



## Maritime Modern Quilt Guild Bylaws - 2016

### ARTICLE 1: NAME & PURPOSE

The name of this organization shall be The Maritime Modern Quilt Guild (the “Guild”). The Guild is a volunteer run, not-for-profit group whose purpose is to provide a place where non-traditional, fresh, modern quilters can meet, share, create and basically do quilty stuff!

#### Location and Office

We are the Nova Scotia and New Brunswick chapter of The Modern Quilt Guild, based physically out of Halifax, Nova Scotia. The Guild does not have designated office space, and space may be designated as required. The mailing address is 51 Meldrum Lane, Porters Lake, Nova Scotia B3E 1E7

### ARTICLE 2: MEMBERSHIP

#### Membership

- Membership is open to anyone over the age of 19 who agrees to the purposes of the Guild, and is granted upon completion of a membership application and payment of dues.
- New members may join at any time.
- Membership shall be recognized upon payment of annual dues
- Active members may participate in and support the projects and activities of the Guild, including the privilege of voting, holding office and serving on committees. They shall be entitled to preferential placing in any Guild sponsored function, receive a membership roster, have access to minutes of the business and general meetings, have access to treasurer’s reports, may place items on the agenda and be informed of all decisions of the Executive.

#### Junior Membership

- Memberships may be available to young people starting at age 13, provided they are accompanied and sponsored by a current full member in good standing. Junior members will be charged a dues rate of 50% full member cost per year, but will not have voting privileges. Junior members are expected to carry themselves as full members; any issues arising may result in the junior membership being terminated at the discretion of the executive.

#### Revocation of Membership

- Membership may be revoked in cases of actions that threaten the non-profit status of the MMQG, or violating policies set by the hosting meeting space. In instances of verbal harassment or disruptive conduct during meetings the Executive will attempt conflict resolution but may revoke membership if resolution cannot be reached.

#### Privacy

- Member information is for the purpose of the MMQG business only and every effort will be made to protect the privacy of individual members. Personal information of members will never be offered for sale or otherwise to non-authorized parties.

### **ARTICLE 3: DUES/FEES**

#### Dues

- Dues are set annually at the November meeting (for the following year).
- Dues are non-refundable if a member withdraws from the Guild.
- Dues for continuing members must be received by the Treasurer before January 31<sup>st</sup> to remain in good standing.
- Visitors may attend one meeting, free of charge. At the second and third meetings a nominal fee of \$5 will be charged. Upon the fourth meeting a visitor must become a member by paying the appropriate annual dues.
- Members who join after June 30<sup>th</sup> will only have to pay 50% of the annual dues.
- Dues: \$35.00 per year.

#### Fees

- Fees may be charged for special classes, presentations and/or events as established by the Executive.
- Fees will be collected by the Treasurer, identified and held in the Guild checking account. The Treasurer shall account for all fees collected in the annual Treasurer's report.
- Fees may be refundable as determined in advance of the event, class or presentation in the event of cancellation or reasonable change of circumstances.
- Fees will be published on the website and announced at the General Membership meeting.

### **ARTICLE 4: MEETINGS**

#### General Membership Meetings & Sew-Ins

- General Membership meetings shall be held on a date and at a place as designated by the Executive.
- Meetings shall be announced on the Guild website.
- The January meeting shall be considered the Annual Meeting.
- Sew-Ins for general membership shall be held on a date and at a place as designated by the Executive.

#### Special Meetings

- Special meetings may be called for the purpose of a single item matter.
- Members will be notified of a special meeting at least 72 hours in advance as to date, time and location of meeting.

#### Executive Meetings

- Executive Board meetings shall be held bi-monthly (January, March etc.)
- Additional Executive meetings can be called by the executive as needed.
- Executive Meetings are open to the General Membership.

#### Minutes

- Minutes of all meetings shall be available to all members through the Guild website.

## **Voting**

- Paid members in good standing receive one vote towards election of officers, bylaws and bylaw amendments (any bylaw amendments will be brought for vote to the November meeting) and Guild matters.
- Voting shall be by voice, show of hands, or by ballot.
- Proxy voting is permitted. Members must contact the VP within 24 hours of the meeting with their proxy vote.

## **ARTICLE 5: FINANCIAL ADMINISTRATION**

The fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

### **Guild Funds**

- All funds delivered to the Guild will be deposited in the Guild bank accounts and electronic payment accounts as soon as is reasonably possible. The Treasurer will oversee the bank account and will deliver any check or other payment of monies on behalf of the Guild. Another Executive Member will be designated as the back up to the Treasurer for purposes of signing checks or transacting bank business. The Executive will approve a budget on a yearly basis at the first Executive meeting of the year (January).

