

Mission Statement
Vegas Quiltin' Bees
Las Vegas, Nevada

The Vegas Quiltin' Bees are dedicated to promoting the art, craft, and heritage of quilt-making and encouraging personal growth and excellence through education, charity projects and the preservation of quilts.

**BY-LAWS OF THE VEGAS QUILTIN' BEES
CLARK COUNTY, NEVADA**

ORIGINAL BY-LAWS ADOPTED OCTOBER 28, 2005

Revision 1, Adopted November 17, 2007

Revision 2, Adopted May 23, 2009

Revision 3, December, 2012

Revision 4, March 2014

Article 1, Name

The organization shall be known as the Vegas Quiltin' Bees, referred to in this document as the Bees. The Bees are a non-profit organization.

Article 2, Purpose

The Bees are organized exclusively for charitable and educational purposes, most specifically to promote the art, craft, and heritage of quilt making and to encourage personal growth and excellence through education, philanthropic endeavors and the preservation of quilts.

Article 3, Rules of Membership

Qualification: Any individual who supports the objectives of the Bees may become a member; however, there is a limitation to the number of people who can safely and effectively function in our current facility. Those desiring membership will be put on a waiting list and will be offered membership as space becomes available.

Status: All members who have paid their yearly membership dues may vote on any Bees matter brought before the members, or may hold any elected or appointed office or serve on any committee.

Agreement: Members agree to abide by the By-Laws and by the Standing Rules of the Bees.

Dues: Yearly membership dues of \$10.00 are to be paid in full at the January meeting. Yearly dues are from January through December. Members who have reached the age of 90 years are exempt from paying dues. Membership dues or occasional funds may be requested from members in order to support copy costs, and other small expenses of the Bees. Also, members may occasionally be asked to volunteer small sums to support specific activities.

Article 4, Officers

Composition: The elected officers of the Bees are the President, Vice-President, Secretary and Treasurer. These officers perform the duties as prescribed in the Standing Rules of the Bees, and are referred to in these documents as the Board.

Terms: All elected officers serve for one year or until their successors are elected. The term of office shall begin at the close of the annual meeting in December.

Vacancies: The Board shall fill a vacancy of an elected officer by appointment to service until the next Election. Should two or more vacancies of elected officers need to be filled, a special election by the general membership shall be held.

Resignation: Resignations must be in writing (via letter or email), received by the Secretary, and approved by the remaining Board.

Nominating Committee: The nominating committee shall be chaired by the Vice President and he/she will present a slate of nominees to the general membership at the November meeting. The slate will then be presented to the general membership for voting at the December meeting.

Elections: Election of officers will take place at the December meeting.

Article 5, Annual Meeting

A quorum for the annual meeting will consist of two of the Elected Officers and two Bee members.

The Secretary will read the minutes from the previous Annual Meeting

Officers shall be elected and/or appointed at the Annual Meeting, which will be held at the regular monthly meeting in December of each year.

The Vice President of the Bees shall conduct the election of new officers for the following year.

The budget for the following year may be discussed, based on projected income and/or expenses.

Article 6, Monthly Meetings

The Bees shall hold regular monthly meetings, usually on the fourth Saturday of each month, at the Hollywood Community Center in Las Vegas, NV. Notice of special meetings and/or Bee activities will be announced to the full membership via e-mail notification and given to the Webmaster to be posted on the Bee's website.

Members must attend six (6) meetings during the year – February to February - in order to participate in the annual Bee's quilting retreat. New Bee members may also be invited to attend the retreat if space is available.

All Bee business meetings, including the annual meeting in December, will be conducted in accordance with Robert's Rules of Order.

Article 7, Amending Bee By-Laws and/or Standing Rules

The full membership will be advised at least 30 days in advance of proposed changes to these by-laws and/or standing rules. The vote to amend the by-laws will be by a show of hands or secret ballot counted by the Vice President at a meeting with a quorum of two elected officers and two other members.

Article 8, Financial Information

The Treasurer shall present a report on the total income and expenditures for the group for the previous year, no later than the third meeting of the following year. The Board shall review and approve the report and provide it to the Secretary for the Bee records. The financial records of the Bees shall be made available to Board members or the membership upon request.

Article 9, Amendments

Proposed by-law changes must be approved by the Board and distributed to members at least 30 days prior to presentation at a monthly meeting for vote. No amendment shall be made which will alter or negate the eligibility of the Bees for Internal Revenue Service (IRS) 501(c)3 status. The by-laws can only be changed by a two-thirds vote of membership present at a monthly meeting.

