



# Norfolk County Quilters' Guild

## CONSTITUTION AND BYLAWS

### ARTICLE I — NAME

The organization shall be known as the “Norfolk County Quilters’ Guild”.

### ARTICLE II — AIM AND OBJECTIVES

The Norfolk County Quilters’ Guild is a volunteer-run organization whose objectives are:

1. To promote an appreciation of and to contribute to the knowledge of the art and craftsmanship associated with quilting, patchwork and fibre arts.
2. To encourage performance in the craft by providing educational opportunities and a forum for fellowship and exchange of experience, information and ideas.
3. To encourage high standards of colour, design and technique in quilting, patchwork and fibre arts.

### ARTICLE III — MEMBERSHIP

Regular membership shall be open to all those interested in quilting, patchwork and fibre arts whether quilt lover or quiltmaker, beginner or experienced, amateur or professional, upon payment of annual dues.

Membership shall not exceed 250 members with existing members having the first rights of renewal. Henceforth a waiting list shall be established.

### ARTICLE IV — MEMBERSHIP DUES

Membership dues are determined annually by the Executive Committee and shall be paid by all regular members. The membership year shall be September 1 to August 31. Visitor’s fees shall be determined by the Executive Committee as appropriate to specified activities.

### ARTICLE V — ELECTION OF GUILD EXECUTIVE COMMITTEE

Officers of the Guild are Past President, President, Vice President, Secretary and Treasurer. The Term of Office will be for two years and renewable for one term. After not serving in a particular office for a minimum of one term, a member may serve in the same office under the conditions noted above. Term is defined as August 1<sup>st</sup> of one year to July 31<sup>st</sup> of the second following year. Elections for the positions of Vice President, Treasurer and Secretary shall be held at the Annual Meeting. In the event of a resignation/termination from any office, the Executive Committee shall declare the position to be vacant and may, by motion, make a pro tem appointment to complete the term or hold an election.

**ARTICLE VI — DUTIES OF THE OFFICERS**

**President:** Shall preside at the meeting of the Guild each month and all meetings of the Executive Committee. Shall be the Chief Administrative Officer of the Guild at its annual meeting. Shall be an ex officio member of all committees except the Nominating Committee.

**Vice President:** In the absence of the President, the ~~First~~ Vice President shall serve in the order of office and shall perform such duties as are performed by the President. Shall become cognizant of Guild operation and policies (apprenticeship). Shall collect membership dues. Shall create the Guild directory of members. New members shall receive a copy of the current Constitution and Bylaws, and Procedures. It is expected that the ~~First~~ Vice President would advance to the office of President, subject to personal limitations and/or Executive Committee decision.

**Secretary:** Shall record minutes at Executive meetings and send a copy to the Executive Committee within two weeks of the meeting.

Shall collate and prepare for distribution the required documents for the Annual Meeting.

Shall record minutes at the Annual Meeting in May and submit to the Executive Committee within two weeks of the meeting.

Shall record minutes at any general membership meeting where a motion is required to approve an expenditure or activity that is not covered by the Constitution/Bylaws, budget or current practices.

Shall maintain a file of all Minutes, reports, correspondence and enquiries for future reference.

**Treasurer:** Shall have charge of all funds of the Guild, receive dues from the Vice President, deposit receipts and disburse monies as authorized by the President, Vice President and Treasurer. Shall maintain all records as necessary with three separate accounts (regular Operating Account, the Comfort Quilt Account and the Lottery Trust Account).

Provide monthly reports highlighting the revenues received and payments made to the Executive Committee.

Shall prepare the budget as directed by the Executive Committee for presentation at the Annual Meeting in May.

Shall prepare such reports as necessary for the annual financial review and as otherwise required.

The fiscal year is August 1 to July 31.

**Past President:** Shall be available for consultation. Shall attend Executive Committee meetings.

**The Executive:** Shall have the right to appoint a replacement to serve the remainder of the term, in the event that an officer has been absent from three (3) consecutive General and/or Executive meetings and is deemed unable to complete the term or is deemed incapable of completing the duties of that office.

**ARTICLE VII —TEAMS**

**Nominating Team:** Shall be chaired by the President and shall be comprised of the President, Past President, Vice President and one other member of the Guild. Shall prepare a slate of officers for submission to the Executive Committee prior to April 1. The slate of officers shall be presented to the membership at the Annual Meeting in May. If a position is contested a vote shall be conducted by ballot. Ad hoc committees may be appointed as necessary by the Executive Committee. The Nominating Team will assist any Teams which are having difficulty finding coordinators.

