

LANGLEY QUILTERS' GUILD

POLICY AND PROCEDURES

Policy and procedures enlarge on the Bylaws of the Guild and give more detail as to how our Guild is run. The following is set up in the same order as the Bylaws.

Part 1: Membership

1. Full members are expected to be active members of the Guild, participating in the activities, attending meetings and volunteering when able.
2. Membership dues are non-refundable.
3. Lifetime membership:
 - a. This may be offered to long-time members who have given extraordinarily to the Guild
 - b. Lifetime member's dues are withdrawn
 - c. Lifetime members have all privileges of full membership

Part 2: General Meetings of Members

1. The general membership has the opportunity for input into a meeting agenda and location, but the Executive has the authority to make the final decisions.
2. The Annual General Meeting ("AGM") shall consist of:
 - a. The AGM shall be held in June or at such other date that the Executive shall decide. (2004-02-16)
 - b. The financial report will be presented at the AGM. Copies of the report are to be available to all full members.
 - c. The Government report shall be written and sent within 30 days after the AGM.
 - d. President's and Treasurer's year-end reports are given.
 - e. Proposed budget for the subsequent fiscal year is presented and voted on.
 - f. Any other special business as decided by the Executive.

Part 3: Executive

1. The elected Executive positions and the volunteer (non-elected/non-voting) positions, and their related duties are as follows.
2. **Elected Executive**
 1. **President**
 1. Chairs the Guild meeting (day or evening, whichever she/he was elected to), co-ordinating with the Co-President to facilitate the flow of information
 2. Convenes and chairs the executive meeting
 3. Prepares the agenda for the general meeting she/he chairs and all executive meetings
 4. Convenes and chairs the AGM and ensures that adequate notice is given to members
 5. Ensures Guild budget is formulated, accepted and implemented
 6. Is responsible for the general management of the Guild
 7. Is responsible for keeping the Guild mailbox key and collecting the mail
 8. Is responsible for ensuring that the papers necessary for the Guild to maintain their non-profit status are filed with the regulatory government office in Victoria, B.C.
 9. Has signing authority for cheques
 10. Writes message for each newsletter published
 11. Represents the Guild at functions but can appoint another Guild member in her/his stead
 12. Is responsible for the continuity of the Guild
 13. Is responsible for the meeting room availability

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Vice President

1. Chairs the Guild meeting when the President cannot attend
2. Has signing authority for cheques
3. Attends functions that the President is unable to attend
4. Co-ordinates and oversees the extracurricular activities of the guild meeting, including the hanging of the guild banner.

Co-President (Constitution amendment 2004-05-11)

1. Chairs the opposite Guild meeting to the President during the 1st year of their 2 year term
2. Responsible for general and acting management of the Chapter opposite to that of the president.
3. Keeps the President informed of activities, concerns and projects of the Chapter opposite to that of the president.
4. Ascends to the Presidency and all it entails in the second year of their term
5. Prepares an agenda for the meeting she/he chairs
6. Has signing authority for cheques
7. Writes message for each newsletter published

Co-Vice President (Constitution amendment 2004-05-11)

1. Chairs the Guild meeting when the Co-President cannot attend
2. Has signing authority for cheques
3. Co-ordinates and oversees the extracurricular activities of the guild meeting, including the hanging of the guild banner.

Treasurer

1. Monitors and deals with the Guild finances
2. Shall receive monies paid to the Guild and oversee deposits, collections and disbursements of monies
3. Produces a Treasurer's report to each Guild meeting and the executive meeting
4. Has signing authority and issues cheques to pay Guild liabilities
5. Composes and presents a proposed budget at the Guild AGM
6. Provides copy of budget for members
7. Attends the budget meeting
8. Keeps the accounts in such a way that they may be produced when requested
9. Will provide the financial books, at the direction of the Executive, for an internal review.

Secretary (Executive Meetings)

1. Keeps the minutes of the Guild meeting of her/his Chapter
2. Composes correspondence of the Guild when required
3. The secretary will keep minutes of the executive meeting
4. Provide copies of said minutes of the Executive meeting and the Guild meeting of her/his Chapter when requested
5. Has signing authority
6. Maintains an updated version of the Constitution & Bylaws and Policy and Procedures and ensures that copies are available for the membership

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3. Additional Executive Positions (Constitution amendment 2004-05-11)

Past President

1. Is responsible for advising the current President of all matters concerning running of the Guild
2. Forms and chairs the nominating committee for elections. Committee should consist of no less than 3 members.

