

SUDBURY & DISTRICT QUILTING AND STITCHERY GUILD STANDING RULES

Frequency of Meetings

- Guild meetings will be held on the first Tuesday of each month, beginning in September and ending in April

Definitions

- the Sudbury and District Quilting and Stitchery Guild shall be referred to as the “Guild”
- the President, Vice President, Treasurer, Secretary shall be referred to as the “Executive”. The Executive shall be responsible for the affairs of the Guild
- the Executive and the Committee Coordinators, acting together, shall be referred to as the “Board”
- changes to the Standing Rules will be approved by the Board

SECTION I – COMMITTEE COORDINATORS

The following Committee Coordinators shall be members of the Board; they may choose assistants as required, but the assistants will not be members of the Board; they are encouraged to submit articles to the Newsletter Editor on a regular basis.

ARCHIVIST

- shall be responsible for the collection, preservation, maintenance and storage of physical paperwork pertaining to the activities and history of the Guild. These records include, but are not limited to, the Constitution; Standing Rules; Minutes; Newsletters; Community Quilt history; Guild member, Board Member and Coordinator listings; newspaper and magazine publicity.

COMMUNITY QUILTS COORDINATOR

- shall be responsible for planning and implementing Community Quilt Days
- shall ensure the safekeeping and distribution of members’ quilts to hospitals, long-term care facilities, emergency services and other charitable and benevolent organizations
- track the supply inventory (fabric, batting, etc.)
- manage committee finances

GROWING OUR GUILD COORDINATOR

- will advise the Board and will oversee the use of monies available, over and above what is required for operating expenses, in regard to Education, Capital, Publicity, and Fellowship.

LIBRARIAN

- shall purchase library materials, renew magazine subscriptions, catalogue and maintain the Library

MEMBERSHIP/EMAIL LIAISON COORDINATOR

- shall be responsible for the distribution and recording of membership sales
- shall email membership renewal forms prior to the first meeting of the Guild year
- shall order nametags
- shall maintain and distribute the Orientation Guide, as required, to new members
- shall receive Guild E-Mails and forward notifications to Guild members, as required

NEWSLETTER EDITOR

- shall be responsible for soliciting, writing and assembling suitable material for the Guild Newsletter and distributing the Newsletter monthly

PROGRAM COORDINATOR

- shall be responsible for organizing the program schedule for regular Guild meetings

WORKSHOP COORDINATOR

- shall be responsible to collaborate in the development of plans for workshops/trunk shows/lectures, etc., over and above the regular program/workshops
- liaise with stakeholders (members, executive, teachers) to work out the delivery details
- draw up necessary contracts for pre-approval by the Executive and or the Board, obtaining all necessary signatures
- determine a fee for attendees that will cover the cost of the workshop. Any excess will go into the general guild funds. An anticipated shortage due to unforeseen circumstances will be covered by guild funds on approval of the Board
- submit all monies to the Treasurer and ensure payments are made and contracts honoured

SECTION II - NON-BOARD COMMITTEE COORDINATORS

The following Committee Coordinators are not members of the Board. These positions may be filled by volunteers from the Guild Membership and they may choose assistants as required. They are encouraged to submit articles to the Newsletter Editor on a regular basis.

ADVERTISING COORDINATOR

- will obtain advertisers for the Guild Newsletter, generating revenue for the Guild

BLADE SHARPENING COORDINATOR

- shall be responsible for providing fee for service blade sharpening for members using tools provided by the Guild.

BLOCK LOTTERY COORDINATOR

- shall be responsible to select and present the block patterns
- shall assist members in the completion of their blocks as required
- decide on a method and conduct a draw of the submitted blocks

CHRISTMAS PARTY COORDINATOR

- shall be responsible for planning the annual Christmas party to be held in December
- shall choose a charitable endeavor in consultation with the Guild Membership

COTTAGE GROUPS

- a sub group of members who share a specific interest in quilting and stitchery and who meet in an informal format. There is usually a Cottage Group Lead who will arrange meetings and topics of interest.
- Cottage Groups include, but are not limited to:
 - Stitchery
 - Scrap Quilting
 - Ruler Quilting

IN CLUB QUILT COORDINATOR

- shall be responsible for organizing the making of the In Club quilt, including selecting the pattern, choosing and purchasing the fabric, conducting workshops to teach construction or assembling of the quilt, ensuring that the quilt is set up and quilted on at the meetings
- shall record the names of members who worked on the quilt and conduct a draw when the quilt is complete

PHOTOGRAPHER

- shall take photographs of Guild Events and Show and Tell items
- shall print and distribute photos to the membership
- shall provide digital photos to the Webmaster (via email)

PUBLICITY COORDINATOR

- shall be responsible for publicizing Guild events and accomplishments in the local media
- shall serve as liaison with all organizations in which the Guild has memberships as specified in Standing Rules – Section V – General – Membership Organizations

SECRET PALS EXCHANGE COORDINATOR

- shall be responsible to inform members about the program
- pair up Secret Pals and establish a system of gift delivery
- resolve any associated issues
- reveal the Secret Pal identities at the end of the exchange program

SOCIAL COORDINATOR

- shall be responsible for arranging refreshments for each meeting and cleaning up refreshment table
- shall account for collected monies and purchasing supplies as required

SPRING BANQUET COORDINATOR

- shall be responsible for planning the Spring Banquet to be held the first Monday in May

WEBSITE COORDINATOR

- shall be responsible for the on-going maintenance of the Guild website; shall be the liaison with the host service provider; ensure contracts for domain names and hosting servers are kept current and paid; will work with Coordinators and the Board regarding up-to-date content.

