

CABIN BRANCH QUILTERS BY-LAWS

Revised December 2025

Article I. NAME

The name of this organization shall be Cabin Branch Quilters (CBQ).

CBQ is named after the Cabin Branch Mining Company. In the late 1800's, pyrite was discovered about three miles up Quantico Creek from the Potomac River. The mine was operated by the Cabin Branch Mining Company, and later the American Agricultural Chemical Company. During its peak years, the mine had three shafts for extracting the ore, two vertical and one inclined. Number three shaft, the deepest, was 2,400 feet deep. The mine employed from 200 to 300 workers, including children. There were approximately 70 structures at the mine, in addition to the shafts. The Cabin Branch Mine was, for about 31 years, the basis for the economy of nearby Dumfries. The town of Dumfries had been a thriving port town from its founding in the 1740's to the end of the 18th century, when silting closed the creek to navigation, and the town began its long decline. Since the 1930's, this site has been a part of the Prince William Forest Park and administered by the Department of the Interior. The Cabin Branch Pyrite Mine serves as a reminder of the American dream: making things better for the next generation. The workers sacrificed themselves through hard work to give their families a chance to see some social and economic success. Similarly, the goal of the reclamation effort is to allow future generations to enjoy the recreational and educational opportunities available at Prince William Forest Park.

Article II. PURPOSE

Section 1. The purpose of the Cabin Branch Quilters is to promote, encourage, maintain, and exhibit the art of quilt making; to sponsor educational activities pertaining to quilt making; and, to support other activities on occasion which may be deemed appropriate. This includes establishing and maintaining relationships with similar organizations, to include sharing of resources and activities for the purpose of furthering the art of quilting throughout the Northern Virginia Region.

Section 2. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposed. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of or in opposition of any candidate for public office.

Article III. MEMBERSHIP

- Section 1. All individuals interested in the art of quilt making are eligible for membership.
- Section 2. Membership in CBQ shall be limited to dues-paying members excepting those to whom life membership has been granted.
- Section 3. Members who attend meetings are entitled to vote on all issues presented.
- Section 4. Members shall be directed to the Secretary to receive a copy of the by-laws and the Membership Committee Head for the membership roster. CBQ roster may not be used for commercial purposes.
- Section 5. Members shall renew their CBQ membership, annually, by February 28 of each year. Members who have not renewed their memberships will be removed from the CBQ membership roster as of March 1.
- Section 6. Cabin Branch quilters is a non-profit organization which is non-discriminatory as to race, religion, sex or politics and is wholly committed to the goals herein set forth.

Article IV. EXECUTIVE BOARD

- Section 1. The officers of this organization shall be President, Vice-president (2), Treasurer (2) and Secretary, and shall be considered the Executive Board. Treasurers and Vice Presidents in co-positions shall be elected on alternate years whenever possible. Officers will have a job description on file with the President and Secretary. The Officers duties and responsibilities will be reviewed annually.
- Section 2. The term for President and Secretary is one year with the option of continuing for multiple years. The term for the treasurers and vice presidents are two consecutive years with the option of continuing for multiple years.
- Section 3. Executive Board officers shall be elected by ballot (written or verbal), serving as follows:
- A. President: one year term
 - a. Shall be available to meet with committee chairpersons yearly to discuss their duties and responsibilities for the coming year.
 - b. Chairs the regular meetings and the CBQ Executive Board on a monthly basis. Meeting locations shall be determined by the Executive Board. All chairpersons of standing committees and the immediate past-president, if he/she so desires, may attend Board meetings.
 - B. Vice-Presidents (two): two year term
 - a. Shall schedule program speakers for CBQ monthly meetings and workshops.

- b. Shall oversee scheduled workshop logistics, as required.
- c. Shall prepare and submit a monthly newsletter article that details upcoming CBQ events.
- d. Senior Vice-President, (the Vice-President longest in office) shall assume duties if the President is unable.

