

GROUSE MOUNTAIN DAY QUILTERS GUILD

BYLAWS

1. **MISSION STATEMENT** - to serve as an educational association in which quilters or interested parties can learn more about quilting for the mutual benefit of all and through the mutual sharing of common interests.
2. **MEMBERSHIP**
 - a. Membership in the guild will be capped at a number to be determined by the membership from time to time.
 - b. Each member of this Guild will read and sign a membership form and pay set annual fees before being granted membership in this Guild. By doing so, the new member has agreed to be bound by the Constitution and Bylaws of this Guild. A member is in good standing when the full annual membership has been paid and all membership obligations from the previous year have been met. New members are in good standing when their membership fee has been paid and membership form signed.
 - c. **Out of town members (outside the Lower Mainland)** - may join the Guild for a fee which shall be two-thirds of the set annual dues. These members are entitled to the newsletter, to attend meetings, and to participate in workshops and classes. They are not entitled to run for elected positions or to vote.
 - d. **Membership Rights and Obligations** - A member:
 - i. is to return a signed membership form to the membership coordinator before the membership can be activated.
 - ii. must follow the Constitution and Bylaws of this Guild.
 - iii. is responsible for volunteering as described in the Policies and Procedures.
 - iv. has the right to one vote (either in person or by proxy).
 - v. who has registered 3 months prior to the quilt show is eligible to register quilts for the show.
 - vi. has the right to bring forward any major issue at the business meeting during the general discussion part of the agenda, by way of written notification to the president not less than fourteen (14) days prior to the next scheduled business meeting. This notification must be accompanied by written acknowledgments of three other voting members in good standing.
 - vii. has the right to withdraw from the Guild by way of a written or verbal notice to the Guild's secretary.
 - viii. cannot transfer the membership to another party, nor are the fees refundable, wholly or in part.
 - ix. is no longer a 'member in good standing' when the membership obligations have not been fulfilled and the membership fees have not been paid 30 days after the due date. A member not in good standing will not have the rights of membership as listed above and will not be able to participate in Guild workshops or classes.
 - x. NOT in good standing for 90 days shall cease to be a member.
 - e. **Expulsion** - a member will have membership revoked without refund of membership fees and will cease to be a member upon a majority vote of 51% of a quorum of members at a business meeting. The member must be notified not less than fourteen (14) days before the next business meeting at which said vote will be held and has the right to speak a protest on their own behalf at said business meeting. Lack of notification would invalidate the expulsion vote.

- f. **Fees**
 - i. The amount of the annual membership dues shall be determined by the officers at an executive meeting of the preceding year.
 - ii. A prorated amount, determined by a prorated schedule, shall be charged to members for the first year of membership.

- g. **Recognition of Source/Labour** - All members shall recognize the source of and/or labour on their work, if any part is not wholly original, unless the source is deemed to be in the public domain. Recognition shall be in the form of a label description attached to the work.

3. **MEETINGS**

- a. No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at the general meeting at a time when a quorum is not present. If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated. A quorum shall be a simple majority of members.
- b. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next month, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
- c. The president of the Guild, the vice president or in the absence of both, one of the officers present, shall preside as chair of the general meeting.
- d. If at a general meeting there is no president, vice-president or other officer present within 15 minutes after the time appointed for holding the meeting, or the president and all other officers present are unwilling to act as chair, the members present shall choose one of their number to be chair.
- e. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
- f. No resolution proposed at a meeting need be seconded, except as required by *ROBERT'S RULES OF ORDER NEWLY REVISED* and the chair of a meeting may move or propose a resolution. In case of an equality of votes the chair shall not have a casting or second vote in addition to the vote to which they may be entitled as a member and the proposed resolution shall not pass.
- g. A member in good standing present at a meeting of members is entitled to one vote. Voting is by show of hands. Voting by proxy is permitted.
- h. A member's proxy shall be given in the form of a completed and signed proxy form available from the secretary. Only a member in good standing can vote by proxy or be given another member's proxy.
- i. Annual general meetings shall be held every September or October.
- j. Members shall be notified of the annual general meeting or any special meeting by way of written or email notice not less than fourteen (14) days prior to the meeting.
- k. A monthly meeting shall be held every month from September to June. Each meeting may consist of a creative session, show and share time, problem solving, plus business reviews and updates.
- l. Elections shall be held in June. Only members in good standing may stand for election.
- m. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- n. No children or pets, except assistance dogs, to be allowed at meetings.

