

OXFORD QUILTERS' GUILD
Ingersoll Creative Arts Centre, 125 Centennial Lane,
Ingersoll, Ontario

**CONSTITUTION AND BY-LAWS OF THE OXFORD
QUILTERS' GUILD**

ARTICLE 1 – NAME

The organization shall be known as the “Oxford Quilters’ Guild”.

ARTICLE 2 – AIM & OBJECTIVES

The Oxford Quilters’ Guild is a non-profit organization whose objectives are:

1. To promote an appreciation for and contribute to the knowledge of the art and craftsmanship associated with quilting, patchwork and fibre arts.
2. To encourage performance in the craft by providing educational opportunities and a forum for fellowship and exchange of experience, information and ideas.
3. To encourage high standards of colour, design and technique in quilting, patchwork and fibre arts.

ARTICLE 3 – MEMBERSHIP

1. Regular membership shall be open to all members of the Ingersoll Creative Arts Centre interested in quilting, patchwork and fibre arts.
2. Membership will consist of quilt lover or quiltmaker, beginner or experienced, amateur or professional, upon payment of annual dues.
3. Visitors may attend one meeting or activity of the Guild as specified by the Executive Committee.
4. Guild membership lists are for Guild use only. Under no circumstances shall the Guild list be used for solicitation or business use.
5. Membership shall be capped at 250 members with existing members having the first rights of renewal. Henceforth a waiting list shall be established.

ARTICLE 4 – MEMBERSHIP DUES

1. The Oxford Quilters’ Guild is part of the Ingersoll Creative Arts Centre.
2. Annual dues as determined annually by the Executive Committee shall be paid by all regular members.
3. Membership in the Ingersoll Creative Arts Centre is required at a cost to be determined by the said Centre.
4. The membership year shall be September 1 to August 31.
5. Visitor’s fees shall be determined by the Executive Committee as appropriate to specified activities.

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ARTICLE 5 – DUTIES OF THE OFFICERS

President:

1. Shall preside at one meeting of the Guild each month and all meetings of the Executive Committee.
2. Shall be the Chief Administrative Officer of the Guild at its annual meeting.
3. Duties include calling Executive meetings, setting Executive meeting agendas, and developing the Guild Monthly Meeting Agendas.
4. The President shall assist the Treasurer in preparing a yearly budget to be presented to the guild executive for approval.
5. Shall be an ex official member of all committees except the Nominating Committee.
6. Submit message for the newsletter.
7. Length of term: 2 years

Vice-President:

1. In the absence of the President, the Vice-President shall serve in that order of office and shall perform such duties as are performed by the President.
2. Shall become cognizant of Guild operations and policies (apprenticeship).
3. Shall be responsible for planning, promoting and run the Vice President's Day in February.
4. Will be the Guild representative on the ICAC board.
5. Will move up to President in 2 years.
6. Length of term: 2 years.

Secretary:

1. Shall record the minutes of all Executive Committee meetings of the Guild.
2. The minutes shall be made available to the Executive Committee within fourteen (14) business days of each meeting, allowing time to be reviewed and amended before the following meeting.
3. Shall maintain a file of all minutes, reports, correspondence and enquiries for future reference.
4. Ensure minutes are available to be posted on the Guild web page.

Treasurer:

1. Shall have charge of all funds of the Guild.
2. Receive dues, deposit receipts, and disperse monies as authorized by the Executive Committee.
3. Keep accurate record of incoming funds and outgoing expenses and prepare financial updates for monthly Guild Executive meetings.
4. Liaise with ICAC Treasurer to regularly report Guild expenses and revenues that are part of the ICAC financial statements.
5. Prepare financial records for review by audit committee or review by ICAC Treasurer as needed.
6. Store completed financial year at the Ingersoll Creative Arts Centre.

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Past President:

1. Shall be available for consultation.
2. May attend Executive meetings.
3. Shall chair the Nominating Committee.

ARTICLE 6 – DUTIES OF THE EXECUTIVE COMMITTEES

Membership Convener:

1. Shall be the holder of the Master Membership List issued by the ICAC.
2. Shall track changes and additions to the membership list throughout the year.
3. Shall forward the list of Guild Members names and email addresses to the disPatch Editor noting those who have paid to have their newsletter mailed to them.
4. Shall provide an accurate list to the Website Administrator.
5. Shall compose a list of all members for recording attendance at all meetings.

Social Convener:

1. Should annually plan and organize the banquet for the general meeting of the Guild in June.
2. Shall plan refreshments for monthly meetings and other functions as requested.

Program/Workshop Committee:

1. Shall be responsible for planning a program or speaker for monthly meetings designed to further the objectives of the Guild.
2. Shall be responsible to sign a contract with the speaker and make arrangements with the Treasurer to have payment ready for the day of the meeting.
3. Shall organize one (1) or two (2) workshops (usually Spring and Fall) taught by a person outside of the Guild.
4. Shall be responsible for research, contact, and liaison with prospective workshop Instructors.
5. Shall be responsible to sign a contract with the instructor and make arrangements with the Treasurer to have payment ready for the day of the meeting.
6. If necessary, book room at the Comfort Inn under ICAC to obtain discount.
7. Cost of Workshops shall be determined by Executive Committee consensus.
8. Arrange two (2) or three (3) quilting classes to be offered by the ICAC in the Fall, Winter and/or Spring sessions. Coordinate with the Centre Administrator. Often taught by Guild members.
9. Offer special events – encourage participation with emails, prizes etc.

