

PRINCE EDWARD COUNTY QUILTERS' GUILD  
CONSTITUTION  
Established 1986

ARTICLE I: Name

The organization shall be called the PRINCE EDWARD COUNTY QUILTERS' GUILD (PECQG), functioning as a not-for-profit organization.

ARTICLE II: Aims and Objectives

1. To enhance the knowledge of quilting within the group and the community.
2. To preserve quilting as an art form.
3. To establish, maintain, and upgrade quilting standards.
4. To encourage an exchange of ideas and methods.
5. To participate in community projects.
6. To preserve the history of quilting in Prince Edward County and surrounding area.

BY-LAWS

ARTICLE I: Membership

1. Membership shall be open to persons interested in quilts and quilting. Upon payment of an annual fee a member is deemed to be a member-in-good-standing.
2. Youth members are 18 years and under at time of enrolment. Fee amount to be determined by the Executive Committee.
3. You must be a member in order to vote.
4. Membership fees are due at the September general meeting and are not prorated.
5. Changes in annual fees will be proposed by the Executive Committee and presented for approval by the membership at the Annual General Meeting.
6. Visitors may attend two free in person meetings before being required to become a Guild member.
7. Life membership may be granted in recognition of a guild member who has been consistently active in the Guild.
8. The membership list shall not be used for purposes other than guild activities.
9. Each member is required to purchase a name tag and encouraged to wear it at all guild functions.
10. Only members can display and sell their quilts in the quilt show.
11. Each member is required to actively participate in guild special activities and events such as; volunteering at the quilt show, selling raffle tickets, assisting with comfort quilts, and participating in guild activities.
12. Members shall maintain a scent free environment at guild events and activities

## ARTICLE II: Guild Year and Meetings

1. The Guild membership and fiscal year shall be September 1 to August 31.
2. The number and dates of the general and executive meetings shall be determined by the Executive Committee.
3. The Annual General Meeting shall be held at the last General Meeting of the year.
4. The Annual Report for the Executive and Committee Chairs shall be forwarded to the Membership prior to the Annual General Meeting.
5. The Guild shall hold a quilt show and sale when feasible.
6. Guild members and newsletter advertisers may post information at meetings regarding classes, demonstrations, competitions, trips, quilting related items for sale and educational activities related to quilting.

## ARTICLE III: Executive Officers and Committee Chairs

1. Executive Officers of the Guild shall be:
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Past-President
2. Chairs of the Standing Committees shall be:
  1. Challenges
  2. Comfort Quilts
  3. Goodwill
  4. Hospitality
  5. Library
  6. Membership
  7. Newsletter
  8. Program
  9. Quilt Show
  10. Raffle
  11. SWYF (Sewing With Your Friends)
  12. Workshops
  13. Technology Support and Social Media
  14. Block of the Month (BOM)
3. The Executive Committee of the Guild shall be the Executive Officers and Chairs of the Standing Committees.
4. The Executive Officers shall be elected at the Annual General Meeting and commence their duties September 1 for a two-year period.

5. a. No executive officer shall hold the same office for more than two consecutive terms.  
b. In the event that a position remains vacant after election, the executive officers may request the incumbent to remain for an interim period.
6. Additional committee chairs can be appointed, when necessary, by the Executive Officers.
7. Resignations from the Executive Committee must be submitted in writing to the president. The Executive Officers may appoint a replacement to serve the unexpired term.
8. When an executive officer or a committee chair has been absent for three general and/or executive meetings, the Executive Officers may appoint a replacement to serve the unexpired term.
9. A quorum of the Executive Committee shall be its members present, with a minimum of seven members.

#### ARTICLE IV: Nominations and Elections

1. The nominating committee shall consist of the Past-President as chair, one member of the Executive Committee, and one member-at-large.
2. The committee shall prepare a Slate of Executive Officers in accordance with the Procedures for Election.
3. Election of executive officers shall be held at the Annual General Meeting. Those receiving the majority of votes (50% + 1) of the members present will be elected.
4. Notwithstanding, should an Executive Committee position be vacant after the Annual General Meeting, the Executive Committee shall be responsible for the organization of the Guild.

#### PROCEDURE FOR ELECTION OF OFFICERS

##### March Meeting

1. The chair of the Nominating Committee shall meet with the committee members prior to the March meeting.

##### At the March General Meeting

The Nomination Committee chair will:

1. Introduce the committee.
2. Announce the development of a list of nominations for the positions of executive officers.
3. Announce the development of a list of candidates for the committee chairs.
4. Remind members that they can either nominate themselves or other members.

