



Oakville Quilters' Guild

Established 1994

Statement of Purpose and Guidelines

Original – 1994

Revised – 2009, 2014, 2015, 2018, 2021

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, library, 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” organization. The guild will use Parliamentary procedure, if needed. No constitution is required.
- Any changes to these guidelines and/or the guild budget must be discussed with, and presented for approval, to the attending members at a guild meeting. Advanced notice of proposed changes must be communicated. A quorum, for voting purposes, will be 50% 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.
- The Guild's fiscal year will be July 1 to June 30.

- The Annual General Meeting (AGM) will be the October membership meeting when the budget is presented.
- A quilt Show will be held every 4 years, when possible.

Executive:

- 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.
- The Executive of the guild shall consist of the Officers and the Standing committees.
- Officers: President, Secretary, Treasurer
- Standing Committees: Membership, Program, Workshop, Library, Outreach, Web Site & Social Media, Newsletter, Special Projects, Database, Social
- Ad Hoc Committees will be appointed by the Executive, having defined their specific purpose, time framework and proposed costs (e.g., Anniversary project, Block of the Month/Mystery Quilt, ‘Garage fabric Sale’). Note: The Quilt Show is a specific Ad Hoc Committee, scheduled to occur every 4 years, but requiring guild commitment approximately 2 years in advance.
- Supportive Roles: The guild operation requires several supportive roles which may be jointly provided by a current executive member or by a member-at-large. These duties include:

Cards	Bulletin board set-up/take-down
Mail Pick-up	Friendship Fund
Open church (act as contact)	Sip & Sew
Room set-up/take-down	

Note: Not all roles may be required in any given year.

- Committees consisting of more than one individual should identify a chairperson to attend Executive meetings.
- Executive meetings are called by the President.
- Decisions around guild business and operation, except for emergencies, will be made at executive meetings, by consensus. Executive members should be given advance notice of proposals, via an agenda with accompanying supplementary information. 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 may break the tie.

- 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 by notification at guild meetings and the newsletter, responses on the membership renewal form and/or by one-to-one recruitment.
- If more than one member wishes to hold the same executive position, there will be an election, with advance notice, at a regularly scheduled guild meeting. A simple majority will determine the winner.

Financials:

The Treasurer will:

- 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.
- Give a financial update, including the current bank balance and its 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.
- The OQG will hold, in reserve, \$5000.00 as start-up revenue for the next quilt show.
- OQG income is derived from membership and guest fees, in-guild promotions/sales, quilt show profits, silent auctions, and other activities as approved by the Executive.
- Expenditures greater than \$300.00, after the budget has been approved, must be 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.

Membership:

- Yearly membership fees are determined by the Executive and based on the projected budget and financial needs for the upcoming guild year.
- Membership will be capped at 110 members due to venue space and safety restrictions.
- A table-seating format will be used for most in-person meetings.

Guild Operations:

- Meetings will take place on the 3rd Thursday of each month, excluding July, August, and December. Meetings are held at Central Baptist Church, 340 Rebecca St., Oakville, Ontario.
- Guild meetings may be in-person, virtual, or a combination of both.
- 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.
- A library will be maintained as an educational resource for the membership.
- An OQG membership survey will take place biannually. The time frame may be adjusted if necessary, with executive approval, and membership notification. (e.g., Covid)
- The OQG Outreach program involves donations of quilts, created by members of the guild, to charitable organizations mainly within the local community.
- Special requests for outreach type initiatives will be reviewed by the Executive and if accepted, will be presented to the membership as an individual participation project.