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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 serves in an ex officio capacity.

President

Vice-President

Past President

Honorary President

Secretary

Treasurer

Standing Committee Chairpersons

CONSTITUTION

Name and Objectives

Article 1: This organization shall be known as the “Kawartha Quiltmakers’ Guild”.

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
- c) by the Executive Committee of the proposed change(s) if taken at a meeting
- d) 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 (elected & appointed)
- b) members in good standing

Specific Duties of the Executive Committee

President – within the jurisdiction of the guild shall have the powers to:

- a) sign as a signing officer for the guild
- b) call guild or executive committee meetings
- c) preside at all meetings
- d) exercise the powers of the executive committee in the case of an emergency
- e) assume responsibility for the meeting place
- f) appoint chair-people for all committees

Vice-President - in the absence of the President, or in the event of an inability to act, the Vice-President shall have and exercise all the powers of the President. The VP shall:

- a) perform all duties as designated by the President
- b) have the authority to enforce the by-laws and guidelines established by the guild
- c) introduce guests, organize show and tell at monthly meetings
- d) send cards to sick and/or bereaved members
- e) liaison with CQA magazine
- f) recruit a member to set up a display at the public library showcase in April

Secretary

- a) perform all general secretarial duties
- b) clear postal box and distribute mail
- c) read minutes of previous meeting & post on bulletin board at the meeting

Treasurer

- a) the treasurer shall keep a record of all monies received and disbursed, shall deposit all monies in the bank, and shall ensure that all disbursements are made by cheque, upon receiving a receipt
- b) provide, at each guild meeting, a report of the guild's financial status & post
- c) provide an annual year-end financial statement

Past President & Honorary President

- a) may participate in the operation of the guild

Executive Committee Duties

- a) control the affairs of the guild and have the power to make recommendations to amend or alter the constitution or by-laws of the guild and advise the members of the same.
- b) prepare an annual budget for the projected year from data received from various committee chairpersons.
- c) approve the expenditures of the committees

STANDING COMMITTEES

Archives

- a) comprised of a chairperson and ideally one assistant
- b) maintains a scrapbook of guild activities
- c) takes pictures at meetings and guild events
- d) stores archive materials

Greeting Committee

- a) comprised of a chairperson and ideally two assistants
- b) chairperson shall greet new people at the door
- c) assistants shall show new people to the meeting room etc.
- d) chairperson shall give show & tell list, guests & new member list to the VP before the meeting starts, for announcement at the meeting, then make sure it goes to the membership chairperson at the end of the meeting

Helping Hands Committee

- a) comprised of a chairperson and ideally two assistants
- b) purchase supplies eg. Cutters, blades, batting, labels
- c) arranges for a meeting space and time of meetings, and pay rent
- d) organizes fabric donations for quality control and completion of projects to be donated
- e) selects recipients, with the input from the executive, for the completed projects
- f) arranges for delivery of the projects to be donated
- g) once per year, two + executive members will do inventory with helping hands at a mutually agreed time
- h) the chairperson will make necessary arrangements to have supplies available for inventory check
- i) follows the guild criteria, as set out by the executive, for quality control and size

Hospitality Committee

- a) comprised of a chairperson and ideally four assistants
- b) organizes refreshments for all meetings
- c) makes all arrangements for December and June luncheons

Library Committee

- a) comprised of a chairperson and ideally three assistants
- b) sets-up and stores library materials in cupboard provided
- c) purchases new books and gives list to newsletter person
- d) controls inventory with regards to space available

Membership Committee

- a) comprised of a chairperson and ideally two assistants
- b) collects dues and gives monies to treasurer
- c) reports on membership status
- d) submits a list of new members to newsletter person and web-person, as they occur
- e) maintains current list of members address and contact information, and supplies an up-to-date membership list to paid up members each fall
- f) provides Welcome Package with membership list, executive list, and constitution
- g) prepares attendance sheets for members & guests at each meeting

Newsletter Committee

- a) comprised of the editor and ideally one assistant
- b) publishes a newsletter on a regular basis
- c) sees that the newsletter is distributed to the current membership and advertisers
- d) sees that the newsletter is given to the web-person
- e) prints labels for members requiring a mailed newsletter

Nominating Committee

- a) comprised of a chairperson and ideally one assistant
- b) determines positions that need to be filled
- c) receives members' names for nominations for officers (starting in January)
- d) reports at scheduled meetings
- e) submits the list of nominees, at the May meeting, for voting

Program/Workshop Committee

- a) comprised of a chairperson and ideally three assistants
- b) plans programs for all general membership meetings
- c) submits program schedule to newsletter person
- d) introduces speakers
- e) writes letters of appreciation to speakers
- f) assumes responsibility for workshops and promotes workshops at all meetings
- g) maintains a list of teachers and speakers

Quilt Show Committee

- a) comprised of a co-ordinator who assumes responsibility of the show
- b) consists of internal committees such as: secretary, treasurer, publicity, tea room, merchant's mall, demonstrations, quilt display, block display, wallhanging display, quilt registration, challenge display, silent auction, member's boutique, admissions, door prizes, and any other committees as deemed necessary.

Web Manager Committee

- a) comprised of a web-person and ideally two assistants
- b) publishes a newsletter on the web
- c) maintains current member e-mail list
- d) notifies by e-mail when the newsletter is available on the web
- e) e-mails messages to members regarding announcements
- f) maintains the web site

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 and Standing Committee chair-people
- b) in matters which require a vote, only one vote per member 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 shall automatically move to the position of President
- 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) all positions of the Executive Committee (President, Vice-President, Secretary, Treasurer and Standing Committee chairpersons) shall be for a maximum two year consecutive term, except Treasurer, Newsletter person and Web-person who can hold their position for a four year consecutive term
- 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 30th

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
- d) monthly meetings will NOT be cancelled due to inclement weather

By-Law 3: Nominations/Voting

- a) nominations shall be held once a year
- 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 which is automatically 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 in April, May or June shall pay a monthly fee, as set by the executive
- d) guests may attend one meeting free
- e) membership fees are established by the Executive Committee and any increases must be justified
- f) any member joining after September and paying full annual membership dues shall be entitled to all back copies of the current year's newsletters
- g) associate memberships will be allowed for those unable to attend regular meetings with the following restrictions:
 - may attend one meeting per year
 - will receive all issues of the newsletter
 - will retain no voting privileges
 - will pay half of the annual fee
- h) membership chairperson will present a welcome package and name tag to any new member signing up
- i) a fee of \$2.00 will be charged for replacement name tags
- j) 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 by the end of each month for payment, 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