



## The Region of York Quilt Guild Policies to Accompany By-Laws

### Monthly Guild Meetings:

Fourth Wednesday of the month  
September to May, excluding December  
Meeting starts at 7:00 pm

### Membership

Currently membership is capped at 200.

### Membership Fees

- Full \$45
- Associate \$20
- Student \$20
- Late Fee \$5
- Guest \$7

Guests who join the Guild in the same membership year as their guest visit will be reimbursed for one guest fee when paying their dues.

### Membership Forms

Maintain 2 years of membership forms – prior and current year. Old membership forms will be shredded.

### Death of a Member

If an active/present member passes away flowers will be sent to the family from the Guild. Notice of the death will also be forwarded to the members either by mass e-mail or newsletter.

### Honour Roll

*\*As no historical records exist it will be up to longer term members of the executive (or question to a long term member) if they 'believe' the member has been active 10 years.*

During the AGM the recipient of the Honour Roll will receive a certificate and a small gift valued at approximately \$25. In order to keep costs down the gift can be a fabric bundle from

Outreach or a gift already purchased for our Program or donated to the Guild.

A committee, consisting of members in good standing, will be formed to accept nominations. Nominees will be 'ranked' by the members of the committee. Each year there would be 1-3. The executive retains the right to change that number if there was something significant that needs to be recognized or the top votes are very close.

No members of the current executive will be eligible for nomination,

- In March members to submit nominations using form to the committee
- Committee to advise Executive of winners
- April – President to let winners know so they will attend the AGM
- May AGM – present recognition award

### **In Person Meetings – Safety**

In the event of an emergency evacuation during a guild activity members must sign in upon arrival and sign out if leaving early. In the event of an evacuation the designated person (membership chair during meetings, workshop contact, etc) would take the sign-in lists along to the designated meeting spot to check off members. Any members missing would be reported to emergency responders. Due to privacy issues membership lists should not be brought along to guild activities; therefore a member living close to the activity would go home to call those unaccounted for to confirm if members had gone directly home.

### **Financial Reserve**

The Guild will hold approximately 1.5 to 2.0 years of operating income to account for any unforeseen expenditures and Quilt Show startup expenses. Anything in excess will be provided back to the guild in the form of increased program, outreach, etc. If funds fall below that, the executive will assess if this level can be decreased or if a review of income and expenditures needs to occur.

The following 2 articles provide information on the amounts of funds that a not-for-profit can hold along with rolling GICs.

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/it496r/archived-non-profit-organizations.html>

<https://www.bdo.ca/insights/not-for-profit-organization-managing-surplus#:~:text=As%20a%20general%20rule%2C%20it,between%20%24500%2C000%20and%20%241%2C000%2C000%20accumulated.>

### **Year End**

Our year end for membership is June 30, while our financial year end is August 31.

## **Committees of the Executive**

Will include Program, Membership, Newsletter, Display, Social Media, Sew Social, Quilters Corner, Outreach, Library, Historian, Workshop and Webmaster.

## **Advertising on the Website and Newsletter**

The current fee for a business card sized ad in Patchwork Patter is \$60 per year which runs January to December on the months when we run meetings and the odd August.

The one time only rates are:

- Full Page           \$60
  - Half Page           \$45
  - Quarter Page       \$35
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- Members – non business can advertise their quilt related item or event on the website's buy and sell, calendar, or upcoming events in the newsletter at no fee.
  - Non-members – non business can advertise their quilt related item or event on the website's buy and sell (maximum of two months), calendar, or upcoming events in the newsletter at no fee.
  - Other quilting guilds can advertise their quilt related event on the website's calendar, or upcoming events in the newsletter at no fee.
  - Businesses or Individuals in a quilt related business can advertise in the newsletter at the current set fees for advertising. Calendar Events on the website are free.

## **Booking Facilities**

A single point of contact is used to book Town of Newmarket facilities. This historically has been an incoming Vice-President who will hold it for their 3-year term.

If other facilities are required a committee chair can book as long as the funds are held within their budget.

## **Online Meetings**

The guild currently holds a zoom license that is used for various meetings, including but not limited to executive meetings, January and February guild meetings, sew socials, and workshops.

## **Program**

If Program /Workshop are sharing a speaker, program will bear the expenses for mileage, accommodations and meals. If a second night of accommodations is required after the workshop, the workshop fees will cover the cost.

A written contract is prepared and executed between the guild and the speaker, using either the Guild's standard form or the speakers preferred document if acceptable. The President will delegate to the Program Coordinator authority to execute contracts with speakers for each membership year. Contracts will be forwarded to the Secretary for filing.

