



POLICIES AND PROCEDURES

1. GENERAL

1.1. Name

The name of the organization is the Vancouver Modern Quilt Guild, also known as Vancouver MQG (or “the Guild” for purposes of this document).

1.2. Purpose

The Guild exists to provide a place where modern quilters can meet, share and create. We are the Vancouver, B.C. Canada chapter of the Modern Quilt Guild (MQG), which oversees 200+ modern quilt guilds around the world.

1.3. Contact Information

Our mailing address is:

Vancouver Modern Quilt Guild
PO Box 78037 RPO Grandview
Vancouver, BC V5N 5W1
Canada

We can be found online at:

<http://vancouvermodernquiltguild.ca>

Instagram: VancouverMQG

Facebook: <https://www.facebook.com/vmqgggroup>

Email the Executive at: executive@vancouvermodernquiltguild.ca

1.4. Fiscal Year and Annual General Meeting

The fiscal year of the Guild is November 1st to October 31st. The annual general meeting is held within the first two weeks of January each year. Elections are held for the Guild executive positions at the annual meeting.

1.5. Privacy

Member information is collected for the purpose of Guild business only. Every effort is made to protect the privacy of individual members. Personal information is not offered, for sale or otherwise, to third parties.

1.6. Non-Discrimination

No person may be denied membership to the Guild or be denied participation in any guild events or activities based on age, marital status, family status, gender, gender identity or expression, race, national or ethnic origin, genetic characteristics, colour, religion, sexual orientation and/or disability.

1.7. Meeting Schedule

Guild meetings are held on the 3rd Monday of each month, at the location indicated on the Guild website, from 7 pm to 9 pm.

Executive meetings are held in the first week of each month (exact day/date and location determined at the prior executive meeting).

2. MEMBERSHIP

2.1. Membership

Membership is granted upon completion of a membership application and payment of dues.

2.2. Dues

Dues are set by the Executive and approved through a vote by the Membership. Membership is \$60 per annum.

A fee of \$20 will be added to membership the year the Vancouver MQG bi-annual Quilt Showcase is scheduled. The fee will entitle the member entry ticket(s) and opportunity to exhibit quilt(s) as determined by the Quilt Show Committee. Any profits that are earned by the Showcase will be used by the Guild as mandated in the constitution.

Those members between the ages of 8 and 18 (junior members) will receive a 50% discount on annual dues.

Membership dues are non-refundable in full or in part.

The Treasurer must receive dues by the October meeting for a membership to remain in good standing. Membership is valid from November 1st through October 31st.

In May, membership dues for the remainder of the year are pro-rated to half the annual fee (expiring October 31st).

The Executive has the discretion to permit alternate payment arrangements for membership dues on a case-by-case basis.

2.2.1 Executive Members

As an expression of appreciation for their commitment to the Guild, a member who serves at least one year on the executive will receive a discount on their dues in the year following the end of their term. Discount is as follows: one year of service, 25%; two years of service, 50%; three years of service, 75% and four years of service, 100%.

2.3. Voting

Each member in good standing receives one vote towards the election of the Guild executive, as well as any other guild related matters that require voting by membership. Notification of matters requiring a special vote by members shall be announced via email in advance of the guild meeting and decided by a majority of votes cast by members in attendance. In the event of a tie, the President shall cast the deciding vote.

2.4. Participation

Members are encouraged to serve on committees and to participate in guild activities.

2.5. Benefits of Vancouver MQG membership include:

- Membership in the MQG and associated benefits such as priority registration and discounts for MQG events (see section 3);
- Discounts from local vendors as noted on the Vancouver MQG website;
- Priority registration for guild activities;
- Participation in challenges;
- Participation in inter and intra guild swaps; and,
- Participation in the Vancouver MQG Facebook (Discussion) Group.

3. MQG MEMBERSHIP

3.1. MQG Membership

The Guild is a member of the Modern Quilt Guild – www.themodernquiltguild.com
As such, all members of the Guild are also members of the larger MQG.

3.2. MQG Dues

The Guild pays dues to the MQG, based on the number of registered Vancouver MQG members.

3.3. MQG Membership Cards & Pins

The Guild provides a membership list to the MQG in December of each year. Members in good standing by the December meeting receive official MQG membership cards and pins.

4. EXECUTIVE

4.1. Officers

The Guild Executive shall consist of:

- President
- Vice President (or, on occasion, the Vice President may serve as Co-president)
- Secretary
- Treasurer
- Membership Coordinator
- Social Media Coordinator
- Education Committee Coordinator
- Other roles, such as Past President, as needed and determined by the officers.

These officers are responsible for overseeing monthly guild meetings and coordinating the Guild's social media, challenges, swaps, workshops, sew-ins, speakers, promotional activities, craft fairs, and any other activities and special events.

4.2. Election

Officers are elected to a one-year term by a majority of members present at the annual meeting. If only one person is standing for each role, then the officers are acclaimed to their position by a member in good standing.

Each person on the Executive may only hold one position. No person shall serve more than 2 consecutive years in any one executive position and no person shall serve more than 4 consecutive years on the Executive.

4.3. Resignations and Vacancies

An officer may resign at any time. Any officer position, with the exception of President (or Co-President), can be appointed by the Guild Executive for the remainder of the term. The Vice-President may stand in for the President until elections are held.

4.4. Annual Planning Meeting

The officers participate in a one-day planning meeting annually, usually in the first half of the year. The officers may invite other guild members to participate at this event.

5. FINANCIAL

5.1. Bank Account or Banking

The President, Vice-President and Treasurer have signing authority for the Vancouver MQG's bank account(s).

