

HALTON QUILTERS GUILD CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I: *Name*

The organization shall be known as HALTON QUILTERS GUILD. This shall be a non-profit organization.

ARTICLE II: *Aims and Objectives*

1. To enhance the knowledge of quilting amongst the members and the community.
2. To preserve quilting as an art form.
3. To establish, maintain and upgrade quilting standards.
4. To encourage an exchange of ideas and methods.
5. To participate in community projects.

BYLAWS

ARTICLE I: *Membership*

1. Membership shall be open upon payment of the prescribed annual fee.
2. Visitors may attend selected meetings upon payment of a designated fee.
3. Changes in fees and membership dues will be determined by the Executive, and after 30 days' notification of the proposed changes, be presented for approval by the membership at the Annual meeting.
4. Honorary life memberships shall be recommended by any member and awarded at the discretion of the Executive.
5. Requests for use of the membership list and other guild material, for the purposes other than Guild activities, must be submitted in writing to the Executive for consideration.
6. Membership renewal must be completed by June General Meeting.

ARTICLE II: *Guild Year and Meetings*

1. The Guild year shall be July 1 – June 30.
2. The number and dates of the General and Executive Meetings shall be determined annually by the Executive.
3. The Executive will meet regularly during the Guild year at the discretion of the President, a minimum of six times.
4. The Annual Meeting shall be held in June of each year.
5. There will be no meetings in the months of July and August.
6. Unless previously authorized by the Executive, there shall be no commercial activity at any meeting or workshop of the Guild.

ARTICLE III: *Officers and Executive*

1. Officers of the Guild shall be:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Past President
2. The Executive of the Guild shall be the Officers plus Chairmen of the following standing committees:
 - a. Librarian
 - b. Membership
 - c. Newsletter
 - d. Nominating
 - e. Outreach Projects
 - f. Program
 - g. Social
 - h. Special events committees
 - i. Telephone
 - j. Other committees as required
3. The above shall be elected at the Annual Meeting, and shall remain in office for one year or until a successor is elected.

4. No Officer or Chairman shall hold the same office for more than two consecutive years, and an Executive position for more than four (4) consecutive years, unless otherwise decided by the Executive.
5. Additional Committee Chairmen can be appointed, when necessary by the Executive.
6. Resignations from the Executive must be submitted in writing to the President. The Executive may appoint a replacement to serve the unexpired term.
7. When an Executive member has been absent for three General and/or Executive Meetings, or is in flagrant neglect of the duties of the office, the Executive has the right to appoint a replacement to serve the unexpired term.
8. A quorum of the Executive Committee shall be a majority of its members.

ARTICLE IV: *Nominations and Elections*

1. The Nominating Committee shall consist of the Past President, as Chairman, the Vice-President, and one member-at-large.
2. This Committee will prepare a slate of officers to be presented to the Executive in the month prior to the Annual Meeting. The membership will receive notification.
3. Additional nominations for any office will be accepted until the position is filled.
4. Elections shall be held at the Annual Meeting. Those receiving the majority of votes of the members present shall be elected. Assistants to Chairmen of a Committee may be appointed.

ARTICLE V: *Finance*

1. The Fiscal Year will be July 1 to June 30.
2. Financial commitments shall be reviewed annually by the incoming Executive.
3. Any committee that proposes new or major projects must have the approval of the Executive and the membership.
4. All events and activities approved by the Executive shall be granted an operating budget, and will be the responsibility of the Committee Chairman or event organizer. Expenditures not covered in an operating budget must have prior approval of the Executive.
5. The operating budget must be presented to the membership at large for approval at the September meeting.
6. Expenditures over \$300 not included in the budget must be approved by the membership.
7. Signing officers of the Guild shall be any two of: the Treasurer, the President or the Vice-President and in the absence of a Vice-President, the Secretary.
8. Services rendered by members on a volunteer basis are not reimbursable.
9. Financial records of the Guild shall be available and open for the perusal by any Guild member, and will be examined annually by

- a member who is not an elected officer. This shall be done prior to the end of the next fiscal year.
10. Any profits of the Guild shall be used in promoting the objectives of the Guild.

