

The Dufferin Piecemakers Quilting Guild Constitution and Bylaws

Constitution

Article #1

The organization shall be known as the Dufferin Piecemakers Quilting Guild. This shall be an unincorporated, non-profit organization.

Article #2: Aims and Objectives

1. To enhance the knowledge of quilting amongst the members and the community
2. To preserve quilting as an art form
3. To encourage an exchange of ideas and quilting methods
4. To participate in projects for the community
5. To foster an atmosphere of kindness, support and respect to all members.

Bylaws

Article #1: Membership

1. Upon submitting the applicable Membership Application Form with payment of the applicable annual membership fee, a person becomes a Member of the Guild. All members agree to be bound by the ByLaws, Rules, and Policies of the Guild.
2. Any changes to fees will be determined by the Executive. Members will be given a minimum of 30 days notice of any fee change(s).
3. Visitors are welcome and may attend meetings and workshops upon payment of a designated fee.
4. Visitors may attend the Annual General Meeting as observers only. They will have no voice at the Annual General Meeting nor will they be allowed to cast a vote.
5. At any meetings of the Guild, all members and their guests will abide by the terms of the Code of Conduct as attached to these Constitution and By-laws, and as is published on the website for the Guild.
6. Membership lists and other Guild materials may not be used for any purposes other than Guild activities unless approved by the Executive. Guild member contact information, including phone number(s), address, and email, shall never be used for anything other than Guild business.

Article #2: Guild Year, Meetings, and Annual General Meeting

1. The Guild year shall be July 1st to June 30th.
2. The Executive shall meet monthly during the Guild year or as deemed necessary by the Executive.
3. The Annual General Meeting shall be held in May of each year unless another month is deemed necessary by the Executive.
4. The number and dates of Guild meetings shall be determined annually by the Executive.
5. There will be no Guild meetings scheduled for the month of July and August. The Executive may meet in these months to orient the incoming Officers, Directors and Committee Chairs and to plan the September Guild meeting.
6. Unless previously authorized by the Executive, there shall be no commercial activity at any meeting or workshop of the Guild.
7. Reports and minutes of all Executive and committee meetings shall be available to any Guild member for review.
8. A short business meeting shall be held at each Guild meeting.

Article #2: Officers and Executive

The positions below shall be elected at the Annual General Meeting and shall assume office in July for one year or until a successor is elected.

1. Officers of the Guild shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Past President
2. Executive of the Guild shall be the Officers, plus the chairpersons of the following standing committees:
 - a. Membership
 - b. Newsletter
 - c. Program
3. The following traditional committees could be deemed standing committees:
 - a. Community Outreach
 - b. Draws and prizes
 - c. Financial Reviewer(s)
 - d. Historian
 - e. Nominating
 - f. Quilt Show
 - g. Retreats
 - h. Social Media
 - i. Stitch and Share groups
4. The Executive may establish new committees and terminate committees as needed except for Nominating and Financial Reviewer.
5. No Executive position should be held for more than three (3) years, unless otherwise decided by the Executive and voted on by the membership at the Annual General Meeting. Efforts should be made to rotate officers and chairpersons after 2 years in the role to engage the entire Guild.
6. Additional Committee Chairperson(s) can be appointed, when necessary, by the Executive.
7. Resignation from the Executive must be submitted in writing to the Executive and/or President with 30 days notice. The Executive may appoint a replacement to serve the unexpired term without a vote by the general membership.
8. When an Executive member has been absent for three consecutive monthly executive meetings, without explanation, or is in flagrant neglect of the duties of the office; the Executive has the right to appoint a replacement to serve the unexpired term, after notifying the member in writing.
9. The quorum of the Executive shall be no less than two thirds of the members of the Executive.

