



# CONSTITUTION

**Revised**

**May 2019**

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# **EXECUTIVE COMMITTEE STRUCTURE**

The Executive Committee is composed of all elected officers plus chairpersons of all standing committees. The immediate Past President, Honorary President and a Founding Member serve in an ex officio capacity.

President

Vice-President

Past President

Honorary President

Founding Member

Secretary

Treasurer

Standing Committee Chairpersons

The specific duties of the Executive Committee are established by the Executive Committee and are detailed in a separate document.

## **AD HOC COMMITTEES**

An ad hoc committee is a committee formed with the purpose of addressing a specific issue or issues or to achieve a specific goal, which then is disbanded once its function is achieved; for example: Quilt Show Committee, Constitution Review Committee, etc. The ad hoc committee chairperson reports to the Executive Committee.

# CONSTITUTION

## Name and Objectives

- Article 1: This organization shall be known as the “Kawartha Quiltmakers’ Guild” (KQG).
- Article 2: The objectives of the KQG are to provide a forum for quilters to meet and exchange ideas and to enrich our quilting experiences through speakers, demonstrations and workshops.
- Article 3: The constitution and by-laws may be amended provided that the following conditions are met:
- a) notice, in writing, is given to the secretary of the proposed change(s) at least one month prior to the Annual General Meeting.
  - b) notice of change(s) may be given by an individual member or by the Executive Committee at an Executive Meeting.
  - c) the amendments must have a 2/3 majority of the members present at the meeting to carry.
- Article 4: The guild shall consist of:
- a) Executive Committee.
  - b) members in good standing.

## BY-LAWS

### **By-Law 1: Officers and Duties**

- a) the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Past President, Honorary President, a Founding Member and Standing Committee chair-persons.
- b) in matters which require a vote, only one vote per Committee present.
- c) the Executive Committee shall be responsible for the business and administration of the guild.

- d) a quorum for the purpose of passing motions concerning the business and administration of the guild shall be comprised of eight voting members.
- e) the signing officers for the guild shall be (any two of the following) Treasurer, President or Vice-President.
- f) the Vice-President may move to the position of President if they so choose.
- g) in the event that a duly elected officer cannot complete the term of office, the Executive Committee shall appoint a member in good standing to carry out the term.
- h) President, Vice-President, Secretary, Treasurer and Standing Committee chairperson positions shall be for a minimum two year consecutive term, with an option to renew for an additional two year consecutive term for a maximum of four consecutive years.
- i) the retiring officer shall remain in office until the adjournment of the meeting at which the notice has been given.
- j) no member may hold more than one position on the Executive Committee at any given time.
- k) the new Executive shall assume office after the June meeting.
- l) the financial year-end shall be June 30<sup>th</sup>.

### **By-Law 2: Meetings**

- a) the meetings of the guild shall be held on the first Wednesday of each month (excluding July and August) from 9:30 am to noon.
- b) all meetings of the Executive Committee shall be at the call of the President with a minimum of three per year.
- c) an annual general meeting will be held at the May meeting.

### **By-Law 3: Nominations/Voting**

- a) nominations shall be held as needed.
- b) the nominating committee shall present their list of nominations at the annual general meeting in May.
- c) each guild member shall have the privilege of nominating a guild member (who has consented) for each elected office, except that of President if filled by the Vice-President.

#### **Voting**

- a) all members, in good standing, are eligible to vote.
- b) there shall be no votes by proxy.
- c) the president may vote to break a tie.
- d) elections will be voted on by secret ballot if there is more than one candidate per office.

### **By-Law 4: Membership**

- a) each member must complete a registration form and pay annual fees by September, in return they will receive a membership card and a monthly newsletter.
- b) the annual fee shall remain the same regardless of the number of meetings the member attends.

- c) new members joining from March onwards shall pay a monthly fee, as set by the Executive Committee.
- d) guests may attend meetings for a fee, as set by the Executive Committee. If the guest becomes a member, this fee will be deducted from the membership fee.
- e) membership fees are established by the Executive Committee and any increases must be justified.
- f) associate memberships will be allowed for those unable to attend regular meetings with the following restrictions:
  - may attend one meeting per year
  - will receive the newsletter
  - will retain no voting privileges
  - will pay half of the annual fee
- g) membership chairperson will present a welcome package and name tag to new members.
- h) a fee will be charged for replacement name tags.
- i) an attendance check list will be kept at each meeting.

#### **By-Law 5: Workshops**

- a) there will be a set charge for workshops according to the total cost (rent, instructor fee, coffee, etc.) of the workshop.
- b) the cost of any kits supplied by the instructor will be in addition to the cost of the workshop.
- c) all workshops shall be prepaid.
- d) non-members may attend workshops if space is available.

#### **By-Law 6: Refunds/Payments**

- a) membership fees are non-refundable.
- b) catered events will not be refunded after the announced dead-line date.
- c) no refund will be issued for any event or workshop where registration fees are collected unless the event is cancelled.
- d) all invoices and receipts must be submitted within the budget year for payment and invoices submitted after that date will be reviewed and considered but not necessarily paid.

#### **By-Law 7: Sponsorship**

- a) KQG will be a sponsor of Quilts for Cancer (Peterborough County), Canadian Quilters' Association and the Peterborough Exhibition.