



MPQ BY-LAWS

May 21, 2015

Table of Contents

Article I	NAME	3
Article II	PURPOSE	3
Article III	MEMBERS	3
Article IV	EXECUTIVE BOARD	4
Article V	DUTIES OF THE OFFICERS	5
Article VI	FISCAL YEAR	7
Article VII	MEETINGS	7
Article VIII	ELECTIONS	7
Article IX	COMMITTEES	8
Article X	DISSOLUTION	9
Article XI	PARLIAMENTARY AUTHORITY	9
Article XII	AMENDMENT OF BY-LAWS	9
Article XIII	CONTRAVENTION OF BY-LAWS	9
Amendment Log		10

MANITOBA PRAIRIE QUILTERS

BY-LAWS

Article I NAME

The name of the guild shall be the Manitoba Prairie Quilters.

Article II PURPOSE

Manitoba Prairie Quilters is a non-profit organization dedicated to the advancement, and preservation of the heritage of quilting.

Article III MEMBERS

Section 1: Membership in the guild shall be open to anyone who is interested in quilting.

Section 2: Annual membership fees shall be approved by the membership at the annual general meeting. Membership fees are payable by June 30th for the membership year beginning July 1st. Non-payment of fees will result in loss of membership privileges. Prospective members may attend two (2) meetings prior to payment of fees.

Section 3: Privileges of membership include:

- 3.1 Voice and vote at all general meetings;
- 3.2 Name listed on the membership roster;
- 3.3 One copy of each newsletter published;
- 3.4 The opportunity to register for guild sponsored workshops;
- 3.5 One (1) free name tag;
- 3.6 The opportunity to enter guild quilt shows;
- 3.7 The use of the guild library; and
- 3.8 The right to hold a position on the Executive Board or on a committee.

Article IV EXECUTIVE BOARD

Section 1: The Executive Board of this guild shall consist of a President, two Vice-Presidents, a Secretary, a Treasurer, a Member-At-Large, and a Past President. These officers shall perform the duties described in these By-Laws and by the parliamentary authority adopted by the guild.

1.1 All Executive Board members, excluding the Member-At-Large, are entitled to vote at executive meetings.

Section 2: The Executive Board is accountable to the general membership for all of its activities.

Section 3: The Executive Board has responsibility for:

- 3.1 all aspects of the guilds operations;
- 3.2 the guild's financial stability and solvency;
- 3.3 clarifying the guild's mission;
- 3.4 enhancing the guild's public image;
- 3.5 the guilds goals and objectives and setting long range plans;
- 3.6 establishing policies and guidelines for the guild's operations and revising the Policy and Procedures Manual as necessary; and
- 3.7 evaluating the performance of the guild.

Section 4: The term of office will be for one (1) year or until successors are elected, with the exception of the Member-at-Large and the Treasurer, whose terms will be two (2) years. The term of office will coincide with the fiscal year; August 1 to July 31.

Section 5: No officer shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 6: Vacancies which occur during the term will be filled through appointment by the Executive Board for the remainder of the term.

Section 7: A nominating committee will be comprised of the Past President and two representatives from the general membership. It shall be the duty of the nominating committee to nominate candidates for each office to be elected at the Annual General Meeting, and to solicit volunteers to fill committee vacancies.

7.1 Nominations from the general membership must be delivered in writing, to the Secretary, at least seven (7) days prior to the Annual General Meeting.

Section 8: The Executive Board will meet ten (10) times per year or as requested by the president. A majority of voting officers constitutes a quorum of the Executive Board.

Section 9: Signing authority shall rest with any two of the following:
President, Treasurer, First Vice-President.

Article V DUTIES OF THE OFFICERS

Section 1: The President shall:

- 1.1 serve as the official representative of the guild;
- 1.2 coordinate and conduct monthly guild meetings and Executive Board meetings;
- 1.3 participate in planning and coordinating special events and workshops;
- 1.4 present a written and oral report to the Annual General Meeting;
- 1.5 serve as ex-officio member of all guild committees, except the Nominating Committee;
- 1.6 act as liaison to the International Guilds Day Committee, Quilt Show Committee, Quilt Raffle Committee, Newsletter Editor and Website Manager, and report back to the Executive Board; and
- 1.7 performs other duties as required.