4. Volunteer Positions (non-elected and non-voting)

Membership Chair

1. Maintains and updates the membership list in spreadsheet format, preferably Excel
2. Provides monthly membership lists to the Executive and Volunteers in PDF format
3. Provides to the "Email Membership List" volunteer the spreadsheet in .csv format
4. Provides to the "Phone Membership List" volunteer a "hard copy" list of those members who do not have email access, only when any updates are done.
5. Prints Guild name tags for all current Executive and volunteers
6. Keeps the "Membership container" stocked
7. Creates and has printed new membership cards for the next Guild year
8. Ensures the guidelines for PIPA (Personal Information Protection Act) are adhered to
9. In the last month of the current Guild year – retains, prepares, and date marks all membership applications and membership list for a 2 year archival filing. After 2 years they are destroyed.
10. Provides input to the Executive for budget planning.
11. Maintains all expenses within budgetary allowance.

Membership Committee (Day and Evening)

1. Sets up/takes down the membership table for each Guild meeting. Materials are kept in the "Membership Committee" container in the Guild storage area.
2. Sits at the membership table at Guild meetings and ensures members show a current membership card when signing in.
3. Signs up new members and ensures that they receive a "Welcome package"
4. Membership will maintain a separate sign-in sheet for guests that includes their name and telephone number. (December 2002)
5. Arranges for "Guest Greeter" for guests and/or new members for purposes of orientation
6. Renews present Guild memberships starting in May, or at such time as the executive may decide.
7. Ensures that an application is completed for each Guild year by renewing members and by new Guild members
8. Distributes a membership list at the October meeting containing all the current members in good standing
9. Has Guild name tags printed and distributed in a timely manner to all members in good standing
10. Has name tag holders, guild pins and note cards for sale to Guild members at a fee decided on by the Executive
11. Purchases door prizes for each Guild meeting not exceeding \$10.00 per meeting
12. Draws the door prize at the Guild meeting from the names of those members signed in at the meeting
13. Completes a "meeting tally sheet" to record monies taken in to accompany money handed over to treasurer

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Member-At-Large (Day) (April 2010)

1. To fulfill the duties of an absentee volunteer at the Guild meeting as needed.
2. To assist a volunteer with their duties when extra help is needed at a Guild meeting.
3. To act as an extra 'Guest Greeter' as needed.

Workshop Committee (Day and Evening)

1. Program, workshop and between committees to work in conjunction with each other to provide representative of all three to attend executive meetings.
2. Submits minutes or report of committee meetings to the President/Executive
3. Finds out what workshops the members would like to take and sets up same
4. Arranges for a place where the workshops will take place
5. Supervises the sign-up and collects funds for the workshop issuing receipts
6. Ensures the Treasurer receives the workshop sign-up fees
7. Keeps a record of the workshops that have been done before and critiques them
8. Organizes a sample showing of workshop projects
9. Attends the workshops and assists the teachers as required
10. Establishes fees for workshops based on instructor fee, facility fee and minimum class size
11. Provides advertisement at Guild meetings, website and in the newsletter if applicable
12. Makes provision for photos of workshop projects
13. Distributes supply lists provided by each instructor
14. Makes judgment call regarding cancellation of workshop if paid fees are below required minimum and the opening of the workshop to non-members
15. Arranges refunds for canceled classes
16. Makes arrangements for any equipment needed - irons, ironing boards, extension cords, etc
17. Obtains coffee supplies for workshop
18. Is responsible for ensuring the general cleanliness and safety of the workshop area
18. Provides name tags to all participants in workshops
20. Distributes fees to instructors and facility
21. Keeps record of each workshop for inclusion in the workshop binder
22. Provides comment sheets for each workshop
23. Provides webmaster with photos of members' projects

Between Committees (Day and Evening) (occurs between day and evening meetings)