### Prior to the Annual General Meeting

The Nominating Committee shall:

1. Contact the existing Executive Officers to determine if they wish to remain in office, and if they have a position preference.
2. Contact the existing Committee Chairs to determine if they wish to remain in office and if they have an alternate position preference.

### Annual General Meeting

The chair of the Nominating Committee shall:

1. Conduct the election in accordance to Robert's rules.
2. Announce the members who are running for executive officers and standing committee chairs.
3. Accept additional nominations from the floor.
4. Guild membership shall vote by secret ballot (when necessary) for the Executive Officers.

The Nominating Committee shall:

1. Tally the votes and the chair shall announce the incoming Executive Officers.
2. Provide the incoming President with the list of candidates for the various standing committee chairs.

At the first executive meeting the Executive Officers will appoint the Standing Committee Chairs.

At the first general meeting the President will introduce the Standing Committee Chairs.

### ARTICLE V: Finance

1. The fiscal year will be September 1 to August 31.
2. All events and activities approved by the Executive Officers shall be granted an operating budget. Expenditures within the limits of the budget shall be the responsibility of the Committee Chair or event organizer. Expenditures not covered in an operating budget must have the prior approval of the executive officers.
3. Signing officers of the Guild shall be the Treasurer, the President, Past-President or the Vice-President. Two signatures are required.
4. The financial records shall be reviewed annually by persons authorized by the Executive Officers.
5. The financial records shall be audited biennially by persons appointed by the Executive Officers.

## ARTICLE VI: Executive Officers and Standing Committee Chairs

Any Executive Officer position or Standing Committee Chair may be shared by more than one member.

### A) Duties of the Executive Officers

#### 1. President

- a. Shall prepare the agenda for and preside at the Executive meetings and the general meetings.
- b. Shall create an annual budget in conjunction with the Treasurer.
- c. Shall receive reports from committee chairs.
- d. Shall be an ex-officio member of all committees except the nominating committee.
- e. Shall ensure that the Guild maintains a high profile in Prince Edward County by its participation in various community and charitable activities.
- f. Shall schedule meeting dates and arrange meeting locations for executive and general meetings.

#### 2. Vice-President

- a. Shall assist and assume the President's duties when necessary.
- b. Shall act as the Guild's liaison person to new members by introducing them to other members.
- c. Shall be jointly responsible, with the Past-President, for community outreach programs and projects.

#### 3. Past-President

- a. Shall be available in an advisory capacity to the Executive Committee.
- b. Shall establish and chair the Nominating Committee.
- c. Shall be jointly responsible, with the Vice-President, for community outreach programs.

#### 4. Secretary

- a. Shall record the minutes at executive, general and Annual General Meetings.
- b. Shall maintain a permanent file of all minutes and reports, guild newsletters and other pertinent guild information to be passed onto the incoming secretary.
- c. Shall assist with correspondence as requested.

5. Treasurer

- a. Shall create an annual budget in conjunction with the President.
- b. Shall have charge of all funds of the Guild, receive fees, deposit receipts and disburse monies as authorized by the Executive Officers.
- c. Shall maintain all records necessary for the annual examination and prepare an annual report.
- d. Shall record the financial transactions from each standing committee chair and executive officer.
- e. Shall give a brief summary of all accounts at executive and general meetings when requested.
- f. Shall purchase, file and maintain records for the raffle license, guild insurance and any legal or binding documents.
- g. Shall serve as the Quilt Show Treasurer.
- h. Shall receive from the raffle chair, at the end of the quilt show, the stubs of sold tickets and the unsold raffle tickets and the name and address of the raffle winner. The unused tickets and stubs are to be kept for one year before being destroyed.
- i. Shall prepare the Ontario government's final report outlining the disposition of the raffle proceeds and deliver same to the offices of the Corporation of Prince Edward.

**II. Notwithstanding I. a-i, individual treasurers may assume the duties of the Treasurer for each of the Guild's three accounts: Guild, Raffle, and Quilt Show. Individual duties listed in 5 II.**

Guild Treasurer

- a. Shall create an annual budget in conjunction with the President.
- b. Shall have charge of all funds of the guild account, receive fees, deposit receipts and disburse monies as authorized by the executive officers for the Guild account.
- c. Shall maintain all records necessary for the annual examination and prepare such reports as are required.
- d. Shall record the financial transactions from each standing committee chair and executive officer.
- e. Shall give a brief summary of all accounts at executive and general meetings as requested.
- f. Shall purchase, file and maintain records for the raffle license, guild insurance and any legal or binding documents.