4. **EXECUTIVE OFFICES**

- a. All office positions shall be held for a term of 2 years.
- b. A member may serve on the executive for two consecutive 2-year terms providing the two terms are in different positions and providing that no one else steps forward to fill the position. Following those four years, the member cannot serve on the executive for the following two years. Or, a member may serve on the executive for one 2-year term, take one year off and then serve another 2-year term in a different position providing that no one else steps forward to fill the position. Following those five years, the member cannot serve on the executive for the following two years. Should the membership drop below thirty (30), this clause shall be waived.
- c. An election may be by acclamation, otherwise it shall be by ballot. If no successor is elected, the position shall stand empty until it can be filled.
- d. If an officer resigns from office or otherwise ceases to hold office, an election shall take place to fill the position. The new officer will hold this position until the end of the original term.
- e. No act or proceeding of the officers is invalid only by reason of there being less than the prescribed number of officers in office.
- f. Executive officers shall meet to conduct the business of the Guild as necessary. A quorum of an executive meeting shall be a majority of officers then in office.
- g. An officer can be removed from office upon a majority vote of fifty-one percent (51%) of a quorum of members at a business meeting. The officer must be notified not less than fourteen (14) days before the next business meeting at which said vote will be held and has the right to speak a protest on their own behalf at said business meeting.
- h. Neither the Bylaws nor the Policies & Procedures can be changed retroactively.
- i. No officer shall be remunerated for being or acting as an officer but an officer shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Guild.

5. **BUDGET**

- a. Each position that shall incur expenditures shall be given an annual budget.
- b. Each annual budget for the following 12 months amount shall be agreed upon by the executive officers prior to the annual general meeting. This consolidated budget is to be ratified by the membership at the annual general meeting.
- c. The GROUSE MOUNTAIN DAY QUILTERS GUILD shall not have any borrowing powers.

ELECTED OFFICERS

PRESIDENT - responsible for:

1. chairing the annual general meetings, regular meetings and conducting said meetings following *ROBERT'S RULES OF ORDER NEWLY REVISED*.
2. chairing the executive meetings and conducting said meetings following *ROBERT'S RULES OF ORDER NEWLY REVISED*.
3. preparing an agenda for annual general, regular and executive meetings.
4. endeavoring to accept and add to the agenda written requests for speaking time during the annual general meeting and any and all business and executive meetings. (See Membership Rights and Obligations, 2 d vi.)
5. receiving written and verbal communication from members of other Guilds, Associations, Government, etc., and bringing these to the attention of the Guild members.
6. ensuring that the Guild runs in accordance with the Societies Act of B.C. and fulfills any and all obligations the Guild has under this act.

VICE-PRESIDENT/PROGRAM DIRECTOR - responsible for:

1. arranging monthly creative sessions and booking workshops with instructors or guild members, and coordinating all necessary details throughout the year.

2. registering participants and collecting workshop fees, supplying participants with relevant information regarding workshops, submitting fees to the treasurer, and distributing any payments to the instructors.
3. submitting relevant receipts and list of any outgoing payments at next scheduled executive meeting and assuring that the workshops stay within the budget set down at the last business meeting in the previous year.
4. maintaining the workshop policies of the Guild.
5. organizing workshop monitor as required.
6. This office can optionally be divided into two positions – Vice-President/Program Director and Workshop Director. In such a situation, both positions would be members of the Executive and each would have voting privileges.

TREASURER - responsible for:

1. maintaining detailed ledgers, cheque book, collections, deposits, disbursements and completion of bank forms as required.
2. receiving monies paid to the Guild.
3. keeping updated accounts on file and presenting to executive officers and Guild members upon request.
4. preparing an annual report for internal auditing by executive officers at the annual general meeting.

SECRETARY - responsible for:

1. keeping minutes at all annual general, business and executive meetings. Minutes must be typed and a copy given to each executive officer. Reads or circulates the minutes of the annual general and previous business meeting.
2. maintaining a ledger with a hard and soft copy of all minutes, writing correspondence on behalf of the Guild and preparing any pertinent reports as required by the executive officers.

NEWSLETTER EDITOR - responsible for:

1. gathering information of new events, quilting ideas and techniques.
2. collecting information from other executive officers as to what's happening at next month's Guild meeting or in the near future.
3. contacting quilt shops or other interested parties for possible advertisements and collecting advertisement fees.
4. editing and publishing of the newsletter after approval by the executive.

LIBRARIAN - responsible for:

1. collecting relevant quilting literature, i.e.: books, magazines, catalogues of interest, patterns, and templates. This also includes purchasing of new items for library as per the library budget.
2. maintaining a record of books issued to members in good standing, collection of overdue books and fines, plus a record of fines due and paid.
3. keeping a current list of books and materials in the library (this includes a list of damages to or missing items from the literature).
4. maintaining a minute binder that has two year's worth of general, executive and annual meeting minutes.
5. maintaining a full set of monthly newsletters.

MEMBERSHIP COORDINATOR - responsible for:

1. enrolling and welcoming new members to the Guild.
2. collecting membership dues, filling out membership cards, keeping a sign-in ledger of attendance, maintaining up to date records of enrolled members including their current address and telephone number. A current list is to be submitted to membership as required.

NON-ELECTED POSITIONS - See Policies and Procedures

Changes to Constitution - Any and all changes to the Bylaws of the Constitution must be in accordance with the current Societies Act of B.C. A current copy of the relevant sections of the Societies Act shall be kept in the library. These Bylaws shall not be altered or added to except by special resolution.

Dissolution of Guild - Shall be in accordance with the Societies Act of B.C.