In the event of virtual meetings, the following positions will be required:

ZOOM HOST

- shall set up the Guild meetings via ZOOM or equivalent platform
- shall send out ZOOM meeting invitations to Guild members via e-mail
- shall host the ZOOM meetings and accept members into the meetings
- shall record ZOOM meetings, if permitted, and send out link to membership. Recording will be active for only one week.

ZOOM SHOW AND TELL HOST

- shall collect photos and information about members' creations to put into a power point presentation via ZOOM
- shall pass all collected information on to the Website Coordinator

SECTION III – FINANCES OF THE GUILD

- The Board and Coordinators must keep track of all revenue and expenses for their Committee. They must provide a written breakdown plus receipts on a regular basis to the Treasurer for deposit, reimbursement or payment.
- It is the responsibility of each Coordinator to present their income and expenses at the Annual General Meeting as part of their required report. All Income and Expense Reports must be forwarded to the Treasurer at least two weeks prior to the scheduled meeting for reconciliation to the Guild Financial Report.
- Invoices payable to third parties should be verified for accuracy, duplication and price agreement and must be signed by the Coordinator before turning over to the Treasurer for payment, if and when required.
- Bank statements and supplier invoices must be addressed to the Guild mailing address, not that of an individual member.
- Blank cheques are not to be signed in advance. No cheque will be issued without the prescribed form and accompanying receipts. In the case of advance payment for a fundraising activity or guild activity, this payment must be approved by the Board and recorded in the Minutes prior to issuance.
- Annual membership dues will be \$30.00 if paid before October 31st of the Guild year or \$35.00 thereafter.
- Guild monies must be spent for the benefit of all members unless otherwise specified in the Constitution or Standing Rules (See Article 7 of the Constitution).
- No Guild funds shall be used to reimburse the purchase of gifts for committee helpers, assistants, or other guild members unless prior approval is given by a motion passed at a Board meeting.
- Cheques shall be payable to the Guild and not to an individual.
- The Board will maintain a minimum of \$5,000 in reserve to ensure the Guild's long term solvency and security. These monies are to be spent in the event of unforeseen contingencies.
- Funds, over and above operating expenses, will be allocated to Growing Our Guild and held in one fund to be used for expenses in the following areas – Capital, Learning, Fellowship and Profile Building.
- Kits of supplies for Program or Cottage Group projects containing materials from the Project Lead's personal supplies may be available for a reasonable fee per kit. Monies collected for these kits will be directly reimbursed to the Project Lead from the Project participants and will not be included in the Guild's financial records.

SECTION IV – LIBRARY GUIDELINES

- A Guild Member in good standing may borrow library materials for a period of up to one month.
- A maximum of three books / CD's / or ten magazines may be on loan to a member at any one time. Of these three books or ten magazines, only one "NEW" purchase will be loaned to a member for one month.
- All library materials on loan must be returned for inventory purposes at a date in April as determined by the Librarian.
- Books or other articles must be signed out at the time of borrowing and checked in by the Library Committee when returned.
- Members or past members are required to replace or pay the replacement value for library materials that are lost or otherwise fail to be returned to the library.
- Five books or ten magazines may be loaned to a member over the summer period. Of these, only two can be "NEW" books. Borrowing limits may be changed at the discretion of the Librarian.
- Monies raised from the sale of Library materials will be reinvested for future library purchases.

SECTION V – GENERAL

- The Guild shall apply for and maintain membership in the Canadian Quilters' Association, Embroiderers' Association of Canada, the Sudbury Arts Council, the American Quilter's Society, and the Ontario Network of Needleworkers. Other memberships shall be at the discretion of the Executive.

SECTION VI – Life Membership Criteria

- Written nominations for life membership will be accepted as of the first of February of a year of Quilts on the Rocks. Nominees will be considered by the Board to ensure that they meet the following criteria:
 - ✓ The nominee(s) must have been a Guild member for a total of 15 years
 - ✓ The nominee(s) must have held two different Board positions for a full term
 - ✓ The nominee(s) must have made a significant ongoing contribution(s) to the Guild
- There will be a maximum of one nominee selected. The Board is under no obligation to make a selection. The nominee selected by the Board will be announced at the last Guild meeting of the Guild year.

SECTION VII – Existing Operating Policies

November 30th, 2021

The following policies exist to assist in the general operation of the Guild. They can be found on the **Guild Website**, in hard copy in the **President's Manual** and in a **binder in the library**, and a digital file **with the Secretary** to be passed on to the future Secretaries

- G Mail Communication within the Guild Policy
- Guidelines for Weekend Workshops for Members
- Bereavement Announcement Policy
- Letter of Response to a Request for a Charitable Donation
- Inclement Weather Policy
- Live and Virtual Speaker Contracts