

CONSTITUTION OF THE LAKE OF THE WOODS QUILTER'S GUILD

ARTICLE #1: Name - Lake of the Woods Quilters' Guild

ARTICLE #2: **MISSION STATEMENT:** to promote quilting in a social atmosphere of friendship and sharing by offering learning opportunities to our members and the general public and to preserve the unique heritage of quilting in our community.

ARTICLE #3: Rules of Membership: The yearly membership fee shall be set annually each year - and is renewable at the September meeting. Membership fees must be renewed by December 31st each year. After that date unpaid members will not be allowed to attend any future meetings until their yearly fees have been paid. In addition, their names will be removed from the membership list on Dec. 31st and they will no longer receive copies of our newsletter until such time as their fees have been paid. Any member who has not paid their dues by Dec. 31st and/or joined the Guild by that date will not be allowed to enter our Annual Quilt Show held each spring.

ARTICLE #4: A list of the officers and committees for the Lake of the Woods Quilters' Guild and their job descriptions are attached as per Appendix #1.

ARTICLE #5: The following officers of the Lake of the Woods Quilters' Guild shall be voting members of the Executive, as follows:

President	Historian
Past President	Education Chairperson
Vice President	Quilt Show Chairperson
Secretary	Newsletter
Treasurer	Membership Chairperson
Publicity	

Non-Voting Executive Member:

Volunteer Co-ordinator

The President is only required to vote when the Executive vote is tied and her vote shall be the deciding vote.

6 members (representing a quorum) of the Executive must be present at an Executive Meeting for a vote to be taken. If a vote is taken the names of members present and the number of votes "for" and "against" are recorded in the minutes.

ARTICLE #6:

The annual General Meeting of the Lake of the Woods Quilters' Guild shall be held on the second Thursday of June each year. All Committee Chairpersons will present a written report of their position to the membership at the Annual General Meeting.

All executive members who have held their office for a term of two years must indicate to the nominating committee prior to the Annual General Meeting if they wish to step down from their position or if they wish to let their name stand for re-election to their position along with any other nominees.

The Past President acts as nominating Chairperson and if she is unable to do this job someone will be appointed no later than the March meeting. Her duties shall be to advise membership which positions are up for re-election and to collect nominations forms from the membership for these positions. All nomination forms must include the signature of nominee stating that she will allow her name to stand for the nomination if she is unable to attend the Annual General Meeting. The Nominating Chairperson shall ensure that proper election and voting procedures are followed. Voting will be conducted by secret ballot.

In accordance with Robert's Rules of Order, because only a small fraction of our Guild is ever present at meetings, we adopt the policy that twenty percent of our members must be present at a meeting to constitute a quorum and thus conduct the business of the Guild.

ARTICLE #7:

In the absence of the President of the Guild, both executive and general meetings will be chaired by the Vice President. In the absence of both the President and the Vice President the business portion of the meeting will be conducted by another elected member of the Executive.

ARTICLE #8:

The Treasurer of the Guild will be required to present a written financial report to the membership at the Annual General Meeting. A short summary of bi-monthly financial activities shall appear in each newsletter stating the starting balance, expenses, income and ending balance. A request to pay any outstanding bills should be made at each General Meeting and these bills should be listed verbally to membership.

At the end of each Guild Year three members of the Guild (not presently serving a term on the Executive) will be asked to audit the books.

CONSTITUTION: APPENDIX NUMBER ONE

LAKE OF THE WOODS QUILTER'S GUILD EXECUTIVE JOB DESCRIPTIONS AND DUTIES OF INCUMBENTS:

PRESIDENT:

The duties of the President are as follows:

- Act as Chairperson at all regular guild meetings and executive meetings.
- Call periodic Executive Meetings to plan events and establish procedures involved in the running of the Guild.
- Prepare and collect items for the Agenda for both regular and executive meetings.
- Ensure Guild meetings are conducted according to Robert's Rules of Order by:
 - ensuring discussions proceed in an ordered fashion and all members are given opportunities to voice their concerns and opinions;
 - ensuring minutes, treasurer's reports and any motions proposing changes to current practices or decisions to be made are properly moved and seconded to accept or decline them. Make sure that a vote is taken.
 - supervise membership votes on various guild issues when necessary.
- The President casts a vote at Meetings only when there is a tie and then her vote is the deciding vote.
- Oversee and be involved in the general activities of the Guild and confirm with Committee Chairs prior to meetings that various task have been completed in preparation for meetings, i.e., workshops planned, raffle quilt in progress, quilt show plans on schedule, library books ordered and purchased etc. Monitor all programs to see if the various Chairpersons require any assistance and help them in getting this assistance.
- Sits as Past President when term is completed.
- Ensures the orderly transition to new executive at completion of term of office.

PAST PRESIDENT:

Acts as advisor to current president and offers advice or expertise when required.
Acts as Nominating Chairperson and if she is unable to do so, an alternate is appointed in her stead before the March meeting.

VICE PRESIDENT:

The duties of the Vice President are as follows:

- Be available to act in the President's capacity at any meetings the President is not able to attend.
- Assist the President with her duties, upon request.
- Act as an extra Member-At-large should any Chairperson or Committee member need assistance in their particular job.
- Monitor the Guild activities to ensure the Executive is providing something for all members, that they are providing good leadership, and that all members are participating and make Executive aware of any problems she might foresee.

SECRETARY:

The duties of the Secretary are as follows:

- Summarize minutes of general meetings to include all motions and voting.
- List winners of draws or door prizes and Show and Tell participants to be included and published in the newsletter.
- Keep accurate minutes of all Guild meetings (regular and executive meetings).
- Collect Guild mail from post office and distribute to appropriate members (including throughout the summer). Present the notice regarding payment due for post office box rental to the Treasurer for payment.
- Present general correspondence to the membership at monthly meetings.
- Reply to any correspondence that requires it.
- Take "The Canadian Quilter" magazine to Library after displaying it at two consecutive meetings.
- The secretary has signing authority for general account along with the president and treasurer.
- Acts as Sunshine Girl for Guild.

TREASURER:

The duties of the Treasurer are as follows:

- Keep detailed and accurate records of Guild finances (and bring these accounts to each meeting), by keeping an up-to-date ledger and balancing this ledger with Monthly Bank Statements. Receive all bills owed and issue cheques promptly after approval from Executive and/or Guild membership.
- Make deposits, as necessary.
- The Treasurer is responsible for advising the Executive on the viability of their Budget plans and ensuring that funds are available to cover them. The Treasurer will suggest alternatives to these plans if funds do not exist.
- Prepare a full, written Financial Report for the Annual General Meeting a copy of which will be printed in the next newsletter produced after the General Meeting.
- Verbally report on Guild finances at each meeting, keeping the membership informed of our current financial situation.
- Prepare a small insert for each newsletter which states: beginning balance, expenses, income and final balance as of that date.

PUBLICITY:

The duties of the Publicity Chairperson are as follows:

- Inform the local newspaper of meeting dates, etc. for insertion into the Club News.
- Prepare various articles throughout the year summarizing Guild activities and informing the public of our work in the community to promote quilting in our Town.
- Prepare articles for paper on any special weekend workshops held by the Guild.
- Submit an article once a year to Canadian Quilting Association on Guild activities for the year especially information regarding Quilt Show..

MEMBERSHIP:

The duties of the membership committee are as follows:

- Be available to take membership fees at all meetings.
- Issue a receipt along with a membership card to each Guild member.

- Upon registration, ensure all Guild members place their change of address on an available sheet. New members fill in all the information.
- Monthly - Send an updated membership list to Newsletter Chair and she updates list and sends new copy back in time for next month's meeting.
- Membership fees are sent to the Treasurer.
- Place the Attendance Book at a convenient place to be signed by all attending Guild members.
- Guild pins may be purchased from Membership.
- Make President aware of new members to be welcomed into the Guild.

