

Thunder Bay Quilters' Guild Constitution & Bylaws

Last amended May 15, 2017.

Our Goals:

1. To provide a forum for quilters to meet and exchange ideas and expertise.
2. To promote interest and quality of work in quilting as one of the art forms – both as a heritage craft and emerging art forms.
3. To promote growth and interest of quilting in our community by holding quilt exhibits and displays to showcase the work of our members.
4. To do Charitable Work for the community. This includes making donation quilts and placemats for community organizations.
5. To provide quilting education and mentoring by and for the members.
6. To foster friendship and support among our members.

Definitions:

1. The guild refers to the Thunder Bay Quilters Guild.
2. Charitable work refers to donating our quilts and placemats without monetary gain.
3. PSA refers to Public Service Announcements.
4. A member in good standing has paid the yearly membership fee.

Bylaws:

1. The Guild will consist of:

- The Executive Committee
- The General Membership
- Special Committees (as per section 3.0)

2. The Executive Committee will consist of elected members :

- President
- Past President
- Vice President
- Secretary
- Treasurer
- Program Chair (s)

And the non-elected members

- Committee Chairs
- Newsletter Editor
- Webmaster

The **PRESIDENT** will preside at all meetings of the Executive and General Membership. The President will call executive meetings, prepare agendas, be responsible for public relations and will liaise with the community.

The **PAST PRESIDENT** will act as chair of the Nominating Committee and act as an advisory member of the Executive Committee.

The **VICE PRESIDENT** will preside at meetings in the absence of the President; liaise with the Program Chair (s) and be responsible for coordinating the workshops and retreats.

The **SECRETARY** will be responsible for the minutes of all General Membership meetings and Executive Committee meetings, will maintain records, attendance list, attend to all correspondence and be responsible for sending out PSA's to local media to announce meeting dates or other events as requested by the Executive Committee.

The **TREASURER** will be responsible for the collection of membership dues, maintain a bank account, record all receipts and disbursements and serve on the quilt show committee. The treasurer will provide a financial statement of the account at each meeting; prepare the budget for the year in consultation with the rest of the Executive Committee. The Treasurer will also ensure the financial books are audited at the end of the Treasurer's term or at least every 2 years. The Treasurer will maintain the membership list or may delegate this job to another Guild member. *The Treasurer will also maintain the list of the Guild assets, their value and their location.*

The **PROGRAM CHAIR (s)** will be responsible for organizing the monthly program portion of the general meeting.

The **COMMITTEE CHAIRS** are responsible for the standing and ad hoc committees.

The **NEWSLETTER EDITOR** will publish a monthly newsletter to be distributed either electronically to members with email or by hardcopy to members without email at the monthly meetings. The newsletter shall contain the minutes of the previous month's meeting and a Treasurer's summary report. Any advertising shall be quilt related with the Executive setting the fees.

The **WEB MASTER** will maintain the website.

3. COMMITTEES:

Committees in addition to those listed below may be established as deemed necessary by the Executive Committee. Each committee will be responsible for submitting a proposed budget for the year to the Executive Committee prior to the September executive meeting.

3.1 STANDING COMMITTEES

- The **NOMINATING COMMITTEE** will consist of the Past President as chair and two members confirmed at the April meeting. The Committee will prepare a slate of officers for the coming year according to the terms of office and conduct the election part of the June meeting.
- The **QUILT BEE COMMITTEE** will liaise with the Executive Committee and consist of one or more members who will be responsible for coordinating all activities for the Quilt Bee.
- The **QUILT SHOW COMMITTEE** will be responsible for planning the biennial quilt show.
- The **LIBRARY COMMITTEE** will be responsible for maintaining the Library.
- The **COMFORT QUILT COMMITTEE** will be responsible for the collection and distribution of donation quilts.
- The **PLACEMAT COMMITTEE** will be responsible for collection and distribution of placemats for Meals on Wheels.
- The **HALL OF FAME COMMITTEE** is responsible for membership for induction into the hall of fame.
- The **CHRISTMAS CHEER-TEDDY BEAR COMMITTEE** will be responsible for collecting and distributing the donated teddy bear quilts.

3.2 AD HOC COMMITTEES:

Ad Hoc Committees may be established as deemed necessary by the executive committee.

4. Terms of Office:

The elected Members of the Executive Committee will hold office for a two year term and may be re-elected for the same office for one additional consecutive term.

