

# **BY-LAWS**

## **QCWA 21**

### **Article I – DEFINITION**

#### **Section 1 – Purpose**

These By-Laws are authorized to define and clarify sections of the Constitution.

### **Article II – NOMINATIONS and ELECTIONS**

#### **Section 1 – Nominations**

At least sixty (60) days prior to the annual meeting a Nomination Committee shall be appointed by the Executive Board. This committee will report to the President who will then authorize the Secretary to mail or e-mail a list of the nominees to all Chapter members at least ten (10) days prior to the Annual meeting.

Only active members shall hold office.

Nominations shall be permitted from the floor at the Annual meeting.

#### **Section 2 – Elections**

The election will be conducted at the Annual meeting. Only active members shall be permitted to vote. The Secretary will provide ballots to use for the election. The nominating committee will receive and count the ballots and notify the President of the results.

#### **Section 3 - Term of Office**

The Vice President, Secretary/treasurer and one (1) Director will be elected at the Annual meeting on even numbered years

The other Director will be elected at the Annual meeting on odd numbered years.

The current Vice President will advance to the office of President at the Annual meeting on even numbered years.

All officers will be elected to serve a term of two (2) years beginning at the Annual meeting of their election and ending at the Annual meeting two (2) years later or until a replacement is elected.

# **Article III – OFFICES DUTIES**

## **Section 1 – President’s Duties**

- a) Preside at all meetings of the Chapter and conduct them in accordance with Robert's Rules of Order.
- b) Act as Chairman of the Board of Directors.
- c) Shall not vote on Chapter actions except in the case of a tie - then his vote will be counted.
- d) Shall appoint all committees as required except the Nominating Committee. This committee to be appointed by the Directors or the Chapter as a whole.
- e) Shall order an audit of the treasury annually and make a report to the Chapter of the results.
- f) Shall, in cooperation with the Directors and other Officers, fill any vacant office. This appointment will run for the unexpired term of the office filled.
- g) Shall schedule, reserve the meeting facility and make all arrangements necessary for holding Chapter meetings.

## **Section 2 – Vice President**

- a) In the event the President is absent or unable to perform his duties the Vice President will assume the duties of the President.
- b) Obtain a program of general interest for those attending each Chapter Meeting.

## **Section 3 – Secretary/Treasurer**

- a) Keep minutes of all meetings.
- b) Handle all correspondence for the Chapter, except that delegated to others.
- c) Maintain an up-to-date list of members and their status as "active" or "inactive" members.
- d) Prepare ballots for all authorized elections.
- e) Notify chapter members by mail or e-mail at least ten (10) days in advance of Chapter meetings.
- f) Be responsible for collection of dues.
- g) Sign all checks on the treasury.

- h) Keep accurate records of receipts and disbursements.
- i) Prepare the annual report and send to QCWA Inc .
- j) Keep an accurate list and notify QCWA Inc. of members who have become "Silent Keys".

## **Section 4 – Board of Directors**

- a) The Board of Directors shall consist of the Officers and two (2) elected Directors.
- b) The Board of Directors shall determine the policies and activities of the Chapter, accept new members, discipline members, approve the budget, approve all bills, take consul with all committees, and have general management of the Chapter.
- c) A quorum of the Board of Directors shall be a majority.

## **Article IV – DUES**

### **Section 1 – Payment of Dues**

Annual dues of five Dollars (\$5.00) per year shall be payable by September 1 st of each year. Life membership dues shall be one payment equal to (15) times the annual dues rate.

### **Section 2 – Non-payment of dues**

Members who have not paid dues by January 1 st shall be placed on the inactive member list and shall not participate in the affairs of this Chapter

### **Section 3 – International QCWA Membership**

Active status in QCWA, Inc. must be maintained in order to be an active member of this Chapter.

## **Article V – GUEST**

### **Section 1 – Number of Quest**

Any active member may bring a reasonable number of guests to the meetings provided that adequate space is available.

### **Section 2 – Guest Eligibility**

Guests should be mainly limited to Amateurs who are eligible or soon to be eligible

for membership in QCWA.

## **Article VI AMENDMENTS TO BY-LAWS**

### **Section 1 – Procedures for amendments**

- a) These By-Laws may be amended at any time by a two thirds (2/3) majority vote of the active members present at any regular meeting.
- b) Written notice of any By-Law change must be mailed or or e-mailed to all active members at least ten (10) days prior to the regular meeting.

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