



Oakville Quilters' Guild

Statement of Purpose and Guidelines

The Oakville Quilters' Guild is a non-registered (unincorporated) not-for-profit guild. We adopt many standards of ONCA (Ontario Not-for-profit Corporation Act) in the spirit of accountability and transparency however we are not bound by it's regulations.

Purpose:

The purpose of the Oakville Quilters' Guild is:

- to preserve and continue the traditions, art, and culture of quilting and quilt making.
- to provide a place of fellowship for quilters and individuals with an interest in quilting.
- to provide educational opportunities through programs, workshops, and other activities related to quilt making.
- to donate quilts to local charitable organizations through an outreach program.

Guidelines General:

- The OQG is a "Not for Profit" group. The guild will use Parliamentary procedure, if needed. It is not incorporated and requires no constitution.
- Changes to the guidelines must be presented to the membership for discussion and approval at a guild meeting. Advanced notice of proposed changes must be communicated. A quorum, for voting purposes, will be 50% plus 1 of the total membership.
- Job descriptions are maintained for insurance purposes and to provide instruction for new executive members and a checklist for current executive members. Job descriptions are detailed in the attached document.
- The Guild's fiscal year will be July 1 to June 30.
- The Annual General Meeting (AGM), which includes presentation of the budget for approval, will take place at the October membership meeting.
- The guild will endeavor to organize A quilt Show. Consideration will be given to costs, availability of volunteer help and vendors to determine the feasibility. This will require guild commitment approximately 2 years in advance.

Executive:

Executive Guidelines

- The role of the Executive is to conduct the business and overall operation of the guild.
- The Executive is accountable to the membership and should ensure that there is full transparency when conducting guild business.
- Routine decisions regarding guild business and operations will be made at executive meetings, by consensus.
- In the event consensus cannot be reached, the chair (President or designate) may call a vote of the executive officers and the chairs of the Standing committees. In the event of a tie vote, the chair (president or designate) may break the tie.
- Executive members will be given advance notice of proposals, via an agenda with accompanying supplementary information.
- Tenure for executive positions is 2 years and is renewable up to 4 years
 - Positions on the Executive may be held longer than 4 years with the agreement of both the Executive and the membership.
- Executive positions will be filled from the membership.
- Members will be notified of vacancies at guild meetings and through the newsletter.
- If more than one member expresses interest in the same executive position:
 - The membership will be notified.
 - With advanced notice a vote will be held at a regularly scheduled guild meeting.
 - A simple majority (50% +1) will determine the winner.

Executive Roles

- The Executive of the guild shall consist of:
 - Officers
 - Standing committees
- Officers include the President, Secretary, and Treasurer
- Committees (standing and Ad Hoc) should identify a chairperson to attend Executive meetings.
- Standing Committees will include: Membership, Program, Workshop, Outreach, Web Site, Social Media, Newsletter, Special Projects, Social.
- Ad Hoc Committees
 - Will be appointed by the Executive. The specific purpose, scope, time-frame, and proposed costs will be defined and approved prior to their

- start (e.g., Anniversary project, Block of the Month/Mystery Quilt, 'Garage fabric Sale').
- The Quilt Show is a specific Ad Hoc Committee.
- Supportive Roles:
 - Each year guild operation may require supportive roles.
 - The roles may be held by a current executive member or member-at-large.
 - Roles include, but are not limited to: **cards and mail pick-up and may not be required every year.**
- Executive meetings are called by the President (or designate).

Financial Guidelines and Treasurers Role:

Financial Guidelines

- The OQG will hold \$5000.00 in reserve as start-up funds for the next quilt show.
- OQG income will be derived from membership and guest fees, in-guild promotions/sales, quilt show profits, silent auctions, quilt raffles, and other activities as approved by the Executive.
- Expenditures greater than \$300.00, after the budget has been approved, must be presented to the executive and ratified by the membership.
- Signing officers for the guild shall be the Treasurer, the President and one other member of the Officers, Standing Committees or Ad Hoc Committees.
- Services rendered by members, on a volunteer basis, are not reimbursable.

Role of Treasurer

- Prepare the annual financial statement at the end of the fiscal year (June 30th) and submit for review, to an individual approved by the executive, but who is not currently on the executive.
- Present a financial summary of the review at the September guild meeting.
- Prepare a proposed budget for the next fiscal year, in consultation with Executive Officers and Committee Chairs.
- Present the proposed budget to the membership, for approval, at the October guild meeting (AGM). A printed or electronic copy will be provided to the members, in advance of the October meeting.
- Provide a financial update, including current bank balance and variance to the budget, at the January and May guild meetings.

- The OQG will hold one year's operating expenses, as per the current year's budget, in reserve, as part of the annual budget.

Membership Guidelines and Role:

Guidelines

- Yearly membership fees will be determined by the Executive.
- membership fees will be based on the projected budget and financial needs for the upcoming guild year.
- Membership will be capped at 100 members.

Membership Role:

- A current membership list will be maintained electronically for the purpose of communicating to the guild membership.
- Attendance at each meeting will be recorded.
- Provision of membership cards and any relevant materials for new members will also be given.
- Record and collect fees of guests attending each meeting.

Guild Operations:

- Meetings will take place on the 3rd Thursday of each month, excluding July, August, and December.
- Guild meetings will consist of Business, Program, Social and Bring n' Brag.
- Guild meeting programs may vary each month to include guest speakers, trunk shows, slide shows, hands-on activities and /or walk about demonstrations.
- Workshops will be self-funding and may generate revenue for the guild. Every effort will be made to make workshops revenue neutral over the course of the year but cannot be guaranteed.
- An OQG membership survey will take place biannually. The time frame may be adjusted if necessary, with executive approval, and membership notification.
- OQG Outreach program:
 - Involves donations of quilts and other items, created by members of the guild, to charitable organizations mainly within the local community.
 - Special requests for outreach initiatives will be reviewed by the Executive, and if accepted will be presented to the membership to invite individual participation.

Guild Dissolution

OQG Statement of Purpose and Guidelines

- If for any reason, the Guild is not able to continue functioning, consideration will be given to dissolve the guild
 - A special resolution will be drafted by the Executive
 - The special resolution will be presented to members for approval. The special resolution must be approved by the full membership by majority vote (50% +1).
- In the event the Guild approves a resolution to dissolve the guild the following must happen:
 - Liabilities must be discharged (paid)
 - Remaining funds (with exception of raffle funds) will be distributed to the membership evenly
 - Raffle funds will be distributed to a registered charity that is able to accept raffle donations and chosen by majority vote (50% +1) of the membership