

BEACONSFIELD QUILTERS' GUILD

AMENDED CONSTITUTION AND BYLAWS
2008

June 2008

BEACONSFIELD QUILTERS' GUILD
CONSTITUTION

Art. 1 The organization shall be known as BEACONSFIELD QUILTERS' GUILD and shall be referred to as the Guild.

Art. 2 **Aims and Objectives:**

- a) to provide fellowship and a time and place to share and encourage ideas;
- b) to sponsor workshops, speakers, quilt shows, group excursions and demonstrations;
- c) to work on group projects for the community.

Art. 3. **Guild Membership:**

- a) Membership is open to all persons interested in quilting, upon payment of annual dues;
- b) Members may bring out-of-town guests to regular meetings on occasion;
- c) A prospective new member may come to one regular meeting as a guest prior to deciding to join the guild;
- d) Guests may attend in-house workshops and retreats if spaces are unable to be filled by guild members by deadlines established by the Program Convener(s);
- e) Designated fees will be determined by the Executive and presented for approval to the membership at a General Meeting.

Art. 4. **Membership Year and Meetings:**

- a) The membership year is from September 1st to August 31st of the following year;
- b) Day and Evening meetings are held monthly from September to June;
- c) The Annual General Meeting (AGM) is to be held in June and will include annual reports by the Executive and the election of officers.

Art. 5 **Officers of the Guild are:**

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|---------------------------|------------------------|
| a) Past President | b) President |
| c) Vice President | d) Secretary |
| e) Treasurer | f) Evening Chairperson |
| g) Guild Program Convener | |

The Executive shall be composed of the above, plus the following:

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|-----------------------------|------------------------|
| a) Membership Convener | b) Newsletter Convener |
| c) Hospitality Convener | d) Library Convener |
| e) Publicity Convener | f) Webmaster |
| g) Outreach Convener | h) Quilt Show Convener |
| i) Evening Program Convener | |

Term of office begins the day following the AGM. Only the officers are expected to attend all Executive meetings and are requested to confirm attendance on receipt of the Agenda. Executive members other than the officers are not obliged

to attend all meetings but are expected to provide a monthly report to the AdHoc Chairperson (Vice President) for issuance at the Executive Meetings. All members of the Executive will be issued minutes of each Executive meeting. All Executive members, other than officers, are requested to attend three (3) Executive meetings per year, especially the September, and June meetings or at the discretion of the President. They may, however, elect to attend any other meetings.

The Executive may from time to time appoint such coordinators/committees as it considers necessary. The President, and in her absence, the Vice-President, shall be an ex-officio member of each committee, with the exception of the Nominating Committee. These coordinators/committees are subject to the authority of the Executive and report to them

Art. 6. **Finances:**

- a) The fiscal year is from Annual General Meeting to Annual General Meeting;
- b) Signing officers shall be the Treasurer plus 2 of the registered officers. Two signatures are required for each cheque. Cheques covering expenses incurred by a specific person or committee may not be signed by that person or the head of the committee requesting reimbursement.
- c) Financial records of the Guild shall be available and open for the perusal of any guild member and shall be audited annually.
- d) Unbudgeted expenditures over \$300.00 must be approved by the Executive.

Art. 7. **Constitution and By-Laws:**

- a) By-laws may be passed, amended or repealed by a 2/3 majority vote of the membership present at the Annual General Meeting or any meeting designated by the Executive with two (2) months notice to meeting attendees. At the AGM or any “ designated general meeting, quorum shall be 1/3 of the membership. Announcement of a general vote must be made in the newsletter for two (2) previous months as well as verbal announcements.
- b) Written notice of proposed changes must be made known to the membership at large no later than 30 days prior to the above meeting.

BEACONSFIELD QUILTERS' GUILD BY-LAWS

Membership and Fees:

1. The yearly membership fee is to be established at a General Meeting and covers the period from September 1st to August 31st.

Policies:

- a) In instances where members can benefit from the quilt related business of other members, the Guild may be used as a vehicle for business by **prior** individual arrangement only with the executive committee. Members may use the Newsletter 'Classified Section' to advertise their business. Members must refrain from direct sales at any guild activity;
- b) The membership list may not be sold or used for any commercial purpose.

