



SEYMOUR QUILTERS GUILD

RULES

Updated to January 2025

The purpose of 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 the rules must not conflict with the Bylaws of the Guild. If there is a conflict between the 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 85th 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 renewal forms must be submitted, by members, prior to December 31. Membership dues for the guild year must be paid no later than the January General Meeting.
5. Membership may be terminated if dues are unpaid by the January General Meeting.
6. Membership fees will be prorated by 10%, per month, for each meeting in the membership year that has passed before the 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 chooses to leave the Guild, 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.

Friendship, Community and Skill

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 Program/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 a 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 or outgoing etransfer.
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.
6. Meetings of the Board and General meetings will follow meeting protocols such as "Roberts Rules of Order" ¹ or other

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 or more members share a Director's position, only one member 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

¹ <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

G. Celebrations and Activities

1. The Vice President is responsible for organizing food, beverages and the planned celebrations and activities.

2. Workshops

1. Workshops shall be financially 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 Program/Workshop Coordinator may invite people on the waiting list or may open the workshop to members of other guilds.

3. 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.

4. Canadian Quilters' Association (CQA) Representative

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

5. 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.

6. Changes

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

Adopted March 21, 2018

Updates:

October 17, 2018

September 18, 2019

October , 2022

January, 2025