ARTICLE I: NAME

- The name of this Association shall be **The Sarnia Quilters Guild (SQG)**

ARTICLE II: PURPOSE

- The purpose of the Guild shall be to promote the art of quilting. The Guild is dedicated to carrying out the quilting tradition through education, promotion of creativity and the exchange of ideas.

ARTICLE III: MEMBERS

- The annual dues shall be $35.00 payable on or before the first meeting.
- Prospective members may attend 1 meeting without charge.
- New members joining after January 31st will pay $20.00
- Each member will be entitled to voting privileges.
- All members shall be encouraged to participate in Guild functions.

ARTICLE IV: OFFICERS

- The officers of the Guild shall be a President, a Vice President, a Secretary, a Treasurer and a Communications Officer.
- These officers shall perform the duties prescribed in the bylaws and policies of the Guild.
- The officers, except for President and Past President, if necessary, shall be elected by ballot to serve for one year or until their successors are elected.
- Their term of office shall begin August 1st and end July 31st.
- No member may hold more than 1 office at a time.

The **President** shall:

- Act as chairperson for all meetings and will represent the Guild as needed.
- Become Past President upon completion of the 1 year term of office as President.

The **Vice President** shall:

- Act as chairperson in the absence of the President and assist as needed.
- Do annual inventory of Guild owned items and give this list to the Secretary in September.
- Plan an annual bus trip for the guild members.
- Become President the next year.

The **Secretary** shall:

- Be responsible for the minutes of meetings, maintain records and attend to correspondence.
- Publicize the general membership meeting minutes in the Newsletter. Ensure the Executive have a copy of all executive and special meeting minutes.
- Send cards in cases of illness or death in family.

The **Treasurer** shall:

- Maintain the bank account, receive and record all receipts and disbursements.
- Provide cheque requisitions to executive for reimbursements of all expenses
- Prepare an annual statement. Present the books for audit at the instruction of the Executive.
- Collect all monies for the guild or designate persons to do the same.

The **Past President** shall:

- Act as an advisory member of the Executive Committee for 1 year.
- Act as Chairperson of Nominating Committee.

The **Communications Officer** shall:

- Be responsible for communications to and from the Guild, including but not limited to mail, Website updates, notices of meetings in local newspapers/TV
- Post the Policies and Procedures on the Website
- Post the Constitution and Bylaws on the Website

ARTICLE V: MEETINGS

- The fiscal year for this Guild shall run from August 1 to July 31.
- Regular meetings of this Guild shall be held on the second Monday of September and the first Monday of each month from October to June unless otherwise ordered by the Guild or the Executive.
- There will be no meeting in July or August.
- The May meeting shall be designated as the annual general meeting at which time elections of officers and committees for the next year shall be held.
- Fifty (50) members of the Guild in attendance shall constitute a quorum.
- Sensitive issues will not be voted publicly with a show of hands but by a paper ballot.

ARTICLE VI: EXECUTIVE

- The **officers** of the Guild and the **chairs** of the **committees** shall constitute the Executive. The immediate Past President shall act as an advisor to the Executive.
- The Executive shall have general supervision of the affairs of the Guild during the business meetings, fix the hour and place of meetings, make recommendations to the Guild, and shall perform such other duties as are specified in these bylaws.
- Unless otherwise ordered by the Executive, regular meetings of the Executive shall be held monthly

ARTICLE VII: STANDING COMMITTEES

The following standing committees shall be elected annually:

- Program
- Show and Tell
- Comfort Quilts
- Special Events (Quilt Show)
- Membership
- Library
- Social (Kitchen)
- Newsletter Editor
- Financial Review(2)
- Nominating
- Historian

PROGRAM COMMITTEE

- Each member shall hold office for 2 years.
- The terms of office will be staggered so that 4 people will be elected each year
- The members of the Committee will choose one member to be the chair if not already designated.
- The Committee will be responsible for all educational programs and demonstrations at Guild meetings.

