

## LOG CABIN QUILTERS OF PEMBROKE GUIDELINES

### 1. OBJECTIVES:

1. To enhance the knowledge of quilting amongst our members and the community
2. To promote fellowship, mutual aid and common interest.
3. To encourage quilt making and collecting.
4. To encourage knowledge of quilting skills, techniques, textiles, history of patterns and quilt makers.
5. To sponsor and support quilting activities.
6. To participate in community projects.

### 2. POLICIES:

1. The activities of the guild shall be developed through meetings, conferences, committees, projects and workshops.
2. In the event of dissolution of the Guild, the assets will be disposed of to a non-profit organization of like interest, by suggestion of the Executive Committee and with the approval of 2/3 of the members in good standing, due notice having been given. Such voting will be done by ballot.
3. The books shall be audited annually by two appointed members, not members of the Executive. Such audit will be completed by June 30 each year. Expenses, projects, workshops should be approved by the Executive and Executive Committee.
4. The Guild Library is for the exclusive use of guild members in good standing. All library material must be signed out and members will be asked to pay for or replace lost items. Members are asked not to keep library items for an extended time period. Members are asked to return books for the May meeting for annual inventory.

### 3. MEMBERSHIP AND DUES:

1. Membership shall be composed of persons interested in the objectives of this organization as set forth in section 1. Current dues must be paid by or at the September meeting, to be considered a member in good standing.
2. Voting body of this organization shall consist of all members in good standing.
3. Annual dues for membership shall be as determined by the Executive Committee and members. At present, dues are \$20.00 per year. Late renewal ( after the September meeting) will be \$25.00 per year.
4. Guests are allowed to attend one meeting without joining the Guild. After that first meeting the person either joins the Guild or pays \$5.00 per meeting.
5. The Guild year is from September 1 to August 31.

#### 4. OFFICERS AND ELECTION:

1. The officers of the Guild shall consist of President, Vice President, immediate Past President, Secretary and Treasurer. These officers shall be elected for a two year term (July 1 to June 30 to allow the new Executive time to prepare for the new Guild year). After being on the executive for a period of six consecutive years, a member must take one year without a position.
2. The Executive Committee shall include the Officers and the Committee Chairs. The Executive Committee shall meet at the call of the President or of any two members of the Executive Committee.
3. A Quilt-Show Convener shall be elected for a two year term in the year prior to the quilt show and this position shall be on the Executive Committee.
4. Elections shall be held at the meeting in May each year or when required for the Quilt-Show Convener. Election shall be by majority vote of members in good standing who are present.
5. Officers must be members in good standing at the time of the nomination.
6. Signing authority for disbursement of Guild funds shall consist of any two signatures of the President, Vice President, and/or Treasurer. Changes to signing authority shall be made within one month of the election.
7. A vacancy in any office shall be filled by the Executive Committee and confirmed by the membership at their next meeting.
8. Commitments made on behalf of the Guild shall be approved by the President in consultation with the Executive Committee.

#### 5. DUTIES OF OFFICERS:

##### The President:

- shall preside at all meetings of the Guild and Executive Committee;
- may select committee chairs as needed to carry out projects;
- will be an ex-officio member of all committees except the Nominating Committee;
- will prepare the agendas for all Guild and Executive Meetings;
- shall provide recognition to members, as appropriate;
- shall keep records of executive meetings.

##### The Past President:

- shall be a member of the nominating committee;
- shall provide mentorship for incoming executive.

##### The Vice President:

- shall preside at all meetings in the absence of the President, and
- will arrange for the Christmas Luncheon (including booking the luncheon, door prizes, collection of donations for charitable organizations, sing songs, organize games, etc);
- shall assume that she will be nominated as President.

