

# Stitches from the Heart Quilt Guild Constitution

(est. March 1995, revised May 1998, 2000, 2004, 2010, 2015)

**PURPOSE:** To provide a forum for the exchange of ideas and knowledge; to provide education for all interested quilters.

The name of the Guild: **STITCHES FROM THE HEART QUILT GUILD**

## **OBJECTIVES:**

1. To provide quilting education by holding demonstrations, workshops, seminars, etc., conducted by our members and by invited guest speakers.
2. To promote the growth and interest in quilting in this area by holding quilt exhibits or displays.
3. To consider membership in other quilters' associations - Provincial, National or Federal.
4. To promote, within the membership, interest and quality of work in quilting as an art form.
5. To establish a quilting library.
6. To provide quilted items to the community as needed.

## **BY-LAWS:**

### **A. Membership:**

1. The membership shall be open to persons interested in quilts and quilting upon payment of dues.
2. Visitors may attend two meetings before payment of membership fees is required.
3. Changes in fees and annual dues will be determined by the Executive and presented for approval by the membership at the annual meeting.
4. Payment for the membership is due each September. If a NEW member joins after February 1st , dues would be half the yearly amount. (Note: a person can only be a new member once.)
5. Unless previously authorized by the Executive, there shall be no commercial activity at any meeting or workshop of the Guild.

### **B. Guild Year and Meetings:**

1. The guild year shall be September 1<sup>st</sup> to August 31<sup>st</sup>.
2. The number and dates of General and Executive Meetings shall be determined annually by the Executive.
3. The Annual Meeting shall be held in May of each year.
4. Regular meetings will be held the last Monday of each month, as a general rule.

### **C. 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 the Chairs of the following standing committees:
  - a. Librarian
  - b. Membership
  - c. Newsletter
  - d. Comfort Quilts
  - e. Program
  - f. Special Projects
  - g. Workshops
3. The above shall be elected at the Annual Meeting, and commence their duties September 1st and remain in office one year. A member can be on the executive for a maximum of four years and then must take one year off.
4. The Executive can appoint additional Committee Chairs and Officers, when necessary.
5. When an Officer has been absent for three Executive meetings, the Executive may at their discretion, appoint a replacement to serve the unexpired term.
6. A quorum of the Executive Committee shall be a majority of its members.

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## ***D. Nominations and Elections:***

1. All executive positions are open for nomination with priority being given to those that will be vacant in the upcoming guild year.
2. The preferred method of nomination of officers would include the formation of a nominating committee of 2-3 members. They would approach individual members and ask them to run for individual positions. Guild members who wish to volunteer may approach the committee. The consent of the nominee is required. The committee would put forward the name of the individuals, prior to or at the Annual Meeting.
3. If a nominating committee cannot be formed, the President will ask for nominations from the floor at the monthly meeting preceding the Annual Meeting. The consent of the nominee is required.
4. Elections will be held at the Annual Meeting. Those receiving the majority of votes by secret ballot of the members present will be elected.

## ***E. Finance:***

1. The fiscal year will be September 1<sup>st</sup> to August 31<sup>st</sup>.
2. All events and activities approved by the Executive shall be granted an operating budget, to be ratified at the September general meeting. Expenditures within the limits of the budget shall be the responsibility of the Committee Chair or event organizer. Expenditures (in addition to the budgeted amount), in excess of \$250.00 must have the prior approval of the membership.
3. Signing officers of the Guild shall be any two of the Treasurer, President or Secretary.
4. The financial records shall be examined annually by a person or persons authorized by the Executive committee. This person should not be related to any member of the Executive committee and that a written report be made available to all members of the quilt guild.
5. Any profits to the Guild shall be used in promoting the objectives of the guild.

## ***DUTIES OF THE EXECUTIVE:***

### **PRESIDENT**

1. Shall prepare the agenda for and preside at the Executive Meetings and General Meetings
2. Shall receive reports from Committee Chairs
3. Shall be an ex officio member of all committees except the Nominating Committee
4. Shall act as a liaison between the Guild and the community

### **VICE-PRESIDENT**

1. Shall assist and replace the President when necessary

### **PAST PRESIDENT**

1. May sit on the Executive Committee as an adviser

### **SECRETARY**

1. Shall record the minutes at Executive, General and Annual Meetings
2. Shall circulate the minutes, in writing, to Executive and guild members
3. Shall maintain a permanent file of all minutes and reports
4. Shall assist with correspondence

### **TREASURER**

1. Shall have charge of all funds of the Guild, receive dues, deposit receipts and disburse money as authorized by the Executive Committee
2. Shall maintain all records necessary to the annual examination and prepare such reports as are required
3. Shall receive a record of financial transactions from each Committee Chair
4. Shall prepare an itemized monthly report, in writing, for circulation at the Executive meeting and made available to any member upon request

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## ***DUTIES OF COMMITTEE CHAIRS:***

### **GENERAL:**

1. Shall establish own committee and chair meetings as necessary
2. Shall provide, in writing, pertinent information for publication in the newsletter
3. Shall report to the Executive regularly and prepare a written annual report
4. Shall report to the Treasurer regularly any expenditures or financial requirements

### **SPECIFIC DUTIES:**

#### **WORKSHOP CHAIR**

1. Shall organize a variety of workshops throughout the Guild year; enlist teachers, book space, register participants and collect fees

#### **LIBRARIAN**

1. Shall be responsible for researching and purchasing new books and magazines to be made available to members at general meetings

#### **MEMBERSHIP**

1. Shall keep an up-to-date record of all members
2. Shall arrange for publication of the membership list
3. Shall distribute membership cards and name tags

#### **NEWSLETTER**

1. Shall be responsible for content, layout, editing, printing and distribution of the newsletter

#### **PROGRAM**

1. Shall be responsible for the programs presented at the regular meetings of the Guild
2. Shall contact and arrange for speakers
3. Shall make arrangements for all equipment required

#### **COMFORT QUILTS**

1. Shall oversee the making and distribution of quilts to individuals and organizations in the community
2. Shall encourage the general membership to participate in comfort quilts through the donation of materials and time

#### **SPECIAL PROJECTS**

1. Individual guild related special projects will be chaired by volunteers approved by the executive. When approved, chairs of each special project shall organize and report to Executive and membership about the project.

***Quorum:*** A quorum at any general meeting shall be a simple majority.

***Parliamentary Authority:*** In all matters not provided for in this Constitution and By-Laws, Roberts Rules of Order shall be the authority.

#### ***Amendments to the Constitution or By-laws:***

1. The Constitution and By-laws may be amended or repealed by a two-thirds majority vote of the members present at the annual meeting.
2. Notice of such a proposed amendment must be circulated to the members thirty (30) days prior to the Annual Meeting.

***Dissolution Clause:*** If the organization is dissolved, all funds, supplies and equipment remaining after bills are paid shall be distributed to an educational or charitable organization designated by the membership. Videotapes, books and other learning objects will be sold or auctioned to the members. No individual shall benefit from the dissolution of the organization.