

RIDGE MEADOWS QUILTERS' GUILD

CONSTITUTION

1. The name of the society is the Ridge Meadows Quilters' Guild (hereinafter called the "Guild").
2. The purpose of the Guild is to provide an organization that will encourage the members to share the art of quilting in a social atmosphere. The Guild will promote techniques and knowledge of quilting through workshops, demonstrations and guest speakers. The Guild will introduce quilting to the public by way of quilt shows and will cooperatively make quilts for charitable needs.
3. The Guild shall be a non-profit society. This clause is unalterable.
4. In the event of the dissolution of the Guild all liabilities shall be paid, satisfied and discharged, or adequate provisions made therefore. Any remaining funds shall be given to a non-profit organization in British Columbia, as determined by the majority of the remaining members. This clause is unalterable.

BYLAWS, POLICIES AND PROCEDURES

The Constitution and Bylaws remain constant.

Policies and Procedures give more detail as to how the Guild is run. These can be altered and updated as needed over time. Changes must be voted on by the members at the Annual General Meeting (hereinafter called the AGM)

Policies and Procedures, seen in *italic print*, are integrated for convenience with the Guild Bylaws.

Part 1. Membership

1. Membership is obtained by paying the required dues and by remaining in good standing.
 - **Yearly membership dues are to be renewed in June**
 - **Membership dues may be prorated from February 1 to June 30**
2. The membership shall determine the amount of the membership dues. The annual membership dues shall be determined at the AGM.
3. Every member shall uphold the constitution and comply with the bylaws, policies and procedures of the Guild.
4. A member ceases to be a member of the Guild:
 - (a) when dues are not paid by September 30 of each year. Members shall be reinstated by payment of dues.
 - (b) by delivering their resignation to the Secretary of the Guild, or by mailing it to the address of the Guild.
 - (c) on the dissolution of the Guild.

- (d) on being expelled by a special resolution of the members passed at a general meeting. A brief statement of the reasons for the proposed expulsion must accompany the notice of special resolution for expulsion. The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
5. Membership may not be transferred and dues or partial dues shall not be returned for any reason.
6. Voting:
- (a) A member in good standing, present at a meeting is entitled to one vote per issue.
- (b) Voting is by show of hands unless the members decide otherwise.
- (c) Voting for elections is by ballot.
- ***Once the election has been decided, all ballots shall be destroyed.***
 - (d) Voting by proxy is not permitted.
 - ***Members wishing to advertise goods or classes presented outside of the Guild shall do so with leaflets or brochures at the publicity table or by the Guild's Newsletter***
 - ***Non-members may attend one meeting of the Guild as a visitor. When attending more than that one meeting, the person shall pay the Guild five dollars (\$5.00) per meeting. Further persons visiting a member more than once may be exempt from the fee with a waiver from the Guild President.***
 - ***Members must be in good standing for three months prior to a quilt show in order to submit entries.***

Part 2. Meetings of Members

7. The first AGM of the Guild shall be held not more than 15 months after the date of incorporation and after that, an AGM shall be held at least once in every calendar year.

The AGM :

- ***Shall be held in May or at such other date as determined by the executive***
 - ***Shall include the President's Year End Report***
 - ***Shall include the Treasurer's Year End Report and financial statement. The executive must approve the financial statement of the Ridge Meadows Quilters' Guild and the approval evidenced by the signature of two of the executive before it is circulated to the membership.***
 - ***Shall have a proposed budget for the fiscal year presented to membership for approval.***
8. The AGM may be closed to non-members.

9. General meetings of the Guild shall be held at the time and place decided by the executive.
 - **General meetings are planned for every second Tuesday evening from September through June**
10. Notice of a meeting shall specify the place, day and time of the meeting.
11. The accidental omission to give notice of a meeting or the non-receipt of a notice does not invalidate the proceedings at the meeting.
12. Notices to members may be given personally or by mail.
 - **Or by email**
13. Executive meetings of the Guild shall be held at a time and place decided by the executive.

Part 3. Executive

14. The Guild executive is made up of elected executive positions.
 - **Elections will be held at the AGM with the new Executive taking office prior to the first meeting in September, transitioning over the summer break with the outgoing executive.**
15. Duties of all elected Guild executive members are to attend Guild Executive and General Meetings and have voting privileges. Guild Executives are to receive no remuneration but may be reimbursed for expenses necessarily and reasonable incurred while engaged in the affairs of the Guild.
16. The members of the Guild shall nominate and elect an executive in accordance with the bylaws.
 - **The executive positions shall be held for a term of one year.**

The elected Executive positions and duties are as follows:

(a) President:

