to display our Raffle quilt and sell tickets.

23. 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.)

24. 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 fees set by the facility to cover the cost of the facilities.

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

25. 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.

26. 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(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.

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 card 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)3 organization. This means we do not pay federal income tax. 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)3 groups are not tax-deductible.

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>

Addendum revised July 2022