**Program Team:** The Coordinator shall be responsible for organizing the Program Team from the Guild members who have indicated an interest in serving on the Program Team; and ensuring that those Team members can undertake the programs and projects set up for the members. Shall be responsible for planning a program of monthly presentations and activities designed to further the objectives of the Guild; and remain within the allocated budget.

Shall be responsible for organizing instructional workshops presented on an occasional basis for the membership. Fees for the workshops shall be determined by the Program Team must operate on at least a break-even basis over the fiscal year.

**Technology Team:** The Coordinator is responsible for:

- Website/blog,
- Zoom,
- Social Media, and
- other technology that is adopted by the Guild.

**Comfort Quilts Team:** The Coordinator is responsible for:

- Maintaining and purchasing supplies;
- Reviewing which organizations will be receiving the Guild's donations/gifts; and
- Organizing the presentation of quilts.

**Librarian:** Shall maintain a current list of library resources. Shall order new books, etc. and maintain appropriate subscriptions within the approved yearly budget. Shall catalogue new library material and prepare it for distribution. Shall prepare reviews of new material for meetings and newsletters. Shall manage the operation of the library during meetings. Shall inventory library holdings once per year.

**Advertising Team:** The Coordinator is responsible for:

- Acquiring advertisers for the website and social media;
- Advising the Executive on the advertising fees;
- Provide promotional material to local media regarding Guild special events; and
- Liaise with the Norfolk County Fair Committee regarding our sponsorship of a class.

**Fundraising Team:** The Coordinator is responsible for:

- Organizing and presenting activities that will provide additional revenue for the Guild.

**Ambassador Team:** The Coordinator is responsible for:

- Meeting and greeting new members and ensuring they are introduced to other members.

**Refreshments Team:** The Coordinator is responsible for:

- the provision of refreshments at all regular meetings, as required.

**Sunshine Coordinator:** Shall send appropriate greeting cards to Guild members; and, on other occasions, shall provide suitable remembrances as outlined in Procedures.

**Historian:** Shall maintain a written and pictorial history of the Guild activities.

## **ARTICLE VIII — MEETINGS**

The number of regular meetings shall be determined by the Executive Committee and communicated to the membership. The Annual Meeting of the Guild shall be held in May. Notice of the meeting shall be communicated prior to the meeting. The Executive Committee may call a Special Meeting of the membership under extenuating circumstances.

## **ARTICLE IX — SIGNING AUTHORITY**

The signing authority for the Guild for all documents that bind the Guild, and for all cheques, with the exception of those drawn on the Guild's chequing account, shall be any two of the following three: Treasurer, President or Vice President. Signing authority for cheques or e-transfers from the Guild's chequing account shall be one of the aforementioned three officers of the Guild. Sufficient documentation must be obtained from an appropriate/relevant Guild member before any payment of any kind can be made.

## **ARTICLE X — AMENDMENT OF CONSTITUTION**

The Constitution may be amended by a majority vote of members present at the Annual Meeting of the Guild. Notice of amendment must be circulated to the members thirty (30) days prior to the annual meeting at which it is to be presented. Any such approved amendment shall be effective immediately.

## **ARTICLE XI — PARLIAMENTARY PROCEDURE**

In all matters not provided for in the Constitution, Roberts Rules of Order (revised) shall be the parliamentary authority.

## **ARTICLE XII — DISSOLUTION OF THE GUILD**

In the event of dissolution of the Guild, all remaining funds shall be distributed to a charity or charities to be chosen by the members. No member may benefit personally from any remaining funds. The revenue must have a direct benefit to the public and remain in Ontario.

**BYLAWS**

1. The Guild shall be compensated financially, by a fee or donation set by the Executive, for a business card size advertisement on the Guild's website/blog.

Businesses which have paid to place a business card size advertisement on the Guild's website/blog in any given year (September to August) will receive one membership free-of-charge.

2. Instructors may set their fee for a class and the Program Team will set the student fees. If the class is cancelled by the Guild, fees shall be refunded.
3. Notification to amend the Constitution or to propose Bylaws may be done through the following methods: email, letter, etc.
4. The Bylaws may be amended by a majority vote of the members present at the Annual Meeting.
5. In accordance with the Personal Information Protection and Electronic Documents Act (Canada), Guild members' phone numbers, addresses, and email addresses are to be used for Guild purposes only.