1. Program, workshop and between committees to work in conjunction with each other to provide representative of all three to attend executive meetings.
2. Submits minutes or report of committee meetings to the President/Executive
3. Finds out what workshops the members would like to take and sets up same
4. Supervises the sign-up and collects funds for the between, issuing receipts
5. Ensures the Treasurer receives the between sign-up fees
6. Keeps a record of the workshops that have been done before and critiques them
7. Organizes a sample showing of workshop projects
8. Attends the workshops and assists the teachers as required
9. Establishes fees for workshops based on instructor fee, and minimum class size
10. Provides advertisement at Guild meetings, website and in the newsletter if applicable
11. Makes provision for photos of workshop projects
12. Distributes supply lists provided by each instructor
13. Makes judgment call regarding cancellation of between if paid fees are below required minimum
14. Arranges refunds for canceled classes

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15. Makes arrangements for any equipment needed - irons, ironing boards, extension cords, etc
16. Obtains coffee supplies for between
17. Is responsible for ensuring the general cleanliness and safety of the workshop area
18. Provides name tags to all participants in workshops
19. Distributes fees to instructors
20. Keeps record of each between for inclusion in the between binder
21. Provides comment sheets for each workshop
22. Provides webmaster with photos of members' projects

Program Committee (Day and Evening) (May 2003)

1. Program, workshop and between committees to work in conjunction with each other to provide representative of all three to attend executive meetings.
2. Submits minutes or report of committee meetings to the President/Executive
3. Finds out what programs interest the members and sets up same.
4. Develops a schedule of program events for the upcoming calendar year and makes bookings to fulfill schedule. Submits schedule to the Executive for approval and concurrence with other guild events.
5. Communicates scheduled list to members in September of each year.
6. Determines the need for additional equipment and arranges availability and set up of same.
7. Prepares and delivers an introduction to programs or program speakers at meetings and provides timely advertisement at guild meetings, website and guild newsletter if applicable.
8. Distribute fees to speakers.
9. Keeps a record of the programs as they occur with a critique.
10. Provides input to the Executive for budget planning.
11. Maintains all expenses within budgetary allowance.
12. Establishes a resource network from which a backup program can be drawn in the event of a late cancellation of scheduled event.

Secretary (Opposite Meeting of Secretary to the Executive)

1. Keeps the minutes of the Guild meeting of her/his Chapter
2. Composes correspondence when required
3. Provide copies of previous meeting to current meeting for members to read.
4. Provides electronic copies of minutes to executive secretary

Community Donation Quilts Committee (Day and Evening)

1. Liaison with groups within the community that the Guild has selected to benefit
2. Submits minutes or report of committee meetings to the President/Executive
3. Collects community donation quilts from guild members
4. Keeps a record of the quilts made and the numbers distributed
5. Organizes Guild activities to produce community donation quilts (e.g. by challenges or by organizing workshops)
6. Provides Guild label for the quilts and affixes labels prior to distribution
7. Makes available quilt construction requirements for the various groups
8. Ensures that thank-you notes are forwarded to the appropriate parties and/or read at Guild meetings
9. Submit minutes or report of any committee meetings to the President/Executive as required. (April 2010)
10. Distribution of community quilts may be made through the "Quilts From The Heart" society.

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Publicity (Day and Evening)

1. Has responsibility for all Guild publicity
2. Submits minutes or report of committee meetings to the President/Executive
3. Co-ordinates participation in community events, such as the Arts Alive Festival and the Campbell Valley Country Celebration and others as they arise
4. Ensures that Guild reports are sent regularly to the Canadian Quilter (CQA newsletter) and Connections (B.C.)
5. Ensures that notice of Guild meetings is in the local newspapers each month.
6. Notifies local newspapers of special guild activities and if possible arranges for coverage by a reporter and photographer.