C. Treasurers (two): two year term

- a. The new Treasurer will assume their financial responsibilities of the Guild's books starting the first day of the month after their installation into the position. All financial transactions through the end of December will be finalized by the former Treasurer who will prepare a financial statement for that ending month of her duty and present it to the new Board at the next Board meeting.
- b. Will present a proposed budget to the Executive Board in November of each year. After review by the Executive Board, the budget shall be presented to and voted on, by the membership no later than the December meeting. New budget shall be effective January 1 of each year.
- c. Routinely, no monies will be reimbursed without a receipt. In those cases where payment is required in advance (e.g., scheduling of conference facilities for retreats) or where it is in the interest of the guild, a member may submit a written request for an advance to the Treasurer. The member will supply the receipt or appropriate documentation (e.g., a completed contract) to the Treasurer as soon after the purchase as possible but no later than 30 days after disbursement of funds. In all cases, the Treasurer will retain all receipts and other documentation to support expenditures. Disbursement of funds shall be by check only.

D. Secretary: one year term

- a. Takes minutes at the monthly and Executive Board meetings and collects all correspondence.
- b. Maintains/updates the CBQ By-Laws and SOPs as required.
- c. Maintains/collects all incoming correspondence for the length of their term.

Section 4. In case of the resignation of any Board Member, the majority of the Executive Board may appoint a replacement as soon as possible, to serve the remainder of the Board Member's term.

Article V. FINANCES

Section 1. All proposed commitments of organization funds and/or services over \$300 must be submitted by the Executive Board.

Section 2. Members shall not receive any monetary benefits for serving in the capacity of a Board or Committee Member.

Section 3. All members of the Executive Board as well as Chairpersons of all Committees shall submit to the President and Treasurer a budget of

expenditures anticipated during their term of office for approval by the membership.

Section 4. Final budget will be subject to approval by the majority of attendance after quorum has been met.

Section 5. All monies will be deposited in a CBQ checking/savings account. Two signatures shall be required on the request for reimbursement that must accompany any issued checks. Authorized signatures include the members of the Executive Board. (The transfer of monies between the checking and saving account shall be approved by the Executive Board.)

Article VI. MEETINGS

Section 1. Cabin Branch Quilters meetings shall be held monthly on the 4th Monday of the month (subject to change with holidays).

Section 2. All guests are welcome to attend a regularly scheduled meeting.

Section 3. For voting purposes, a quorum consisting of 25% of membership will be considered sufficient to conduct business.

Section 4. Formal meeting and informal gatherings (quilting bees) shall be held throughout the month in various locations.

Section 5. Programs shall reflect the needs and desires of the general membership.

Section 6. A meeting place shall be selected within the Woodbridge community to meet the needs of the membership. Any fees charged by the facility shall be approved by the membership.

Article VII. PRIVACY

Section 1. Any picture taken at CBQ sponsored events or meetings will not be shared on any social media outlet unless permission is obtained from those reflected in the photograph.

Article VIII. PARLIAMENTARIAN AUTHORITY

Section 1. Parliamentary authority shall be governed by the current edition of Roberts Rules of Order, when applicable, and when consistent with the by-laws.

Article IX. REVISIONS/AMENDMENTS TO BY-LAWS

Section 1. These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of members present, provided that the amendment has been submitted to the Board in writing at least 10 days previous to being submitted to the membership.

Section 2. The President, with the approval of the majority of the Executive Board, may appoint an Ad Hoc Committee to study the by-laws and make recommendations accordingly.

Article X. DISSOLUTION

Section 1. Upon dissolution of the organization by recommendation of the Executive Board and a majority vote of the membership, the Executive Board shall pay or make provisions for payment of all the liabilities of the organization (using organizational funds to settle all accounts).

Section 2. The Executive Board shall dispose of all assets of the Cabin Branch Quilters to charitable or educational organizations provided they qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1976.