

# SEYMOUR QUILTERS GUILD

## RULES

Updated to November 9, 2022

The purpose of these rules is to provide consistency in how the guild operates and to assist volunteers in carrying out their duties. The Board, with input from the membership, can change the Rules at any time, but they must not conflict with the Bylaws of the Guild. If there is a conflict between these Rules and the Bylaws, the Bylaws will prevail.

### A. Members

1. The number of members in the Guild will be limited to 65, not including Life Members.
2. A Life Membership will be granted to any member in the year following their 80<sup>th</sup> birthday, who has been a member in good standing for at least the previous five years. A Life Member is not required to pay dues and is entitled to all the privileges of membership.
3. The annual membership fee is determined by the Board.
4. Membership dues must be received by December 31.
5. Membership may be terminated if dues are unpaid.
6. Membership fees will be prorated by 10% for each meeting in the membership year that has passed before a new member joins the guild.
7. Membership may be terminated if a member does not attend at least three general meetings in the membership year.
8. If a member moves or resigns, there will be no refund of the membership fee.
9. The Constitution, Bylaws, Rules, and Job Descriptions will be made available to members.
10. A wait list will be kept.

### B. General Meetings

1. The membership year is January 1 to the following December 31.
2. General meetings are held monthly September through June.
3. The Annual General Meeting is held in January.
4. Directors are elected at the Annual General Meeting as required.
5. The budget is presented to the membership at the Annual General Meeting.
6. The quorum at general meetings is 40% of the voting members.
7. Other than items in Rule B 8, business requiring a vote will be done by an ordinary resolution, which is passed by receiving a simple majority (50% +1) of votes cast by present voting members.
8. Amendments to the Constitution and the Bylaws, and business requiring a vote that is deemed by the Board to be of particular significance to the Guild, will be done by special resolution, which is passed by receiving 2/3 of the votes cast by present voting members.
9. The Board will determine the notice required for members to make an informed decision on upcoming votes.
10. Members wishing to make a presentation at an executive or general meeting must contact the President ahead of the meeting for permission to do this.
11. No liquor will be consumed at Guild events,

### **C. Guests**

1. Guests, including people on the wait list, may attend non-luncheon general meetings up to three times in a membership year.
2. The guest fee for a meeting must be more than 10% of the membership fee.

### **D. Board of Directors**

1. The Board has six Directors: President, Vice-President, Secretary, Treasurer, Membership Coordinator, and Programme/Workshop Coordinator.
2. A member may serve a maximum of four consecutive years on the Board, with no more than two consecutive years in any one Board position. After an hiatus of two years, a member is eligible for re-election to the Board.
3. The signing officers for the Guild's bank account are the President, Vice-President and Treasurer. Two of the three signatures are required on each cheque.
4. The Board may authorize the payment of expenditures up to \$300 for items not included in a current approved budget. Any expenditures not included in the approved budget and over \$300 must be approved by the membership.
5. The Board may levy library fines.

### **E. Board Meetings**

1. The quorum at Board meetings is a majority of the Directors.
2. Only elected Directors carry a vote at Board meetings.
3. If two members share a Director's position, only one of them may vote on business at a Board meeting.
4. A majority vote of Directors is required to pass motions and make decisions at Board meetings.

### **F. Standing Committees**

The Standing Committees are:

- Community Quilts
- CQA Representative
- Free Table
- Have Quilts Will Travel
- Library
- Newsletter
- Quilts of Valour
- Refreshments
- Sunshine
- Website

### **G. Annual Luncheons**

1. The Board is responsible for organizing the annual luncheons.
2. The Programme/Workshop Coordinator is responsible for the entertainment, food, and beverages at the annual luncheons.

### **H. Workshops**

1. Workshops shall be self-supporting.
2. Payment is required when a member signs up for a workshop.
3. Refunds will only be given if another workshop participant can be found.
4. If the workshop is not full, the Programme/Workshop Coordinator may offer a spot to people on the waiting list, or may open the workshop to members of other guilds.

**I. Library**

1. Money from book sales will go to general revenue.
2. Members will be responsible for the replacement cost of books lost or not returned.

**J. Canadian Quilters' Association (CQA) Representative**

The Guild will purchase an annual CQA membership for the Guild's CQA Representative.

**K. Insurance**

For the protection of the Board of Directors, members in general, and the Guild's assets, the Guild shall retain at least \$2 million (\$2,000,000) of Liability Insurance.

**L. Changes**

Changes to these Rules must be proposed to the Board. If passed, the changes must then be presented to the membership for approval.

**M. Dissolution**

In the event of a dissolution of the Guild, all liabilities shall be paid, satisfied and discharged. Any funds remaining in the treasury, or Guild assets, remaining at that time shall be given to a non-profit organization as determined by the majority of the remaining members by vote.

Adopted March 21, 2018

Updates:

October 17, 2018

September 18, 2019

November 9, 2022