Langley Arts Council Representative (April 2010)

1. Acts as representative from the Guild to liaise with the Langley Arts Council which support and promote artistic activity in both Langley Township and Langley City.
2. Attends the Langley Arts Council meeting as required
3. Submits a report when attendance at a Langley Arts Council meeting, by Guild representative, to the Executive

Hospitality (Day and Evening)

1. Purchases the necessary supplies & provides refreshments at Guild meetings

Archivist

1. Stores all archived Guild materials in guild storage
2. Displays archive binders at Guild meetings
3. Shall keep the archives up to date

Photography (Day and Evening)

1. Provides use of own digital camera for picture taking at her/his Chapter meeting
2. Photographs items brought in for show and tell at Guild meetings
3. Maintains a digital library of all guild photos
4. Forwards monthly show & tell photos to webmaster in the week following the meeting
5. Takes photographs as requested by executive
6. Maintains existing guild albums of show and tell

Sunshine (Day and Evening)

1. To send out cards to Guild members on behalf of the Guild e.g. illness or suffers a loss

50/50 Draw (Day and Evening)

1. Shall be responsible for selling tickets, collecting of funds, and the collected amount will be split with half to the Guild and half to the winning ticket holder
2. The President (or delegate), Co-President (or delegate) and the 50/50 salesperson cannot buy tickets for the 50/50 Draw that they oversee.
3. The President (or delegate) and Co-President (or delegate) MUST draw the winning ticket wearing short sleeves or sleeves pushed up when drawing.
4. Winner of the 50/50 draw MUST sign the ticket stubs.
5. Both tickets with the winning number must be retained in a designated '50/50 Record Keeping Book'.
6. Must include the winner's name, address, contact # and \$ amount of the win.
7. Items #2 to #6 are a requirement of the B.C. Gaming Commission.

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8. Implemented at the March 2010 Guild meetings.

Block of the Month (Day and Evening)

1. Shall be responsible for selecting, constructing a sample block, and providing instructions for the block of the month draw to be held at each Guild meeting
2. Each block submitted by a Guild member shall be eligible for an entry, with the winning name being drawn the recipient of the blocks

Assistant Treasurer (Day and Evening)

1. Shall receive monies paid to the Guild at the meeting the Treasurer does not attend
2. Shall forward records of monies received to the Treasurer
3. Shall deposit monies received or forwards monies collected to Treasurer
4. Provides current balances as provided by Executive Treasurer to Guild meeting they attend (May 2010)
5. Will have signing authority and issue cheques to pay Guild liabilities supported by an invoice or receipt. At least one of the two (2) must have signing authority. (May 2010)
6. Will work in concert with the Executive Treasurer and attend Executive meetings, as required, to assist in budget preparation. (May 2010)

Website (Updated April 2010)

1. Maintains the web site, updating and incorporating meetings and upcoming events, programs & workshops, and the calendar, in a timely manner, with information from meetings.
2. Edits all photos received, especially the Show & Tell gallery, to web size and constructs new gallery monthly.
3. Posts monthly project info (Fat Quarter, BOM, charm squares, special events, etc.), and the newsletter.
4. Converts guild forms and information to PDFs to be available to members.
5. Receives inquiries, comments and suggestions through the website email, responds to general inquiries and/or forwards to appropriate people.
6. Moderates the blog, enrolling members and editing/approving content submitted by users.
7. Makes sure the domain name registration is current.
8. Maintains back-up of the website and blog data.

Fat Quarter (Day and Evening) (April 2010)

1. Shall be responsible for the collection of fat quarters at the Guild meeting and co-ordinating the draw.
2. Decide on the theme for the next Guild meeting.

Special Projects (Day and Evening) (April 2010)

1. Shall be responsible for the selection of Special Projects during the Guild year
2. Special Projects can be completed over a period of time and not necessarily monthly
3. Submits minutes or report of committee meetings to the President/Executive as required

Sit'n'Stitch (April 2010)

1. Drop-in every 2nd Wednesday of the month for Guild members in good standing
2. Shall be held at George Preston Recreation Centre, Room 'A' from 12 – 3:30 p.m.
3. Shall have a Sign-in Sheet for each Sit'n'Stitch
4. Months of July, August and December shall be excluded

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Newsletter Committee (Day and Evening) (April 2010)

