

Constitution of the Campbell River Friendship Quilters' Guild

1. The name of the Guild shall be: "The Campbell River Friendship Quilters' Guild".
2. The objective of the Guild shall be:
 - a) To promote the art of quilting by offering inspiration and education
 - b) To use the art of quilting to respond to the needs of the community
 - c) To cultivate friendly relationships and camaraderie

Effective as of May 10, 2006

Signed by: _____
Pam Silver, President

JoAnne Murray, Vice President

3. Upon dissolution of the Guild, by a majority vote of the members called to a meeting for that purpose by fourteen (14) days notice in writing, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up, shall be distributed to such registered charitable organization (s) or quilt guild/group (s) in the city of Campbell River. This provision is unalterable.

Effective as of May 8, 2002

Signed by: _____
Fran Forgaard, President

Myf Boniface, Vice President

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BYLAWS

Membership

1. The membership year is September 1 – August 31.
2. Dues shall be reviewed each year at the Annual General Meeting.
3. Membership to the Guild shall be granted to any person who:
 - a.) accepts the Constitution and Bylaws of the Guild; and
 - b.) pays the membership fee of the Guild.
4. A member shall cease to be in good standing upon failure to make payment of membership dues within a period of sixty (60) days after the due date.
5. Membership in the Guild may be terminated for just cause or failure to uphold the Constitution and Bylaws of the Guild by a two thirds (2/3) vote of the members of the Guild present at a meeting called specially for that consideration.
6. A Guild membership list shall be provided to all members.
7. The Guild membership list may not be used for solicitation for any purpose other than information for fellow members.
8. No member is to use the Guild name without authorization from the Guild.

Nominating

1. This committee consists of three people, the chair appointed by the President and the remaining two (2) people elected from the general membership. This is to be decided at the March "A" night meeting.
2. A slate of officers will be prepared and presented to the membership at the Annual General Meeting held in May.
3. Further nominations may be made from the floor (following proper procedure) and shall be added to those recommended.

Voting

1. Voting shall be by a show of hands unless a request is made by a majority of members present to have a secret ballot vote.

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BYLAWS continued

Meetings

1. The Annual General Meeting of the Guild shall be held once a year on the second (2nd) Wednesday in May.
2. Election of officers takes place at this time. Annual reports from the President and Treasurer are given.
3. Two meetings per month will be held:
 - a.) "A" night will be on the 2nd Wednesday of the month. This shall be a business meeting.
 - b.) "B" night" will be held the 4th Wednesday of the month. This is an informal gathering where one can get help, short workshops etc.
4. Executive meetings are held on the first Wednesday of the month at a place designated by the President.
5. The Executive may call special General Meetings. Notice (written or by phone) shall be given with a minimum of fourteen (14) days notice specifying the time and place.

Quorum

1. A quorum at any business meeting shall consist of thirty percent (30%) of the membership.
2. A quorum of fifty percent (50%) of membership shall be required at the Annual General Meeting and "Special" General meetings. A two-thirds (2/3) majority vote of members present is needed to carry motions.
3. A quorum at the Executive meeting shall consist of fifty percent (50%) of the Executive, i.e. President, Vice President, Past President, Secretary, Corresponding Secretary, Treasurer, Directors (3).

Expenditures

1. The Executive can authorize the spending of up to one hundred dollars (\$100.00). Any amount over and above requires a majority vote of the membership present.
2. Cheques must bear two signatures, President and/or Treasurer and one other signing officer i.e. Vice President or Secretary.

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Parliamentary Authority

1. Minutes stand Approved as presented (after corrections).
2. Treasurers report is Received and filed.
3. To make a formal and binding decision, the following procedures should be followed. After discussion, if action is warranted, a motion is made.
 - a.) Discussion
 - b.) Motions must be seconded. Chair should repeat the motion.
 - c.) Call for vote i.e. those for, against and abstentions.
 - d.) Motion carried/defeated.
4. Roberts Rules of Order shall be used as a guideline.

Workshop Expenses

1. Members will be paid a minimum of one hundred and fifty dollars (\$150.00) to teach a one-day workshop and a minimum of seventy-five dollars (\$75.00) for a half-day (4 hours or less).

Projects

1. Proposals for projects should be submitted to the membership by the Executive stating name and goal, estimated cost and time, and estimated number of volunteers required.
2. Any monies spent on an approved project will be reimbursed to the member by presentation of a detailed bill to the treasurer no later than sixty (60) days upon completion of the project.

Minutes

1. Minutes shall be recorded at all executive and business meetings.
2. The President and Secretary shall keep copies on file.
3. It is recommended that committees keep records of their proceedings. Make reports to the Executive upon request.

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Insurance

1. The Executive is responsible for maintaining liability insurance and procuring extra insurance required for special Guild events, where available.

Charities

1. All requests from charities should be forwarded to the Executive for consideration and recommendations made to the membership.

Fiscal Year

1. The fiscal year will be September 1 – August 31.
2. Two members of the Guild (not including present Treasurer) shall review the financial statement annually. This committee shall be the future Treasurer and one volunteer.

Executive Officers

1. The officers of the Guild will be President, Past President, Vice President, Treasurer, Secretary, Corresponding Secretary, Director of Membership, Director of Communications and Director of Programs.
2. The above officers will constitute the Executive and will be elected by the membership to serve a term of one year. Officers may serve no more than two consecutive terms in any given position.
3. New Executive will take office on September 1st.
4. If an Executive member is unable to serve out their term, the Executive may appoint a member to serve the balance of the term.

Revisions

Any revisions of these policies should be submitted to the President no later than March "A" night meeting of each year. It is then brought to the attention of the general membership no later than April "A" night meeting. Voting to take place at the Annual General Meeting in May.