

Bylaws

Bylaws of the Lanark County Quilters' Guild

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Note: In these Bylaws, the words "the Guild" are used to represent the LCQG.

Article I Membership

Section 1. The membership year runs from September 1 until August 31. There is an annual membership fee for individuals and a reduced fee for full time students. Fees are due in September.

Section 2. New members will be accepted any time of the year but they will still pay the complete membership fee. The membership will be retroactive to the first of the fiscal year. In addition, new members are required to purchase a name tag.

Section 3. After 10 years of continuous membership, members in good standing will be presented with a gold name tag.

Article II Election of Executive Officers

Section 1. Executive Officers are elected by the Guild membership for a two year term at the Annual General Meeting.

Section 2. It is assumed that the Vice-President will move up to the position of President at the end of the President's two-year term.

Section 3. No executive officer will serve more than two consecutive terms in the same position.

Section 4. Executive Officers of the Guild must be members in good standing.

Section 5. In the event that a duly elected officer cannot complete the terms of office, or is in neglect of the duties of that office, the Executive shall appoint a member of the Executive to carry out the duties temporarily.

Section 6. Vacancies on the Executive shall be filled by the Executive within forty five (45) days of notification of such vacancy. If the office of President is vacated, the Vice President shall assume the position as President until the following election.

Section 7. Executive Officers receive no remuneration.

Article III Duties of the Executive Officers

Section 1. The President shall:

1. be the Chief Executive officer of the Guild;
2. preside at all meetings of the Guild and of the Management Team;
3. oversee the operation and active management of the Guild;
4. ensure that all orders and resolutions of the Management Team are carried out;
5. be a signing officer on behalf of the Guild.

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Section 2. The Vice President shall:

1. in the absence or disability of the President performs the duties and exercise the powers of the President;
2. be a signing officer on behalf of the Guild;
3. organize the annual December QT and coordinate the committees for the biannual Fall Sale;
4. perform such other duties as shall from time to time be requested by the Executive.

Section 3. The Secretary shall:

1. record the minutes of all business meetings of the Guild;
2. record the minutes of all Executive meetings;
3. maintain the minutes and make them available at the meetings;
4. maintain files consisting of minutes, reports, correspondence, newsletters and inquiries;
5. maintain in the Guild's records, the current Executive, Constitution and Bylaws and members list;
6. be a signing officer on behalf of the Guild;
7. perform such other duties as shall from time to time be requested by the Executive.
8. develop and maintain Guild records and related materials.

Section 4. The Treasurer shall:

1. have charge of all funds of the Guild;
2. deposit receipts and disperse monies as authorized by the Executive, with the exception of non-budgeted items exceeding **\$200 (two hundred dollars)**. Any expenditure over this amount must be voted on and accepted by a majority at a Management Team meeting;
3. maintain all records necessary for an annual audit;
4. prepare reports as required by the Executive;
5. provide the auditors with any information they need to complete the audit;
6. be a signing officer on behalf of the Guild.

Section 5. The Past President shall:

1. organize and chair a nominating committee, two months before the Annual General Meeting.
2. present a slate of nominees to the membership one month before the Annual General Meeting;
3. perform such other duties as shall from time to time be requested by the Executive.

Article IV Committees

Section 1. The Executive will appoint committee coordinators reflecting the activities of the Guild for a term of two years.

Section 2. The committee coordinators and their duties will be reviewed annually:

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- i. Membership Coordinator
- ii. Publicity Coordinator
- iii. Program Coordinator
- iv. Newsletter Coordinator
- v. Library Coordinator
- vi. Block-of-the-Month Coordinator
- vii. Social Coordinator
- viii. Outreach Coordinator
- ix. Website Coordinator

Section 3. No coordinator will serve more than four consecutive years in one position. Exceptions may be made at the discretion of the Executive if no suitable candidate can be found to fill the position.

Section 4. Committee coordinators must be members in good standing.

Section 5. One member may constitute a committee, coordinate more than one committee, or be on more than one committee.

