

BUCKHORN AREA QUILTERS' GUILD

CONSTITUTION

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CONSTITUTION

ARTICLE 1:

This organization shall be known as the Buckhorn Area Quilters' Guild.

ARTICLE 2:

The objectives of the Buckhorn Area Quilters' Guild are to provide a forum for quilters to meet and exchange ideas and knowledge; also to enrich our quilting experience through speakers, workshops and demonstrations.

ARTICLE 3: MEMBERSHIP:

Full Members:

- a) shall pay an annual membership fee which shall be due by the September meeting.
The amount of the annual fee shall be reviewed annually by the executive at the winter meeting and any changes are to be reported to the membership for a vote at the annual meeting;
- b) shall pay the same membership fee regardless of the number of meetings attended in the year;
- c) if they are new members, shall be given two months grace to pay their fee;
- d) are entitled to vote at the guild meetings;
- e) can vote by proxy at the discretion of the executive;
- f) are entitled to register for workshops presented by the guild before associate members and outside guests;

- g) can enter quilts into the Quilt Show based on the requirements of the Quilt Show Committee.

ASSOCIATE MEMBERS:

Associate memberships will be available to Full Time members only when the membership has reached its maximum allotted by the meeting hall.

An Associate Member:

- a) must be a full time member who is changing to an Associate Membership. People on the waiting list for membership are not eligible to become an Associate Member;
- b) pays a reduced membership fee. The amount of the annual fee shall be reviewed annually by the executive at the winter meeting and any changes are to be reported to the membership for a vote at the annual meeting;
- c) can attend guild workshops if there is available space after full time members have signed up;
- d) can enter quilts into the Quilt Show based on the requirements of the Quilt Show Committee;
- e) is not able to hold office and does not have voting or library privileges;
- f) receives the newsletter and a membership list;
- g) is able to attend one guild meeting a year, and will pay the guest fee for any additional meetings attended;
- h) may attend the Wednesday morning sewing group.

ARTICLE 4: OFFICERS

EXECUTIVE COMMITTEE MEMBERS

The Executive Committee is comprised of all elected officers - President, Vice-President, Treasurer and Secretary

- a) elections shall be held every year with terms of office to run for two years;
- b) the offices of President and Secretary should change on alternate years;

- c) elections shall be held at the Annual Meeting;
- d) in the event of an unplanned vacancy, the executive will appoint an interim member to finish the term;
- e) the signing officers of the guild shall be any two of the following: president, vice-president, treasurer and secretary. After elections, signing authority should be transferred by September of the new fiscal year.

ROLES AND RESPONSIBILITIES

PRESIDENT: The President, within the jurisdiction of the guild, shall:

- a) attend and preside at all executive, board and guild meetings;
- b) call guild or board meetings (minimum of 2 per year);
- c) schedule first board meeting prior to the September guild meeting to introduce the new board members, set the budget and conduct business as usual;
- d) exercise the authority of the board in case of emergency;
- e) sit on all committees and provide oversight, as required;
- f) approve conveners for ad hoc committees (e.g. Show, Raffle, Children's, Comfort and others), as required;
- g) oversee membership procedures of the guild;
- h) approve all expenditures of the guild: If additional spending beyond the budget is requested and there is not enough time to call an executive committee meeting, the president has the authority to approve up to \$500 annually;
- i) welcome new members and visitors at each meeting;
- j) manage all 3rd party agreements (e.g. bank, guild insurance, leases, post office and website etc.) or delegate responsibility;
- k) be responsible for holding the hall and post office keys and may appoint a delegate to be responsible for them.

VICE-PRESIDENT: The Vice-President shall:

- a) attend all executive, guild and board meetings;
- b) perform duties designated by, and in support of, the president;
- c) coordinate Show and Share at monthly meetings.

In the absence of the President, or in the event of her inability to act, the Vice-President shall:

- d) have and exercise all the powers of the president in her absence;
- e) have the authority to enforce the by-laws and guidelines established by the guild.

SECRETARY: The Secretary shall:

- a) attend all executive, guild and board meetings;
- b) take all minutes of general and executive meetings and submit to the president in a concise, accurate and timely manner;
- c) prepare minutes for distribution within 14 days of the meeting;
- d) record the minutes and financial statements in the official record book;
- e) be responsible for having the minutes signed by the secretary and president, after approval at a membership meeting;
- f) deal with outgoing correspondence as directed;
- g) send get well cards to members in case of serious illness or accident, and send a card of condolence when a fellow quilter loses a member of her immediate family. (Immediate family is spouse, children, grandchildren, parents, and siblings.)

TREASURER: The Treasurer shall:

- a) attend all executive, guild and board meetings;

- b) maintain all records of monies received and disbursed except for funds related to the Quilt Show and the Raffle Quilt, using the Guild approved accounting program;
- c) deposit all monies into the Buckhorn Area Quilters' Guild bank account;
- d) ensure that all disbursements are made by cheque or cash (where appropriate) based on receipt of the appropriate supporting documentation;
- e) ensure that all disbursements are made to the Chairperson of the committee responsible for the activity;
- f) report the guild's financial status at each monthly meeting and provide the President, Vice-President and Secretary with a copy of the report;
- g) provide the membership with an annual financial statement for the year-ended prior to the September meeting, for discussion and approval at the September meeting. The annual financial statement is to be signed by the president and treasurer and will be given to the secretary who will retain it in the official record book;
- h) provide all necessary documentation for review by an external qualified financial accountant and provide the membership with a copy of the Financial Review;
- i) provide the Board with the necessary information to produce an annual budget;
- j) where monies are specifically allocated to a committee, the treasurer shall track related expenditures and carry forward any remaining funds.

