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THE BYLAWS OF THE ALMONTE QUILTERS GUILD

(May 2018)

Changes were made to this Constitution in June of 2012 dividing it into a Constitution and By Laws – changes to the Constitution require approval at an Annual General Meeting while changes to the By Laws require only Executive approval.

Article 1: Duties of the Executive Positions

All members of the Executive will participate in monthly Executive meetings, provide reports and contribute to discussions and decisions associated with the business of the AQQ. The duties specific to each Executive position are as follows:

1. President:

- presides at all Executive and general meetings of the AQQ;
- prepares agenda for Executive, general and annual meetings;
- serves as ex-officio member of all committees;
- collects and maintains a historical file pertaining to the activities of the President and Executive;
- ensures that annual reports from members of the Executive and Administrative positions are available for submission to the members at the annual meeting;
- prepares the President's monthly communique by email and/or other digital manner (i.e. blog, online newsletter, etc.); and,
- ensures liaison of Executive and Guild members with other Guilds to promote sharing of speakers and other resources for mutual benefit.
- manages emails received through the guild Gmail account (almontequiltersguild@gmail.com) and responds to each request when required and/or communicates the information to the appropriate Executive Member;

2. Vice-President:

- presides at all Executive and general meetings of the AQG in the absence of president;
- prepares meeting notices for local media;
- contacts Guild members to solicit volunteers to stand for election to vacant positions and presents slate of officers for consideration at annual meetings;
- co-ordinates tickets sales and other fund-raising activities such as 50-50 draws and raffles, identifies volunteers to assist;
- in March, solicits Executive and membership suggestions for changes to Constitution and By-Laws;
- chairs committee to review constitution, consider suggestions, prepare written report of recommendations;
- circulates report with recommendations to Executive and membership one month prior to annual meeting; and,
- moves adoption of report at annual meeting.

3. Treasurer:

- ensures that signing authorities are in place;
- maintains financial records of all transactions;
- receives monies and makes deposits, pays bills, issues receipts;
- reports current financial standing to Executive and membership monthly;
- submits an interim financial report at annual meeting;
- prepares annual financial statements, invoices and receipts for review;
- liaises with reviewer after the close of the fiscal year; and,
- presents financial statements and review report at the October AQG meeting.

4. Secretary:

- records minutes of Executive meetings, collects/documents monthly reports of committee chairs. Distributes copies of minutes to all Executive members and Administrators before next executive meeting;
- records minutes of the Annual General Meeting and any regular guild meeting of the membership when business is conducted. Distributes copies of minutes to all the Executive members and Administrators before each general meeting;
- collects all Executive and Administrator reports for circulation prior to or at the annual meeting;
- maintains a file of all minutes, reports, and correspondence; and,
- reports all incoming correspondence to Executive and prepares all out-going correspondence.

5. Program Director:

- plans program for general meetings. Identifies and contacts guest speakers, organizes meeting activities and AQG special events unless an ad hoc committee is struck for a particular activity;
- provides Executive liaison with volunteers for ongoing programs such as, but not limited

- to, Block-of-the-Month, charity quilts, Strip Exchange etc.;
- identifies costs associated with programs and reports program expenditures against budget to the Executive monthly;
- maintains contact with guest speakers between booking and meeting to ensure that all equipment and other special needs of the guest are accommodated, provides guest with information about the AQG (size of membership, meeting format, location and time of meeting, etc.);
- meets speaker at door and assists with set-up/tear down of exhibit material;
- introduces speaker to membership;
- ensures that speaker honorarium is available when required;
- prepares thank you note for speaker;
- maintains a historical file of meeting programs for use by future Directors and a list of possible speakers for future meetings;
- reports program plans at monthly Executive meeting;
- submits bills for payment in a timely manner; and,
- identifies mixers and ice breakers to encourage membership mingling.

6. Past President:

- provides advice and historical context when required by Executive; and
- chairs the Annual Meeting, conducting the election of a new Executive.