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Original Constitution and Bylaws dated: Tuesday, June 3, 1997

Revised Constitution dated: Monday, November 12, 2007

Revised Constitution and Bylaws confirmed by membership at the Annual Meeting held on June 2, 2009

Revised Constitution and Bylaws confirmed by membership at the Annual Meeting held on June 4, 2014

Revised Constitution and Bylaws confirmed by membership at the Annual Meeting held on June 7, 2016

Revised Constitution and Bylaws confirmed by membership at the Annual Meeting held on May 1, 2018

Revised Constitution and Bylaws confirmed by membership at the Annual Meeting held on May 7, 2019

Revised Constitution and Bylaws confirmed by membership at the Annual Meeting held on May 4, 2021

Revised Constitution and Bylaws confirmed by membership at the Annual Meeting held on May 3, 2022

Revised Constitution and Bylaws confirmed by membership at the Annual Meeting held on May 7, 2024



## NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Comfort Quilts Team</b>	
<b>NO.:</b> 01	<b>DATE:</b> May 7, 2019 <b>AMENDED:</b> May 3, 2022 May 5, 2024

Reference: Constitution, Article VII — Teams

The Coordinator of the Comfort Quilts Team will be responsible for:

- Liaise with Advertising Team Coordinator re Long Arm Quilting Businesspersons  
Any long arm quilting businessperson who is a Guild member who long arm quilts three or more Comfort Quilts in a Guild year, i.e. September 1 to August 31, will receive free advertising on the website/blog the following year. The Coordinator responsible for the Comfort Quilt Program will keep track of this volunteerism and notify the Coordinator of the Technology Team so that the business card sized ad can be included on the website/blog for the following year.
- Monitor funding for Comfort Quilts which will come from the proceeds of a quilt raffle, donations by outside organizations, along with any donated fabric, money and other supplies.
- Monitor funding for the Lottery Trust Account which will come from the proceeds of a quilt raffle.
- Maintaining and purchasing supplies.
- Reviewing which organizations will be receiving the Guild's donations/gifts.
- Organizing the presentation of quilts at the December meeting.



# NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Meeting Agenda</b>	
<b>NO.:</b> 02	<b>DATE:</b> May 7, 2019 <b>AMENDED:</b> May 5, 2024

## General Business Meeting

1. If any member has a topic to be placed on the agenda for discussion at a general business meeting, please advise the President or Vice-President at least 48 hours in advance of the meeting.
2. Any activity, project or presentation must be given to the President in writing for inclusion on the agenda at any meeting.
3. As outlined in the Constitution, Article Xi — Parliamentary Procedure, Roberts Rules of Order (revised) shall be the parliamentary authority.

## Executive Board Meeting Agenda

1. If any member has a topic to be placed on the agenda for discussion at an Executive Board meeting, please advise the President or Vice-President at least 48 hours in advance of the meeting.



# NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Membership</b>	
<b>NO.:</b> 03	<b>DATE:</b> May 7, 2019 <b>AMENDED:</b> May 2, 2023 May 5, 2024

1. The Vice President may seek assistance with the collection of membership dues and preparation of membership directory from another guild member/other guild members.
2. The Vice President will ensure that new members are greeted at their first meeting; and receive a welcome note and a copy of the Constitution/Bylaws and Procedures (electronically or in print as appropriate) following the meeting.
3. **Membership Fees**  
Full membership fees will apply where a person joins before the January meeting of any given year (i.e. August 1 to July 31). For members joining after the January meeting in any given year, the membership fee will be one-half of the membership fee in place at the time.





# NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Advertising Team Subcommittees</b>	
<b>NO.:</b> 04	<b>DATE:</b> May 5, 2024 <b>AMENDED:</b>

Reference: Constitution, Article VII — Teams

The Advertising Team will be comprised of two subcommittees. The Coordinator of the Team may be the lead in either of the subcommittees.

## 1. Advertising Revenue

Source new potential advertisers for inclusion on the Blog and/or the Guild Facebook Page(s).

Maintain contact with current advertisers to encourage them to continue to advertise with the Guild. Mid July each year contact each vendor (who has a business card ad on the website/blog the previous year) to ask if the business wishes to continue for the upcoming year, i.e. August 1 to July 31.

Advise Executive of possible fee increases for advertising space.