The Treasurer deposits all funds delivered to the Guild in the guild bank account. The Treasurer oversees the bank account and delivers any cheques or other money on behalf of the Guild.

The Guild maintains a Paypal account which is also administered by the Treasurer.

Cheques to the Guild are to be made payable to the Vancouver Modern Quilt Guild.

Members and guests are responsible for any and all charges for returned (NSF) cheques.

The Vancouver MQG's bank statements are reviewed once per year by a member of the Guild not currently serving on the Executive.

5.2. Expenses

Vancouver MQG expenses must have prior approval of the Executive.

To be reimbursed for guild expenses, the individual incurring the expense must submit the Guild expense reimbursement form to the Treasurer along with all relevant receipts and record of Executive approval.

6. GENERAL MEETINGS

6.1. General Meeting Activities

The guild meetings consist of guild business, show and tell, door prizes, and may also include challenges, speakers, demonstrations, trunk shows, pop-up shops and other activities as planned by the Executive.

6.2. Duration

Meetings start at the scheduled time and last approximately two hours.

6.3. Name Tags

Members are encouraged to make and wear name tags to the meeting. Members must be wearing a name tag to be eligible for door prizes.

6.4. Guests (non-members)

Guests are welcome to attend guild meetings. The first meeting is free of charge. All subsequent meetings require payment of a \$10.00 guest fee.

Members have priority registration for classes, workshops, sew-ins and other activities. Guests may attend as space permits. Guests will pay non-member rates.

6.5. Sales

No sales of goods or services are permitted during the guild meeting, unless otherwise approved by the Executive prior to the meeting.

6.6. Photography

Members and guests are welcome to take photos during the guild meeting. A member or guest who would like to photograph a minor member or guest must attain permission from the minor's parent or guardian before taking the photograph and/or sharing the photo online or in any promotional materials. The name of the minor is not to be used online or in print.

Photographers for the Vancouver MQG take photos during its meetings, workshops and events of members and their quilts for posting on its social media channels and potentially for promotional materials. Credit for the maker's work will be included where possible.

6.7. Announcements

Members must submit announcement requests to the Executive prior to the meeting to be added to the business portion of the agenda.

7. COMMITTEES

7.1. Committee Formation

Committees are created to assist the Executive in carrying out activities and responsibilities of the Guild.

Committees can be proposed by any member and the Executive may create and/or dissolve any committee as needed.

7.2. Committee Membership

Any guild member in good standing may belong to one or more committees.

7.3. Chairperson

The Chairperson for each committee is the lead responsible for the general coordination of the committee and its membership. The Chairperson reports monthly to the Executive on committee activities.

7.4. Committee Meetings

Each committee meets as needed.

7.5. Term

The Executive determines the term for the Committee, its members, and Chairperson.

7.6. Resignation of Chairperson

The Executive may remove a committee chairperson who is no longer a guild member in good standing. In the event of a removal or resignation, the Executive may appoint a replacement chairperson.

7.7. Committees

- Retreat Committee
- Quilt Show Committee
- Education Committee (this includes, but not limited to: program, workshops, sew-in, block lotto, round robin)

7.8 Committee initiative documentation

Committees will document and share with the Vancouver MQG Executive and committee members, any processes, policies, procedures and materials produced as part of committee initiatives. This documentation may include, for example, minutes of meetings, communications (digital documents or copies of written notes), plans or schematics, spreadsheets, forms, supplier information, and graphic files.

8. WORKSHOP/SEW-IN/RETREAT/ACTIVITY POLICIES

8.1. Registration

Workshops, sew-ins, retreats and other guild activities will be announced at meetings, via email notifications, and through Vancouver MQG social media channels. Registration takes place online and at guild meetings. In most cases, registration is on a first come, first serve basis.

For certain popular or high-demand activities, a lottery may be held for registration.

Once registered, fees are non-refundable.

8.2. Coordination & Communication

One member of the Executive is in attendance at all guild activities to assist with coordination. If an Executive member is not available, an alternate will be designated from among the Membership. The Executive or guild member in charge is responsible for arriving early to meet the presenter or instructor and assist with

set-up, staying late to clean up, and being available to troubleshoot and resolve any issues that may arise.

The Executive member or guild member in charge of the coordination of the activity should be the only point of contact for outside speakers or leaders in order to avoid confusion.

The Executive member or guild member in charge may also be responsible for accounting, registration, fees and payments and providing documentation to the Treasurer and Executive post-activity.

If there is a registration fee attached to the activity, the Executive or other member receives a 50% discount on this fee. In the case of a retreat, the designated Retreat Coordinator will receive a discount on their fees. The amount of this discount will be determined by the Executive following a review of the total projected costs of the event.

8.3. Activity Cancellation and Non-Attendance

Refunds will only be provided in the event that the entire activity is cancelled.

The Executive reserves the right to cancel an activity due to low registration.

If a guild member needs to cancel, they must first contact the coordinator to see if there is a wait list. If there is no waitlist, it is the responsibility of the guild member to find a replacement.

Registrations may be transferred between guild members for the same activity and payment for same must be handled by the parties involved.

No refunds are given for non-attendance at any activity.

9. INSURANCE

The Guild purchases insurance to cover the Guild in case of bodily injury and/or property damage at a guild event. This insurance is purchased through the Canadian Quilters Association (CQA).

10. DISSOLUTION

In the event that the Guild is dissolved, any funds remaining in the Guild's bank accounts will be donated to the BC Children's Hospital.

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