Duties of the Officers: (Where 'she' is written, read 'he/she')

1. **Past President:** The Past President will act as a consultant for the current Executive.
2. **President:** The President will preside over all executive and general day meetings as well as prepare an agenda for the meetings. The President is responsible for room reservations for all activities of the guild. The President will lead and guide the Guild during her term of office.
3. **Vice-President:** In the absence of the President, the Vice-President shall perform all the duties of the President and is designated as Chairperson for all Ad Hoc Committees. She will receive and give reports from Conveners at Executive Meetings.
4. **Secretary:** The Secretary shall record and keep on file the minutes of all day meetings of the Guild and all meetings of the Executive Committee.
5. **Treasurer:** The Treasurer shall have charge of all funds of the Guild, deposit receipts and disperse monies as authorized by the Executive Committee. The Treasurer shall maintain all records as necessary for the annual audit and prepare such reports as are required.
6. **Evening Chairperson:** The Evening Chairperson is responsible for all activities of the evening group. She or her representative shall attend all Executive meetings.
7. **Guild Program Convener:** The Guild Program Convener will coordinate arrangements for the year's program in conjunction with the Executive committee and arrange liaison with workshop leaders to ensure the smooth running of workshops and meetings.

Duties of the Conveners:

8. **Membership Convener:** The Membership Convener is responsible for membership registration forms, membership cards, maintaining an up-to-date membership list and name tags as well as providing volunteer lists to the various conveners.
9. **Newsletter Convener:** The Newsletter Convener is responsible for coordinating the publishing, printing and distribution of the monthly newsletter and reminders.
10. **Hospitality Convener:** The Hospitality Convener is responsible for arranging refreshments at all Guild events.

11. **Library Convener:** The Library Convener is responsible for maintaining the library of books, magazines, templates, patterns and audiovisual materials.
12. **Publicity Convener:** The Publicity Convener is responsible for arranging publicity of the activities of the Guild, as required.
13. **Webmaster:** The Webmaster is responsible for updating the website as changes occur and creating new pages as requested by the Executive.
14. **Outreach Convener:** The Outreach Convener will oversee all charitable activities of the Guild.
15. **Quilt Show Convener:** The Quilt Show Convener is responsible for coordinating all aspects of the guild quilt show.
16. **Evening Program Convener:** The Evening Program Convener will coordinate with the Evening Chairperson in providing a program for each evening meeting.

Duties of Coordinators:

15. **Photographer:** The Photographer will take pictures at all Guild activities and store them as historical records.
16. **Telephone Coordinator:** The Telephone Coordinator will arrange to contact Guild members who are unable to receive Email reminders.
17. **Retreat Coordinator(s):** The Retreat Coordinator(s) arrange for and organize retreats as determined by the Executive Committee.

Nominating Committee:

A Nominating Committee consisting of three members shall be formed. Two members shall be appointed from the general membership and one member from the Executive.

This committee will prepare a slate of officers to be presented to the Executive and to the membership by written notice, no later than 30 days prior to the Annual General Meeting. Nominations can be accepted from the floor at the Annual General Meeting provided such nominees have given their assent in writing.

The slate of officers will be elected at the Annual General Meeting.

Elections:

At each Annual General Meeting, elections will be held to replace those members of the Executive who have completed their mandates and the newly elected members shall serve two year mandates. Such elections shall be by majority vote of those members present at the meeting.

No member of the Executive shall hold the same office for more than two years consecutively, unless voted and approved by the Officers.

Should a vacancy occur on the Executive through resignation or other cause, the remaining Officers shall have the power to appoint a qualified member to fill the vacancy until the regular term of the replaced member expires. The appointed member shall be eligible for re-election.

At any meeting of the Executive, five (5) members thereof shall constitute a quorum. On all matters submitted to the meetings, each member of the Executive shall have one vote, the President shall have no ordinary vote, but in the event of a tie, shall cast the deciding vote.

In the event of the Guild ceasing to function, by mutual consent of the members, the President and Treasurer are empowered to dispose of the assets of the Guild and pass the proceeds, together with any funds remaining, to a local worthy charity.