SHOW AND TELL COMMITTEE

- Each member shall hold office for 2 years.
- Terms shall be staggered so that 2 members are elected each year.
- The members of the Committee will choose 1 member to be the chair if not already designated
- The Committee shall be responsible for the collecting and displaying of all show and tell items at both sessions.

COMFORT QUILTS COMMITTEE

- The members of the Committee will choose 1 member to be the chair of the committee.
- The Committee shall be responsible for organizing the making and distribution of the quilts to those in need in the community.

SPECIAL EVENTS COMMITTEE (QUILT SHOW)

- The Quilt Show Convener shall be appointed by the Executive
- The Quilt Show Convener will be responsible for organizing and managing all committees for the Quilt Show.

MEMBERSHIP COMMITTEE

- Each member shall hold office for 2 years.
- Terms shall be staggered so that 4 people are elected each year.
- The members of the Committee will choose 1 member to be the chair of the Committee for each session.
- This Committee shall:
    - Greet guests and members at each session.
    - Ask guests or new members if they need someone to sit with them.
    - Accept dues from members.
    - Keep an up to date membership list.
    - Provide names only of new members in S'Quilt Newsletter.

LIBRARY COMMITTEE

- Each member shall hold office for 2 years.
- Terms shall be staggered so that 4 members are elected each year
- The members of the Committee shall choose 1 member to be chair of each session.
- This Committee shall:
    - Care for books, periodicals and any other materials placed in the library.
    - Set up and administer a system of loaning library materials to members.
    - Buy books as money is available.
    - Do a library inventory once a year and keep an up to date inventory list.
    - Prepare a report of the inventory and give a copy to the Communications Officer in September as well as provide the list on the website.

SOCIAL COMMITTEE (KITCHEN)

- The Social Committee shall consist of a total of 8 members.
- Each member shall hold office for 2 years.
- Terms shall be staggered so that 2 members are elected each year.
- The members of this Committee shall choose 1 committee member to be chair of each session
- The duties of this committee shall be to:
    - Arrange refreshments 10 minutes before end of meetings.
    - Arrange social functions as required.
    - Enlist members to sign up for bringing refreshments.
    - Remind members before each meeting or put their names in the newsletter
    - Keep supplies stocked.

S'QUILT EDITOR (NEWSLETTER EDITOR)

- The Newsletter Editor shall be elected at the May meeting and hold office for 1 year.
- The Editor shall gather Guild news and publish it in the monthly newsletter which appears on our website.
- Additional copies may be printed for those without computers**.**

FINANCIAL REVIEW COMMITTEE

- The Financial Review Committee shall consist of 2 members, appointed by the Guild at the June meeting.
- Committee members may not be part of the executive and may not review books 2 consecutive years.
- The purpose of this committee is to review the Treasurer's books during August.
- The Committee shall prepare a statement concerning the review, to be presented to the members for approval at the September meeting.

NOMINATING COMMITTEE

- The **Past President** shall chair this committee.
- The Past President will form this Committee.
- This Committee shall be responsible for preparing a slate of candidates for all elected offices and committees. This slate shall be presented at the May meeting.

HISTORIAN

- The Historian will maintain a History of the Guild, including photographs of events.

ARTICLE VIII: SPECIAL COMMITTEES

- The following Special Committees shall be appointed by the Executive Board:
    - "**Constitution and By-Laws Committee**"
    - This Committee shall consist of 2 members appointed by the **Executive** to Review the Constitution and By-Laws as well as the Policies and Procedures and recommend changes
    - This review is to occur every two years

ARTICLE IX: AMENDMENTS TO BYLAWS

- These Bylaws can be amended at any regular meeting of the Guild if 51% of those members present agree with the amendment (in accordance with **ARTICLE V**) and that the amendment has been submitted to the membership at least 30 days prior to the meeting.
- The amendment will be written in the newsletter and posted on the Guild website