

THE ART QUILT ASSOCIATION (AQuA) BYLAWS
(Adopted November 21, 2015)

Article I: Name

The name of this social organization shall be The Art Quilt Association, and shall be known as AQuA.

Article II: Purpose

The goal of AQuA is to explore textile manipulation and the diversity of mixed media as art and to promote education in these areas.

Article III: Membership

- A. Members shall pay annual dues in September of each year, or as set by the Steering Committee.
- B. A member is one whose current dues are paid and who is supportive of AQuA's purpose.
- C. Membership shall not be restricted on the basis of race, nationality, sex, age, gender preferences, or religion.
- D. A member shall not sell or give away the membership roster.
- E. Each member agrees, as a condition of membership, to release and waive any claim he or she may have against AQuA or the Steering Committee arising out of or related to:
 - 1) a member's participation in activities of AQuA.
 - 2) any action taken by AQuA.
 - 3) any action taken by the Steering Committee.

Article IV: Leadership

AQuA will be led by a Steering Committee comprised of an odd number of volunteers who are active members, either five or seven members, hereinafter referred to as “Steers,” as outlined below:

- A. There will be four officers who will be members of the Steering Committee.
- B. These officers consist of a Head Steer, Assistant Head Steer, the Financial Officer (Treasurer), and Secretary.
- C. The remaining Steering Committee member(s) will each be a “Steer-at-Large.”
- D. Steers will serve for no more than three consecutive years in the same position.
- E. The requirement for a Head Steer to take office is to have been a member of AQuA for one year.

Article V: Duties of Steers

- A. **Head Steer** shall direct AQuA in a positive manner. She/he shall call for and preside over meetings, write agendas, answer correspondence, and sign documents. The Head Steer shall also delegate responsibilities and, along with the other Steers, set Steering Committee policies. The Head Steer shall handle financial matters when the Financial Officer is not available. The Head Steer shall maintain records and documentation and pass along such to the subsequent Head Steer.
- B. **Assistant Head Steer** shall perform duties of the Head Steer in the event of the Head Steer's absence or disability. The Assistant Head Steer will act as Membership Chair and will be responsible for receiving membership dues and forwarding those funds to the Financial Officer, as well as maintaining the membership roster and forwarding this information to the volunteer responsible for distributing the roster, via email, to the general membership.
- C. **Secretary** shall keep minutes of all meetings of the Steering Committee and general meetings of AQuA. She/he shall keep binder(s) containing copies of all correspondence pertaining to AQuA, the Steering Committee and general meeting minutes as well as a copy of the Bylaws and any amendments and AQuA Policies and Procedures. This binder will be passed on to the subsequent Secretary. A copy of each Steers meeting minutes will be sent to the Steers for approval and will be emailed to all members.

- D. Financial Officer** shall receive, disburse and deposit all AQuA funds and keep a detailed record of all financial activity. She/he will pay bills approved by the Steers, and will also have signing authority for disbursement of AQuA funds. She/he is responsible for filing all tax documents. She/he will make a detailed financial report of the status of the treasury at each Steers meeting. This financial report will be read aloud to the general membership at each monthly meeting and included as an attachment to the meeting notes or minutes that are emailed to the general membership. In the event of her/his inability to act as Financial Officer, the Head Steer is authorized to make such disbursements until a new Financial Officer can be appointed. The bank statements are to be stored digitally by the Financial Officer and made available for any member to see. This information will be passed on to the subsequent Financial Officer and retained for a period of seven years. The Financial Officer must have the ability to keep financial records.
- E. Steers-at-Large** shall attend Steering Committee meetings, offer suggestions, participate in discussions, and help decide on Steering Committee policies.
- F. Voting Privileges and Meeting Attendance Requirements** – All Steers shall have voting privileges and must regularly attend Steering Committee meetings.

Article VI: Becoming a Steer

- A. Volunteer!**
- B. Vacancies:** A vacancy will be filled by a volunteer who is an active member.
- C. Dismissal:** A Steer may be removed for cause by a majority vote of the Steers, following the AQuA Policies and Procedures.

ARTICLE VII: Bylaw Amendments

Proposed bylaw amendments shall be sent in writing to the Steers, who will then appoint a committee to study the proposal. The amendment will be presented to the membership at a general meeting and must be passed by a majority of those in attendance.

ARTICLE VIII: Dissolution

The laws of the State of Colorado shall prevail.