Article 10, Dissolution of the Bees

In the event of dissolution of the Bees, and after payment of all debts and liabilities, the remaining assets shall be distributed to one or more recognized charitable organizations in the state of Nevada, whose objectives are, in the opinion of the general membership, consistent with the spirit and intent of the Bees. The proceeds must be given to a similar IRS 501(c)3 organization.

Signed and adopted this March 22, 2014, in Las Vegas (Clark County), Nevada.

Approved by the general Bee membership at the meeting held on March 22, 2014

President's Signature & Date:

Gerrit D. Verden, March 22, 2014

Secretary's Signature & Date:

Kathleen Adkins March 22, 2014

Standing Rules for the Vegas Quiltin' Bees

As established on March 22, 2014
Date

I. CONDUCT

- A. Members agree to abide by the By-Laws and Standing Rules of the Bees.
- B. As a member-driven organization, the Bees can only meet their objectives with the full participation of each and every member. To that end, members are expected to actively participate in Bee activities and projects to the best of their ability and to share ideas. In return, they have the right to ask questions and voice any concerns they have.
- C. Members are asked to refrain from loud talking or other conversations during meetings, and to excuse themselves from the room if they must take a cell phone call during a meeting.

II. MEMBERSHIP

- A. Membership dues are \$10.00 per year. Members who have reached the age of 90 years are exempted from paying dues.
- B. Guest attendance must be approved in advance by the President or Vice-President and guests may not attend more than two meetings per year.
- C. Membership lists are private for Bee members, and must not be used or distributed for solicitation of any kind.
- D. Membership and contact information lists must be updated and provided to the members on a regular basis. Membership lists will be provided to officers and committee chairs as the need arises.

III. FINANCES

- A. An audit will be conducted annually by a member selected and approved by the Board at the end of each calendar year.
- B. Committee chairpersons and officers are expected to be good stewards of the monies entrusted to them. They may spend monies only with the permission of the Board. Reasonable and ordinary expenses may be reimbursed if no budgeted amount is allotted. Expenses will not be reimbursed by the Bees without a receipt or proof of purchase.

IV. CLASSES, RETREATS AND OTHER ACTIVITIES

- A. Classes, retreats and other activities are open to all members as space permits, and provided that members have attended at least 6 meetings in the previous year.
- B. New Bee members may be invited to the annual retreat if space permits and if they have been a member for less than six months.

- C. If space is available, non-members may be invited to special classes, if this is approved by the Board.
- D. Funds for special classes, retreats, or other activities must be prepaid, and all funds will be collected by the Treasurer.

V. NEWSLETTER

A monthly newsletter will be distributed to all members via email. Those members with no access to email are asked to make arrangements for obtaining the newsletter from another member. If members request that the newsletter be mailed to them, their annual dues are increased from \$10 to \$20.00 per year to cover the cost of paper, postage and printer ink for 12 months.

VI. OFFICERS & JOB DESCRIPTIONS

ELECTED OFFICERS

President:

- Presides at Bee meetings
- Prepares meeting agendas and publishes the monthly newsletter
- Signs contracts on behalf of the Bees
- Responsible for the day-to-day management of the Bees
- Signs all checks for the Bees, with the Treasurer as a co-signer.
- Serves as liaison for all Bee committees.
- Appoints a committee to annually review all financial records.
- Appoints standing and special committee chairs as needed.

Vice- President:

- Shall, in the absence of the President, perform the duties of the President
- Chairs the selection committee to nominate officers: President, Vice President, Secretary, and Treasurer for the following year. Once a slate of officers is agreed upon, presents the slate to the Bees for voting
- Signs all checks in the absence of the President
- Maintains an up to date listing of Bee member's addresses/phone numbers and provides it via e-mail to the membership on a regular basis.
- Gets contact information of new members, i.e. name, phone, e-mail.
- Maintains a list of all committees and committee chairpersons and provide this information to the Webmaster on a regular basis.
- Maintains a list of potential members and notifies them when a vacancy occurs.

Secretary:

- Records the minutes of business meetings of the Bees and presents the minutes of the previous meeting to the President and to the Webmaster.
- Maintains the file of all minutes, by-laws, charters and reports
- Signs contracts on behalf of the Bee.
- Maintains a monthly members attendance chart.
- Provides news to the Desert Quilters of Nevada Chatter about upcoming Bee events.