The Secretary:

- shall keep records of all regular meetings and any other records required by the organization;
- handle correspondence and general inquiries, as appropriate;
- read any correspondence at meetings;
- will hand out the monthly news letter/minutes or issue them by e-mail.
- *will have a copy of the each monthly newsletter forwarded to the northern representative for the Canadian Quilting Association.*

The Treasurer:

- shall collect and disperse dues and all money collected by the organization;
- will help the Membership Committee with the fall registration;
- shall keep an up-to-date record of all members in good standing;
- shall make a report at each regular business meeting;
- shall be an ex-officio member of the Quilt Show Committee;
- will help to prepare a budget with members of the executive and/or Committee chairs for presentation at the September meeting;
- will keep accurate records and hand them over to the incoming Treasurer.

Committees:

The Librarian:

- shall be in charge of the Library;
- will select new books and renew subscriptions to magazines;
- will keep accurate records of books, magazines, videos etc., including the actual cost of these;
- will perform an annual inventory between the May and June meetings.

The Quilt-Show Convener:

- shall organize the quilt show and preside over the show every three years;
- will assemble a committee and be responsible for calling meetings and reporting to the general Guild membership on the progress of the Quilt Show planning;
- attend Executive meetings;
- keep records in good order to hand over to the next Quilt-Show Convener.

The Program Committee:

- will meet prior to the September meeting to organize the program for upcoming year. This program will include meeting nights, challenges, workshops etc. A draft of the program for the year will be handed out at registration.
- is responsible for making arrangements for workshops given by Guild members throughout the year. They will collect fees, make appropriate arrangements and oversee workshops. Fees will be collected at the Guild meeting prior to the workshop;

- will initiate special interest groups e.g. Mystery Quilt, Round Robins;
- will also contact and arrange for speakers or workshop teacher from outside our members and then make all the arrangements for place, equipment, fees;
- keep records in good order to hand over to the next Program Committee.

The Membership Committee:

- shall, along with the Treasurer, hold the registration;
- will see that members receive their membership cards and their program information for the year;
- will also collect information on all new members and then place their names on the membership list. They will make sure that all information is correct for returning members and make appropriate changes to our membership list.
- will arrange for the publication of the membership list and distribute the list at the October meeting;
- shall give the information of any new members who register after this distribution, to the Secretary who will put the information from late registrations in the newsletter. Updates can be e-mailed to the Executive as soon as possible;
- should also have greeter at the door for all meetings and have guest and members sign in at the door;
- arrange the phone tree following registration;
- shall promote fellowship, such as through secret quilting sisters;
- shall keep good records that will be passed on the incoming chairperson.

The Nominating Committee:

- shall recruit new Executive and Committee members from the members in good standing. This should be initiated in January to facilitate filling the positions that will be vacant.

The Hospitality Chairperson:

- shall ensure that we have enough refreshments for the meetings;
- will organize members to help in the kitchen and to bring goodies;
- explain to members that if they are bringing in goodies that they are responsible for set-up and clean-up.

The Cards and Correspondence Chairperson:

- will send out cards and condolences and 6" squares of fabric to members who have suffered a loss or are ill.

It is the responsibility of all guild members to let the Chairperson know of anyone who they think needs a card.

The Publicity Chairperson:

- shall contact the local newspapers to inform them of fall registration;
- shall generally promote the activities of the Guild, as appropriate.

The Block of the Month Committee:

- shall select, prepare and distribute instructions for the BOM;
- will help members putting up their blocks for display.

Guild Historian:

- shall maintain, with photos and print materials, a record of the Guild.

#### 6. QUORUM:

1. At a regular meeting of the Guild, a quorum shall be a simple majority of those present and eligible to vote.
2. At Executive Committee meetings a quorum shall consist of 60% of its members, two of which shall be either the President or the Vice President and one other officer.

#### 7. AMENDMENTS:

1. The guidelines may be amended at any regular meeting of the Guild by 2/3 vote of the members present and voting. Possible amendments must be introduced at the meeting preceding the meeting at which the amendment will be discussed and voted upon.

The Log Cabin Quilters of Pembroke meet the 3rd Tuesday of every month at 7:30 pm at *Pembroke Outdoor Sportsman Club, Doran Road, Pembroke,.*

Approved: By the members at the March 15, 2005 meeting.

*Amended: by members at the March 17, 2009 meeting*