

PRAIRIE PIECEMAKERS QUILTERS' GUILD INC.

CONSTITUTION

1. **NAME:** Prairie Piecemakers Quilters' Guild Inc.
2. **DEFINITIONS:** In this Constitution, these words shall have these meanings:
 - (1) Guild: Prairie Piecemakers Quilters' Guild Inc.
 - (2) Executive: The Executive of the Guild as constituted herein.
3. **PURPOSE:** The Prairie Piecemakers Quilters' Guild Inc. is a voluntary organization whose purpose is to encourage and preserve the art of quilting.
4. **GOALS:** The goals of the Guild are:
 - To promote public awareness of the art of quilting.
 - To encourage and promote higher standards of competence and appreciation of quilting through courses, workshops, research and competitions.
 - To preserve the heritage of quilting through promotion and education.
 - To foster fellowship among quilters.
 - To stimulate closer co-operation and co-ordination among other groups and individuals interested in quilting.
5. **MEMBERSHIP:** Anyone having an interest in quilting may, upon application for membership and payment of the membership fee, become a voting member of the Guild.
 - (1) The membership year runs from July 1 to June 30 of the following year.
 - (2) Membership fees shall be determined from time to time by the Executive and presented to the membership for approval, with one month prior written notice being given to the membership.
 - (3) Membership fees are payable in full following attendance at not more than two Guild meetings. Annual membership fees are payable in June. New members joining between June and December shall pay the full fee. New members joining between January and June shall pay half the full fee. Past members joining between January and June shall pay the full fee.
 - (4) There shall be two categories of membership. Regular membership is available to anyone over 18 years of age. Members are afforded all the privileges of the Guild. Youth membership is available to anyone between 10 to 18 years of age. Youth members have voting privileges, cannot hold Executive or Directors positions but can be a committee member.
 - (5) A member whose fees have become delinquent shall be dropped from the membership.

5. **MEMBERSHIP:** (continued)

- (6) Any member may withdraw from the Guild at any time, but upon withdrawal the member shall not be entitled to a refund of any portion of the fees that have been paid.

6. **VOTING PRIVILEGES:**

- (1) Each member of the Guild is entitled to one vote.
- (2) In order to vote at the Annual General Meeting, membership fees must be paid in full ninety (90) days prior to the Annual General Meeting.
- (3) Voting members who are personally present shall be entitled to one vote on any question. There shall be no voting by proxy. At the discretion of the Executive, persons not present may return, by mail, a signed ballot prior to the date of the vote.
- (4) Voting shall be by a show of hands, unless otherwise stipulated. Voting shall be by ballot in case of election of Executive, unless only one candidate is nominated for an office, then a show of hands will confirm or deny the election.

7. **THE EXECUTIVE:**

- (1) The Executive of the Guild shall include five directors – President, Immediate Past President, Vice-President, Secretary and Treasurer – plus six officers: Program, Workshop, Promotion, Membership, Librarian and Newsletter.
- (2) The terms of office are one year, with elections taking place at the regular monthly meeting in May. Officers shall commence their duties July 1st.
- (3) There will be at least five meetings of the Executive during the year. The custom has been for monthly meetings, except during the summer.

DUTIES OF THE DIRECTORS:

President: The President shall be the chief Executive officer of the Guild; shall preside at all meetings; shall have the general and active management of the business; shall see that all orders and resolutions are carried into effect; shall be one of the signing authorities for all documents requiring signatures of Guild officers; shall be an ex-officio member of all committees, except the nominating committee; shall have the deciding vote in the case of a tie; shall prepare for the annual meeting a report of the preceding year; and may appoint a parliamentarian to act as advisor in all matters of parliamentary procedure.

Immediate Past President: The immediate past President shall act as a consultant to the Executive.

Vice President: The Vice-President shall, in the absence of the President perform the duties and exercise the powers of the President; may present reports for absentee Executive; and shall perform such other duties as delegated by the Executive.