- i. Is the chief executive officer of the Guild
- ii. Shall supervise the other executive members in the execution of their duties
- iii. Shall preside at general and executive meetings for the duration of the term
- iv. Is responsible for the general management of the Guild
- v. Has signing authority
- vi. Shall be ex-officio member of all committees except the Nominating Committee
 - **Prepares an agenda for all meetings**
 - **Writes a message for each newsletter**
 - **Is responsible for the meeting room security and the Guild PA System.**
(See Addendum "A")

(b) Vice President:

- i. Shall carry out the duties of the President during the President's absence
- ii. Shall represent the President at various committees and carry out those duties assigned according to the needs of the Guild
- iii. Has signing authority

(c) Treasurer:

- i. Shall receive monies paid to the Guild and be responsible for deposits, collections and disbursements

- ii. Shall keep the financial records, including books of account necessary to comply with the Society Act
- iii. Renders financial statements to executive and general membership at the AGM and as required
- iv. Has signing authority
- v. Prepares a proposed budget for presentation at the AGM

(d) Secretary

- i. Shall conduct correspondence of the Guild
- ii. Shall record minutes of the executive and general meetings
- iii. Shall prepare reports as required by the President
- iv. Shall have custody of the minutes of meetings and a record of the membership of the Guild
- v. Shall prepare reports to comply with the regulations of the British Columbia Society Act.
- vi. Shall have signing authority
- ***Shall set up an email distribution list of members and send out information as required***

(e) Program Chair:

- i. Shall be responsible for organizing activities and workshops for the Guild
- ***Shall establish a committee to assist in planning programs and activities for Guild meetings.***
- ***Shall, with the committee arrange all aspects for guest speakers and workshops, i.e. instructors, venues, supplies and cost as approved by the executive.***
- ***Shall supervise sign up and collection of fees for workshops and submit all approved expenses to the Treasurer.***
- ***Shall plan the workshops to be self-supportive, except those workshops designated to receive funding assistance from the Guild.***

(f) Past President:

- i. Shall act in an advisory capacity
- ii. Shall head the nominating committee when not standing for re-election
- ***Shall open the first meeting in September and transfer the gavel to the new President.***

17. The executive may exercise all the powers of the Guild, subject to the provision of:

- (a) Legal Statutes
- (b) These bylaws
- (c) Procedures, when consistent with the Guild Constitution and Bylaws, which are made from time to time by the general membership.
 - ***Any capital expenditure in the amount of one thousand dollars (\$1000.00) or more shall require a motion and vote of approval by the general membership of the Guild before the Guild executive may undertake such expenditure on behalf of the Guild.***
 - ***The fiscal year shall be May 1 to April 30 of the following year***

- ***All cheques issued on behalf of the Guild shall have two authorized signatures.***

18. The executive may at any time appoint a member to serve on the Executive to fill a vacancy. An executive position, so filled, holds office until the next annual election of the Guild, and may stand for election at that time.

19. The member may, by special resolution, remove an executive member before the expiration of the term of office, and may elect a successor to complete the term of office.

Part 4. Volunteer Positions

20. The following positions are non-elected and do not attend executive meetings.

- ***Unless requested by either the executive or the committee members.***
- ***Positions shall be for a one year term.***
- ***The new Committee members shall assume committee responsibility prior to the first meeting in September, transitioning over the summer break with the outgoing committee members.***

Membership Committee

- ***Shall record full name, address, telephone number and e-mail of all members with date admitted and date of ceasing to be a member.***
- ***Shall receive dues and issue receipts and membership cards.***
- ***Shall produce a membership list for executive and Guild members. *NOTE – this list may not be used for solicitation and is for use of members only.***
- ***Shall ensure that members sign in at meetings.***
- ***Shall provide welcoming package for new members.***
- ***Shall ensure that new members receive a copy of the Guild's Constitution, Bylaws and Policies and Procedures***

Hospitality/Welcome/Sunshine Committee

- ***Shall greet members and guests.***
- ***Shall provide guests with a welcoming package.***
- ***Shall introduce guests to members and executive.***
- ***Shall send cards to Guild members on behalf of the Guild.***

Retreat Committee

- ***Chairperson(s) shall organize a committee and assist the committee members in all the functions required for the Retreat.***

- *Shall organize and plan the retreat for members on an annual basis or as determined by the members. • Shall choose a date and venue.*
- *Shall present a proposed balanced budget for the Retreat to the executive.*
- *Shall maintain written records of income and expenses and submit a final accounting to the Treasurer.*
- *Shall submit a final report, including plans, timelines, recommendations and a summary to the Guild executive and members following the Retreat.*
- *Retreat Report to be kept in the library.*

50-50 Committee

- *Shall sell tickets, of which 50% of the proceeds will go to the Guild and 50% to the ticket holder.*
- *Shall submit an annual Report to the Treasurer according to the Licence.*

