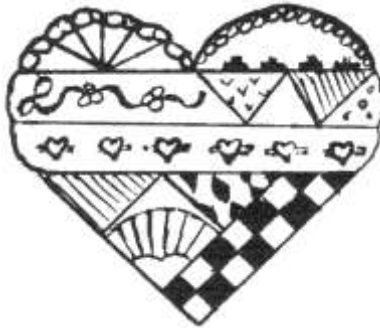


PRAIRIE HEARTS

QUILTERS'

GUILD INC.



*Handbook*

*May 2019*

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- ② To promote and further the art of quilting in all its aspects.
- ② To gather people together who are interested in learning the art and willing to participate in furthering it.
- ② To provide interesting and informative learning workshops for guild members.
- ② To bring the art of quilting to the public consciousness through workshops, displays, and quilt shows.
- ② To provide an outlet of friendship through a quilting group, promoting the social aspect of people gathering together to accomplish something beautiful and worthwhile.

1. **Name:** Moose Jaw Prairie Hearts Quilters' Guild
  
2. **Definitions:** In this Constitution these words shall have these meanings:
  - a. GUILD: Moose Jaw Prairie Hearts Quilters' Guild
  - b. EXECUTIVE: The Executive of the Guild as Constituted.
  - c. MEMBER: A paid up member of the guild.
  
3. **Purpose:** The Moose Jaw Prairie Hearts Quilters' Guild is a voluntary organization whose purpose is to encourage and preserve the Art of Quilting.
  
4. **Goals:** The goals of the Moose Jaw Prairie Hearts Quilters' Guild are:
  - a. To promote public awareness of the art of quilting.
  - b. To encourage and promote higher standards of workmanship and appreciation of quilting through courses, workshops, research and competitions.
  - c. To preserve the heritage of quilting through promotion and education.
  - d. To foster fellowship among quilters.
  
5. **Membership:** There shall be one class of membership in the Guild – ACTIVE. Lifetime memberships will be granted to any member in good standing of the guild, who has been an active member for at least the previous five years and who has reached the age of 80. She/he does not pay any membership fees.
  
6. **Voting Privileges:** Each member of the Guild shall be entitled to one vote.
  
7. **Executive:** The following officers shall be the Executive: President, Vice President, Past President, Secretary, Treasurer, Program Committee, Publicity Chairperson and Quilt Show Chairperson.
  - a. All Executive positions shall be for two years, except for the Program Committee who will be on for only one year.
  - b. Elections for Terms of Office shall coincide with the annual General Meeting, which shall be held in May. Offices are effective August <sup>1st</sup> of current year.
  - c. Secretary and Treasurer will be elected on the off year that the President and Vice President get elected.
  
8. **Duties of officers:**
  - a. The President shall act as the Executive officer of the Guild, shall preside at meetings of the Guild and of the Executive, and shall be Ex-Officio of all committees. In the event of an emergency when it is impossible to obtain a vote of the Executive, the President is empowered to act.

- b. The Vice President shall perform the duties of the President in the President's absence, and shall undertake such added responsibilities as may be assigned by the Guild.
- c. The Secretary shall keep a record of proceedings of all meetings of the general membership and of the Executive, and perform other duties for the guild when instructed to do so by the President or Executive.
- d. The Treasurer shall receive all funds of the guild and shall issue receipts therefore; shall deposit and disburse such funds in the manner prescribed by the Guild; shall report at the request of the President; shall have the books ready for the audit committee by the end of the fiscal year; shall perform other duties for the Guild when instructed to do so by the President or Executive.
- e. The Past President shall undertake such responsibilities as may be required and shall be responsible for finding nominees for executive positions.
- f. The Program Committee shall be made up of no more than three members to plan meeting, newsletters, workshops, demos and other activities as directed by the executive.
- g. Publicity Chairperson shall look after our website and puts together the newsletter, and other activities as directed by the Executive.
- h. Quilt Show Chairperson or Co-chairperson to coordinate with a committee a quilt show.