ARTICLE 5: MEETINGS

- a) the guild year shall run from July 1st to June 30th (fiscal year);
- b) the meetings of the guild shall be monthly, except December, July and August;
- c) the annual meeting shall be held in June;
- d) all meetings of the board shall be at the call of the President with a minimum of two per year;
- e) ad hoc committee chairs shall attend board meetings at the invitation of the president;
- f) guests at monthly meetings will pay a guest fee as determined by the board;

- g) the quorum for a meeting of the members is a majority of full-time members. If a quorum is not present at the opening of a meeting of the members, the members present may not transact any business items.

ARTICLE 6: BOARD

THE BOARD: The Board shall:

- a) consist of the President, Vice-President, Secretary, Treasurer and chairpersons of the standing committees;
- b) meet at the call of the President;
- c) report pertinent information at the general meeting;
- d) be responsible for the business and administration of the guild;
- e) receive notice of amendments to the constitution or by-laws and present to the membership for voting;
- f) oversee extra activities that support the goals of the Guild e.g. Raffle, Children's Program etc.;
- g) be responsible for arranging the June Annual General Meeting and luncheon.

ARTICLE 7: STANDING COMMITTEES

Note - The chairperson of these committees shall be elected by their committee members, except for the Nominating Committee which is the responsibility of the Past President.

Membership Committee: The Membership Committee shall:

- a) attend all board and guild meetings;
- b) greet members as they arrive for the meeting;

- c) take attendance at the meeting;
- d) keep a current list of members (database) and provide all Guild members with a new directory by November Guild meeting;
- e) monitor guest and associate attendance;
- f) provide name badges free to new members and replace lost badges at the expense of the member;
- g) present a written activity report to the Board, annually, prior to the Annual General Meeting.

Program Committee: The Program Committee shall:

- a) attend all board and guild meetings;
- b) arrange interesting and informative programs for monthly guild meetings including selecting the Mystery Quilter for the Annual General Meeting;
- c) arrange for members to share their knowledge and skill in demonstrations;
- d) arrange workshops. Workshop fees will cover all costs;
- e) work with the Social Committee to produce a Christmas pot luck;
- f) honorariums will be paid to members presenting guild programs. If it is a program, the honorarium comes from the program budget. If it is a workshop, the honorarium is covered by the workshop fees;
- g) present a written activity report to the Board, annually, prior to the Annual General Meeting.

Social/Kitchen Committee: The Social/Kitchen Committee shall:

- a) attend all board and guild meetings;
- b) arrange for members to bring snacks to meetings;
- c) be responsible for preparation, serving of and clean-up of refreshments at general meetings;
- d) work with the Program Committee to produce a Christmas Pot Luck;
- e) present a written activity report to the Board, annually, prior to the Annual General Meeting.

Library Committee: The Library Committee shall:

- a) attend all board and guild meetings;
- b) maintain an inventory and database of all resources;
- c) display books at each meeting;
- d) purchase books for the guild within the budget allowed;
- e) present a book review or points of interest from a quilt book at each meeting;
- f) present a written activity report to the Board, annually, prior to the Annual General Meeting.

Nominating Committee:

- a) the chairperson shall be the Past President;
- b) two additional members shall be appointed from the membership;
- c) the Nominating Committee should meet at least three months prior to the Annual Meeting to determine what positions are to appear on the nomination form. The chairperson should have nomination forms ready two months prior to the annual meeting;

- d) the committee shall present their report at the Annual General Meeting and prepare to vote if necessary.
- e) nominees for office shall be full time members.

ARTICLE 8: AD HOC COMMITTEES

An ad hoc committee is formed for a specific task and ceases to exist after the task is complete. Such committees may include but not be limited to Show Committee, Raffle Quilt, Comfort Quilts and Children's Programs.

Ad Hoc committees will present a written activity report to the Board, annually, prior to the Annual General Meeting.

Show Committee:

The Chairperson will be chosen by the members approximately one and a half years prior to the next show date. A committee will then be selected, following which the Show Chairperson will report back to the guild on the feasibility of a show.

ARTICLE 9: CONSTITUTIONAL AUTHORITY

AMENDMENTS

The constitution and by-laws may be amended at an Annual Meeting, provided the following conditions are met:

- a) a notice in writing is given to the secretary and/or the Executive committee at least two (2) months prior to the next Annual Meeting;
- b) a notice of motion must be presented to the General Meeting prior to the Annual Meeting;
- c) voting shall be by ballot, or by show of hands, if it is the pleasure of the meeting. The amendments must have a two-thirds (2/3) majority of the members present at the meeting to carry.