HISTORIAN:

The duties of the Historian are as follows:

- Scan newspapers and collect all items regarding Guild activities as reported in the local newspapers and place them in a current years photo-album.
- Take photos of all Show and Tell placing one copy in Guild photo-album and making one copy available to members for purchase, at a fee set by the Executive. Funds collected in this manner will be used as Petty Cash for various Historian expenses.
- Take photos of every item placed in our annual quilt show for the guild photo album and also make a copy available to members for purchase. Place these photos and any write-ups or articles about the show in the appropriate photo album.
- Provide slides for winning quilts to be sent to CQA. Take slides of all entries in quilt show.
- Take responsibility for the Guild photo-albums and made sure they are available for the display at our Quilt Show in June.
- Keep an album of all guild newsletters.
- Arrange for photos at workshops and place these in current year's album.

NEWSLETTER:

The duties of the newsletter Chair are as follows:

- Prepare five newsletters during the Quilting year as follows: 1) Late August which is mailed to membership announcing the start of the new season, 2) November 3)January, 4)March and 5)May.
- Collect all information from the various Executive Chairs, advertising from local shops who are members of the Guild, and interesting and informative articles about quilting that might interest members.
- Prepare newsletters by typing any articles that are hand-written, verifying all information has correct dates, times, etc. and arranging the information in a pleasing and informative manner in preparation for sending to the printer.
- Collect any fees for advertising by local shops and turn them over to the Treasurer.
- Hand out newsletters to membership at the meetings, keeping track of who receives their copy at the meeting and mails copies to home of members not present at the meeting.
- Purchase necessary envelopes, stamps required to mail newsletters to members absent from the meeting.
- Advise Executive Members and advertisers of dates when they must have their information into her in time for preparation of the newsletter.
- Keep an accurate accounting of money spent to produce newsletter during the season and request necessary renewal of funds from the Treasurer to cover the costs of printing, postage and

supplies to produce the newsletter. Receipts for these expenses are presented to Treasurer as funds are depleted as proof that expenditures were made.

-Assist membership in the updating of the membership list on a monthly basis as members pay their dues for the year. Send out reminders in November as final notice that Guild dues must be paid by the end of December or the members name will be removed from the membership list. Run off current membership lists for the membership chairperson and any other Executive Members who require a copy.

QUILT SHOW CHAIRPERSON:

The duties of the Quilt Show Chairperson are as follows:

- Act as Chairperson and coordinator for the plans for our annual Quilt Show.
- Ensure committee members are completing their tasks (as assigned) in a timely manner.
- Consult membership on any points of order or proposed Quilt Show rule changes and implement Guild decisions.
- Oversee all aspects of Show as follows:
 - contacting and liaising with Museum staff;
 - arranging for preparation of registration forms, rules, etc. for insertion into March newsletter,
 - arranging for typing, printing and preparation of Show Program.
 - arranging for Judge for the Show and Workshop put on by this Judge in conjunction with the show.
 - arranging for hanging committee
 - organizing for door prizes
 - arranging for committee to take care of refreshments for Monday night - show meeting.
 - coordinating Awards Presentations.

EDUCATION COMMITTEE:

The duties of the Education Chair are as follows:

- Act as Chairperson at Education Committee Meetings.
- Suggest and coordinate activities run by the Education Committee at regular meetings and act as spokesperson for the committee at meetings. Offer some form of Educational workshop/demonstration at each regular meeting (if possible). Offer some instruction for Beginners at Guild meetings in the form of a Beginner's Program each year.
- Assist committee members and/or members at large, in preparing lesson plans for their mini-workshops.
- Consult with members at large and Executive as to workshop interests of membership to ensure they provide instruction in the areas of interest.
- Arrange for at least one weekend workshop per year (if Guild funds permit). With the assistance of her committee members arrange for teachers, locations, registration forms and materials lists and present them to members.
- Prepare registration forms for all workshops which must be signed by member and receipts produced to them for any monies collected. The Registration Form should state on it the rules for cancellation of attendance at a workshop and the members signature should signify that they agree to abide by these same rules.

- Collecting registration forms and fees for these workshops and keeping accurate records of costs and expenses and reporting these to membership by giving a full financial accounting of the workshop in the next newsletter..
- Maintain a listing of teachers, catalogues, slide shows, etc. that are available in Canada and also identify guild members who are willing to act as teachers.
- Administer Education Funds and supply a report of the disbursement of these funds at the Annual General Meeting in writing.