**9. Finances:**

- a. The Guild shall raise such funds as it deems fit in order to carry out its' purposes and goal as outlined in Article 3 and 4 of the Constitution.
- b. Any funds raised by the Guild shall be deposited to the account of the Guild in a recognized banking institution. Should the Guild cease to function, any funds shall revert to the members in good standing who will vote on donating it to a worthy cause agreed upon by them.
- c. The signatories of all cheques and official documents of the Guild shall be any two of the following three Executives: President, Treasurer, and/or Secretary.
- d. The fiscal year of the Guild shall be the 1<sup>st</sup> of August of the current year to the 31<sup>st</sup> of July of the next year.
- e. All budgetary items listed in the Bylaws require Executive approval prior to any purchase.

**10. Committees:** The Executive shall designate committees as required. The committee to be made up of a minimum of three members with one member being from the Executive.

**11. Conduct of Meetings:**

- a. All motions and elections shall be decided by a majority vote of those members present, the President voting only in case of a tie, except in amendment to the constitution where three-fourths majority vote of members present is required.

- b. Meetings shall be conducted according to Canadian Parliamentary procedures in Roberts Rules of Order.

**12. Meetings:**

- a. General meetings shall be held monthly September through May.
- b. The Annual Meeting shall be held in May of each year. There shall be at least thirty days notification to members prior to the meeting.
- c. The Executive may fix a time and place for regular Executive meetings at which four Executive members are required to form a quorum.
- d. The President may, if deemed necessary, call a special meeting of the Guild at any time.

**13. Agenda Items for Annual Meeting:**

- e. Minutes of the last Annual Meeting and special general meetings.
- f. Report from the Treasurer
- g. President's Report
- h. Committee Reports
- i. General Business
- j. New Business
- k. Amendments to the Constitution – (must be submitted to the Executive or to a special committee dealing with amendments thirty (30) days prior to the Annual Meeting).

14. **Amendments:** Amendments to this Constitution can only be made at the Annual Meeting of the Guild and must receive a three-fourths majority vote of the members present as outlined in Article 5. Carried amendments are to go into effect immediately.

15. **Constitution:** This constitution shall be effective immediately upon its adoption by a three-fourths majority vote of the members present at the Annual Meeting.

1. Copies of Bylaws: Must be available to members on request.
2. Changes to the Bylaws: Bylaws may be enacted or amended on a majority of the active members present and voting at any regular meeting of the Guild.
3. Meetings: The 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month, September through May.
4. Fees: The yearly fees shall be \$50.00
  - a. Any member, in good standing, who has been a member for the previous 5 years, and reaches the age of 80 prior to September 1<sup>st</sup> of the guild year will be considered a "Lifetime Member". Lifetime Members will no longer pay membership fees.
  - b. If fees are not paid by the last meeting in October, an additional \$10.00 fee shall be added on. The Executive reserves the right to waive the additional \$10.00 fee. (Exemption from the additional fee may be applied to members who due to illness or other circumstances are unable to attend meetings until after the last meeting in October, or to newcomers to the Guild).
5. Workshop:
  - a. For Guild members the cost is \$15.00 for a half day class and \$30.00 for a full day class or the cost of the course (if more than stated). Guild members will have first option of attending workshops sponsored by the Guild. Payment for the workshop must be made at the following meeting of sign up.
  - b. Non-member: The cost of attending a workshop will be the cost of a membership plus the cost of the course (\$15.00 for a half day and \$30.00 for a full day class or the cost if more than stated). Payment for workshops must be made at the following meeting of sign up.
  - c. The instructor fee will be \$150.00 for a full day and \$75.00 for a half day. These fees are for instructors from within the Guild. Outside instructor's fees to be paid as required.
  - d. The suggested class minimum will be what is required to cover the cost of the course. The Executive reserves the right to run a class at more or less than required capacity as they deem fit.
  - e. No refunds will be given once a workshop has been paid for, unless there are extenuating circumstances. Members may find replacement attendee for their paid spot from a fellow guild member.
  - f. Instructors are responsible for their own photocopying and may charge a kit fee to the workshop participants.
6. Audit: An audit committee shall consist of three guild members appointed at the Annual Meeting from the present membership. The books will be audited in August, after the end of the fiscal year, July 31.
7. Guild Projects/Donation of Guild Projects: The following are projects of the Guild:

- a. Dr. F.H. Wigmore Hospital/Festival of Tree Quilt – To be completed on the year alternate to the Guild Raffle Quilt, ready for the auction at the Festival of Trees held in October/November.
  - b. Guild Raffle Quilt – Drawn for in April/May in conjunction with the Quilt Show, alternate to the Festival of Trees Quilt.
  - c. Quilts made to be raffled or donated (which include the above) can be no larger than Queen Size.
  - d. Cost: Shall include the price of all fabric, batting, thread etc. and shall not exceed the following:
    - i. Queen Size     \$480.00
    - ii. Double Size   \$420.00
    - iii. Single Size   \$300.00
    - iv. Crib Size       \$240.00
    - v. Or may be increased or decreased at the discretion of the Executive
  - e. Fabric Selection: 3 Guild members are to choose the fabric for the quilt. Fabric is to be purchased at a recognized quilt store, and charged to the Quilt Guild account. If there is no charge account, receipts are to be submitted, for reimbursement, to the Treasurer. Any and all fabric purchased will be used for the project intended, no substitutions without Executive approval. Any leftover materials must be returned to the guild. The Executive reserves the right to sell any materials left to members interested, at the same price the material originally cost.
  - f. The Project Coordinator shall be given a form for the project, which outlines the budget, fabric selection guidelines and any other information they need to know.
8. Comfort Quilts: The Guild makes quilts using any suitable pattern, to be given to any person in crisis that the Guild feels appropriate. Charitable organizations may receive a comfort quilt, at the discretion of the Executive. This committee will have an annual budget \$600.00 and may be changed at the discretion of the Executive.. The committee will report at each meeting, who the quilts have been distributed to.
9. Pillow Cases: The Guild makes pillow cases for the Pediatric Ward at the Dr. F.H Wigmore Hospital. This committee will have an annual budget of \$500.00 and may be changed at the discretion of the Executive. The committee will report at each meeting, how many pillow cases have been submitted.
10. Quilt Show: The Guild will hold a biennial judged quilt show. The Committee Head(s) of the Quilt Show will be in place no later than 18 months prior to the show.
11. Keys: There are 2 keys to our cupboard. The President and Hostess each have a key. There are 2 mailbox keys, one for the President and one for the Secretary.
12. Library:
- a. The yearly book budget is \$500.00. This includes the cost of any magazine subscriptions purchased by the Guild.

- b. All books, magazines, rulers etc. that are borrowed from the library, are due back at the next meeting.
  - c. The amount of this budget may be changed, at the discretion of the Executive.
- 13. Affiliations: The Guild will purchase a yearly membership to the following:
  - a. The Canadian Quilter Association (CQA/ACC)
  - b. The Guild will also file papers yearly for membership under the Saskatchewan Non-Profit Organization Act.
- 14. Donations: The Guild will decide at regular meetings which charities to donate to and the amount to donate. These charities and amounts can vary yearly as voted on by the Guild.
- 15. Membership List: Each year the Treasurer will make up a membership list of all current paid members, which will include each member's name, mailing address, phone number, and email address if applicable. Each member will receive a copy of this list and the Treasurer will announce changes and/or additions at the regular monthly meeting of the club.
- 16. P.A System: The Guild's PA system will stay in the cupboard. This equipment is our use and will not be loaned or rented.
- 17. Website: The Guild will pay for the yearly Web Hosting Fees and the Domain Registration Fee when it comes up for renewal.