

Woodstock Quilt Guild

Constitution

Update March 4, 2013 (with suggested updates for 2018)

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

ARTICLE III: Membership

Members in good standing pay the membership fee set at the annual meeting.

ARTICLE IV: 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 V: Committees

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

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 VI: 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.
2. 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 chose to fill in the responsibilities of the open position themselves.
3. Committee Chairs shall be appointed by elected Executive Committee.

ARTICLE VII: 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.
2. 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.

3. In the absence of the President, the Vice President shall chair the meeting. If both are absent, another officer shall conduct the meeting.
4. 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%
5. The President has the right to cancel a meeting for an emergency, weather or other significant reason.

ARTICLE VIII: Finance

1. WQG is a non-profit organization.
2. All cheques written will have the signatures of two of the following officers: President, Vice President or Treasurer.
3. 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”.
4. 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.
5. 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.
6. The Executive Committee is authorized to approve expenses up to fifty dollars (\$50.00) without having member approval.

ARTICLE IX: 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.

Signed and dated by President at time of amendment(s):

 President: _____
 (name printed)

Date: _____

 Secretary: _____
 (name printed)

Date: _____