DUTIES OF THE DIRECTORS: (continued)

Secretary: The secretary shall keep adequate minutes of all meetings; and have charge of all records; and shall give or cause to be given notice of all meetings; and shall generally be responsible for all correspondence emanating from or directed to the Guild.

Treasurer: The treasurer shall act as custodian of the financial assets, collect fees, keep present an itemized account of receipts and disbursements at each business meeting with a copy to be filed with the Secretary.

DUTIES OF THE OFFICERS: The officers shall have specific duties assigned to each of them prior to election.

(a) Membership:

- Collect membership fees, issue receipts and membership cards for members.
- Keep an up-to-date membership list that is available to the Executive, members, and regulatory bodies.

(b) Program:

- Arrange for a variety of educational demonstration or speakers at the monthly meetings and shall perform such other duties as delegated by the Executive.

(c) Public Relations:

- Arrange for publicity of Annual General Meeting and events

(d) Workshop:

- Arrange for workshops periodically throughout the year

(e) Librarian:

- Keep the library in good order and arrange for circulation of library material.
- Purchase additional library material at the direction of the Executive; catalogue all new books/magazines and keep an up-to-date list of all library material.

(f) Newsletter:

- Prepare and produce a regular Guild newsletter containing information considered to be beneficial to, and supportive of, Guild activities and interests.

8. FINANCES:

- (1) The Guild shall raise such funds as it sees fit in order to carry out its purpose and goals as outlined in Article 3 and Article 4 of this Constitution.
- (2) Any funds raised by the Guild shall be deposited to the account of the Guild in a recognized banking institution.
- (3) The signatories of all cheques and official documents of the Guild shall be any two (2) of the following four (4) Executive:
President, Vice-President, Treasurer, Secretary

8. FINANCES (continued)

- (4) Within thirty (30) days after the changeover to the successor, the treasurer shall hand over all books, monies and documents pertaining to the office to the new Treasurer.
- (5) For the purpose of carrying out its objectives, the membership of the Guild may borrow, raise, or secure the payment of money, in such a manner as it deems fit, and in particular by the issue of debentures, but none of these options shall be exercised without the sanction of a special resolution of the Guild and voting shall be by ballot only.
- (6) Separate accounts may be opened for the exclusive use of workshops and special projects at the discretion of the Executive. Signing authority shall be the President and one member of the committee for which this special account has been opened.
- (7) Should the Guild cease to function, all property of the Guild from whatever source, and after payment of all liabilities, shall be distributed only to institutions, agencies, and activities engaged in exercising some function with respect to quilting in its many forms, as the Executive of the Guild may at that time determine.

9. REVIEW OF FINANCIAL RECORDS:

- (1) The fiscal year shall begin July 1 and end June 30.
- (2) A review of the accounts, by one or more independent authorities, who shall be appointed by the Executive, but not of the Executive, shall be completed and financial statements shall be prepared and presented at the September meeting. These statements for the fiscal period ended June 30 must show:
 - (a) the assets and liabilities of the Guild in the form of a balance sheet,
 - (b) the receipts and disbursements of the Guild since the date of the previous statement, and
 - (c) such further information respecting the Guild's financial position as the by-laws may require.

10. COMMITTEES:

- (1) Workshops, seminar, conferences, exhibitions, etc. may be called throughout the year at the desire of the Guild and/or Executive.
- (2) The Executive shall designate committees as required.
- (3) The goals, the objectives, and the responsibilities of a committee shall be outlined and approved by the Executive prior to the committee being formed. The goals and objectives of each committee shall be reviewed every two years by the Executive.
- (4) The President, with the approval of the Executive, shall have the power to appoint all new standing committee chairpersons.
- (5) The term of standing committee chairpersons shall last one year. Standing committee chairpersons are eligible for re-appointment with membership approval.

