

# THE ART QUILT ASSOCIATION (AQuA) BYLAWS

## Article I: Name

The name of this non-profit social organization (501c7) shall be The Art Quilt Association, and shall be known as AQuA.

## Article II: Purpose

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

## Article III: Membership

- A.** Members shall pay annual dues as set by the Steering Committee.
- B.** A member is one whose current dues are paid and is supportive of AQuA's purpose.
- C.** Membership shall not be restricted on any basis, including, but not limited to: color, nationality, gender identity or orientation or sexual preference, disability, or religion.
- D.** A member shall not sell or give away the membership roster to protect members identity and privacy.
- E.** Each member agrees, as a condition of membership, to release and waive any claim they 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 and should be a minimum of five or maximum of 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, Financial Officer (Treasurer), and Secretary.
- C.** The remaining Steering Committee member(s) will each be a “Steer-at-Large.”
- D.** The recommendation 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** will accept and perform all the following items:
  - Call for and preside over meetings, write agendas, answer correspondence, coordinate general AQuA business, and sign documents.
  - They shall also delegate responsibilities, including a membership coordinator, and, along with the other Steers, make Steering Committee decisions.
  - They have the responsibility to provide transparency of the Steers decisions to the members.
  - They shall handle financial matters when the Financial Officer is not available.
  - The Head Steer shall maintain records and documentation and provide this 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.

**C. Secretary** shall keep minutes of all meetings of the Steering Committee and general meetings of AQuA. The meeting minutes will be made available to all members.

**D. Financial Officer** will accept and perform all the following items:

- Receive, disburse, and deposit all AQuA funds and keep a detailed record of all financial activity.
- They will pay bills approved by the Steers, and will also have signing authority for disbursement of AQuA funds.
- They are responsible for filing all required state and federal tax and organization registration documents.
- They will make a financial report of the status of the treasury at each Steers and General meeting.
- In the event of their inability to act as Financial Officer, the Head Steer is authorized to make such disbursements until a new Financial Officer is selected.
- They shall keep a hard copy binder containing copies of all bank statements, receipts (income and expenditures), monthly and yearly summary financial reports, tax-related documents, as well as any on-line financially related documents. This information is available for any current member to see. This information will be passed on to the subsequent Financial Officer and retained for a period of seven years.

**E. Steers-at-Large** shall regularly attend Steering Committee meetings, offer suggestions, participate in discussions, and help decide on Steering Committee decisions.

**F. Decision-making Privileges and Meeting Attendance Requirements –** All Officers and Steers-At-Large shall have decision making privileges and must regularly attend Steering Committee meetings.

## **Article VI: Becoming a Steer**

**A.** Steers are volunteers and are not nominated.

- B. Vacancies:** A vacancy will be filled by a volunteer who is an active member.
- C. Annual Vote:** AQuA members will vote and ratify the slate of steers each year and this will be recorded in the minutes..
- D. Dismissal:** Any Steer may be removed for cause by a majority vote of the Steers.

#### **ARTICLE VII: Finances**

- A. Internal review of financial records will be done annually.
- B. Financial signatories are both the Head Steer and the Financial Officer
- C. There is no financial compensation for serving on the Steers, on any AQuA committee, or as a member, or as a member of AQuA.

#### **ARTICLE VIII: Bylaw Amendments**

Proposed bylaw amendments shall be sent in writing to the Steers, who will then study the proposal and will draft changes. The proposed amendments will be presented to the membership at a general meeting and must be passed by a majority of the responding membership.

#### **ARTICLE IX: Dissolution**

The laws of the State of Colorado shall prevail.