### Raffle Treasurer

- a. Shall create an annual budget for the raffle account, in conjunction with the Quilt Show Chair. This budget will be authorized when presented and approved by the Guild Executive Committee.
- b. Shall have charge of all funds of the raffle quilt; receive fees, deposit receipts and disburse monies as authorized by the Quilt Show Committee and the PECQG Executive Committee.
- c. Shall maintain all records necessary for the annual examination and prepare such reports as are required.
- d. Shall give a brief summary of all accounts at executive and general meetings when requested.
- e. Shall purchase, file and maintain records for the raffle license,
- f. May serve as the Quilt Show Treasurer.
- g. Shall receive from the raffle chair, at the end of the quilt show, the stubs of sold tickets and the unsold raffle tickets and the name and address of the raffle winner. The unused tickets and stubs are to be kept for one year before being destroyed.
- h. Shall prepare the Ontario Government's final report outlining the disposition of the raffle proceeds and deliver same to the offices of the Corporation of Prince Edward.

### Quilt Show Treasurer

- a. Shall create an annual budget in conjunction with the Quilt Show Chair for presentation and approval by the Guild Executive Committee.
- b. Shall have charge of all funds of the quilt show; receive fees, deposit receipts and disburse monies as authorized by the Quilt Show Committee.
- c. Shall maintain all records necessary for the annual review and prepare such reports as are required.
- d. Shall record the financial transactions from the Quilt Show Chair and each Committee Chair.
- e. Shall give a brief summary of the quilt show account at executive and quilt show meetings as required.
- f. May serve as the Raffle Treasurer.

## B) Duties of the Standing Committee Chairs

### GENERAL

- a. Shall establish a committee and chair meetings as necessary.
- b. Shall report events in the newsletter.
- c. Shall attend and report to the Executive Committee meetings.
- d. Shall submit an annual request for funds to the President and Treasurer for budgetary purposes.
- e. Shall inform the Treasurer of expenditures and submit invoices and receipts within 30 days.
- f. Shall prepare a written report and forward it to the president or designate prior to the Annual General Meeting.
- g. Shall report regularly to the Treasurer expenditures and financial requirements.

### SPECIFIC

#### 1. Challenges

- a. Shall arrange challenge displays at general meetings.
- b. Shall organize challenges in coordination with program and workshop committee chairs.
- c. Shall arrange for shipping and fees for the winning CQA member guild challenge quilt.
- d. May display guild challenges at the Quilt Show.

#### 2. Comfort Quilts

- a. Shall create quilts to meet selected community needs.
- b. Shall inform guild members of work dates and location.
- c. Shall manage comfort quilt supplies.
- d. Shall distribute comfort quilts and inform the membership.

#### 3. Hospitality

- a. Shall organize catering and supplies for all general meetings as required by the Executive.



#### 4. Goodwill

- a. Shall be responsible for cards, gifts, and flowers when deemed appropriate by executive officers.
- b. Shall make a donation of \$25.00 when there is a death in the immediate family (parent, spouse, and child) of a guild member.
- c. Shall make a donation of \$50.00 when there is a death of a PECQG member to a charity chosen by his\her family.

#### 5. Library

- a. Shall be responsible for researching and purchasing new books, magazines, rulers, etc., to be made available to members at general meetings.
- b. Shall maintain a current list of library resources.

#### 6. Membership

- a. Shall collect annual membership fees at the September general meeting and distribute membership cards.
- b. Shall order and distribute name tags.
- c. Shall keep an up-to-date record of attendance at general meetings.
- d. Shall create and publish the current membership contact list.
- e. Shall republish the membership list whenever a new member joins the Guild.

#### 7. Newsletter

- a. Shall coordinate the content, layout, editing, and distribution of the newsletter a minimum of four times per year.
- b. Shall list guild shows and events of the other Ontario guilds.
- c. Shall recruit new advertisers. Shall send out the newsletter to current advertisers and invoice annually.
- d. Shall mail hard copies of each issue to members who do not have email addresses.

#### 8. Program

- a. Shall be responsible for the programs presented at the general meetings of the Guild.
- b. Shall arrange programs in coordination with challenge and workshop committee chairs.
- c. Shall contact and arrange for speakers.
- d. Shall make arrangements for all equipment required for programs.
- e. Shall publicize upcoming programs in the newsletter, at general meetings and on PECQG social media platforms.