Article 2. Administrative Positions

The Administrative Positions described below are necessary for the conduct of regular AQG activities. These volunteer positions will have a two-year term coinciding with the fiscal year and with no limit on the number of terms. While non voting members of the executive, these volunteers will be strongly encouraged to attend and participate in Executive meetings. In year one, volunteers will be sought for Workshop Coordinator, Membership Coordinator and Webmaster and in year two, for Librarian and Social Coordinator.

1. Membership Coordinator:

- provides information about the AQG to prospective members;
- prepares and distributes new member kits that include a copy of the constitution and by-laws and AQG contact information;
- prepares and distributes annual membership forms, consent for use of personal information, membership cards;
- collects fees from visitors and dues from members at general meetings. Coordinates with Treasurer, the deposit of membership and visitor fees and other monies collected at general meetings, e.g. name tag fine;
- distributes general meeting attendance draw tickets;
- solicits donation of door prizes and conducts monthly door prize draw;
- maintains membership list and contact information for all members;
- ensures that membership desk is staffed and oversees sign-in to general meetings;
- maintains membership attendance records;
- solicits volunteers if assistance is required; and
- provides monthly membership report to Executive.

2. Librarian:

- maintains a catalogue of library holdings;
- maintains the AQG photo album and archives, documenting achievements, special events, newsletters, etc.;
- records and labels all magazines, books, patterns, etc. before making them available for distribution;
- researches and purchases new acquisitions;
- submits bills and receipts to Treasurer for payment, maintains financial records for funds advanced for library purchases;
- ensures that library holdings are securely stored between meetings;
- records items loaned and returned, collects late fees when appropriate;
- prepares a 'feature' book report for each general meeting and newsletter;
- places reminder calls to members for the return of outstanding loans;
- when required, archives or eliminates little used items;
- staffs the library table at general meetings;
- solicits volunteers if assistance is required; and
- provides monthly report to the Executive.

3. Webmaster:

- knowledge of Blogger in order to maintain the guilds blog page:
<https://almontequiltersguild.blogspot.ca/>
- oversees format content maintenance for purposes of ensuring current and accurate information;
- uploads blog posts, images and promotional news items and articles;
- ensures website is spam free and software safeguards are in place and functional to block most malware and virus threats; alerts and consults with web tech professional should performance problems arise with the website;
- troubleshoots for software problems (consults with a technical support professional for assistance when necessary);
- plans and implements processes to create and maintain website;
- coordinates and manages committee of content providers for updating the website;
- takes on role of photographer at Guild meetings;
- oversees all administration of website, including processing payment for the domain registration renewal if and when necessary, and web hosting service and all fees needed for the running of the website are paid when due when applicable;
- manages emails received through the website contact portal by forwarding each request and/or communication to the appropriate Executive Member; and,
- reports monthly to the Executive regarding all matters pertaining to the AQG website.

4. Social Coordinator:

- purchases drinks and supplies (cups, cream, sugar, sugar substitute), tickets for 50/50 draw and door prize draw for monthly meetings;
- submits bills and receipts to Treasurer for payment;
- encourages members to 'lug-a-mug';

- recruits donations of snacks for meetings. Circulates a sign-up sheet at meetings and makes a reminder call one week before meeting;
- organizes the set-up/take-down of refreshment table;
- books meeting site location for the next year and for special activities/events; and,
- reports activities and plans to Executive at monthly meeting.

5. Workshop Coordinator

- plans workshops for AQQ members throughout the guild year.
- identifies and contacts teachers and/or members to instruct a workshop;
- identifies costs associated with the workshops and reports workshop expenditures against budget to the Executive monthly;
- maintains contact with instructors between booking and teaching to ensure that all equipment and other special needs are accommodated;
- secures a location large enough to accommodate the maximum amount of participants;
- ensures that instructor honorarium is available when required;
- prepares thank you note for instructor;
- reports workshop plans to the Program Coordinator so that they may be presented at monthly Executive meetings;
- submits bills for payment in a timely manner to the Treasurer with an expense report;