Program/Workshop Convener:

1. Arrange and conduct meetings of the Program/Workshop Committee.
2. Attend Guild Executive meetings.

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Librarian:

1. Select and purchase books for the Guild with a regard to all interest categories.
2. Upon purchase of books, submit receipts to current Treasurer for re-imbusement.
3. Correctly prepare books for circulation by:
 - placing "Property of Oxford Quilters Guild" on spine of book and covering it in a clear tape to ensure no peeling off
 - place pocket and circulation card in front of book
 - enter book information on the library computer inventory list
 - submit articles to the Newsletter indicating new purchases and other including a brief description.
 - let members know of new books by announcing at meetings
4. Maintain Card Index of books that have been borrowed and books that have been returned.
5. Review magazine subscriptions forwarding them to the Treasurer if they are to be renewed.
6. Treat magazines in the same manner as new books in getting them ready for circulation.
7. Maintain library carts in a tidy manner, placing returned books to their correct placement alphabetically.
8. Help members, when possible, during a meeting in finding sought after books or to explain library expectations when borrowing books.
9. Inventory:
 - Once a year inventory must be held; this date to be decided upon by Library
 - Announce date books are due to be returned for inventory purposes
 - Have people volunteer to help with inventory
 - Using the library catalogue, create a list of outstanding and missing books

disPatch Editor:

1. Shall prepare disPatch for circulation based on the information submitted by the Executive committee.
2. Forward disPatch to Website Administrator for circulation by email.
3. Forward disPatch to members who request Canada Post delivery.
4. At the beginning of the Guild year reach out to advertisers to obtain payment and information (currently \$30.00/per year).

Webmaster:

1. Shall be responsible for the structure and content of the Guild website and electronic communications.
2. Shall be responsible for set-up and maintenance of the web-site.
3. Shall be responsible for maintaining the membership email list.
4. Shall forward/send information to members as per directions from the Executive.

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5. Host and set up monthly meetings on-line for the Guild. As determined by conditions beyond our control ie. Pandemic.
6. Contents of the website to be determined by the Webmaster with input from the Executive Committee.

Social Media Administrator:

1. Maintains and updates the OQG Facebook page.
2. Uploads events, pictures of events, etc. to keep membership apprised of Guild activities.
3. Also, to build social media connections with our members and with the public at large.

Oxford Quilters' Guild Rep for ICAC Board of Directors:

1. Shall be the Vice-President.
2. Attends meetings of Oxford Quilt Guild and the ICAC Board and acts as a Liaison between the Guild and the Board.
3. Prepares a monthly report for the Board to be submitted and circulated one week prior to the monthly meeting.
4. Inform the Board of any concerns, issues, events that the Guild may have so they can be dealt with in a timely fashion.
5. Prepares a year-end report to be presented at the ICAC AGM.

ARTICLE 7 – COMMITTEES

Executive Committee:

1. Shall consist of the officers of the Guild and chairpersons of each committee.
2. Each committee shall have one (1) vote.
3. Shall meet at least eight (8) times a year at the call of the President. Additional meetings may be called as necessary by the President or at the request of two members.
4. A quorum shall be five (5) members of the Executive Committee.
5. May appoint other committees as necessary to further the objectives of the Guild. (Ad hoc committees).
6. Shall hold joint meetings with the newly elected Executive Committee following the annual meeting for the purposes of orientation at the time.

Nominating Committee:

1. Shall be chaired by the Past-President and shall be comprised of the
2. Vice-President and two members of the Guild.
3. Shall prepare a slate of officers for submission to the Executive Committee prior
4. to May 01.
5. The slate of officers shall be circulated to the membership at the annual meeting.
6. If a position is contested a vote shall be conducted by ballot.

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ARTICLE 8 – TERMS OF OFFICE

1. The Officers of the Guild shall be elected for a period of two (2) years.
2. The term of office will commence July 1 and end June 30, two (2) years later.
3. The above term of office may be extended with the approval of the Executive Officers and/or the membership.
4. Anyone serving on/as a Committee Member shall not hold that office for more than two (2) consecutive terms unless under special circumstances which the Executive Committee would need to approve.

ARTICLE 9– MEETINGS

1. The annual meeting of the Guild shall be held in June.
2. Notice of the meeting shall be circulated by email and the Newsletter prior to the meeting.
3. The number of regular meetings shall be determined by the Executive Committee.

ARTICLE 10– AUDIT

1. The accounts of the Guild shall be reviewed annually by a review committee approved at the annual meeting.
2. The fiscal year shall be June 1 to May 31.

ARTICLE 11– SIGNING AUTHORITY

1. The signing authority for the Guild for all cheques and documents shall be any two of the following: Secretary, Treasurer, President, Vice-President or Past-President.

ARTICLE 12 – AMENDMENT OF CONSTITUTION AND BY-LAWS

1. The Constitution may be amended or repealed by a two-thirds majority vote of members present at the annual meeting of the guild.
2. Notice of amendment or repeal must be circulated to the members thirty (30) days prior to the annual meeting at which it is to be presented.
3. Any such amendment or repeal shall be effective immediately following the approval.

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ARTICLE 13– PARLIAMENTARY PROCEDURE

1. In all matters not provided for in this Constitution and By-laws, *Roberts Rules of Order, revised* shall be the parliamentary authority.

Original Constitution and by-laws dated: April 03, 1996
Revised Constitution and by-laws dated: March 03, 2003
Revised Constitution and by-laws dated: June 1, 2011
Revised Constitution and by-laws dated: June 6, 2018
Revised Constitution and by-laws dated: June 3, 2021

Adopted by motion: Moved by: Leslie Stevens Poole; Seconded by: Linda Smith