Liaise with Comfort Team Coordinator re Long Arm Quilting Businesspersons

## 2. Promotion of the Guild

Provide promotional material to local media regarding Guild special events.

Liaise with the Norfolk County Fair Committee regarding our sponsorship of a class.

Encourage members to enter quilts in the Norfolk County Fair.

Communicate to the Treasurer (for inclusion in the budget) the cost to provide a class prize.



## NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Workshops</b>	
<b>NO.:</b> 05	<b>DATE:</b> May 7, 2019 <b>AMENDED:</b> May 5, 2024

- a) The Program Coordinator and organizing committee will determine the minimum and maximum number of participants, the workshop participant fee and other appropriate details, excluding the instructor fee.
- b) The workshop participant fee must be paid at the time of registration with **NO REFUNDS**. If a member cannot attend, they may find a substitute.
- c) The goal of all workshops should be that the fees cover the expenses. A workshop will be cancelled at least 72 hours prior to the date if the workshop leader's contract permits so that a full refund for the rental fee can be obtained.
- d) Should the Guild cancel the workshop, any prepaid fees will be refunded as soon as possible to persons who have paid.
- e) Guild members who conduct a full day workshop may be considered to receive an honorarium as outlined in the current budget.



## NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Sunshine</b>	
<b>NO.:</b> 06	<b>DATE:</b> May 7, 2019 <b>AMENDED:</b>

1. The Sunshine Coordinator shall send appropriate greeting cards to Guild members on the following occasions:
  - passing of spouse, child or sibling, parent, parent-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law,
  - get well for illness or surgery,
  - thinking of you.



# NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Treasurer</b>	
<b>NO.:</b> 07	<b>DATE:</b> May 7, 2019 <b>AMENDED:</b> May 4, 2021 May 5, 2024

## **Reimbursement of Legitimate Expenses to Guild Members**

1. All monies to be reimbursed to guild members must be approved in advance by sending an email to the President and Treasurer indicating the amount to be reimbursed and the item(s) purchased.
2. The President and Treasurer will organize the appropriate reimbursements.
3. Receipts must be provided to the Treasurer to authorize payment of the resultant reimbursement.
4. Should a guild member wish to make an out-of-the ordinary purchase such as flowers or a gift, prior approval of the President and Treasurer must be received.

## **Budget Development**

The goal is to develop a zero-deficit budget.

The goal is to maintain a reserve fund.



## NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Program Team Subcommittees</b>	
<b>NO.:</b> 08	<b>DATE:</b> May 4, 2021 <b>AMENDED:</b> May 5, 2024

Reference: Constitution, Article VII — Committees

The Program Team will be comprised of three subcommittees:

1. Program (speakers/presenters at general membership meetings)
2. Workshops
3. Challenges, block exchanges and blocks of the month; special events, retreats, educational information regarding quilting, patchwork and fibre arts

The lead for each subcommittee will be determined by the Program Team members. Each lead reports to the Program Coordinator. The Program Coordinator may also act as lead for a subcommittee.

Program Team members may serve on more than one subcommittee.



# NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Technology Team Subcommittees</b>	
<b>NO.:</b> 09	<b>DATE:</b> May 5, 2024 <b>AMENDED:</b>

Reference: Constitution, Article VII — Teams

The Technology Team will be comprised of three subcommittees:

### **Website/Blog**

- Ensure the website content is up-to-date and that the website continues to meet the Guild's requirements.
- Liaise with and provide relevant information to appropriate Executive members/team coordinators.

### **Zoom**

- Provide technical support for general membership meetings held on Zoom.

### **Social Media**

- Administer the Guild's Facebook Page(s)



## NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Fundraising Team</b>	
<b>NO.:</b> 10	<b>DATE:</b> May 5, 2024 <b>AMENDED:</b>

Reference: Constitution, Article VII — Teams

The Coordinator of the Fundraising Team will be responsible to:

- Find new sources of revenue through fundraising events, grants, draws, etc.
- With the Executive, help to determine the account to which fundraising dollars will be posted (if not previously requested by the donors).



## NORFOLK COUNTY QUILTERS' GUILD

<b>PROCEDURE</b>	
<b>Ambassador Team</b>	
<b>NO.:</b> 11	<b>DATE:</b> May 5, 2024 <b>AMENDED:</b>

Reference: Constitution, Article VII — Teams

The Coordinator of the Ambassador Team will be responsible to:

- Ensure there is a Ambassador Team member at each monthly meeting to greet new members