Library Committee

- *Shall keep a master list of library items.*
- *Shall keep a record of the circulation of all items.*
- *Shall purchase library materials utilizing the suggestions of the membership.*
- *Shall clear out items in the library according to use, date and appearance.*
- *Shall require proof of current membership in order for members to borrow from the library.*
- *Shall require proof of membership paid in June for the next year to allow members to borrow items over the summer.*

Newsletter Committee

- *Shall collect information, edit and produce a newsletter of interest to members of the Guild.*
- *Shall upload newsletter to appropriate site.*
- *Shall produce four newsletters a year: September/October, November/December, February/March, April/May.*

Photographer/Archivist Committee

- *Digital photographer shall act as archivist of Guild events, such as Quilt Shows, Show and Tell and shall upload photos to the appropriate site.*

Guild Raffle Quilt Committee

- *Shall be responsible for planning the quilt, purchasing fabric and supplies and assembling, quilting and finishing a quilt for raffle purposes.*

- *Shall provide a final report to the executive including receipts and an accounting of costs.*
- *Frequency of Raffle Quilts to be determined by membership.*

Community Quilts Committee

- *Shall establish a committee to coordinate the making of the quilts.*
- *Shall determine the need and distribute these quilts in the community in consultation with the executive and membership.*
- *Shall maintain a record of all costs incurred in the making of the quilts and submit an annual report to the Treasurer.*

Fund Raising Committee

- *Shall look for opportunities to raise money by a variety of means for such things as Guild Events and Special Workshops.*
- *Prior approval for events to be obtained from executive.*

Publicity Committee

- *Shall promote the Guild in the community, through a variety of means, such as local newspapers, Community Events and Local Arts Council.*
- *Prior approval for events to be obtained from executive.*

21. When an ad hoc committee is required, the President, with the consent of the executive appoints a chairperson. The chairperson appoints a committee, which is approved by the executive. The committee shall report regularly to the executive. When the committee's work is completed, it must present a final report to the executive. Once the report is accepted, the committee ceases to exist.

Quilt Show Committee (ad hoc)

- *Chairperson(s) shall organize a committee and assist the committee members in all the functions required for the Quilt Show.*
- *Shall choose a date and venue.*
- *Shall present a proposed balanced budget for the Quilt Show to the executive.*
- *Shall maintain written records of income and expenses and submit a final accounting to the Treasurer.*
- *Shall compile a Quilt Show Binder to include plans, timelines, reports from committee heads, copies of all forms used, summary and recommendations. Binder to include both paper and electronic copy of documents. Quilt Show Binder to be kept in the library for reference for future Quilt Shows.*
- *Shall submit a final report, including recommendations, to the Guild executive and members at a Guild meeting following the show.*

- *Quilt Show supplies to be returned to executive for storage.*

Part 5. Borrowing Powers

22. The Guild shall have no borrowing powers.

Part 6. Rules of Order

23. The rules contained in Robert's Rules of Order shall govern all meetings of the Guild.

Part 7. Bylaws

24. Each member is entitled to, and the Guild must give the members, without charge, a copy of the Constitution and Bylaws of the Ridge Meadows Quilters' Guild

25. These bylaws must not be rescinded, altered or added to except by a special resolution passed by a majority (75%) of the members present at a meeting of which thirty (30) days written notice is given.

Ridge Meadows Constitution, Bylaws, Policies and Procedures

Ridge Meadows Quilters' Guild Constitution, Bylaws, Policies and Procedures

Addendum "A" Subject: Public Address System

The Public Address System (P.A.) consists of:

- speaker and amplifier with mounting bracket attached
- cordless microphone
- aluminum tripod stand
- extension cord
- suitcase and fabric bag

The P.A. system is the responsibility of the president and will normally be kept at the president's place of residence *or may be stored in a locked cupboard at the church.*

The P.A. system is for the exclusive use of the Ridge Meadows Quilters' Guild.

The P.A. system may be used for Guild meetings, workshops, quilt shows, parties and other Guild events as designated by the executive.

When not being held, the microphone must be placed in the mic-stand or stored in the protective case.

The P.A. system must be transported and stored in the bags provided. All documentation must be kept with the system.

The P.A. system has been engraved as the Property of Ridge Meadows Quilters' Guild. The serial numbers and warranty information is recorded in the minutes book.

SET UP PROCEDURES

After placing tripod stand on floor, adjust the legs to ensure stability and gently tighten knob.

Place speaker/amplifier on stand and gently tighten knob.

Raise antennas on amplifier and check the connections between speaker and amplifier.

Extend the post of the stand to the desired height and insure the pin is in place.

Plug in power cord and turn on system, using the rocker switch.

Turn on the mic, switch on bottom, and test volume.

When not in use, move mic switch to "stand by". Be sure to switch mic to "off" for storage.

RMQG Constitution, Bylaws, Policies and Procedures Addendum "A" updated June 12, 2007 retyped 2013