



Constitution

Amendment

ARTICLE III: *Officers and Executive #5* - Amended by the Executive and accepted by the members that were present at the General meeting, May 15th, 2014.

KEMPENFELT QUILTERS' GUILD

CONSTITUTION

NAME:

The organization shall be called Kempenfelt Quilters' Guild. This shall be a non-profit organization.

PURPOSE:

To promote enjoyment in quilt making and to foster a climate of sharing amongst Kempenfelt Quilters' Guild members and enthusiasts by meeting regularly within a friendly atmosphere.

ARTICLE I: *Membership*

1. Membership shall be open to all persons interested in quilts and quilting upon payment of dues, to a maximum number of members as determined by the Executive.
2. Visitors may attend meetings upon payment of a designated fee set by the Executive which will be deducted from their annual dues if they join the same night, as they are guests.
3. Changes in designated fees and annual dues will be determined by the Executive.
4. The membership list is for members only and not for distribution purposes of any kind.
5. Unless previously authorized by the Executive, there shall be no commercial activity at any meeting of the Guild.

ARTICLE II: *Guild Year and Meetings*

1. The Guild year shall be September to August.
2. Meetings shall be held on the third Thursday of each month unless otherwise determined by the Executive.
3. Executive officers will assume their positions on September 1 of the year they are elected until August 31 of the following year.
4. Change of officers and any business dealing with changes in the Constitution will be announced at the general meeting in May and voted on at the annual general meeting in June.

ARTICLE III: *Officers and Executive*

1. Officers of the Guild shall be:
 - a) President
 - b) Past President
 - c) Vice-President
 - d) Secretary
 - e) Treasurer
2. The Executive of the Guild shall be: The Officers plus Convenors and/or Co-convenors of those standing committees required for the effective operation of the Guild.
3. The Convenors shall be elected at the June meeting, commence their duties on September 1 and remain in office until August 31 of the following year.
4. Convenors may select assistants from the general membership as required.
5. No Officer or Committee Convenor shall hold the same office for more than two consecutive years. *If the position of Committee Convenor cannot be filled at the end of two years, the convenor may stay on for an additional term (1 year) if they are willing and choose to do so.*
6. Additional Committee Convenors may be appointed when necessary by the Executive.
7. Resignations from the Executive must be submitted in writing to an Officer of the Guild. The Executive may appoint a replacement to serve the unexpired term.
8. When an Executive member has been absent for three Executive meetings, the Executive may at their discretion. Appoint a replacement to serve the unexpired term. The President shall inform the absent member, by letter, of the Executive decision.
9. A quorum of the Executive shall be half of the Executive members plus one.
10. The Executive will meet the Wednesday evening, a week prior to the general meeting.

ARTICLE IV: *Nominations and Elections*

1. The nominating Committee shall consist of the Past-President as Chairperson, the Vice-President and one member at large.
2. This committee will prepare a slate of officers to be presented to the Executive at the May meeting.
3. Additional nominations for any office will be accepted by the Chairperson of the Nominating Committee until ten days prior to the general meeting. These must be in writing, have the consent of the nominee, and a second.
4. Elections shall be held at the annual general meeting. Those receiving the majority of votes of the members present will be elected.
5. At the first Executive meeting of the year, the Constitution will be reviewed.
6. The Guild's new President and Vice-President shall come from the existing Executive, whenever possible.

ARTICLE V: *Finance*

1. The fiscal year will be September 1 to August 31 of the following year.
2. All events and activities approved by the Executive shall be granted an operating budget, if required. Expenditures within the limits of the budget shall be the responsibility of the committee convenors or event organizers. Expenditures not covered in an operating budget must have prior approval of the Executive.
3. Signing officers of the Guild shall be Treasurer, President and Vice-President. Every cheque must have signatures of any two of the three signing officers.
4. The financial records shall be reviewed annually and internally audited by two members at large.

ARTICLE VI: *Duties of the Officers:*

1. President:

- a) shall preside at all meetings.
- b) Shall prepare the agenda for the Executive meetings and the General meetings.
- c) Shall receive reports from the Convenors.

2. Vice-President:

- a) shall assist and/or replace the President when necessary.
- b) Shall be a member of the nominating committee.
- c) Shall complete the papers of Incorporation for renewal

3. Past President:

- a) shall chair the nominating committee
- b) shall assist and/or replace the President when necessary.
- c) Shall present the Constitution for review at the General meeting prior to the Annual General meeting.

4. Treasurer:

- a) shall have charge of all funds of the Guild, receive, deposit and disperse monies as authorized by the Executive.
- b) Shall maintain all records necessary, prepare monthly and annual Treasurer's report and have the books internally audited annually.
- c) Shall receive receipts of financial transactions from each Convenor.
- d) Shall disperse three copies of each financial report – one copy to the President, one copy to the Secretary and one copy to be kept by the Treasurer.

5) Secretary:

- a) shall record the minutes of Executive and give a copy to the President.
- b) shall maintain a permanent file of all minutes and reports.
- c) Shall be responsible for all general correspondence and cards, gifts and flowers when deemed appropriate by the Executive.

ARTICLE VII *Parliamentary Authority*

In all matters not provided for in this Constitution, Robert's Rules of Order (Revised) shall be the authority.

ARTICLE VIII *Amendments to the Constitution*

The Constitution may be amended or repealed by a two-thirds vote of the members present at the annual General Meeting. A quorum shall be twenty-five per cent of the general membership. Notice of such proposed amendment(s) must be announced to the members at the General meeting prior to the Annual General meeting.