**Woodstock Quilt Guild**

**Constitution**

**Update May 2, 2022**

ARTICLE I: Name

This organization shall be called the Woodstock Quilt Guild, hereinafter referred to as WQG.

ARTICLE II: Aims and Objectives

1. To provide a forum for quilters to meet, exchange ideas and develop technical skills and artistic

expression.

1. To organize workshops and seminars on quilting and related activities.

ARTICLE III: Definitions (UPDATED AND ACCEPTED AT ANNUAL MEETING MAY, 2022)

Member in Good Standing: a member who has paid the annual membership fee, as set at the annual meeting and complies with Aims and Objectives of WQG.

Lifetime Member: a member who, at the discretion of the Executive Committee, is deemed deserving of special recognition. A Lifetime Member is entitled to all privileges of membership and is not required to pay annual fee.

Membership Year: The membership year shall be from September Meeting until August 30 of the

following year.

ARTICLE IV: Terms of Membership (UPDATED AND ACCEPTED AT ANNUAL MEETING MAY, 2022)

1. WQG shall classify its membership, as defined in Article III.

2. Every member shall uphold this Constitution.

3. Each member shall conduct themselves with decorum and display respect for fellow WQG Members.

4. A Member in Good standing is entitled to the following privileges:

a. Vote on any matter brought to the WQG membership

b. Hold any office on the Executive Committee c. Receive any benefit conferred on WQG members as a whole; and d. Enter work in any show sponsored by the WQG, following all registration requirements.

5. The Executive Committee shall be empowered to remove the privilege of membership from any member who in the determination of the Executive Committee fails to uphold the WQG’s Constitution, provided that the member is granted the opportunity to be heard.

ARTICLE V: Officers

The officers of the WQG constitute the Executive Committee and shall consist of President, Vice

 President, Immediate Past President, Secretary, Treasurer, and Registrar.

ARTICLE VI: Committees

The WQG will have the following committees, any or all of which may be asked to attend the Executive Committee meetings.

ARTICLE VI: Committees Continued:

The Chair shall be responsible for work of the committee and for reporting to the Executive Committee and the membership. These committees shall include Program and Newsletter and such other committees as deemed necessary to carry out the business and longstanding projects of the WQG.

*Nominating Committee* shall consist of three members in good standing including a Past President, a member of the existing Executive Committee and a member at large.

ARTICLE VII: Annual Meeting

Election of officers shall be carried out at each annual meeting.

1. An officer may not serve more than two (2) consecutive years in the same executive position.

1. If an officer or committee chair cannot complete the term of office or neglects the duties of chair,

the Executive Committee shall appoint another member in good standing to complete the term of office. In the case where two or less months remain in the Guild year, the remaining members of the executive may choose to fill in the responsibilities of the open position themselves.

3. Committee Chairs shall be appointed by elected Executive Committee.

ARTICLE VIII: Meetings

1. Meetings are to be held monthly from September to June inclusive. As well, the President shall call

 as many Executive Committee meetings as required to carry out WQG business, programs and projects.

1. The annual meeting shall be held in May of each year. Each officer and committee chair shall provide an annual report for publication in the Newsletter published prior to the annual meeting and/or provide an oral report at the annual meeting. The June meeting of each year shall be presided upon by the current executive; however, if desired the newly elected executive may speak to the membership. In order to give the current Treasurer the opportunity to pay any expenses incurred in June and record any funds deposited in June, all financial books and other pertinent executive documentation shall be presented to the newly elected executive no later than July 30 of that same year. For the same reasons, the Financial Report published for the Annual meeting will be the regular monthly financial report. For accuracy, and to ensure all bills have been paid, the Annual year-end financials will be presented in September.
2. In the absence of the President, the Vice President shall chair the meeting. If both are absent,

 another officer shall conduct the meeting.

1. A quorum must be present at any general meeting for business to proceed. A quorum shall be 40%

of the members in good standing. If a quorum is not present, only regular business may proceed,

and all motions must be ratified at the next general meeting. In the absence of a quorum, the President may choose to ratify the regular motions by email – only Nay votes need respond. All meetings shall be conducted according to Robert’s Rules of Order. Motions require 50%

1. The President has the right to cancel a meeting for an emergency, weather or other significant

 reason.

ARTICLE IX: Finance

1. WQG is a non-profit organization.

1. All cheques written will have the signatures of two of the following officers: President, Vice

President or Treasurer.

1. A brief, itemized, written financial report shall be available at each meeting and published in each

month’s Newsletter. A detailed report shall be available at the annual meeting and in the Newsletter published prior to the annual meeting”.

1. The financial records shall be made available for inspection when requested in writing by any

member in good standing and a date shall be assigned for discussion at any general meeting.

1. There will be an inspection of all financial records by a non-executive WQG member in good

standing, as approved by the general membership, prior to the annual meeting and anytime there is a change in treasurer.

1. The Executive Committee is authorized to approve expenses up to fifty dollars ($50.00) without

having member approval.

ARTICLE X: Amendments

The constitution and by-laws may be amended at the annual meeting.

1. The proposed amendment(s) shall be submitted in writing to the Executive at least two months prior to the annual meeting.
2. Proposed amendments(s) shall be published in a newsletter available to all members one month prior to the meeting.
3. Voting shall be by voice unless there is a challenge to the chairperson’s ruling, in which case there shall be show of hands or secret ballot.
4. In order to be implemented, a quorum must be present and amendment(s) shall have support of 50% plus 1 of those members present in good standing.
5. Any amendments made to the constitution must be signed and dated by the current President and

the Secretary, scanned and published on the WQG Website.