Treasurer:

- Has charge of the funds of the Bee, deposits receipts, and disburses funds as authorized by the Elected Officers.
- Reports on the status of the funds on a regular basis
- Signs contracts on behalf of the Bee

APPOINTED OFFICERS

- Chaired either by a single/dual Bee member
- Chair/s must maintain contact with President for all activities
- Appointees who are not fulfilling their position will be removed
- Appointees will be submitted to the Bee at the same time as Elected Officers

Program Coordinator:

1. Responsible for the programs presented at the regular meetings of the Bee
2. Contacts and arranges for any teachers or speakers
3. Organizes social functions of the Bee members
4. Updates the Bee Webmaster with meeting, classes and social function information
5. Sets up Bee meeting dates for the following year, each October, gets confirmation from Hollywood Center or other meeting facility, with special attention to March, May, October, November and December

Webmaster:

1. Updates website every 3-5 days depending upon urgency of information, which includes posting the most current newsletter, class schedule and materials list.
2. Coordinates with the Desert Quilters of Nevada webmaster to provide up-to-date information for their website.

Librarian:

1. Maintains a database of all books in the Bee library
2. Houses the Bee's library books
3. Distributes books to members and maintains check-out information
4. Queries members and orders books to add to library
5. Brings a selection of library books to each Bee meeting.

Sunshine and Shadows Coordinator:

1. On behalf of the Bee members, sends cards for sickness, hospital, deaths, births, weddings, etc. for Bee members and families.
2. Recognizes the member birthdays at each Bee meeting.

Humanitarian Coordinator:

1. Manages Bee activities associated with charitable requests for quilts and other quilt related items.
2. Ensures Bee activities are publicized and reported to the membership and to the Webmaster.

3. Documents the charitable activities with photos, newspaper articles, and write-ups and provides information to the Secretary for the files.

Door Prize Coordinator:

1. Conducts the door prize drawings at the meetings each month.
2. Solicits donations from the Bee members or outside sources

Equipment Coordinator:

Brings the irons /ironing pads, cutting board, rotary cutters to each meeting

Newcomers Contact:

Greets and helps guests who come to meetings or contact the Bees to obtain information on becoming members, membership dues, dates of meetings, waiting list, and Bee's website. (It does not include the teaching of quilting techniques to the individual, although the Newcomers Contact may provide information on where to obtain beginners' quilting classes.)

Blocks of the Month:

1. Selects projects for the year.
2. Presents projects to the members at the beginning of the year.
3. Coordinates the program, provides materials, and answers questions concerning the projects, completion dates and competitions.

Holiday Meeting Coordinator:

1. Decides on the program for the Holiday meeting in December
2. Provides materials for a make-it and take-it project and presents it to the group.
3. Coordinates plans for a pot-luck or other dining arrangements
4. Coordinates the holiday gift exchange if one is included in the plans.

Children's Class Coordinator:

1. Arranges plans and projects for the annual children's class
2. Coordinates plans with the Hollywood Center representative
3. Provides promotion materials to the Hollywood Center to publicize the class
4. Manages the volunteers and the class activities

Desert Quilters of Nevada (DQN) Coordinator:

1. Attends monthly DQN Board meetings
2. Reports DQN news to the members at the Bee meetings

OTHER SPECIAL COMMITTEES

- Special Committees may be established by the President of the Bees as the need arises.
- Committee Chairperson/s must keep the President informed of all activities and meetings
- Each committee will have a person in charge and conduct appropriate meetings when needed.
- Each committee must have at least two members, plus the chairperson

RETREAT COMMITTEE

- Chairperson/s either volunteer or are appointed
- Will prepare a budget that includes: Room, food, and prize materials to submit in advance of expenditures to the Bee Officers
- Sign a contract with Retreat location for housing/sewing space and food services
- Make reservations for member's hotel rooms
- Monitor production workshops or purchase of individual gift bags
- Solicit member donations of materials, example fabric or whatever is needed
- Maintain contact with Retreat Prize/ Donation Coordinator
- Maintain contact with the Treasurer of Bee regarding members who have paid
- Submits the member cost for each Bee attending, to the Treasurer
- Select the teacher for the class
- Plan all activities that will take place at the Retreat and provides an agenda

NOTE: The giving of gift cards to committee volunteers must be approved in advance by the Bee Officers and the Retreat Committee Chairperson/s.

These standing rules were approved at a meeting of the Board of the

Vegas Quiltin' Bees on March 22, 2014, in Las Vegas, Nevada.

President Jamie D. Vanden

Vice-President Katherine A. Melcis

Secretary Kathleen Adkins

Treasurer Lenie Kelt