10. COMMITTEES: (continued)

- (6) Temporary committee chairpersons may be appointed by the President with the approval of the Executive, and must be ratified by the membership. They shall be automatically discharged as soon as their temporary function is completed and their report is brought to the general membership however long or short the function is.
- (7) A vacant chairperson position shall be filled by appointment by the President with the approval of the Executive.
- (8) Committee chairpersons shall select their own committees or elicit volunteers from the membership.
- (9) Committees shall inform the Executive of their activities prior to reporting to the membership.

11. CONDUCT OF MEETINGS:

- (1)
 - a) All motions and elections shall be decided by a majority vote of those members present, the President voting only in the case of a tie, except in amendments to the Constitution where a three-fourths majority vote of members present is required.
 - b) Meetings shall be conducted according to Canadian parliamentary procedure in Robert's Rules of Order.
 - c) Special meetings may be called by the President, or may be requested by one-third of the membership delivering a request, in writing to the Secretary, that a meeting be held within fifteen (15) days of the delivery of such a notice.
- (2) GENERAL MEETINGS
 - a) General meetings shall be held monthly September through June.
 - b) Business shall be transacted at a general meeting only when a quorum of at least one-third of the voting membership is present.
 - c) Business of the regular meeting shall consist of minutes of the last regular meeting, business arising out of the minutes, reports of the Executive, reports of committees as required, correspondence, and new business.
- (3) ANNUAL GENERAL MEETINGS
 - a) The Annual General Meeting shall coincide with the June general membership meeting. There shall be at least fifteen (15) days notification to members prior to the meeting.

(3) ANNUAL GENERAL MEETINGS (continued)

Agenda Items for the Annual General Meeting

- (1) Treasurer's Report
- (2) President's Report
- (3) Committee Reports
- (4) General Business
- (5) New Business
- (6) Amendments to the Constitution

(4) EXECUTIVE MEETINGS

- a) The Executive shall meet for the dispatch of business on regular dates, or may by unanimous consent, meet at any time or place at the discretion of the President.
- b) A majority of officers must be personally present to constitute a quorum for the transaction of business, and the affirmative vote of a majority of those directors and officers present shall be necessary to give effect to any resolution of the Executive.
- c) The Executive shall be empowered to transact such financial matters as are necessary to the continuance and maintenance of the Guild.
- d) The general membership is allowed to attend scheduled Executive meetings and shall have voice but no vote in the proceedings.

12. ELECTION OF OFFICERS:

- (1) A Nominating Committee of three non-Executive members from the membership shall prepare a slate of officers.
- (2) At the May meeting, with the permission of the nominees, a list of candidates, and nominations accepted from the floor, shall be received and made known to the members.
- (3) The change-over of the Executive shall take place on July 1 of each year.

13. AMENDMENTS:

- (1) Amendments to this Constitution can only be made at the annual meeting of the Guild and must receive a three-fourths majority vote of the voting delegates present as outlined in Article 5. Voted amendments are to go into effect immediately.
- (2) Any proposed amendments to the by-laws or Constitution shall be set out in writing and delivered to all members, together with notice of the meeting at which the amendment is to be considered, with fifteen (15) days prior notice being given to the membership.

14. CONSTITUTION:

This Constitution was effective immediately upon its adoption by a three-fourths majority vote of the members present at the October 1992 general meeting.

This Constitution was revised and the change adopted by a three-fourths or more majority vote of the members present at the April, 2001 meeting.

This Constitution was revised and the changes adopted by a three-fourths or more majority vote of the members present at the Annual General Meeting in June, 2007.

This Constitution was revised and the changes adopted by a three-fourths or more majority vote of the members present at the Annual General Meeting in June, 2008.

**STANDING COMMITTEE CHAIRPERSONS AND THEIR DUTIES
AS AT APRIL 21, 2001**

- A) Photographer/Historian
 - Takes pictures at the meetings and other Guild events and files them in photo albums.
- B) 50/50 Raffle Co-ordinator
 - Sells raffle tickets at meetings
- C) Coffee Co-ordinator
 - Makes refreshments available at the meetings