# ROYAL CITY QUILTERS' GUILD
# BYLAWS

Revised June 2026

**Article I – Name of Organization**

The name of this organization shall be "ROYAL CITY QUILTERS' GUILD."

**Article II – Aims and Objectives**

1. To promote an appreciation for quilting as a traditional craft and contemporary art form;
2. To provide educational opportunities by presenting general meetings, films, speakers, workshops and other activities related to quiltmakers;
3. To encourage an exchange of ideas and a sharing of interest and information; and
4. To preserve and perpetuate the tradition of quilt making and to encourage an appreciation of this heritage.

**Article III – Members**

A. Membership

1 Membership shall be open to all persons interested in quilts and quilt making upon payment of dues.
2. Visitors may attend meetings upon payment of designated guest fee.
3. The membership year shall be July 1st to June 30th.

B. Dues and Guest Fees

1. The annual dues shall be determined by the executive committee and shall be paid by all members.
2. Guest fees shall be determined by the executive committee.

**Article IV – Officers and Committees**

A. Officers

The officers of the Guild shall be the President, Vice President, Secretary, Treasurer and immediate Past President.

1. The executive of the Guild shall be the officers of the Guild plus the convenor of all standing committees.
2. The standing committees shall report to the President and shall be Programme, Membership, Publicity, Newsletter, Special Projects, Librarian, Historian and Community Outreach.
3. Each standing committee shall have one voting member on the executive. If a convenor of a standing committee is unable to attend an executive committee meeting, the convenor should designate a member of such standing committee as a substitute to attend the executive committee meeting as a voting member.

B. Duties

1. The **President** shall preside over and conduct general membership meetings; call regular executive meetings; shall be an ex-officio member of all committees except the Nominating Committee; shall prepare agendas; exercise general supervision of the affairs of the Guild and shall perform all duties normally incident to the office of President.
2. The **Vice President** shall assist and/or replace the President when necessary and shall be concerned with the administration of the Guild in areas not covered by another officer or as the executive may designate.
3. The **Secretary** shall take accurate minutes of the proceedings of all executive and general meetings and record them in a book kept for that purpose; shall maintain a file of all reports and correspondence and be responsible for general correspondence.
4. The **Treasurer** shall be responsible for all Guild funds; shall receive all monies, make regular deposits and issue cheques as required; keep up-to-date records and make financial reports at each executive and annual meeting and shall prepare a final report at the end of the fiscal year and submit it for an annual audit.
5. The **Past President** shall chair the Nominating Committee; shall be responsible for arranging facilities for meetings of the Executive Committee; shall be responsible for arranging facilities for the general Guild meetings.
6. **Standing Committee Convenors** shall establish a committee and call regular meetings as necessary; attend all executive meetings or arrange a substitute if unable to attend; prepare information for the newsletter; and prepare and submit an annual report.
    a. **Programme Convenor** shall arrange for equipment for general meetings; plan and arrange for interesting and varied programmes for the general meetings.
    b. **Membership Convenor** shall keep up-to-date membership lists and shall have the responsibility of admitting new members and collecting the annual dues; shall issue name tags to new members, check attendance and collect guest fees at each general Guild meeting; shall report on current membership totals. A monthly report of all monies received shall be submitted to the Treasurer.
    c. **Workshop Convenor** shall plan and organize workshops and arrange for facilities, equipment and refreshments for these occasions.
    d. **Publicity Convenor** shall publicize all Guild meetings, workshops and other activities as directed by the executive.
    e. **Newsletter Editor** shall prepare and distribute newsletters to all members and to other guilds as designated by the executive; shall set deadlines for submissions and advise the executive; shall collect and maintain a resource file and make it available for the general membership.
    f. **Special Projects Coordinator** shall be responsible for coordinating special events or activities as requested by the executive at the start of the programme year and coordinating/developing special events or activities for the Guild.
    g. **Social Convenor** shall be responsible for arranging and communicating social opportunities for guild members in collaboration with other convenors as appropriate.
    h. **Librarian** shall be responsible for library books and magazines owned by the Guild, shall recommend and purchase books after consultation with the executive and administer the loan of books to the members.
    i. **Historian** shall be responsible for the written and pictorial history of the Royal City Quilters' Guild and shall maintain a file containing the Guild's newsletters.

