
PENTICTON QUILTERS' GUILD BYLAWS

ARTICLE 1 **The name of the organization** is the Penticton Quilters' Guild (hereafter referred to as the Guild).

ARTICLE 2 **The purpose of the Guild is:**

- 2.1 To provide a forum for quilters to meet and learn and exchange quilt related ideas while enjoying the fellowship of other quilters.
- 2.2 To undertake quilting projects of benefit to individuals, families and community organizations.
- 2.3 To create an awareness, appreciation and understanding of the art of quilting.

ARTICLE 3 **Membership**

- 3.1 Membership is open to individuals who will actively support the objectives of the Guild.
- 3.2 Members pay an annual due that is established at the annual general meeting.

ARTICLE 4 **Officers**

- 4.1 The officers of the Guild are president, past president, president elect, secretary, treasurer, program committee chair and membership committee chair.
- 4.2 Officers of the Guild are elected at the annual general meeting for a one year term and shall take office following their election.
- 4.3 Officers may not hold the same position for more than two consecutive years.
- 4.4 Two persons may share an officer position.
- 4.5 If an officer position becomes vacant, the executive may appoint a member to fill the position for the remainder of the term.

ARTICLE 5 **EXECUTIVE**

- 5.1 The executive of the Guild consists of the officers.
- 5.2 If an officer position is shared by two persons, the position holds only one vote and counts as one in establishing a quorum.
- 5.3 A quorum of the executive is five.
- 5.4 Between general meetings of the Guild the executive carries on business of the Guild and may approve expenditures to a limit established from time to time at a general meeting.

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ARTICLE 6 DUTIES OF OFFICERS

- 6.1 President
 - 6.1.1 Preside and provide leadership at all executive, general and annual meetings.
 - 6.1.2 Oversee duties of all officers and standing and special committee chairpersons.
 - 6.1.3 Authorize all communications to the public.

- 6.2 Past President
 - 6.2.1 Serve as a resource person to the executive.
 - 6.2.2 Chair the nominating committee

- 6.3 President Elect
 - 6.3.1 Perform the duties of the president in the absence or at the request of the president.
 - 6.3.2 Become nominee for president on completion of the current president's term.

- 6.4 Secretary
 - 6.4.1 Keep minutes of all executive, general and annual meetings.
 - 6.4.2 Attend to all correspondence as directed by the president of executive.
 - 6.4.3 Keep relevant correspondence and records except for those kept by the treasurer.
 - 6.4.4 Empty mailbox and distribute correspondence.

- 6.5 Treasurer
 - 6.5.1 Keep the financial records based on the fiscal year June 1 to May 31.
 - 6.5.2 Present an annual budget and submit to the annual general meeting for approval.
 - 6.5.3 Provide a financial report at monthly Guild meetings.
 - 6.5.4 Submit financial records for an audit by a committee appointed at a general meeting. The audit will be completed by the first general meeting in September.
 - 6.5.5 Collect membership dues and issue receipts with the assistance of the membership committee chair as needed.
 - 6.5.6 Act as a signing officer together with two other officers of the Guild named at a general meeting. The signatures of

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two signing officers are required on all cheques issued on the Guild's accounts.

- 6.6 Program Committee Chair
 - 6.6.1 Chair a program committee that plans an annual program for meetings and workshops and presents it to the executive for approval.
 - 6.6.2 Make all arrangements for programs including resource people and facilities.

- 6.7 Membership Committee Chair
 - 6.7.1 Welcome and introduce new members and see that they obtain a new member information package.
 - 6.7.2 Assist treasurer in collection of membership dues and issuing receipts as needed.
 - 6.7.3 Issue membership cards upon payment of dues.
 - 6.7.4 Maintain up to date membership directory and distribute it to members.

ARTICLE 7 STANDING COMMITTEES

These are the following standing committees whose chairperson is elected at the annual general meeting for a one year term and shall take office following their election. Standing committee chairpersons will report to the executive regularly, may attend executive meetings but will not have a vote at executive meetings.

- 7.1 Nominating committee
 - 7.1.1 Chaired by the past president with two additional members appointed by the executive.
 - 7.1.2 Prepare a list of nominees for officers and standing committee chairpersons of the guild and present it at the annual general meeting.

- 7.2 Library Committee
 - 7.2.1 Maintain a lending library of books and quilting related items to be available to members.
 - 7.2.2 Solicit ideas from the membership and add to the collection as approved at a general meeting.
 - 7.2.3 Responsible for ordering and budgeting of all subscriptions and memberships.

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- 7.3 Archives Committee
 - 7.3.1 Maintain and add to the Guild's archives by keeping a record of the Guild's activities throughout the year.

- 7.4 Community Projects Committee
 - 7.4.1 Plan, coordinate and oversee the implementation of community projects approved at a general meeting.

- 7.5 Social Committee
 - 7.5.1 Recruit and coordinate members to be responsible for refreshments at Guild meetings and events.
 - 7.5.2 Maintain equipment and basic supplies for hospitality.
 - 7.5.3 Collect money for refreshments and maintain an accounting of this amount and expenditures.

- 7.6 Newsletter Coordinator
 - 7.6.1 Gather information from Executive and committee chairs and coordinators for each issue of the newsletter, including meeting minutes, reports, registration forms, membership changes, etc.
 - 7.6.2 Publish articles, photos and tips from Guild members.
 - 7.6.3 Publish information on upcoming quilt shows and lectures including items of interest from other guilds.
 - 7.6.4 Establish and announce a deadline for material for each upcoming issue. There are 9 issues, published September through May.
 - 7.6.5 Working with the Membership Coordinator, maintain a current list of members' email address.
 - 7.6.6 Distribute the newsletter to the membership in advance of each month's meeting either by email or as printed copy.
 - 7.6.7 As requested by the President, occasionally email information not published in the newsletter.

ARTICLE 8 SPECIAL COMMITTEES

- 8.1 Other committees will be appointed as needed including quilt show, raffle quilt, special events and projects.

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ARTICLE 9 MEETINGS

- 9.1 The Guild will hold a general meeting once a month and a workshop once a month from September through May unless the executive informs the membership otherwise and in advance.
- 9.2 The annual general meeting will be held in each calendar year, usually in May.
- 9.3 A quorum at general and annual general meetings is one third of the current membership.
- 9.4 Executive meetings are held at such time as the executive may determine. These meetings will prepare for the presentation of the guild's business at general meetings so that it is dealt with in an effective manner.

ARTICLE 10 RULES OF ORDER

- 10.1 Roberts Rules of Order when not in conflict with these Bylaws will govern the proceedings of the Guild.

ARTICLE 11 AMMENDMENTS TO BYLAWS

- 11.1 These Bylaws may be amended at any general or special meeting of the guild by a two thirds majority of the members present. Notice of the amendment must be given to members at least 30 days in advance.

Originally Adopted February 14, 2001

Amended May 12, 2010