Proposed: March 2009 / Accepted: June 2009 / 1st Newsletter: September 2009

1. Purpose: to produce a timely and regular Newsletter which acclaims the Guild activities and its volunteer members, in a format for email, website and hard-copy version as required.
2. Meet with other coordinators and writers to discuss content of newsletter and develop ideas for articles and feature articles.
3. Obtain articles and images from coordinators, writers, and members.
4. Edit articles for relevance, content, length and spelling
5. Attend to all advertising pertaining to the Newsletter and collect all monies owed from advertisers prior to publishing
6. Each Guild year to establish advertising rates in concert with the Executive
7. Organize articles into newsletter template
8. Before publishing, prepare drafts for proof-reading and approval
9. Complete approved Newsletter within timeline
10. Email Newsletter for Guild distribution and posting on the website
11. All monies collected from advertising will go back into the publication of the newsletter
12. Shall provide a record of accounting to the Executive, income and expenses, with all receipts for expenditures retained.
13. Submit minutes or report of committee meetings to the President/Executive as required.

Retreat Committee (April 2010)

1st Retreat 2004

1. Retreat is an annual event usually held in October and attended by Guild members in good standing
2. Committee positions will be open to both day and evening members
3. Shall be responsible for planning and organizing the weekend retreat for up to 40 guild members. This will depend upon location and discretion of the retreat planning committee.
4. Shall be responsible for the collection of all registration fees
5. Shall be responsible for the planning of accommodation, food and itinerary for all attendees
6. Shall be responsible for hiring an instructor to teach one or more classes during the retreat
7. Shall be responsible for the purchase of all prizes, gifts, & miscellaneous expenses
8. Shall be responsible for the final record of accounting to be given to the Executive supported by receipts for expenditures
9. Retreat will be self-sufficient
10. If there is a reasonable cash surplus from the Retreat then monies must be returned equally to attendees

Quilt Show Chair (Every 2nd year) (April 2010)

1st Quilt Show 2004

1. Oversees the Quilt Show for the Guild which is held every two years
2. Chair should rotate between Day and Evening guild member
3. Ensures the venue is booked for the Quilt Show
4. Organizes and chairs meetings of the Show Committee
5. Ensures that the key positions are filled on the Show Committee: secretary, treasurer, quilt registration, quilt hanging, tea room, guild boutique, vendors, security, publicity, volunteers, raffle quilt ticket sales/venues
6. Liaises with the Show committee members to make certain all is proceeding smoothly
7. Submits applications for grants being sought to supplement the Quilt Show
8. Requests the CQA Best of Show ribbon

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9. Attends all Guild meetings to promote our Quilt Show
10. In general is available throughout the pre-show period to answer questions
11. Maintains high visibility and is the ambassador for the Quilt Show
12. Presents the final report and Income Statement to the Executive and membership

Raffle Quilt Committee (Every 2nd year) (April 2010)

1st Raffle Quilt 2004

1. Oversees the design and making of the Raffle Quilt in the same year as the Quilt Show
2. Committee should rotate between Day and Evening guild members
3. Design should involve the guild members in the making of the blocks
4. Designate on the committee applies for the raffle ticket license as the letter of application includes the cost of the quilt.
5. Ensures that the raffle ticket license # is provided to the member arranging for the printing of the raffle tickets
6. Upon completion reveals the completed quilt to the Guild prior to ticket sales

5. Elections

1. Elections of the Executive shall be held annually in May or at such other time as determined by the Executive
2. Nominations for Executive positions must be done in April by the Evening Meeting in order to appear on the ballot and can be done by Day meeting, if they wish. Day meeting can accept further nominations at the May Day meeting prior to voting. (2004-02-16)
3. The Executive are elected for a one year term, except for Co-President which will be a two year term, ascending to the Presidency in the second year (Constitution amendment 2004-05-11)
4. Separate elections shall be held for each position to be filled
5. An election may be by acclamation, otherwise, it shall be by ballot
6. If no successor is elected, the person previously elected or appointed, may continue to hold office
7. Non-elected positions are filled by volunteer appointment
8. Members may allow their name to stand for the same executive position for more than one term
9. Members may only hold one elected executive position at a time
10. All ballots will be destroyed at the end of the election process for each term

Part 4: Borrowing

1. As per Constitution and Bylaws

Part 5: Notices to Members

1. A notice sent by mail or email shall be deemed to have been given on the fifth day following the day the notice was posted. In proving that mail notice has been given, it is sufficient to prove that the notice was properly addressed and placed in a Canadian post office receptacle. In proving that an email notice has been given, it is sufficient to prove that the email has not returned to sender as undeliverable.
2. When the Guild produces a Newsletter, notices placed in the newsletter are considered to have been read by all members.

