

constitution and by-laws of the Port Perry Patchers Quilt Guild

Articles

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2.
 - a) The objectives of the Port Perry Patchers are to meet and enjoy the exchange of ideas with fellow quilters; and
 - b) to facilitate bringing qualified experts and speakers in these fields for seminars and workshops; and
 - c) to work on community projects involving quilting techniques and any other aims and purposes as the membership, by simple majority, shall from time to time deem appropriate; and
 - d) because the Guild is a volunteer-run organization, all members are encouraged to participate in accordance with their skills, interests and available time in some aspect of Guild functions; and
 - e) shall reach out and support the broader community with gifts of quilts or related items.
3. Membership is open to anyone on payment of the prescribed annual fee. The number of members may be capped, at the discretion of the Executive, if the facility for meetings has a limited capacity.
4. Executive Committees of the Guild shall be:
 1. President
 2. Vice-President
 3. Past President
 4. Secretary
 5. Treasurer
 6. Membership
 7. (2) Program and Workshop Convenors
 8. Newsletter
 9. Community OutreachAdditional Officers shall include and are welcome at Executive Meetings:
 10. Sunshine
 11. Nominating Coordinator

12. Phone Committee
13. Show Convenor
14. Social Convenors
15. Archivist
16. Library
17. Publicity
18. Greeters
19. Webmistress
20. Set Up Coordinator

Special committees may be appointed as needed.

5. The Executive Committee shall be responsible for the business administration of the Guild. Special concerns of Guild members should be directed to an Executive member and will be handled at executive level.
6. The Executive shall be composed of the Officers of the Guild, duly elected at a biennial meeting and holding office for two years, except for the initial Executive which shall be appointed by the founding members.
7. A biennial meeting of the members shall be held in June every two years coinciding with the July to June term of the Executive. The Nominating Coordinator shall conduct the election of Officers, having during the previous months compiled a list of nominees.
8. In the absence of the President, the Vice-President shall conduct the meeting. In the absence of both, the Past President shall conduct the meeting.
9. The financial records of the Guild shall be audited by the Vice-President, Past Treasurer and Treasurer biennially in June.
10. Procedures for amendments to the Constitution and By-laws: The Constitution and By-laws may be amended at any time provided that the following conditions are met:
 - a) notice, in writing, of the proposed change(s) is (are) given to Secretary, and
 - b) said notice, in writing, is presented to each member at least two weeks prior to the next general meeting, and
 - c) voting shall be done by voice vote, and amendments have two-thirds majority of the members present at the voting at that next general meeting
11. In the event that a duly elected officer cannot complete the term of office, the Executive Committee shall appoint a member to carry out the term of that office.
12. The signing officers for the Guild shall be ANY TWO of the President, Treasurer or Secretary.

13.

- a) The meetings of the Guild shall be held on the third Monday of the months of September to June, both inclusive, at times to be set by the Executive Committee. Guild meetings shall be held on the 4th Monday of any month where the 3rd Monday is a Holiday.
- b) All meetings of the Executive Committee shall be at the call of the President.

14. All members of the Guild, in attendance, are eligible to vote.

15.

- a) Nominations shall be held every two years.
- b) Each Guild member shall have the privilege of nominating a representative for each elected office of the Guild subject to the following provision:
- c) The office of the President shall be filled by the previous Vice-President. Should the Vice-President be unable to move up, the persons then nominated for President should have served at least one year on the Executive Committee.

16.

- a) All members must register and pay their fee annually at the June meeting and will receive an annual membership card. The annual fee shall be set by the Executive Committee.
- b) For new members joining after January, the annual fee shall be prorated.
- c) Prospective members shall be given two months grace to register with the Guild.

Specific Duties

President:

The President, within the jurisdiction of the Guild, shall:

1. Preside at all meetings;
2. Sign minutes of previous meetings for members approval when minutes are required (example: for results of member voting);
3. Sign as a signing officer for the Guild;
4. Call Guild or Executive Committee meetings;
5. Exercise the powers of the Executive Committee in the case of an emergency;
6. Shall co-ordinate and sit on all committees, if so desires;
7. Shall appoint chair people for all committees, if so desires;
8. Shall call on Vice-President from time to time to perform the duties of President;
9. Provide leadership to achieve Guild's objectives;
10. Prepare agendas for and chair meetings of members;

11. Convene, prepare agendas for and chair meetings of Executive Committee;
12. Promote participatory decision making with the Executive and the Guild as a whole;
13. Represent the Guild to the public;
14. Promote good communications between the members and the Executive Committee;
15. Assist in the preparation of the annual budget and mid-term financial report to the Executive and annual financial report to the members; and
16. Participate at inter-guild meetings.

Vice-President:

In the absence of the President, or in the event of her inability to act, the Vice-President shall have and exercise all the powers of the President and shall at all times be a voting member of all Committees, and shall;

1. Perform all duties as designated by the President;
2. Have authority to enforce the By-laws and guidelines established by the Guild;
3. Will assist with the biennial audit of the books; and
4. May hold one of the Executive or Officer positions.

Secretary:

1. Shall perform all general secretarial duties; including taking minutes of the Executive Committee Meetings, Annual General Meeting and at General Meetings when required; maintain a minute book for the Guild, keep copies of all correspondence received or sent out by the Guild, and shall;
2. Be responsible, should the need arise, for distribution of proposed Constitutional Amendments to all Guild members;
3. Submit and sign minutes of previous meeting;
4. Taking of attendance not required;
5. Will have previous minutes available for members to read; and
6. Be a signing officer for the bank account and on agreements.