Section 2: The 1st Vice President shall:

- 2.1 act in the absence of the President;
- 2.2 act as the Privacy Officer for the guild;
- 2.3 consult with Executive Board and workshop committees on potential speakers and workshops;
- 2.4 submit a proposed budget on behalf of the Executive Board;
- 2.5 act as liaison to ABC Quilts, Membership, Crocus Conference, Retreat and all Workshop committees, as well as the CQA/ACC and Satellite Group representatives, and report back to the Executive Board;
- 2.6 ensure danglers with appropriate years are added to current inventory of president's pins for presentation to the outgoing president at the September meeting;
- 2.7 present a written report to the Annual General Meeting; and
- 2.8 perform other duties as required.

Section 3: The 2nd Vice President shall:

- 3.1 assist in the planning and organizing of monthly meetings;

- 3.2 act as liaison to the Hospitality, Reception, Library, Publicity and Fat Quarter Draw representatives, and report back to the Executive Board;
- 3.3 present a written report to the Annual General Meeting; and
- 3.4 perform other duties as required.

Section 4: The Secretary shall:

- 4.1 record minutes of monthly and Annual General meetings and make these available to the membership;
- 4.2 record minutes of the Executive Board meetings and make these available to all Executive Board members;
- 4.3 provide pertinent information, and summarized minutes, for publication in the newsletter;
- 4.4 assume responsibility for all guild correspondence;
- 4.5 maintain the permanent records of the guild;
- 4.6 maintain an up-to-date and current set of By-Laws and the Policy and Procedures Manual including all amendments;
- 4.7 present a written and oral report to the Annual General meeting; and
- 4.8 perform other duties as required.

Section 5: The Treasurer shall:

- 5.1 be responsible for all guild bank accounts and accounting ledgers;
- 5.2 coordinate the collection and deposit of all guild funds;
- 5.3 coordinate the annual accountant's review of all guild financial records;
- 5.4 provide current information on all accounts to the Executive Board meetings;
- 5.5 arrange publication of a quarterly trial balance in the guild newsletter;
- 5.6 liaise with the 1st Vice-President (on behalf of the Executive Board) and each committee chairperson in the preparation of the annual budget;
- 5.7 prepare a yearly budget for approval of the membership;
- 5.8 present a written and oral report to the annual General meeting; and
- 5.9 perform other duties as required.

Section 6: The Past President shall:

- 6.1 act as an advisor to the Executive Board;
- 6.2 serve as chairperson for the Nominating Committee;
- 6.3 act as liaison to the Heritage Quilt Committee and report back to the Executive Board;
- 6.4 present a written and oral report to the Annual General meeting; and
- 6.5 perform other duties as required.

Section 7: The Member-At-Large shall:

- 7.1 ensure that the policies and By-Laws of the guild are upheld;
- 7.2 maintain current working knowledge of guild policies, bylaws and mandate and parliamentary procedures, as well as the responsibilities of all executive officers and committees;
- 7.3 ensure new Executive members and committee chairs receive copies of the By-Laws and Policy and Procedures Manual;
- 7.4 act as scrutineer for all elections;
- 7.5 coordinate any necessary disciplinary process;
- 7.6 present a written and oral report to the Annual General meeting; and
- 7.7 perform other duties as required.

Article VI FISCAL YEAR

The fiscal year will commence on August 1st of each year and end July 31st of the following year.

Article VII MEETINGS

Section 1: Monthly meetings will be held from September to June, with dates published in the newsletter, unless otherwise ordered by the Executive Board.

Section 2: The regular meeting in May shall be known as the Annual General Meeting, and shall be for the purpose of receiving reports of officers and committees, electing officers, presenting the annual budget and transacting any other business that may arise. This meeting will be open to members in good standing only.

Section 3: The quorum of this guild will be 25% of total members in good standing.