Article V Duties of Committees

Section 1. The Membership Coordinator shall:

1. receive and record all membership dues;
2. provide membership cards and badges;
3. forward monies to the Treasurer;
4. prepare a membership list for distribution to the membership once a year;
5. make available a copy of the Constitution and Bylaws to new members;
6. maintain an attendance record for each meeting;
7. ensure that members and guests are welcomed at meetings.

Section 2. The Publicity Coordinator shall:

1. be responsible for arranging publicity for meetings and other events;
2. promote the Guild where possible through the distribution of Guild brochures, small displays, etc..

Section 3. The Program Coordinator shall:

1. develop a yearly program which reflects member interest while meeting budgetary constraints;
2. make all arrangements for guest speakers or in-house programs;
3. organize workshops and challenges.

Section 4. The Newsletter Coordinator shall:

1. compile and make available information on a regular basis in the form of a newsletter.

Section 5. The Library Coordinator shall:

1. develop and maintain a library of books and magazines;
2. make recommendations for books that would benefit the Guild and arrange purchase;
3. make the Guild library accessible to members.

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Section 6. The Block-of-the-Month Coordinator shall:

1. provide block-of-the-month patterns intended to encourage varied quilting techniques.

Section 7. The Social Coordinator shall:

1. organize coffee/tea service for Guild meetings;
2. organize social events as determined by the Management Team.

Section 8. The Outreach Coordinator shall:

1. oversee the making of any quilt to be donated to a recognized charitable association in Lanark County to be raffled by said association;
2. oversee any crisis projects;
3. oversee any teaching projects in the community;
4. oversee any small projects for the benefit of the community;
5. oversee any bursaries donated by the Guild;
6. oversee any entry fees for Guild-sanctioned charitable events in which Guild members are participating.

Section 9. The Website Coordinator shall:

1. maintain, update, and administer the LCQG website.

Article VI Management Team

Section 1. The Executive and committee Coordinators will act as the Management Team, meeting once a month, or more often, during the Guild year.

Section 2. Executive members and committee Coordinators will have an equal voice at Management Team meetings.

Section 3. The Coordinators shall appoint substitutes, if unable to attend.

Article VII Elections

Section 1. The Annual General Meeting will be held in May of each year.

Section 2. Prior to the Annual General Meeting, the Management Team will review current management committees to determine that they meet current membership needs. Committees may be dissolved or additional committees struck with the approval of 2/3 of the members attending the Annual General Meeting.

Section 3. During the AGM:

1. coordinators will present their reports for the year in writing;
2. the Treasurer will present the annual accounts;
3. every second year the Past-President shall present nominations for the Executive positions for the following year. Members shall vote on these positions to elect the Executive officers by either open or closed ballot;
4. the President will announce committee coordinators for the following year;
5. the President will appoint an auditor to review the books.

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Article VIII Schedule of Meetings

- Section 1.** Meetings of the Guild shall be held on the 4th Tuesday of the month from September to November, and from January to May. The June meeting will be a Guild social event, date to be determined by the Management Team.
- Section 2.** The President shall call regular Management Team meetings, which will be held at least a week prior to general Guild meetings.
- Section 3.** Any member in good standing shall have the right to vote at any general meeting of the Guild.
- Section 4.** A majority of those members attending is required to approve any motions.

Article IX Financial Management

- Section 1.** A budget reflecting fixed costs and estimated costs for the year will be prepared by the Management Team prior to the 1st meeting of the Guild year, and presented to the membership for approval.
- Section 2.** The Treasurer will provide details of the Guild account at each Management Team meeting, at the Annual General Meeting, and to any member upon request.
- Section 3.** The financial record of the Guild shall be audited by:
1. two Guild members, neither of whom is an elected officer; or
 2. an outside auditor.
- Section 4.** The audit shall be done on an annual basis prior to the start of the new LCQG year and at any time there is a change in the office of Treasurer.

Article X Amendments to these Bylaws

Amendments to these Bylaws must be proposed to the Executive for consideration. In the event the executive sees merit in the proposal, a formal amendment will be presented to the membership, at least 6 weeks prior to a vote being taken. The amendment will pass if 2/3 of the members attending a general meeting or voting by proxy, give their approval.