### **Treasurer's Report**

- A Treasurer report will be given:
  - At the January meeting
  - Whenever significant financial changes occur, and
  - At the request of the Executive

## **ARTICLE 6: EXECUTIVE**

### **Officers**

- The Officers shall consist of President, Vice-President, Secretary, Treasurer, Social Media Coordinator, Charity Program Coordinator, Swaps & Challenges Coordinator, Workshop Coordinator and other created positions and committee chairs/co-chairs as determined by the MMQG. Each officer must be a member in good standing for the entire term.

### **Election of Officers**

- Officers will be elected by a majority of the members utilizing an on-line voting poll prior to the January Meeting. Should a nominee be unopposed, they shall be elected by acclaim unless a majority opposition appears from the membership.

### **Installation of Officers**

- Officers will be officially installed at the January meeting. All books and papers of the MMQG shall be delivered to the new Officers before the Executive meets in March.

### **Term of Office**

- The normal term of office shall be one year. An Officer appointed to fill a vacancy will serve until the end of the fiscal year. Officers can remain on the Executive for 5 consecutive terms.

#### Filling of Vacancies

- In the event of a vacancy on the Executive, the Executive shall appoint a person to fill the remainder of the term vacated.

#### Quorum

- A quorum of the Executive shall be a majority of its members.

### **ARTICLE 7: DUTIES OF OFFICERS**

#### Powers and Duties

Officers must attend a majority of the regular monthly membership meetings (a minimum of ten of the twelve monthly meetings). As directed by these Bylaws, the Executive will be responsible for managing business and affairs of the Guild. Specific powers and duties for all positions shall be determined by the Executive at the start of each term.

#### **PRESIDENT**

- Arranges for, schedules and facilitates general meetings, sew days and executive meetings.
- Prepares and posts the Agenda for monthly guild meetings and executive meetings.
- Attends monthly guild meetings, sew days, executive meetings, and guild programs.
- Actively participates in leadership and decisions about topics such as annual planning, programs, events, challenges, budgeting and membership.
- Takes suggestions from all members under advisement, and works with individuals as needed.
- With the approval of the executive, appoint all Committee Chairpersons
- The President's primary functions are overseeing the smooth running of the entire guild and making sure The Guild's mission and purpose are being followed.
- Perform other duties as required, as official spokesperson for the Guild.
- Serve as co-signer with Treasurer on checks issued by the Guild

#### **VICE-PRESIDENT**

- Perform the duties of the President if needed, including running the monthly meeting.
- Plans general meeting programs / demos
  - Plans and prepares recommendations for Executive approval for regular meeting programs and demos.
  - Actively recruits member and guest speakers for meeting demos and presentations on topics of interest especially as they relate to modern quilting style and techniques.
- Attends monthly guild meetings, sew days, Executive meetings, and guild programs.
- Along with the other officers, actively participates in leadership and decisions about topics such as annual planning, programs, events, challenges, budgeting and membership.
- Manage guild memberships and oversee membership roster and Guild attendance records.
- Maintains membership records including new membership forms, spreadsheet/database of updated members, and membership directory.
- Serve as co-signer with Treasurer on checks of the Guild.

#### **SECRETARY**

- Keep minutes of the general meetings or arrange for a substitute in his/her absence.
- Posts monthly minutes to The Guild's blog and Facebook Page including announcements, guild business, presentations, show and tell, etc.
- Attends monthly guild meetings, sew days, Executive meetings, and guild programs.

- Along with the other officers, actively participates in leadership and decisions about topics such as annual planning, programs, events, challenges, budgeting and membership.
- Corresponds as necessary with organizations who have dealings with The Guild.
- Maintains documentation of sign-in sheets, Agendas, minutes, etc.

#### **TREASURER**

- Maintain bookkeeping records of all funds.
- Disburse funds as authorized.
- Maintain guild bank account and any/all bank cards.
- Serve as co-signer with other authorized executive members on checks of the Guild.
- Make a financial statement available for the members.
- Provide a financial statement to the Executive.
- Attends monthly guild meetings, sew days, Executive meetings, and guild programs.
- Along with the other officers, actively participates in leadership and decisions about topics such as annual planning, programs, events, challenges, budgeting and membership.
- Files all required official paperwork and tax returns in a timely manner as applicable.

#### **SOCIAL MEDIA COORDINATOR**

- Maintain all social medial platforms including the website and any other social media tools.
- Add social media functions as necessary and agreed upon by the Guild Leadership
- Accept membership application if submitted through any of the Guild's social media tools and forward the member information to the Vice President to follow-up on dues.
- Attends monthly guild meetings, sew days, Executive meetings, and guild programs.
- Along with the other officers, actively participates in leadership and decisions about topics such as annual planning, programs, events, challenges, budgeting and membership.