### **Mini-Retreat**

Budget is set with a goal to cover all costs (budget neutral). Participants will pay a fee to cover all costs for the day. These costs include but are not limited to room rental, food, drink, etc.

### **Sew Social**

The Guild will provide the cost of the room rental, tea, and coffee. Participants will not be charged a fee and be responsible for their own food.

### **Retention of Records**

Revenue Canada and the Ontario Corporations Act requires that records be kept for 6 years plus current.

Any records that are financial in nature (i.e. Program or Room Rental Contracts) will be kept with the Treasurer as part of the financial records for that year. All other non-financial records that the Executive deems important to keep will be included with minutes of meeting where it was discussed (i.e. Copyright permission to reprint a pattern in our newsletter).

The President will keep a backup (on a memory stick) of both the electronic records of the Secretary and Treasurer as described in the Roles and Responsibilities document.

### **Quilt Show**

The Quilt Show may request a \$2000.00 loan approximately 18 months before the quilt show is scheduled to occur. The loan is to be used for expenses of the show and the charity raffle of a hand-made quilt that are due before the quilt show revenues are realized. In addition they may request funds to pay for the quilt racks when ordered for approximately \$4,000.

Any additional loans requested by the quilt show must be approved by the executive. Each loan will be shown as separate line items as accounts receivables on the guild's balance sheet.

The Quilt Show will repay all loans. When a loan is repaid, the accounts receivable will be cleared. Any profits will be returned to the Guild.

The Quilt Show will maintain a ledger and receipts for all expenses related to the show. These Quilt Show financial documents will be to be available for review to 'The Reader' on request.

The Quilt Show will provide copies of all current active bank statements for August 31 to the Treasurer. These policies are in place to ensure that all monies can be accounted for and identified on the main guilds financial statements for year-end.

## **Legal Advice on Staying Incorporated:**

NOTE: A few members of the executive attended online information sessions on ONCA that was put on by the Ontario Non-profit Network. They provided a workbook to assess changes required to our bylaws. In addition a short meeting with Terry Carter occurred and it is cost prohibitive to have a law firm complete a review. Changes to the Bylaws will be completed May-June 2024 and then voted on by members during a special meeting (either in person or on zoom).

On Thursday, March 11, 2021 Susan Shaw and Martha Schellingerhoud spoke with Terry Carter, lead partner of Carter's Professional Corporation in Orangeville. This firm specializes in best practices under non-profit law.

Terry confirmed that is good to be incorporated as a legal entity, since incorporation provides officers, directors and members with extra protection against claims.

He also confirmed that the Guild is doing the right thing by having separate insurance coverage under the CQA.

He anticipates that the new Ontario Non-Profit Corporations Act (ONCA) will be enacted later this year, once some amendments & regulations have been finalized. When it is enacted, our Guild will automatically be rolled over to the new Act and will have 3 years to comply with its regulations. Some costs may be associated with the transition and some organizations may wish to seek legal advice to help them with the transition, but non-profits will not be required to hire a lawyer to assist them with the transfer.

Finally, Terry confirmed that the guild is not required, under the current Ontario Corporations Act, to file its Bylaws or any amendments made to the Bylaws.

We are required to follow the guidelines of the Ontario Corporations Act <https://www.ontario.ca/laws/statute/90c38?search=Ontario+Corporations+Act+Section+130.1#BK12> and a guide called Transitions Considerations <https://www.ontario.ca/page/not-profit-corporations-act-transition-considerations>, until the ONCA at <https://www.ontario.ca/laws/statute/10n15> is approved.

## Historical Information from Guild Formation:

During the By-law review in 2021, while trying to track down which members had been granted Lifetime Memberships, the review committee was unable to locate some historical documents (membership list and minutes of the first meeting in November 1985). Marie Woodhouse is the current caretaker of the archives.

Marie found the first few years of newsletters, but has not been able to find the original membership list from 1985-86. Our investigation found that Lifetime memberships were not given to the founding members, but only to a handful of people who had been deemed in those early years to have made a significant contribution to the Guild. No members have been added to this category for many years, and the Review Committee is recommending that future recognition of outstanding members be addressed through the Honour Roll.

**From Angela Krotowski** (who is the only Lifetime member remaining in the Guild) – After being nominated by Jane Snape she was granted Lifetime Membership in recognition of the work she did establishing the first quilt shows. As a founding member of the Etobicoke Guild she had experience with their quilt show. Betty Norberg (now deceased) and Nora Jones (no longer a member) had also been granted Lifetime membership in recognition of their contribution to the building of the guild in the early days. Angela was adamant that being a founding member was not a criteria for this recognition. **NOTE: As of 2023/2024 Angela's daughter has asked that she no longer be a lifetime member**