RAFFLE QUILT CHAIRPERSON:

- Arrange for lottery licence from the City of Kenora and all required paperwork to run lottery.
- Obtain the rules for running a lottery from the City of Kenora each year in case they change.
- Obtain quotes for printing of tickets and arrange for printing of tickets with the business that provides us the best deal. Distribute tickets to membership to sell.
- Keep track of tickets issued to members, money returned etc.
- Keep accurate financial records of funds spent, profits made and donations made. Prepare final report in writing for presentation to membership and the required reports to the City of Kenora within a certain required timeframe.
- Responsible for separate bank account for lottery funds. Have signing power of this account along with two members of the Education Committee.
- Set schedule for hanging/displaying quilt. Distribute tickets to local outlets who will sell tickets and collect dollars and tickets when sold.
- Deposit funds from ticket sales.
- Notify winner of raffle quilt and arrange for delivery/shipping of item(s).

HOSPITALITY CHAIRPERSON:

- Arrange for booking of the hall for Christmas Potluck and May Potluck dinners.
- Purchase any necessary supplies for these events (from Guild funds) such as paper plates, serviettes, utensils, cream, sugar, coffee etc. Arrange for someone to prepare hall for these events and put on coffee etc. prior to membership's arrival.
- Assist if necessary, in preparing coffee and tea at regular monthly meetings and also in clean-up at close of the meetings.
- Prepare articles for the newsletter prior to the special event to advise membership what items they should bring, and dates and times for these events.

VOLUNTEER CO-ORDINATOR (non-voting member)

- Make herself available to assist President and Chairperson and/or committees when extra assistance is needed by soliciting volunteers to help from the general membership.
- Assist Guild and Executive by arranging for volunteers to take on any new tasks that have not previously been assigned to an Executive position.

CONSTITUTION: APPENDIX NUMBER TWO

Basic Rules of the Lake of the Woods Quilter's Guild

- Rule #1:** A potential member may attend (2) two Guild Meetings as the guest of a current member, free of charge, to evaluate whether she would like to join the Guild. After two meetings she must pay her membership fee and join the Guild if she continues to attend. Potential members are required to sign the membership "Sign-In Book" stating they are in attendance as the Guest of "said" member.
- Rule #2:** Weekend Workshops are offered to Guild Members at a lower fee than non-members. Members are offered the chance to sign-up for these workshops first and then after a specified date the workshop is opened up to the public but at a higher fee than what members are required to pay. Members will be required to sign Registration Forms for each Workshop and these forms shall include the "rules of cancellation" on them and the members signature on these forms will be their agreement to abide by these rules of cancellation. Fees for these workshops are to be calculated to cover the costs of putting on the workshop (which includes teaching fee, hall rentals, etc.) and any minor profits are to be put back into the Guild Education funds. However, the intent is not to make money on these workshops but to cover expenses only. All participants are responsible for the purchase of their own supplies for these workshops.
- Rule #3:** Quilt Show rules will be printed, along with the registration form for the Quilt Show in the March newsletter and will be adhered to by the Quilt Show Committee and the membership. Current Quilt Show Rules are covered under Appendix Number Three in this Constitution.
- Rule #4:** Individual members may advertise personal items to sell or buy in the monthly newsletter if space permits. Quilting related businesses who are a Paid Up Member of the Guild may advertise their products in our newsletter. The costs schedule (which may be adjusted by a vote of the executive) for this advertising, is as follows:
- Up to a quarter page = \$5.00
 Half a page = \$10.00
 Whole Page = \$20.00

All advertising must be paid for in advance.

If a paid advertisement appears in the Guild Newsletter a sample of the workshop project may be shown at a Guild Meeting to promote this workshop.

Rule #5:

The Guild shall cover all expenses incurred to run any Educational Workshop for the Guild (from Education Funds) including supplementing the partial costs of kits if the Executive deems funds available for this purpose and the cost of photo copies. If the Guild pays for all costs for materials for these educational workshops the resulting quilted item shall become the property of the Guild and not the teacher. The item will then be used in some manner to benefit the guild - i.e. raffle quilt.