#### **CHARITY PROGRAM COORDINATOR**

- Coordinates annual charity project(s) and promotes philanthropy for The Guild.
- Provides encouragement and instruction to members to fulfill charity projects.
- Attends meetings of The Executive as needed to bring to The Executive proposals for charity projects.
- Utilizes appropriate social media resources to keep members aware of charity projects.
- Reports regularly to The Executive regarding current and proposed charity projects.
- Attends monthly guild meetings, sew days, Executive meetings, and guild programs.
- Along with the other officers, actively participates in leadership and decisions about topics such as annual planning, programs, events, challenges, budgeting and membership.

#### **SWAPS & CHALLENGES COORDINATOR**

- Oversee and coordinate all swaps and challenges
- Plans and prepares recommendations for Executive approval for regular swaps and challenges
- Work with the Executive to develop an annual Calendar of Swaps and Challenges, ensuring there is a regular flow to swaps and charity work and not too many things are happening at the same time
- Utilizes appropriate social media resources to keep members aware of swaps and challenges
- Attends monthly guild meetings, sew days, Executive meetings, and guild programs.
- Along with the other officers, actively participates in leadership and decisions about topics such as annual planning, programs, events, challenges, budgeting and membership.

## **WORKSHOP COORINDATOR**

- Actively recruits member or guest speakers and teachers for Guild workshops with a focus on modern quilting.
- Arranges for, schedules and facilitates Workshops
- Communicates program and event information for members through email, blog posts, Facebook, and/or other social media formats.
- Plans and prepares recommendations for Executive approval for regular workshops
- Work with the Executive to develop an annual Calendar of workshops ensuring there is a regular flow to workshops and not too many things are happening at the same time e.g. charity work, Swaps, challenges
- Attends monthly guild meetings, sew days, Executive meetings, and guild programs.
- Along with the other officers, actively participates in leadership and decisions about topics such as annual planning, programs, events, challenges, budgeting and membership.

## **ARTICLE 8: COMMITTEES**

### Ad Hoc and Standing Committees and Positions

- Committees and positions are created to assist the Executive in carrying out activities and responsibilities of the Guild. Committees and positions may include, but are not limited to: Membership, Communications, Sew Days, Retreats, Social, Charity, Swaps, Challenges, Education, Historian, Librarian

### Creation and Dissolution of Committees and Positions

- Committees and positions can be suggested by any member. The Executive may officially create a committee or position. The Executive may officially dissolve a committee or position except of Vice-President and Treasurer.

### Chairpersons and Members of Committees

- Any member of the Guild can belong to one or more committees at any one time. Chairpersons will be appointed by a member of the Executive or by that Committee. The Committee Chairperson is responsible for the general supervision of the committee and its membership. The Committee Chairperson is responsible for providing the President reports of pertinent information after significant events and for notifying the Executive immediately of any concerns or issues. Replacement Committee Chairpersons may be appointed as needed.

### Committee Meetings

- Each Committee may meet as needed and set its own rules for quorums and voting.

### Committee Financial Affairs

- Each Committee will work with the Treasurer. At no time should the committee be considered independent of the Guild, nor fail to submit money or expenses to the Treasurer.

## **ARTICLE 9: AMENDMENT OF BYLAWS AND DISSOLUTION**

### Amending the Bylaws

- Bylaw amendments will be brought to the November Meeting for vote. The proposed amendment(s) must be electronically proposed via the Guilds website and via email one (1) week prior to a regular meeting. Voting will occur at that meeting in accordance with Article 4: Voting

- In the event of an immediate need, the Executive may propose an amendment to these bylaws at any time.

#### Dissolution

- In the event the MMQG is dissolved, all funds and goods owned by the MMQG shall be donated to one or more non-profit organizations as voted and agreed upon by the membership. The organizations considered should be those with a focus on quilting or fibre art or be organizations that have been recipients of MMQG charity quilts.

### **ARTICLE 10: GUILD POLICIES**

#### Policy 1: Travel Expense Reimbursement for Guild Promotional Events

- The Executive will determine if an event is promotional and if travel expenses are eligible for reimbursement.
- Receipts are required to be submitted to the Treasurer for all eligible expenses.
- Eligible Travel expenses:
  - Mileage to and from the event will be reimbursed at \$0.50 / km
  - One-night's hotel stay to a maximum of \$150

Adopted by a vote of the Guild on January 21, 2016