



# BUNGENDORE QUILTERS INC.

Proudly affiliated with South Coast and Country Quilters (SCCQ)

## BY-LAWS

The Bungendore Quilters Inc. is an association of textile and craft enthusiasts officially formed in 2008 with the aim:

- ❖ to promote the craft of patchwork, quilting, textile and embroidery within our community and for our community;
- ❖ to support and encourage individuals to come together and share their craft;
- ❖ to encourage individuals to develop skills required to achieve their desired results;
- ❖ to inspire individuals to learn and grow together;
- ❖ to encourage and promote enjoyment and workmanship of a high standard;
- ❖ to foster pride within our community by assisting to support Bungendore community groups decided by majority vote of members;
- ❖ to organise exhibitions of members creations;
- ❖ to publish a newsletter; and
- ❖ to promote and encourage members to support and foster relations with other South Coast and Country Quilters Inc. (SCCQ) members and activities.

We are an incorporated not-for-profit organisation, sharing the love of our craft and our pride in our local community.

### MEMBERSHIP

Membership to Bungendore Quilters Inc. is open to anyone who has read and agreed to abide by the constitution and they must have paid the full membership fees for the current year.

Members can resign from the incorporation at any time by providing written notice to the Secretary of their intention and upon the expiration of the period of notice, the individual will cease to be a member. The Secretary shall establish and maintain a register of all financial members (detailing full name, address, phone number, email address and the date on which they became a member). This information is not to be posted for public viewing and is to be held confidentially within the committee.

### FEES

The committee will review membership fees annually. All fees (\$40.00) are due by the 30 June of each year. Fees are calculated annually and will not be pro-rated for those joining part way through the year. Fees are non-refundable.

### COMMITTEE AND RESPONSIBILITIES

The committee shall consist of a President, Vice President, Secretary, Treasurer, Public Officer and two general committee members.

The committee shall consist of the following position holders and are to be elected by financial members vote at the annual general meeting (date to be confirmed and no later than January of each year) of the association. Members must be present and financial to vote. All nominated position holders must be a financial member of Bungendore Quilters Inc. for a full twelve months prior to being elected. No member may hold any one position for more than three consecutive years **unless** there are no other nominees, however a member can hold several positions over consecutive years if voted in.

Positions are:

**President**

The president shall chair all meetings and ensure that each member is treated respectfully and within the guidelines. The President is the face of the group and will actively encourage membership, the craft and the aims of the organisation.

**Vice-President**

The role of a Vice President is to support the President and to stand in as backup in the absence of the President

**Secretary**

The Secretary is appointed to record all minutes of meetings and decisions;  
To assist the treasurer to maintain the membership register; and  
To receive, record and distribute all incoming and outgoing correspondence.

**Treasurer**

The Treasurer is responsible to collect, record, balance, receipt and bank all monies received as soon as is practical into the organisations bank account;  
To maintain full details of all receipts of outgoing expenditure and ensure no monies are paid without the consent of the committee majority;  
To ensure the organisations commitments are paid in a timely manner and without delay;  
To provide a written statement of the organisations finances at each committee meeting;  
To ensure the financial books are maintained and available for viewing at any time; and  
To ensure the books are audited by the committee nominated auditor before the Annual general meeting.

**Librarian**

The Librarian is responsible for the accurate recording of all organisation books and magazines;  
To purchase books and magazines to the agreed value of the committee to benefit members;  
To record and track all books borrowed by members;  
To ensure members return all borrowed books within a month of initially taking receipt of the book/magazine.  
To ensure members borrow no more than three books/magazines in any one calendar month;  
and  
To complete and report a full stocktake to the annual general meeting.

**Public Officer**

The Public Officer is to ensure the committee acts in a responsible manner and each position holder fulfils the role in the best interest of the organisation. The Public Officer is to ensure all legal documents are completed and lodged according to the appropriate legislations promptly and accurately.  
The public officer has no voting rights.

## MEETINGS

Meetings will be conducted monthly, however the committee may elect not to have a general meeting over the Christmas period. Should a scheduled meeting date fall on a public holiday, the committee will advise members of an alternate date one month prior to such meeting change.

## VOTING

To qualify to vote on any decisions, you must be a financial member of the organisation and present at the meeting. When voting each member of the organisation has only one vote per question.

To activate decisions it must be by majority present at the meeting or the President may decide to hold voting over to the following meeting should they feel it needs further decisions or members votes, and no votes are to be accepted without a minimum of five members voting at a committee meeting.

## AMENDMENTS TO THESE BY-LAWS

Amendments to these By-Laws can only be made once presented in writing to all members one month prior to the AGM, and then discussed and voted on at the AGM.

If accepted by the majority of members present the bylaws will be amended, recorded and forwarded to all financial members to remain in force for the future until such time as is amended again. No By Laws will be amended outside the AGM.

## EXHIBITION

Bungendore Quilters Inc. will hold a member's only exhibition annually. This is not to be a competition but is to be a non-discretionary exhibition of members' works. However, there may be Challenges to inspire interest for which a competition like process will be introduced. No exhibit is to be accepted for display more than once. Members will vote on organised Challenges. The elected Committee Members will organise and run the exhibitions. These Committee Members may nominate and vote additional committee members to assist in this project upon request.

No individual can elect which community group to support without the decision being voted on at a committee meeting. Members will nominate and vote on which charity or community group within our Bungendore Community to be supported by the exhibition proceeds if any. Any excess profits from the exhibitions are to benefit our local community, once all expenditure and retention of sufficient funds to cover future exhibitions have been deducted.

## INSURANCE

Bungendore Quilters Inc. is proudly affiliated with SCCQ Inc. and therefore under their banner for insurance. SCCQ provides insurance cover for their clubs' members both Public Liability of Club activities up to \$10 million and General Property insurance of up to \$100,000 if quilts are damaged by fire, theft, collision or overturning vehicles only but please be aware this is for Bungendore Quilters Inc. **financial members only.**

Bungendore Quilters Inc. is unable to offer insurance (other than the above) on financial members' items exhibited. All items offered for sale **will not** be insured by Bungendore Quilters Inc. from the time they are delivered until they are collected.

While every care is taken to care and protect your quilts and displays, it is the **individual's responsibility** to ensure you are adequately covered by insurance.