

# THUNDER BAY QUILTERS' GUILD

## PROCEDURAL MANUAL

Revision date - June 2020

This manual is developed to ensure that all members understand and use the appropriate procedures as the business of the Guild is carried out. The Procedural Manual will be distributed to members annually and will be posted on the Guild website.

### **1. Executive Committee will:**

- meet monthly to carry on the business of the Guild.
- approve all communication with the general membership prior to distribution.
- be responsible for sending information to the Newsletter editor at least two weeks prior to publication of the Quill.
- approve the use of the membership list for solicitation or advertising.
- set the fees for quilt related advertising in the Quill.
- establish ad hoc committees as deemed necessary.
- review the Constitution and Procedural Manual yearly.

### **2. Standing Committees:**

- Each committee will be responsible for choosing the chair from its members.
- Committee Chairs are responsible for sending information to the Quill editor at least two weeks prior to publication.
- Committee Chairs are responsible for submitting a report to the executive monthly by a date to be confirmed by the executive.

#### **2.1 Nominating Committee:**

- The chair of the committee is the Past president.
- Will develop a slate of officers for the coming year, consisting of the role of president, vice president and program chair(s) and on alternate years, treasurer and secretary.
- Will run an election at the June meeting.

#### **2.2 Quilt Bee Committee will:**

- decide on the date and location of the bee.
- ensure there are sufficient supplies.
- be responsible for booking the location.
- Submit a proposed budget for the year to the Executive.

# THUNDER BAY QUILTERS' GUILD

## PROCEDURAL MANUAL

Revision date - June 2020

- make quilt kits available for members to create comfort quilts in between Quilt bee events.

### **2.3 Quilt Show Committee will:**

- be responsible for the coordination of all activities for the Quilt Show held every two years.
- maintain a detailed account of all expenditures and disbursements for the show.
- submit a proposed budget for the quilt show year to the Executive Committee prior to the September executive meeting.

### **2.4 Library Committee will:**

- maintain the Guild's library.
- source and add new material to the collection.
- maintain a catalogue of collection.
- complete physical inventory annually and update databases.
- maintain the library cards of the Guild members who borrow from the library.
- periodically review the library and adjust as needed by selling/auctioning/donating items.
- submit a proposed budget for the year to the Executive Committee prior to the September executive meeting.

### **2.5 Comfort Quilt Committee will:**

- ensure that all the Comfort Quilts have a Guild label attached.
- be responsible for the distribution of the Comfort Quilts to approved recipients.
- submit a proposed budget for the year to the Executive Committee prior to the September executive meeting.
- will not sanction selling of the quilts or raffling of the quilts and will encourage that they benefit multiple users.

### **2.6 Placemat Committee will:**

- Encourage members to make placemats to donate to Meals on Wheels and other appropriate organizations.
- will not sanction selling or raffling of the placemats.

# THUNDER BAY QUILTERS' GUILD PROCEDURAL MANUAL

Revision date - June 2020

- submit a proposed budget for the year to the Executive Committee prior to the September executive meeting.
- liaison with the Meals on Wheels staff for distribution of the placemats.

## **2.7 Hall of Fame Committee will:**

- solicit nominations for membership into the Hall of Fame.
- follow the procedures as set out in Appendix 1 of the Constitution
- develop a list of nominees and submit it to the Executive Committee for approval.

## **2.8 Christmas Cheer-Teddy Bear Quilt Committee will:**

- ensure that each donation is wrapped securely for distribution.
- develop criteria for acceptable donations.
- submit a proposed budget for the year to the Executive Committee prior to September executive meeting.
- liaison with the Thunder Bay Christmas Cheer committee for distribution of the Teddy Bears and stuffed animals.

## **2.9 Guest Quilter Committee**

- be responsible for bringing in external guest quilters/instructors.
- coordinate all aspects of running the external workshops or retreats.
- solicit feedback from participants and guild members about external workshops and instructors.
- maintain a detailed account of all expenditures incurred and revenue generated.
- submit a proposed budget for the year to the Executive Committee prior to September executive meeting or as appropriate.

## **2.10 Sew Days Committee**

- organize and run Sew Days.
- profits, if any, will be transferred to the Quilt Bee Reserve.
- submit a proposed budget for the year to the Executive Committee prior to September executive meeting.

# THUNDER BAY QUILTERS' GUILD

## PROCEDURAL MANUAL

Revision date - June 2020

### 3.0 General Procedures

#### 3.1 Awards

- Awards will be presented at the September meeting.
- Members inducted into the Hall of Fame in 2002 and following years will have one year's membership waived.
- Members of the Hall of Fame prior to 2002 will be grandfathered for a free lifetime membership but may elect to pay a standard membership to help cover costs.

#### 3.2 Internal Workshops

- Fees for classes taught by Guild members will be set by the Executive for each individual class to cover the costs at least a break even point.
- The class fee will be due at the point of signing up for the class. This fee will be non refundable. Exemptions will be at the discretion of the Executive Committee.
- If the class is cancelled the fee will be refunded.
- Any profit will be used to offset costs of classes presented by out of town teachers.
- Guild instructors will be paid an honorarium set by the executive.
- submit a proposed budget for the year to the Executive Committee prior to September executive meeting or as applicable.

#### 3.3 Meetings:

- There will be 10 general membership meetings held each year.
- There will be 10 Executive meetings held each year.
- A meeting of the old and new executive committee will be held during the summer to plan for the coming year and to inform new executive members of their role.
- Standing and ad hoc committee meetings will be held as deemed necessary by the committee chair.
- all meetings will be guided by Robert's Rules of Order (simplified).

# THUNDER BAY QUILTERS' GUILD

## PROCEDURAL MANUAL

Revision date - June 2020

### 3.4 Annual Reports

- Each Executive Committee member including committee chairs will submit an annual report to the Quill editor two weeks before June's Annual Meeting for printing and distribution.

### 4.0 Procedure Manual Changes

- Any proposed changes to the Procedural Manual must be submitted to the Executive for evaluation. If the change involves a committee, the committee will be consulted.
- If the change(s) involve section 5.0, it must be brought to the membership for a vote.

### 5.0 Membership Fees

- As of September 2019, the membership fees will be \$40 paid by October, \$45 if paid after October, \$35 if joined in March or later.
- Members inducted into the Hall of Fame in 2002 and following years will have one year's membership waived.
- Members of the Hall of Fame prior to 2002 will be grandfathered for a free lifetime membership but may elect to pay a standard membership to help cover costs.
- All members are required to fill out a registration form each year.

# **THUNDER BAY QUILTERS' GUILD PROCEDURAL MANUAL**

Revision date - June 2020

## Appendix

1.0 information sheet (will include fees for advertising in the Quill)