



## REGION OF YORK QUILTERS GUILD

### Guidelines to better enable the executive to carry out their duties

1.0	Purpose of the Guild	Bring the quilters of the region together; Share knowledge of quilting and encourage development of old and new skills Expand our interests into the community
1.1	Meetings	Fourth Wednesday of the month September to May, excluding December Meeting starts at 7:15 pm
1.2	History	The Region of York Quilters Guild was established in November 1985 by a small group of women who recognized the need for a quilting association within York Region. The first meeting was held in the Aurora Public Library with 25 people in attendance. Since 1985, our Guild has grown to our present 200 members.
2.0	Executive	Each member of the Executive shall be either an Officer or a Chair /Co-Chair of a Committee. Current committees (2018) are Newsletter, Membership, Program, Display, Block of the Month, Outreach, Workshop, Library, Historian, Webmaster.
2.0.1	Executive	Executive meeting should be attended by the officers, chairs of committee or a representative of a committee.
2.1	Executive Representation Voting	Each officer position and committee group has one vote at the executive meetings, with the president deciding on a tie vote. All members of each committee are welcome to each executive meeting. ( Mar 2018)
2.2	Directors for the purpose of the Corporate books	The 5 directors are to be President, Vice-President, Treasure, Secretary, & Past President. (Mar 2018)
2.3	Special Event Representatives	Special event representatives are welcome and encourage to attend the executive meeting, to update the executive on their event. They do not have a deciding vote at the meetings.
3.0	President	
4.0	Vice-President	Sympathy cards on behalf of the guild will be sent to any member who has lost a loved one.
4.1	Vice-President	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. (Apr 2018)



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5.0	Past president	
6.0	Secretary	Will keep a copy of all the executive meeting minutes on a flash drive.
7.0	Treasurer	
8.0	Membership Fees	Current fees for each Guild year are \$40.00 and are due on or before June 30th. Any Member withdrawing from the Guild, for any reason, shall not be entitled to repayment of any membership fee.
8.1	Membership Guests	Guests are welcome at our meetings for a fee of \$7.00. Please note that the May meeting is our Annual General Meeting and is not open to guests. A guest at the meeting does not have to accompany a member.
8.2	Reimbursement of guest fees	Paid guest who wishes to join the guild as a new member is entitled to one guest fee reimbursement in the same membership year.
8.4	Membership forms	2 years of membership forms are to be kept. The prior year and current years. Old membership forms will be shredded.
9.0	Newsletter	<ul style="list-style-type: none"> <li>• <u>Advertising on the Website and Newsletter</u> <ol style="list-style-type: none"> <li>1. <u>Members</u> – 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.</li> <li>2. <u>Non-members</u> – 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.</li> <li>3. <u>Other quilting guilds</u> can advertise their quilt related event on the website’s calendar, or upcoming events in the newsletter at no fee.</li> <li>4. <u>Businesses or Individuals in a quilt related business</u> can advertise in the newsletter at the current set fees for advertising. Calendar Events on the website are free.</li> </ol> </li> </ul>
10.0	Website	
11.0	Program	If Program /Workshop are sharing a speaker, program will bear the expenses for mileage, accommodations and meals



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11.1	Program	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 co-ordinator authority to execute contracts with speakers for each membership year. Contracts will be forwarded to the secretary for filing.
12.0	Workshop	
13.0	Library	
14.0	Historian	
15.0	Block of the month	
16.0	Outreach	
17.0	Display	