Article #4: Nominations and Elections

1. The members of the Nominating Committee shall be decided by the Executive. Typically, it shall consist of the Past President, the Chair of the Membership Committee and one Member-at-large.
2. This Committee will prepare a slate of Officers, Directors and Committee Chairpersons to be presented to the Executive two (2) months prior to the Annual General Meeting. The membership will receive notification of this slate in the April newsletter or by special emailing.
3. Additional nominations for an office will be accepted by the Chairperson of the Nominating Committee. These must have the consent of the nominee and a seconder.
4. Elections shall be held at the Annual General Meeting. Those receiving the majority of the votes of the membership shall be elected. Positions may be filled by two persons sharing a role such as co-presidents. If a role is shared by two individuals they will only cast one vote.
5. In the event that two or more persons are nominated for the same position, voting shall be by ballot, to be distributed at the Annual General Meeting.

Article #5: Finance

1. The fiscal year shall be July 1st to June 30th.
2. Financial commitments shall be reviewed annually by the incoming Executive.
3. Any committee that proposes new, major projects must have the approval of the Executive and the membership.
4. All events and activities approved by the Executive shall be granted an operating budget and will be the responsibility of the Committee Chairperson or event organizer. Expenditures not covered in an operating budget must have prior approval of the Executive.
 - a. Any Guild money provided to a committee or for an activity must have a written accounting of the total which is to be provided back to the Guild upon completion of the activity or, at a minimum, annually. This report is to be included at the Annual General Meeting.
5. The operating budget for the current fiscal year shall be made available for the membership at the Guild meeting in September.
6. Expenditures over \$500, not included in the budget, must be approved by the Executive.
7. Signing Officers of the Guild shall be the Treasurer, the President and another member designated by the Executive. The names of these members will be registered with the bank.
8. The Treasurer will have online access to the Guild general account.
9. Services rendered by members on a volunteer basis are not eligible for remuneration.
10. Financial records of the Guild shall be available and open for perusal by any Guild member at the Annual General Meeting. The financial records will be examined annually by two (2) members of the Guild, none of whom is an elected Officer. Their financial review shall be made available to the Membership at the September Guild meeting.
11. Any profits of the Guild shall be used in promoting the Aims and Objectives of the Guild.

Article #6: Amendments to the Constitution and Bylaws

1. The Constitution and Bylaws may be amended or repealed by a majority of the members present at an Annual General Meeting. A quorum shall be twenty-five percent (25%) of the membership.
2. Proposed amendments to the Constitution and Bylaws must be submitted to the Executive in writing, with a mover and a seconder, by February 1st.
3. Written notice of a proposed amendment must be circulated to the Members via the newsletter thirty (30) days prior to the Annual General meeting.
4. In the event that a quorum is not present at the Annual General Meeting, the meeting will proceed and all motions will be ratified at the next meeting in which a quorum is present.
5. Voting will be by show of hands or ballot at the discretion of the Executive.

In all matters not provided for in this Constitution and Bylaws, refer to the DPQG procedural guidelines and policies.

Dufferin Piecemakers Quilting Guild Policies

Code of Conduct (see attached appendix)

1. All Guild members agree to abide by the Code of Conduct which is provided upon registering with the Guild and is available on the website.
2. Any Guild member may report a breach of the Code of Conduct by completing the online form or speaking to a member of the Executive as outlined in the Code of Conduct.

Job Descriptions

1. Job descriptions for Executive and Committees are maintained on the website and will be amended as needed by the Executive and posted by the Social Media committee.

Honorary Members

1. Honorary membership may be presented to Guild members by the Executive.
2. Honorary members of the Guild are not counted in the membership total which is used for quorum at the AGM. Honorary members do not have a vote on Guild matters as they do not pay membership dues.

Social Media Domains

1. Social media domains (Facebook, web page, and future media accounts) are to be used only to promote the Guild and its activities. Use of, maintenance, and passwords are the responsibility of the Social Media committee, but guided by the Executive. Up-to-date passwords will be provided to the Secretary. The Guild's Code of Conduct applies to all postings on social media accounts, and any breach will be dealt with by reporting to the Executive and removal of the post. The Executive will determine if further action is required.