5. Elections:

- **Elections of Executive**
- An election will take place at the Annual General Membership Meeting in June. The positions of Secretary and Treasurer will be elected on alternate years from the President, Vice President and Program Chair (s).
- If any member of the Executive Committee is unable to fulfill his/her term of office a by-election will be held at the 2nd general membership meeting after the Executive Committee is notified of the upcoming vacancy. The newly elected person will hold the position for the length of time needed to complete that term of office.
- **Selections of Committee Chairpersons and members**
- Committee membership will be established at the May and June meetings for the following fiscal year. The chairperson is selected by members of the committee. This person will be the liaison with the executive.

6. Meetings:

The Guild meetings will be held on the 3rd Monday of each month (September to June) with the exception of the 2nd Monday in December.

7. Quorum:

A quorum at any meeting shall be 30% of the paid up membership. A simple majority shall be required for all motions to be passed, with the exception of amendments to the Constitution which requires a 2/3 majority of the quorum.

8. Annual General Meeting:

The Annual General Meeting will be held in June of each year. An election will take place as to the terms of office. Annual reports will be printed in the June newsletter.

9. Membership:

Anyone interested in learning and promoting quilting may join the Guild by paying the yearly membership fee.

Each member shall receive a Membership List which will be used for Guild business only.

10. Fees:

All Guild membership fees shall increase by \$5 per year over the next three years to finish at \$40 starting in the 2019-2020 membership year:
2017-2018 - \$30 paid by October, \$35 if paid after October, \$25 if joined in March or later.

2018-2019 - \$35 paid by October, \$40 if paid after October, \$30 if joined in March or later.

2019-2020 and after - \$40 paid by October, \$45 if paid after October, \$35 if joined in March or later

11. Fiscal Year:

The fiscal year of the Guild shall run from July 1st in any one year to June 30th of the following year, with any new executive taking office as of July 1st of their elected year.

12. Awards

Awards will be presented at the September meeting.

- **10 year pins.** The 10 year pin is awarded to any Guild member who is in good standing and has had 10 years of continuous paid membership.
- **25 year pins.** The 25 year pin is awarded to any Guild member who is in good standing and has had 25 years of continuous paid membership.

- **30 year pins.** The 30 year pin is awarded to any Guild member who is in good standing and has had 30 years of continuous paid membership.
- **Hall of Fame.** The HOF Committee makes the decision using the criteria identified in Appendix 1

13. Amendments:

Amendments to the Constitution and Bylaws may be made at any General Membership Meeting, provided a notice of motion is made at two consecutive meetings prior to that meeting which voting will take place.

14. Dissolving the Thunder Bay Quilters' Guild:

- **Process for dissolving:**

The entire membership must be informed two months prior that a vote will be conducted on whether or not to dissolve the Guild. Regular Constitution amendment rules apply to that meeting and vote.

- **Disposal of Assets**

In the event that the membership votes to dissolve the Thunder Bay Quilters' Guild the assets must be disposed of as follows:

- All tangible assets will be auctioned off at the final meeting after the vote in favor of dissolving. This includes all contents of the library, all merchandise; all quilt show and quilt bee supplies and any other assets owned by the Guild at that time.
- The proceeds will be deposited into the Guild's bank account.
- If there are some items that do not sell then they will be donated to a charitable cause.
- Once all assets have been disposed of then the Guild bank account and any investments will be closed as soon as possible and the money donated to a charitable cause.
- The charitable cause will be voted on at the final meeting.
- The loon quilt will remain in the custody of The Cancer Center.

Appendix 1

Criteria for The Thunder Bay Quilters Guild Hall of Fame Inductees

Nominees' names may be submitted by themselves or another member, no later than the end of April each year, to the Program Chairperson for consideration by the Committee. The entry must be accompanied by a written resume with a list of the candidate's accomplishments and reasons for their nomination. A nominee must be a member in good standing for 10 consecutive years. They must attend at least 5 meetings a year. Extenuating circumstances pertaining to a year's absence would be, i.e. having had an accident or illness causing immobility, absent from the city on sabbatical, or living away from the city for winter months. In such cases, it would still be expected that the membership would be paid up. Candidates must qualify in at least 4 areas out of 7 from the list that follows:

1. Be on the executive for at least 2 years.
2. Take an active role – on a steering committee/chairperson on at least 2 quilt shows, setting up demonstrations, etc.
3. Have sat on at least 1 other committee other than those covered under points 1 and 2.
4. Display work at least once a year at the Guild meetings.
5. Teach 5 workshops for the Guild within a 10 year period.
6. Assist with the Guild's extra curricular activities.
7. Contribute to general quilting awareness in the community.