



## **Penticton Quilters' Guild Bylaws revised May 2020 - 1/3**

**ARTICLE 1** The name of the organization is the Penticton Quilters' Guild (hereinafter 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 purpose and objectives of the Guild.
- 3.2 Members pay an annual membership fee 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 at a general meeting.

**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 Regularly empty mailbox and distribute correspondence.





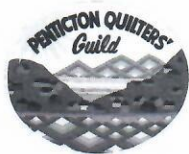
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- 6.5 Treasurer
  - 6.5.1 Keep the financial records based on the fiscal year June 1 to May 31.
  - 6.5.2 Present an annual budget and submit to the annual general meeting for approval.
  - 6.5.3 Provide a financial report at monthly Guild meetings.
  - 6.5.4 The president and treasurer will arrange for an independent review of the books. The review will be presented at the September meeting.
  - 6.5.5 Collect membership dues and issue receipts with the assistance of the membership committee chair.
  - 6.5.6 Act as a signing officer together with two other officers of the Guild named at a general meeting. The signatures of 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.
  - 6.6.3 Post program in the Guild newsletter.
- 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 with phone numbers and email addresses and distribute it to members.

### **ARTICLE 7 STANDING COMMITTEES**

The following are the 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 for additions to the collection.
  - 7.2.3 Is responsible for ordering and budgeting of all subscriptions and book purchases.
  - 7.2.4 Post library holdings on Guild website.
- 7.3 Archives Committee = Under review.
- 7.4 Community Projects Committee
  - 7.4.1 Maintain and organize an inventory of fabric to be made into quilts for the community. This may include donated items. Purchase batting, etc. when needed.
  - 7.4.2 Distribute fabric, patterns, batting and backing to Guild members to be made into quilts.
  - 7.4.3 Have a stockpile of quilts in case of disasters and emergencies.
  - 7.4.4 Distribute projects to the community when asked and inquire of community members whether quilts are needed.
  - 7.4.5 Work with sub-committees for special projects, e.g., baby quilts for Interior Health.
  - 7.4.6 Maintain a list of community groups and organizations to which we donate quilts.



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- 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 publish in the newsletter 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 addresses.
  - 7.6.6 Distribute the newsletter to the membership in advance of each month's meeting by email and send a copy to our web master and the Oliver Quilt Guild.
  - 7.6.7 As requested by the President, occasionally email information not published in the newsletter.
  - 7.6.8 Maintain a Facebook page.

### **ARTICLE 8 SPECIAL COMMITTEES**

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

### **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 the discretion of the executive. These meetings will prepare for the presentation of the Guild's business at general meetings.

### **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 AMENDMENTS TO BYLAWS**

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

*Originally Adopted 2001*

*Amended May 2010*

*Amended May 2020*