Part 6: Bylaws

1. As per Constitution and Bylaws

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Part 7: Proceedings at General Meetings

1. The chair of a general meeting is the President or Co-President, then Vice-president or Co-Vice President. In the absence of any of these, an Executive member shall preside as chair of the meeting.
2. A quorum is 10% of the membership.
3. If a quorum is not present at any meeting, motions may be presented, but they may not be voted on. The motion is to be presented at the next general meeting.
4. A general meeting may be cancelled, in which case all business will be transacted at the subsequent general meeting.
5. All motions proposed at a meeting need to be seconded.
6. All motions must come from the floor. The chair of the meeting may not propose a motion.
7. In the case of a tie vote, the proposed motion is defeated.
8. The chair shall not vote in a show of hands but may vote in a ballot situation.
9. All ballots will be destroyed after a vote.

Part 8: Proceedings of the Executive

1. The Executive may meet together at the place they choose to dispatch business.
2. All Executive meetings shall be open to all guild members for auditing. Non-Executive guild members who wish to be added to the Executive agenda must present their detailed request in writing to the President, seven (7) days prior to the meeting. Non-Executive members who plan to attend an Executive meeting must notify a Member of the Executive seven (7) days in advance to ensure that the venue is acceptable for the number of attendees. (March 2005)
3. The Executive must receive approval from the membership prior to any expenditure over \$1,000.00. (May 2003)

Part 9: General

1. To vote on policy one must be a member in good standing of the Langley Quilters' Guild. (November 2002)
2. All members are expected to maintain good cellphone etiquette during meetings.
3. The Langley Quilters' Guild is an adult guild and members are not to bring children or pets. (November 2002)
4. The location of Guild meetings will be the George Preston Recreation Center, 42 Avenue, Langley, B.C. (November 2002)
5. Show & Tell shall be presented at every Guild meeting. Changes to the policy may be made at the discretion of the Chapter executive. (December 2002)
6. The reading of the minutes will be dispensed with. Unapproved copies will be available via email or for reading prior to the meeting. (December 2002) Approved copies are available by request from the Executive Secretary.
7. Visitors may attend only one meeting per Guild year without joining. (December 2002)
8. Members are required to wear their current membership card at all Guild events. (December 2002)
9. Members will be required to present their current membership card at the door before being admitted to the meeting. (December 2002)
10. Membership list is for guild-related use only. (December 2002)
11. Replacement of a lost or missing Guild membership card is \$2.00. (Executive)
12. Name Tag Holders will be available for a cost of \$1.00. (Executive)
13. Membership Dues for a Guild year (e.g. July 2003 to June 2004) will be \$40.00 with a pro-rated schedule and dues to be collected starting in May for the next Guild year. (Executive February 2003)

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14. The Murrayville Library will be the Guild's home library. The Guild will donate quilting related books and they will be designated to return to the Murrayville Library. (May 2003)
15. To adopt the double wedding ring stylized "L" as the Guild Logo created by Janie Schulz. (January 2004)
16. To adopt the Guild Banner created by Karen Johnson as the official banner of the Guild. (May 26, 2004)
17. To accept the proposal to have a Guild pin with the 'Guild Logo' incorporating the words "Langley Quilters' Guild Langley, B.C. Canada". (May 26, 2004)
18. Members shall be responsible for providing accurate current contact information to Membership Committee (Oct 2006)
19. Members who are on the workshop or program or between committees may not teach during their tenure. (May 23, 2007) (Rescinded: Guild Year 2008/2009)
20. A \$5.00 meeting fee will be collected by Membership from meeting attendees who are not current Guild members and/or have already attended one meeting compliments of the Guild. (June 27, 2007)
21. All guild expenses incurred by committees and/or members must be supported by a receipt which is dated along with the Guild membership # of the member incurring the expense. All expenditures will be supported within the Guild's fiscal budget. (April 2010)
22. Any expenditures not supported within the Guild's fiscal budget must first be presented to the Executive for approval prior to reimbursement. (April 2010)