Treasurer:

1. Shall keep a record of all monies received and disbursed, and shall;
2. All monies disbursed will be covered by receipts,
3. Shall present at each monthly Guild meeting a report of the Guild's financial status;
4. Shall arrange for payment and booking of the facility for meetings;
5. Be a signing officer for the bank account and on agreements;
6. Issue cheques and make bank deposits on behalf of the Guild;
7. Prepare with the assistance of other members, an annual budget for consideration by the Executive Committee; and
8. Report to the Executive Committee, including but not limited to mid-term financial report to the Executive and annual financial report to members.

Past President:

1. Shall chair the meeting in the absence of the President and Vice-President, and shall;
2. Will support Guild operations; and
3. Advise and support the Executive as required.

Social Convenor(s):

1. Shall prepare coffee and tea prior to meetings, and shall;
2. Be responsible for the clean-up of the kitchen area assisted by volunteers of the Month after general meetings;
3. Organize volunteers to provide treats and clean-up at Guild meetings and provide the list to newsletter editor;
4. Purchase coffee, tea and related supplies for Guild meetings and special events; and
5. Plan and organize pot luck dinners as required.
6. Organize monthly raffle prizes for Guild meetings and supply Treasurer with monthly income and expense reports.

Nominating Coordinator:

1. Shall be responsible for preparing lists of nominees from the members for election of officers at the Biennial Meeting of the membership, and shall;
2. Prepare this list of nominees the month prior to the biennial meeting;
3. Make the list of nominees known to the members prior to the election either by newsletter, announcement at the meeting the month prior to the Biennial Meeting, or by personal contact; and
4. Conduct the election of officers at the Biennial Meeting.

Membership:

1. Shall be responsible for collection of annual fees and issuing of membership cards; ordering and purchasing of name tags, and shall;
2. Compile and distribute a complete membership list annually in Oct.;
3. Coordinate membership sign up and ensure that new members receive a copy of the Guild's objectives and organizational bylaws;
4. Pass on names and contact information of new members to Newsletter Editor; and
5. Organize the telephone tree, or get a volunteer to do so, each October and February.

Greeter(s):

1. Shall welcome members and guests at the door at each Guild meeting, and shall;
2. Keep a list of each guest;
3. Ensure that guests are invited to become members after they have attended two meetings; and
4. Collect a nominal fee per guest if the Guild hosts a guest speaker.

Publicity:

1. Shall cover all aspects of Public Relations including but not limited to notifying the local papers of all regular meeting dates, workshops and special events; listing meetings and events on Uxbridge Township and Scugog Township websites.

Program and Workshop Convenors (2 persons):

1. Shall be responsible for advanced program planning in consultation with President and Executive, and shall;
2. Present programs and guest speakers at meetings;
3. Plan and book facility for workshops;
4. Actively search out potential guest speakers and workshop leaders;
5. Maintain a file of resumes of potential speakers and teachers for guild programs;
6. Reach agreements on terms of their participation, complete contracts and organize visits by guest speakers and teachers;
7. Keep newsletter editor advised of program details and requirements;
8. Plan for and organize workshops, including finding and arranging for payments for locations, recruiting and organizing payment of teachers, coordinating setup;
9. Organize assistance for guest speakers and teachers;
10. Participate at inter-guild meetings, and
11. Send thank-you cards to guest speakers.

Sunshine:

1. Shall be responsible for sending cards to members on occasions such as illness, a birth or a sympathy note, on behalf of all the members.

Archivist:

1. Shall be responsible for keeping a lasting record of our existence.

Show Committee Chair or Co-Chair (Show Convenor):

1. Shall be responsible for coordinating the Guild's quilt shows and Show Manual. For further detail, refer to the Show Manual.

Library:

1. Shall be responsible for cataloguing, maintaining and displaying the library books at the monthly meetings, and shall;
2. Coordinate the purchasing of new library materials; and
3. Publicize the availability of library materials to members.

Newsletter:

1. Shall be responsible for coordinating material, typing, printing and distribution of a monthly newsletter, and shall;
2. Organize potential advertisers, provide Treasurer with information on advertisers for billing;
3. Actively search out information and stories of interest from other Guilds, magazines, websites, Guild membership and the broader quilting community;
4. Keep a copy of all newsletters on file; and
5. Distribute newsletter by email where possible and in print by mail where necessary.

Community Outreach Officer:

Shall be the contact person between the PPP (Port Perry Patchers) and the communities at large. Every effort should be made to use this person's name for the purpose of contacts and communications.

1. Shall be responsible for all communications between any charities, volunteer organizations, or other similar groups, and shall;
2. Seek out, and/or investigate any possible recipients for our program and establish contact with that organization's contact person;
3. Remit to local newspapers any "photo ops" or newspaper articles about the work of the PPP and the community;
4. Be responsible for any correspondence, mostly seen as Thank you letters for any contributions to our cause;
5. Coordinate Outreach activities with volunteers or a committee to operate and direct a large portion of the charity quilts/ items the PPP create.
6. May, along with the membership or volunteers choose to have a display at any local events in the community and at the PPP Quilt show, exhibiting a display, perhaps of quilts, pictures or articles or a photo album of our purpose in the community.

Webmistress:

1. Shall be responsible for the design, development and maintenance of the Guild's website.
2. Shall recommend and work within an annual budget
3. Coordinate with Newsletter, Membership and all Executive and Committee members for web content and updates.

4. Manage or assist with the maintenance of an up to date web presence. This may include Facebook or other web pages as needed.

Set Up Coordinator:

1. Shall work with Program Convenors to coordinate facility/location set up for Guild meetings.
2. Organize and arrange payment for external workers/assistants as needed for facility set up.

Amendments

Original constitution passed November 19th, 1990 and amended on the 21st day of April, 1997.

Further amended on the 17th of February, 2003.

Further amended on the 18th of December, 2006

Further amended on the 21st of October, 2013