Rule #6:

Funds earned from the Raffle Quilts shall be used for Education of Guild members and/or the general public only and not for the general administration costs of the Guild. These educational costs shall include:

- the purchase of quilting books for the local library annually. \$150.00 of education funds shall be allotted for this purpose annually. If additional books are wanted and general fund monies are sufficient, the Guild may choose to purchase additional books over and above these from general funds.
- fees and supplies for educational activities taking place at regular meetings.
- fees and costs to bring in teachers for weekend workshops to help defray extreme costs to the membership.

These funds shall be turned over to the education committee, however, permission for the distribution and expenditure of these funds will be presented to the Executive and approved by them to ensure benefits of education funds are offered to as many members as possible and to promote quilting in the local area by offering workshops to the public as well.

**AMENDMENT NUMBER ONE TO LAKE OF THE WOODS QUILTER'S
GUILD CONSTITUTION:**

The following amendment to Article #5 of the Constitution of the Lake of the Woods Quilter's Guild as requested at the June 14th, 2001 General Meeting of the Guild shall now read as follows:

The following officers of the Lake of the Woods Quilter's Guild shall be voting members of the Executive as follows:

President
First Vice President
Second Vice President
Past President
Secretary
Treasurer
Publicity
Historian
Education Chairperson
Quilt Show Chairperson
Newsletter
Membership Chairperson

Non-Voting Executive Members:

Volunteer Co-ordinator
Hospitality Chairperson

The President is only required to vote when the Executive vote is tied and her vote shall be the deciding vote. If the First Vice President or the Second Vice President are acting in the capacity of the President due to her absence the above voting rule will apply to them.

Both the First and Second Vice President will assume all duties of the President when acting in the capacity of President due to her absence.

- ☐ All other parts of this Article 5 shall remain the same as in the original constitution as passed by a vote of the membership on June 14/01 at the General Meeting and signed by the President and Secretary of the Guild on June 18th, 2001.

Signed by: Anne Marie Lewis President Date 18 June 2001
Linda Young Secretary Date June 18, 2001

CONSTITUTION: APPENDIX NUMBER THREE:

Quilt Show Rules:

1. All entries must be from guild members. The only exception is that one small quilted article per member, made by a child or grandchild (16 years of age or under) of a guild member may be accepted in the show for display if space allows and at the discretion of the quilt show committee.
2. Members must have joined the guild and/or paid their annual dues prior to December 31st of the previous year (i.e., the show is in June 2001 and dues must have been paid by Dec. 31st, 2000.).
3. All entries are to be dropped off at the Lake of the Woods Museum, (specified date set by Quilt Show Committee each year) between 10:00 a.m. and 2:00 p.m. and must be left hanging at the museum until the completion of the show. Quilts/articles will be picked up at the museum after 4:00 p.m. on the last day of the show, Sunday, July (date set by Quilt Show Committee each year).
4. Judging is available for all entries but is optional. There is a nominal judging fee which is set each year per item to be judged (payable by cheque to the Lake of the Woods Quilters' Guild upon registration).
Judging categories are set by the Quilt Show Committee in conjunction with the Executive each year. Changes to the established categories must be voted on by the Executive. Members must choose a judging category for each item judged. The categories are listed on the registration form. There must be a minimum of three quilts entered in a category and if there are not enough quilts entered in a category members must be contacted and with the final approval of the Quilt Show Chairperson choose an alternate appropriate category for their quilt to be judged in.
5. Every member will be allowed at least one quilt in the show and up to three if space permits. When filling in registration forms, please indicate your order of preference for entry. Other quilted articles (pillows, clothes, etc.) Will not be limited.
6. Any quilts for sale will be so noted in the programme only. A list of sellers' names and phone numbers will be kept at the museum desk.
7. Quilts/articles must not have appeared in our quilt show in any prior year.
8. Articles must be signed "IN" when brought to the museum and signed "OUT" when being picked up after the show.
9. Each quilt must have a 3" sleeve along the top back. Please make it in three sections with a 1" space between sections to facilitate hanging.