j. **Community Outreach Committee**, under the direction of the executive, shall be responsible for coordinating the Guild's outreach programme of providing quilts as needed in the community of Guelph and its immediate surrounding area.
k. **Website Committee** will be responsible for monitoring and maintaining the Guild website as directed by the executive.

C. All officers and committee convenors shall prepare and submit an annual report at the Annual General Meeting each year. An abbreviated version of all reports shall appear in the June newsletter.

D. Tenure

1. Officers shall be elected for a term of two (2) years commencing July 1st following their election.
2. An Officer may serve no more than two consecutive terms in the same position without the agreement of the general membership.
3. Committee Convenors shall be appointed by the Executive and shall serve at the discretion of the Executive.
4. Committees can be appointed or dissolved when necessary by the executive.
5. Resignations shall be submitted in writing to the President.
6. Replacement of executive members shall be made by the executive committee. The new executive member will complete the term and will then be eligible for election for the new term.

**Article V – Meetings and Attendance**

1. The number and dates of general and executive committee meetings shall be determined by the executive.
2. Executive meetings shall be attended by the Officers of the Guild. A majority of the Officers shall constitute a quorum for the transaction of business at Executive meetings.
3. The Annual General Meeting shall be held in June of each year. From time to time, the guild Executive may determine to hold Guild meetings or activities, the Annual General Meeting by telephonic or electronic means to permit all participants to communicate adequately with each other during the meeting. Any member participating by such means is deemed to be present at that meeting.

**Article VI – Nominations and Elections**

A. Nominating Committee

1. The nominating committee shall consist of two members from the general membership appointed by the Executive and shall be chaired by the Past President.
2. The committee shall prepare and present a slate of candidates at the Annual Meeting.
3. Nominations will be opened in January and closed in May of the same year. There will be no call for additional nominations at the AGM for positions that already have one or more candidates. Elections will only be held in the event that more than one nominee has been declared for a given position. Nominations will be solicited at the AGM only in the event that a position has not received any nominations by the deadline.

B. Elections

Elections shall be held at the Annual Meeting, for a term of one year.

**Article VII – Finance**

1. The fiscal year of the Guild shall be July 1st to June 30th of each year.
2. The authorized signing officers of the Guild shall be the Treasurer, Secretary, Past President, President, and Vice President. Any two (2) of these authorized signing officers shall be required to sign on behalf of the Guild. The Executive may designate additional signing officers as required, provided that such designations are approved by motion of the Executive and are subject to any financial controls established by Guild policy.
3. The Treasurer's report shall be presented to the general membership at the Annual Meeting.
4. The books of accounts of the Guild will be independently reviewed annually and a financial statement presented for approval to the membership at the September Guild meeting.

**Article VIII – General**

1. Robert's Rules of Order shall prevail whenever an issue occurs that is not covered by the bylaws. The President shall keep the Guild's copy of Robert's Rules of Order.
2. As a non-profit organization, the business of the Guild shall be conducted without the purpose of gain for the executive members.
3. The quorum for the Annual General Meeting will consist of those members present at the meeting.
4. Any profits to the Guild shall be used to promote the objectives of the Guild.
5. Requests for the use of the Guild membership list and material for purposes other than Guild activities must be submitted in writing to the executive for their approval.
6. Members who teach a workshop to our Guild or who present information as a guest speaker at our general meetings shall be paid based on the fee schedule set by the executive committee.

**Article IX – Bylaw Amendment Procedure**

1. These bylaws may be amended or repealed by a two-thirds majority vote of the members present and voting at an Annual Meeting.
2. Any notice of intent to amend must be circulated to each member not less than 30 days prior to the date established for voting.