9. Quilt Show

- a. Shall establish a working group for: show treasurer, secretary, show floor plan, admissions, advertising and signage, rack cards, vendors, quilt registration, sign in and sign out, volunteers sign up, judged quilts, ribbons, boutique, program, labels, guest artist ambassador.
- b. May include the Guild Treasurer as the Quilt Show Treasurer.
- c. Shall coordinate with the raffle chair for display and draw of raffle item(s).
- d. Shall update quilt show binder and/or quilt show report and forward to the President.
- e. Shall distribute USB drives from the previous show to each committee chair.
- f. Shall collect updated USB drives after the show and submit to the President.

10. Raffle

- a. Shall select guild members to choose and make the raffle item(s).
- b. Shall organize, in coordination with the Treasurer, the purchase of the raffle license.
- c. Shall arrange for the printing of the raffle tickets.
- d. Shall coordinate the distribution and sales of the raffle tickets and the collection of the monies.
- e. Shall coordinate and oversee the display of the raffle item(s), and sell tickets prior to and during the quilt show.
- f. Shall oversee the draw of the winning ticket, contact the winner and record this information in the guild records and newsletter and announce the winner at the first following general meeting.
- g. In conjunction with the Quilt Show Chair, publicize the raffle winner's name in the local news
- h. Shall record tickets sold and unsold. Return both the unused tickets and sold ticket stubs to the Treasurer.

11. SWYF (Sewing With Your Friends)

- a. Shall publicize SWYF sessions.
- b. Shall arrange meeting dates and location.
- c. Shall collect appropriate fees

## 12. Workshops

- a. Shall organize and publicize a variety of workshops throughout the Guild year, enlist teachers, book space, register participants and collect fees.
- b. Shall arrange workshops in coordination with program and challenge committee chairs.
- c. Shall make arrangements for all equipment required for workshops.

## 13. Technology Support and Social Media

- a. Shall maintain a web presence to provide information to members and to promote the Guild in the PEC community and in the quilting community.
- b. Shall assist the Quilt Show Committee - by using the Guild's internet presence for publicity - by using technology to simplify tasks (e.g. quilt registration, quilt label production, boutique registration, et cetera)
- c. Shall provide technical assistance and advice to the Executive.

## 14. Block of the Month (BOM)

- a. The BOM is established to assist members to learn new quilting techniques and/or skills.
- b. The committee will provide, at a minimum, instruction for completing 5 projects per year. When possible, instructions will be accompanied with photos or drawings relating to completion of the project.

## ARTICLE VII: Parliamentary Authority

1. Constitution and By-Laws, Robert's Rules of Order (revised) shall be used as reference.

## ARTICLE VIII: Amendments to the Constitution and/or By-Laws

1. The constitution and by-laws may be amended or repealed by a two-thirds majority vote of members present at the Annual General Meeting. A quorum shall be twenty-five per cent of the total membership.
2. Notice of such a proposed amendment must be circulated to the membership at least thirty days prior to the Annual General Meeting.
3. The constitution and by-laws shall be reviewed every ten years by an ad hoc committee.
4. The ad hoc review committee should be no less than three guild members.

## ARTICLE IX: Guidelines for the Dissolution of the Guild

Should circumstances arise that the Guild Executive Committee see that the only future course of action is to dissolve the Guild:

1. A notice of motion shall be given at a general meeting, “ That “Prince Edward County Quilters’ Guild dissolves”.
2. A copy of the Notice of Motion to Dissolve shall be sent to every member of the guild.
3. The Notice of Motion to Dissolve shall be voted upon at the next general meeting.
4. An affirmative vote of two-thirds of the Guild members present shall be required to carry the motion (see Article VIII re quorum).
5. Upon motion to dissolve the Guild being carried, all funds and assets shall be held in trust by the Guild Executive Officers for a period of **two** years. (Assets: bank accounts; quilt racks; other quilt show resources; hospitality supplies; library books and cart; comfort quilt resources; guild archives.)
6. The Guild Executive Officers shall report yearly, in writing, to the people who had guild memberships at the time that the motion to dissolve was carried, the status and location of funds and assets.
7. The Executive Officers shall only make expenditures that:
  - maintain the Guild’s assets (i.e., storage fees for quilt racks)
  - allows the Guild to receive bank statements (i.e., post office box rental).
8. Should the Guild not reorganize within **two** years, the funds and assets will be disposed of in keeping with the aims and objectives of the guild.
9. After the two-year period, the Executive Officers will appoint a person-at- arms-length to oversee the distribution of the assets.
10. All official guild records and archives shall be placed on permanent possession in the community library archives. (Archival materials: executive committee minutes, general meeting minutes, membership lists, financial statements, newsletters, photographs.)
11. All financial documents (current bank statements, cash records and financial statements and invoices needed for a financial review of books) should remain with the last Treasurer for a period of seven years before being destroyed.