ARTICLE VI:

A Duties of the Executive

1. President
 - a. shall prepare the agenda for and preside at the Executive Meetings and General Meetings
 - b. shall receive reports from Committee Chairmen
 - c. shall be an *ex officio* member of all committees except the Nominating Committee
 - d. shall notify the executive of meetings.
2. Vice-President
 - a. shall assist and replace the President when necessary
 - b. shall be a member of the Nominating Committee
 - c. shall attend committee meetings acting as a liaison between Committee and President as required.
3. Past President
 - a. shall chair the Nominating Committee.
4. Secretary
 - a. shall record the minutes at Executive, General and Annual Meetings, and circulate copies to the members of the Executive
 - b. shall maintain a permanent file of all minutes and reports
 - c. shall assist with all correspondence as required
 - d. shall be responsible for cards, gifts and flowers when deemed appropriate by the Executive.
5. Treasurer
 - a. shall have charge of all funds of the Guild, receive dues, deposit receipts, and disburse monies as authorized by the Executive
 - b. shall maintain all records necessary for the annual examination and prepare such reports as are required
 - c. shall receive a record of financial transactions for each Committee Chairman.

B. Duties of Committee Chairmen

GENERAL:

- a. shall establish her/his own committee or accept volunteers and shall have an assistant for each committee where required
- b. shall provide pertinent information for publication in the newsletter
- c. shall report to the Executive regularly and prepare a written annual report
- d. shall report any expenditures or financial requirements to the Treasurer regularly
- e. shall perform other such duties applicable to the office.

SPECIFIC:

1. Membership
 - a. shall keep an up-to-date record of all members
 - b. shall be responsible for publication and distribution of membership lists
 - c. shall distribute membership cards and name tags
 - d. shall receive dues and issue receipts for cash payments
 - e. shall be responsible for the checking in of members and visitors at Guild meetings.
2. Newsletter
 - a. shall be responsible for content which may include advertising, layout, editing, production and distribution of the newsletter

- b. shall be distributed a minimum of five (5) times per year.
3. Program
 - a. shall be responsible for the programs presented at the regular Guild Meetings
 - b. shall contact and arrange for speakers
 - c. shall make arrangements for all equipment required
 - d. shall be responsible for arranging workshops given for the Guild members through the year
 - e. shall collect fees, make all appropriate arrangements and oversee workshops
 - f. shall assist where necessary
4. Outreach
 - a. shall organize meetings to work on projects
 - b. shall be responsible for the community outreach projects.
5. Librarian
 - a. shall be responsible for researching and purchasing new library materials
 - b. shall maintain materials and make available to members at general meetings
 - c. shall contact members and make arrangements for the return of library materials which must be returned or replaced by the borrower within a specific time.
6. Nominating
 - a. shall be responsible for the nominations and elections of officers.
7. Social
 - a. shall organize refreshments at Guild Meetings and special events as required.
8. Telephone
 - a. shall notify guild members of information when necessary.
9. 50/50
 - a. shall sell 50/50 tickets at General Meetings and have a ticket drawn to award the winning amount to person whose ticket matches the one drawn.
10. Web Maven
 - a. shall be responsible for maintaining and updating the web site.
11. Block of the Month
 - a. shall be responsible for preparing and distributing a quilt block pattern to members, displaying completed blocks and drawing for a quilt block winner throughout the Guild year.

ARTICLE VII: Parliamentary Authority

1. In all matters not provided for in this Constitution and Bylaws, *Roberts Rules of Order* (Revised) shall be the authority.

ARTICLE VIII: Amendments to the Constitution and Bylaws

1. The Constitution and Bylaws may be amended or repealed by two-thirds majority of the members present at a general meeting, quorum shall be twenty-five percent (25%) of the membership.
2. Notice of a proposed amendment must be circulated to the members thirty (30) days prior to the General Meeting.

REVISED FEBRUARY 1992

Amended May 1996
Amended January 2010