

The Dufferin Piecemakers Quilting Guild Constitution and Bylaws

Amended: May 25th, 1998/June 21st, 2004/May 18th, 2009/May 15th, 2023

Constitution

Article #1:

The organization shall be known as The Dufferin Piecemakers Quilting Guild. This shall be a non-profit organization.

Article #2: Aims and Objectives

1. To enhance the knowledge of quilting amongst the members and the community
2. To preserve quilting as an art form
3. To establish, maintain and update quilting standards
4. To encourage an exchange of ideas and methods
5. To participate in community project

To foster an atmosphere of kindness, support and respect to all members.

Bylaws

Article #1: Membership

1. Membership shall be open upon payment of the prescribed annual fee.
2. Visitors may attend meetings and workshops upon payment of designated fee.
3. Visitors may attend the Annual General Meeting as observers only. They will have no voice at the Annual General Meeting nor will they be allowed to cast a vote.
4. Changes in fees and membership dues will be determined by the Executive and after 30 days notification of the proposed changes be presented for approval by the membership at the Annual General Meeting.
5. Request for use of membership lists and other guild material, for purposes other than guild activities, must be submitted in writing to the Executive prior to consideration by the general membership.

Article #2: Guild Year End Meeting

1. The Guild year shall be July 1st to June 30th.
2. The Executive shall meet monthly during the guild year or as deemed necessary
3. The Annual General Meeting shall be held in May of each year unless another month is deemed necessary by the Executive.
4. The number and dates of Guild Meetings shall be determined annually by the Executive
5. There will be no Guild Meetings scheduled for the month of July and August. The Executive may meet in August to orient the incoming Officers, Directors and Committee Chairs and to plan the September Guild Meeting.
6. Unless previously authorized by the Executive, there shall be no commercial activity at any meeting or workshop of the Guild.
7. Reports and minutes of all Executive and Committee meetings shall be available to any guild member for review.
8. A short business meeting shall be held at each Guild Meeting.

Article #3: Officers and Executive

1. Officers of the Guild shall be:
 - a. President
 - b. Vice President

- c. Secretary
- d. Treasurer
- e. Past President
- 2. Executive of the Guild shall be the Officers, plus the Directors of the following standing committees:
 - a. Membership
 - b. Newsletter
 - c. Program & Workshops
 The above shall be elected at the Annual General Meeting and shall assume office in July for one year or until a successor is elected.
- 3. The Executive may commence new committees as needed and may terminate committees as needed except for Nominating and Financial Reviewer. The following are standing committees.

Nominating	Librarian
Refreshments	Community Projects
Lucky Draw & Door Prizes	Financial Reviewer
Bulletin Board/Quilt Show Trip & Trips	Web-Mistress
Block/President's Challenge & Block of the Month	Quilt Show
Historian	Informal Stitch & Share Groups
Birthday Club	Retreat

- 1. No Officer, Director or Chairperson shall hold the same office for more than two (2) consecutive years, and an Executive position for more than three (3) years, unless otherwise decided by the Executive and voted on by the membership at the Annual General Meeting.
- 2. Additional Committee Chairperson can be appointed, when necessary, by the Executive.
- 3. Resignation from the Executive must be submitted in writing to the President with 30 days' notice. The Executive may appoint a replacement to serve the unexpired term.
- 4. When an Executive member has been absent for three consecutive monthly and/or Executive meetings, without explanation, or is in flagrant neglect of the duties of the office; the Executive has the right to appoint a replacement to serve the unexpired term, after notifying the member in writing.
- 5. The quorum of the Executive shall be no less than two thirds of the members of the Executive.

Article #4: Nominations and Elections

- 1. The Nominating Committee shall be decided by the Executive. Typically, it shall consist of the Past President, the Chair of the Membership Committee and one Member-at-large.
- 2. This Committee will prepare a slate of Officers, Directors and Committee Chairpersons to be presented to the Executive two (2) months prior to the Annual General Meeting. The membership will receive notification of this slate in the April newsletter or by special mailing.
- 3. Additional nominations for an office will be accepted by the Chairperson of the Nominating Committee. These must have the consent of the nominee and a seconder.
- 4. Elections shall be held at the Annual General Meeting. Those receiving the majority of the votes of the membership shall be elected. Assistants to the Directors or Chairperson of a Committee may be appointed at this time.
- 5. In the event that two or more persons are nominated for the same position, voting shall be by ballot, to be distributed at the Annual General Meeting.

Article #5: Finance

- 1. The fiscal year shall be July 1st to June 30th.
- 2. Financial commitments shall be reviewed annually by the incoming Executive.
- 3. Any Committee that proposes new or major projects must have the approval of the Executive and the membership.
- 4. All events and activities approved by the Executive shall be granted an operating budget and will be the responsibility of the Committee Chairperson or event organizer. Expenditures not covered in an operating budget must have prior approval of the Executive.
- 5. The operating budget for the current fiscal year shall be made available for the membership at the Guild Meeting in September.

6. Expenditures over \$200, not included in the budget, must be approved by the membership.
7. Signing Officers of the Guild shall be any two or three registered at the bank. They shall be the Treasurer, the President and another member designated by the Executive.
8. Services rendered by members on a volunteer basis are not reimbursable.
9. Financial records of the Guild shall be available and open for perusal by any Guild member at the Annual General Meeting. The Financial Records will be examined annually by two (2) members of the Guild, none of who is an elected Officer. Their financial review shall be made available to the Membership at the September Guild meeting.
10. Any profits of the Guild shall be used in promoting the Objectives of the Guild.
11. Treasurer to have online access to Guild General Account solely to transfer monies between Guild accounts NOT to add bill payment. The purpose of transfer of monies is to earn higher interest on Guild monies.

Article #6: Parliamentary Authority

1. In all matters not provided for in this Constitution and Bylaws, Robert's Rules of Order shall be the authority.

Article #7: Amendments to the Constitution and Bylaws

1. The Constitution and Bylaws may be amended or repealed by a two-thirds majority of the members present at an Annual General Meeting. A quorum shall be sixty-five percent (65%) of the membership. Proposed amendments to the Constitution and Bylaws must be submitted to the Executive in writing, with a mover and a seconder, by February 1st.
2. Written notice of a proposed amendment must be circulated to the Members via the newsletter thirty (30) days prior to the Annual General meeting.
3. In the event that a quorum is not present at the Annual General Meeting, the meeting will proceed and all motions will be ratified at the next meeting in which a quorum is present.
4. Voting will be by show of hands or ballot at the discretion of the Executive.