

Quilting Corners Guild Constitution and By-laws DRAFT 2010

Constitution

Article 1.1 Name

This organization shall be called: Quilting Corners Guild

Article 1.2 Mandate

The Quilting Corners Guild is a not for profit organization whose aims are:

- i) to bring the quilters of the region together,
- ii) to share knowledge of quilting and encourage development of old and new skills
- iii) to expand our interests into the community.

By-laws

Article 2.1 Membership

- i) Membership shall be available to all men and women over 18 interested in the art of quilting, upon payment of fees.
- ii) All general meetings are open to the public; however there will be a visitor's fee.

Article 2.2 Fees and dues

- i) Dues shall be determined yearly by the Executive and shall be paid by all members.
- ii) Visitor's fees shall be determined yearly by the Executive and shall be paid by all visitors.
- iii) The membership year shall be April 1st to March 31st.
- iv) Membership dues must be paid within two months or membership will be forfeited.

Article 2.3 Executive

- i) The Officers of the Guild shall be: President, Past President, Vice President, Secretary and Treasurer.
- ii) The Executive of the Guild shall be: The Officers of the Guild, plus the conveners of Membership, Newsletter, Program and Archives.
- iii) Standing Committees shall be: Membership, Newsletter, Program, Workshops, Archives, Display, Quilt Shows and Special Projects, Hospitality, Library and Outreach. Any or all of these committees may be active or inactive at a given time, at the discretion of the Executive.
- iv) The Officers and Conveners shall be elected at an annual meeting. They shall commence their duties on April 1st each year.
- v) Term of office will vary. Conveners will hold their positions for no more than four consecutive years. Exceptions can be made at the discretion of the Executive. See also descriptions of duties.

- vi) Additional conveners can be appointed, when necessary, by the Executive.
- vii) Resignations from the Executive or any Standing Committee must be submitted in writing to the President. Replacement of the executive member or convenuee will be a decision of the Executive. This new member will then complete the previous member's commitment. She/he will be eligible for a new term of office.

Article 2.4 Duties of the Executive

1. President

- i) Preside at all meetings
- ii) Prepare the agenda for the Executive Meetings and General Meetings
- iii) Receive reports from the conveners
- iv) Term of office shall be no more than one year.

2. Vice President

- i) Assist and replace the President when necessary
- ii) Attend committee meetings and act as liaison between committees and President
- iii) Term of office shall be no more than one year.

3. Treasurer

- i) Receive incoming monies from all conveners.
- ii) Keep up to date records, allocating funds to appropriate categories; i.e. dues, workshops, etc.
- iv) Issue cheques when required.
- v) Will provide an income sheet and a balance at the annual general meeting. Will also provide access to the books for the membership at the annual general meeting.
- vi) Term of office shall be for one year or no more than two consecutive years

4. Secretary

- i) Take minutes and read minutes of the previous meeting at Executive meetings
- ii) Be responsible for all general correspondence
- iii) Term of office shall be for one year or no more than two consecutive years.

5. Past President

- i) Shall make her/his knowledge of the past achievements of the guild and expertise available to the current executive.
- ii) Provide continuity from one executive to the next.
- iii) Term of office shall be for no more than one year
- v) Will be responsible for welcoming new members (welcome bags) and member birthday gift bags.

6. Duties of a Convenuee

- i) Establish committees as needed
- ii) Call committee meetings at appropriate intervals and chair these meetings.
- iii) Ensure that newsletter convenuee receives information before specified deadline for publication of newsletter.

- iv) Attend to all correspondence pertaining to the committee.
- v) Report to the Executive regularly and prepare a written annual report.
- vi) Report to the Treasurer regularly, in writing, any expenditures or financial requirements.

Program Convener

- i) Arrange programs for all general meetings, approved by the Executive
- ii) Designate and contact member to introduce and thank speakers
- iii) Arrange for equipment needed by speakers when necessary and set up for the evening
- iv) Advise Treasurer prior to meeting of expenses for that meeting and to have appropriate cheques.

Workshop Convener

- i) Be responsible for Guild workshops, approved by the Executive
- ii) Be responsible for screening and enlisting teachers for these workshops
- iii) Be responsible for collecting all monies associated with these workshops, giving it to the Treasurer, and advising the Treasurer of all expenses incurred.

Newsletter Convener

- i) Set deadlines for receipt of material for newsletter and advise other conveners.
- ii) Compile and prepare newsletter.
- iii) Provide copies of newsletter for Interguild meetings.
- v) Send newsletter to webmaster for uploading to web site.

Membership Convener

- i) Prepare and keep up to date membership file.
- ii) Collect dues and membership applications. Pass dues to the Treasurer.
- iii) Be responsible for giving new members a copy of the constitution.
- iv) Keep attendance records.

Archives Convener

- i) Record, with photos and print material, everything pertaining to Guild activities
- ii) Be responsible for maintaining the Guild Archive Book(s).
- iii) Be responsible for sending pictures to webmaster, in a timely fashion.

Display Convener

- i) Arrange displays for meetings
- ii) Provide white glove people when needed.

Quilt Show Convener

- i) Establish a committee.
- ii) Prepare budget of income and expenditures for approval by the Executive prior to any agreement to be made.

- iii) Arrange for venue
- iv) Receive reports from Quilt Show sub-committees
- v) Prepare, **in a timely manner**, final written report for the Executive once the show is over.

Special Projects Convener

- i) Arrange contests and competitions
- ii) Be responsible for fundraising events, group quilts and swap sales
- iii) Be responsible for planning and organizing trips

Hospitality Convener

- i) **Be responsible for arranging refreshments at meeting.**

Library Convener

- i) **Shall be responsible for maintaining the Guild library..**

Outreach Convener

- i) **Shall be responsible for liaison with the community at large.**

Article 2.5 Meetings

- i) The number and dates of General and Executive meetings shall be determined by the Executive
- ii) The Annual and Business meeting shall be held in **March** of each year

Article 2.6 Nominations and Elections

- i) The nominating committee shall be chaired by the Past President and consists of the Past President, Vice President and one non executive member from the Guild.
- ii) This committee will prepare a slate of candidates to be presented to the Executive one month prior to the Annual meeting
- iii) **Additional nominations for any office will be accepted by the convener of the committee up to the time of the annual meeting.**
- iv) Elections shall be held at the annual meeting. Those receiving the majority of votes of the members present will be elected.

Article 2.7 Finance

- i) The fiscal year of the Guild shall begin on the first day of **April of each year and end on the 31st day of March.**
- ii) **Money for routine disbursements shall be voted on by the Executive.**
- iii) **The signing officers of the Guild shall be the Treasurer and one designated executive member.**

Article 2.8 Amendments to the constitution and bylaws

- i) This constitution and bylaws may be amended or repealed by a two thirds majority vote of the members present at a general meeting of the Guild

ii) Notice of such proposed amendment must be circulated to the members thirty days prior to a general meeting

Article 2.8 Parliamentary Procedure

i) In all matters not provided for in this Constitution and bylaws, Robert's Rules of Order, Revised, shall be the authority.

Article 2.10 Not for profit organization

As a not for profit organization, the Guild shall be carried on without the purpose of gain for the Executive or members.

i) Any profits to the Guild shall be used in promoting the objectives of the Guild.

ii) Requests for the use of the Guild membership list and other Guild materials for purposes other than Guild activities **will be denied.**

Please contact Sally Borland with comments before March 1,2010

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