Section 4: Special meetings of the membership may be called by the President, the Executive Board, or a quorum of the membership. Twenty (20) working days' notice of all meetings must be given.

Article VIII ELECTIONS

Section 1: Elections will take place at the Annual General Meeting.

Section 2: The Nominating Committee will preside over the election of officers.

Section 3: Elections shall be by secret ballot.

Article IX COMMITTEES

Section 1: The standing Committees of the guild are:

- 1.1 ABC Quilts
- 1.2 Crocus Conference
- 1.3 Heritage Quilts
- 1.4 Hospitality
- 1.5 International Guilds Day
- 1.6 Library
- 1.7 Major Workshops
- 1.8 General Workshops
- 1.9 Membership
- 1.10 Newsletter
- 1.11 Publicity
- 1.12 Quilt Show
- 1.13 Quilt Raffle
- 1.14 Quilt Retreat
- 1.15 Reception

Section 2: The representatives are:

- 2.1 CQA
- 2.2 Fat Quarter Draw
- 2.3 Photography
- 2.4 Satellite
- 2.5 Website Manager

Section 3: Each committee will be responsible for the development of policies and procedures relative to their respective mandate.

Section 4: Ad hoc committees will be established by the Executive Board or by resolution from the membership as required. A liaison from the Executive Board is to be appointed at that time.

Section 5: It is the responsibility of all committees:

- 5.1 to adhere to the By-Laws and Policies and Procedures of Manitoba Prairie Quilters;
- 5.2 to review the Policy and Procedures Manual for Executive Members and standing committees and representatives and propose any changes that should be brought before the Executive Board via their designated liaison;
- 5.3 to submit all monies to the Manitoba Prairie Quilters Treasurer at the end of each monthly meeting; (exceptions to this can only be granted by the Executive Board);

- 5.4 to prepare a proposed budget for the following year, that shall be submitted to the Treasurer by April 1st of each year;
- 5.5 to submit interim financial reports as well as a yearend financial report, as listed in the Policy and Procedures Manual for Executive Members and standing committees and representatives, via their designated liaison;
- 5.6 to submit a written and oral report and financial statement to the Annual General Meeting;
- 5.7 to understand that failure to submit either budgets or financial reports may result in funds not being released and/or in disciplinary action being taken according to Article XIII of these By-Laws.

Article X DISSOLUTION

In the event of the dissolution of the Manitoba Prairie Quilters (MPQ), following liquidation of all solid assets of the guild, the net monies will be distributed to Canadian Quilters Association / Association de la Courtepointe (CQA/ACC) to assist in the promotion of quilting in Manitoba. No funds will inure to the benefit of any of the guild's members.

Article XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern Manitoba Prairie Quilters in all cases to which they are applied, unless they are not consistent with these By-Laws in which case these By-Laws will take precedence.

Article XII AMENDMENT OF BY-LAWS

These By-Laws may be amended at any regular meeting of the guild, provided at least twenty (20) days notice in writing, of pending By-Law change, has been provided to all members in good standing.

Article XIII CONTRAVENTION OF BY-LAWS

Section 1: Any member who contravenes the By-Laws and policies of this guild will be subject to discipline, which may include any or all of the following;

- 1.1 suspension of position(s) either on committee(s) or on the Executive Board;
- 1.2 suspension of privileges of membership;
- 1.3 suspension of membership for a period of time or lifetime;
- 1.4 criminal or civil prosecutions.

Section 2: The member being disciplined shall have the right to appeal to the Executive Board within 30 days following notification of the disciplinary action.

Amendment Log:

Approved by membership, May 12, 2010.

Change to Article IV, Section 4 approved by the membership, May 18, 2011.

Change to Article III, Section 2 and to Article VII, Section 2 approved by the membership, May 16, 2012.

Change to Article V, Section 1 and Section 3, and to Article IX, Section 1 and Section 2 approved by Membership May 15, 2014

**Change to Section 2 (Article 2.5), and to Article IX, Section 1
Approved by Membership, May 21, 2015**