

THUNDER BAY QUILTERS' GUILD PROCEDURAL MANUAL

This manual is developed to ensure that all members understand and use the appropriate procedures as the business of the Guild is carried out.

1. Executive Committee will:

- Meet monthly to carry on the business of the Guild.
- Approve all communication with the general membership prior to distribution.
- 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.

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 year 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.
- 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.
- Add new material to the collection.
- Maintain the library cards of the Guild members who borrow from the library.
- 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.

2.6 Placemat Committee will:

- Ensure there are sufficient numbers of placemats to donate to Meals on Wheels.
- Submit a proposed budget for the year to the Executive Committee prior to the September executive meeting.

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.
- The criteria to be approved by the executive committee.

3. 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 Workshops

- Fees for classes taught by Guild members will be set for each individual class to cover the costs at a break-even point.
- Participants may incur an extra cost for patterns.
- 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 doesn't run the fee will be refunded.
- Any profit will be used to offset costs of classes presented by out of town teachers.

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.

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.