

Royal City Quilters' Guild Standing Rules

I. GUILD MEETINGS, FEES & BUSINESS INFORMATION

1. Guild Meetings will be held on the second Tuesday of each month from September to June.
2. The annual membership fee will be \$45 per person. New members joining after February 1st will be charged a reduced fee of \$35 for the balance of the term. A junior membership (age 16 and under) will be \$25.
3. Guest fees for Guild meetings will be \$10. When a meeting includes a special guest speaker, guest fees will be determined at the discretion of the Executive.
4. RCQG relies on membership fees as its primary source of revenue. Our annual operating budget is established based on projected memberships. Therefore, it is RCQG's position that there are no refunds of membership fees.
5. The Guild will maintain a bank account. The bank account is presently situated at the TD Canada Trust Branch on the corner of Edinburgh and Stone Road, Guelph.
6. The signing officers of the Guild shall be any two of the following: Treasurer, President, Vice-president, or Past President. The Executive may name additional signing officers as necessary.
7. The Guild will have a post office box in a central location. Presently it is situated at the Shoppers Drug Mart on Eramosa Road, Guelph.
8. The financial records shall be independently reviewed annually by a qualified reviewer appointed by and approved by the Executive and recorded in the Minutes of the meeting.

II. NEWSLETTER AND MEMBERSHIP

1. The Guild will publish paid advertising for quilting/sewing related businesses in the guild newsletter. Fees for this will be set annually by the Guild Executive. Guild members will receive a 10% discount. Ads will be accepted at the discretion of the Guild Executive.
2. The Guild Executive implemented a Refer-A-Friend initiative for the 2024-2025 Guild. It was since extended and will continue at the Executive's discretion. This initiative refunds \$5 to any current RCQG member who recruits a new member to the Guild. Referring members are identified by new members when they join.
3. Any member who does not renew his/her membership by August 30 will be removed from the membership roll and will not receive future correspondence from the Guild.

III. EXECUTIVE MEETINGS AND PROTOCOLS

1. Minutes of the Executive meeting will be sent to the Executive by email within seven days following the Executive meeting. Review job descriptions of President, Past-President, Vice-President, and Secretary for details.
2. At the beginning of each program year, the Executive will approve a budget for each committee to use in carrying out its Guild responsibilities. If additional funds are required throughout the year, the Committee Convenor must seek approval from the Executive for the needed funds prior to incurring the expense.
3. Major motions affecting Guild members that are passed at Executive meetings will be published in the newsletter. The President, Vice-President and/or Past President will provide the submission to the Newsletter Editor.

4. The immediate Past President or designate shall gather an ad hoc committee to review and update the Guild Standing Rules annually. The revision will be completed by the May Executive meeting so that the Standing Rules can be published in the June newsletter.
5. The Nominating Committee is an ad hoc committee and will function all year.
6. Urgent Decision Protocol: The President, or in his/her absence the Vice-President, will consult with the Past President to decide if the issue is urgent. When it is deemed urgent, and a consensus has been reached on how to handle the situation, the member or members who have brought forward the situation will be notified of the decision. At the next executive meeting, the President, or in his/her absence the Vice-President, will notify the other Executive members of the circumstances pertaining to the matter and the decision that was reached to address or resolve it.
7. In case of unforeseen circumstances, a minimum of two Officers, plus the Program Convenor will confer and make a decision about cancelling or changing a Guild meeting in sufficient time to send out a mass communication of the change.

IV. COMMITTEES AND GROUPS

1. Special Interest Groups (SIGs) are a form of outreach to the quilting community. Guild membership is preferred for participants in SIGs, but it is not required. Nonmember SIG participants should be encouraged to support the Guild by donating through the online store.
2. No Guild committee, sub-group, or special interest group shall schedule meetings or events that conflict with Guild meetings or other published Guild-sponsored activities. Dates must be checked against the Guild calendar before confirmation. Unavoidable conflicts require prior Executive approval.
3. Committee activities shall be aligned with the Aims and Objectives of the Guild as outlined in the By-law.
4. Guild technology resources provided for meetings and programming may be used by committees and Special Interest Groups in accordance with guidelines established by the Executive.

V. PROGRAM AND WORKSHOPS

1. An oral or written contract including compensation, expenses and work conditions for guild speakers and workshop leaders, will be negotiated and approved by the Program and/or Workshop Convenors. Such compensation and expenses will fall within their respective budgets.
2. Participant fees for Guild workshops will be established with the goal that workshop income is revenue-neutral with all expenses considered.
3. Workshop registration fees are non-refundable. If you cannot attend a workshop as planned, please find someone to replace you from the waiting list or on your own. Please contact the Workshop Convenor for assistance.
4. One seat in each workshop will be reserved for a Workshop Committee member to participate without paying the registration fee. Additional fees, such as kits and extra materials, must be purchased by the participating member.
5. Virtual workshops are generally hosted on the instructor's Zoom account. RCQG may provide tech support at the request of an instructor.

VI. TECHNOLOGY AND DIGITAL PLATFORMS

1. RCQG uses digital technologies to support meetings, workshops, communications, and other Guild activities, including collaboration among members, committees, and Special Interest Groups. The Executive determines which technologies and platforms are used for these purposes.
2. Guild meetings, workshops, or presentations may be recorded only with the consent of the presenter and the approval of the Executive. Recordings are for Guild use only and may not be distributed or reproduced without permission of the Executive and the presenter.
3. Official Guild communications may be distributed through electronic means including but not limited to email lists, online collaboration platforms, the Guild website, or social media platforms designated by the Executive.
4. The Guild may adopt and maintain policies governing the use of specific digital platforms used by the Guild, including communication platforms and social media. Such policies are approved by the Executive and are binding on members and Guild committees or groups using those platforms.

VII. LIBRARY

1. The Library shall charge a late fee of \$1 per item per month for overdue items. Members must pay to replace items that have been damaged or lost.
2. The Librarian(s), at their discretion, may acquire books and other materials which can be sold to members. Proceeds from such sales will benefit the Library.

VIII. VENDOR AND SALES POLICY

1. No member or guest may sell goods or services at guild events without prior Executive approval.
2. The Executive may approve vendors when participation benefits the guild or enhances a program.
3. Approved vendors must comply with venue regulations, provide proof of insurance if required, and are responsible for all transactions and taxes.
4. Vendor opportunities may be rotated among local businesses or members to ensure fairness.

IX. FUND-RAISING

1. Fundraising efforts shall be defined to include special events, donation solicitations, grant writing, and other requests for support for the guild or for guild projects.
2. All fundraising efforts must be approved in advance by the Executive. Requests to raise funds should include the purpose for the funds raised and a plan to account for funds.
3. Requests for funding from external individuals and organizations must align with the mission and purpose of RCQG and must be approved in advance by the Executive.