



## **WELCOME to the West Island Quilters Guild!**

We are thrilled that you have joined our guild. We hope that you will enjoy the friendships, the sharing of skills and the knowledge of your fellow members, as well as the special events offered throughout the year.

We look forward to your attendance and participation in everything that the Guild has to offer.

The purpose of this manual is to help you to familiarize yourself with our Guild's mission and guidelines.

Of course, should you have any questions, please do not hesitate to speak with the President or any member of the Executive.

The Executive



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## Mission Statement

The West Island Quilters Guild's mission is to pursue the art and craft of quilting by providing a forum in which our members can expand their knowledge and abilities. As a non-profit group, we aim to share and exchange with other quilters, both within and outside our guild and community, in a fun, inspiring and validating environment.

## Membership

Our membership year runs from September 1st through August 31st of the following year and is open to anyone 18 years and older.

A membership card is provided to all members in good standing, which allows members to receive discounts at various quilt shops.

A membership contact list is provided to everyone, it includes the names, addresses, telephone numbers and emails of all members.

There are several different options for joining our Guild:

**Full-Fledged Membership** – This entitles a member to attend all regular meetings for the entire year, which are generally two per month from September to May, and informally once per month from June to August.

The cost is \$40.00 per year; and includes the cost of coffee/tea for most regular meetings, but each member must bring her/his own mug. Membership includes free admission to all demonstrations and guest lectures which take place during regular Thursday meetings, unless otherwise specifically stated. Full membership also guarantees first priority access to special events, such as Guild retreats and/or special workshops.

As a full-fledged member, you are eligible to participate in the Guild's quilt show.

**Alternative Membership** – This is available whereby payment is made on a per meeting basis. The first regular meeting (excluding a special event meeting) is free and subsequent attendance at regular meetings is \$5.00. At any time, the fee can be applied to a full membership and its status converted by remitting the balance of the yearly fee.

**Newsletter Membership** – A newsletter membership is available to someone who never attends meetings but would like to receive the monthly newsletter and have the opportunity to participate in special events. The cost is \$20.00 per year.

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**Guests** – Members are encouraged to invite guests to regular meetings. Each guest is permitted to attend only one meeting per Guild year, after which, if she/he wishes to attend again, the guest must pay the \$5.00 per meeting attendance fee or become a full-fledged member.

Members are encouraged to invite guests when there is a guest teacher or speaker during a regular meeting. A \$5.00 meeting fee will be charged to each such guest.

### Meeting Structure

The Guild meets on the second and fourth Thursdays of each month, from September to May, except in December, when there is only one meeting – a Christmas potluck, and in June, when there is only one meeting – a closing dinner, usually at a local restaurant. There are no official meetings during the months of July and August, but members can and do get together to quilt.

Please refer to the calendar published in our newsletter for all our regular meeting dates.

Meetings are held at Pointe Claire Cedar Park Chalet, 22 Robinsdale Avenue, Pointe Claire; they start at 7:00 p.m. and end at 9:00 p.m.

We encourage all members to arrive at 7:00 p.m. to help set up the tables and chairs for the meeting. Doors will be locked at 7:30 p.m.

During the 2020-2021 year, due to exceptional circumstances, meetings, sew days and retreats were held via Zoom. This facilitated members getting together and may continue in the future. Links for these get-togethers were/are/will be included in the monthly newsletter and/or sent via email to all members.

The President or, in her/his absence, one of the other executive members, chairs the meetings. Generally, during the first meeting of the month, the first part of the meeting is for “business” matters, then special announcements and lastly, Show and Tell. The remainder of the meeting is for working on your own projects or chatting with other members. The second Thursday of the month is set aside for Program, ie. special events like workshops, demonstrations, and seminars. Special events are usually outside regular meeting days, and usually take place on a weekend. A few examples of these events are: a daylong workshop, Guild retreats, a quilt registry day, charity days, etc.

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## Quilting Associations

The Guild is a member of CQ (Courtepointe Québec) and CQA (Canadian Quilters Association).

### Role, Definition and Election Process of the Executive

#### **President**

The President is a member of the Executive, and is the Guild's main representative and organizer.

The President chairs regular meetings, oversees the finances, is a key contact for outside quilt guilds, schedules events with other Executives and provides guidance for the Executive and volunteers with respect to the mission statement.

She/he calls meetings of the Executive in consultation with other Executives. She/he oversees performance of Executives and evaluates budget proposals for projects with other Executives. Following the 2-year term, the President will act as chairman of the nominating committee and as a mentor if asked to do so by the current Executives.

#### **Treasurer**

The Treasurer is a member of the Executive, and is responsible for managing the Guild's overall budget, writing cheques and managing the Guild's bank account, and reporting the bank balance to the Executive.

All approved expenditures must be submitted to the Treasurer for reimbursement using our West Island Quilter's Guild Expense Form.

#### **Secretary**

The Secretary is a member of the Executive, and maintains the records of the Guild. She/he records minutes of Executive meetings and maintains a record of decisions made at such meetings. These records will be maintained as part of the Guild history.

#### **Membership Coordinator**

The Membership Coordinator is a member of the Executive, and is responsible for creating and maintaining the database of members, coordinating the annual renewals of

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members, the signing up of new members, as well as providing regular updates to the membership contact list provided to all members.

The Membership Coordinator is also responsible for preparing and distributing membership cards to all members.

### **Program Coordinator**

The Program Coordinator is a member of the Executive, and is responsible for overseeing the activities during Thursday evening program meetings.

At the beginning of the year, the Executive will agree on the budget to be available to the Program Coordinator for the yearly activities.

Any suggestions for activities or offers of demonstrations, workshops, etc. can be communicated directly to the Program Coordinator. The Program Coordinator reports and communicates in conjunction with the Special Events Coordinator and Charity Coordinator

### **Newsletter Editor**

The Newsletter Editor is a member of the Executive, and is responsible for the production and distribution of the monthly newsletter. As well, the Newsletter Editor will work with the Media Coordinator to ensure all information is available on the Guild's website.

Articles are to be submitted to the Newsletter Editor at least one week prior to the first meeting of every month in order that they appear in that month's newsletter edition.

All quilting related articles are acceptable (direct and indirect). Please note: it is not the Newsletter Editor's responsibility to write all the articles. Participation by the members is essential.

### **Charity Coordinator**

The Charity Coordinator is a member of the Executive, and is responsible for coordinating the charitable efforts of the guild, including a charity sew day during the year.

At the beginning of the year, the Executive will agree on the budget to be available to the Charity Coordinator for supplies, and the stash of fabrics provided by various sources for charitable activities.

The Charity Coordinator is responsible for the keeping a list of all charities to whom quilts are donated, as well as which quilts were given. This can be done in conjunction with the Media/Website Coordinator.

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The Charity Coordinator is also responsible for choosing the various charities for the year and advising the Executive. The Charity Coordinator is encouraged to request feedback from members when choosing the charities.

**The following Coordinators will only attend Executive meetings as needed:**

**Special Events Coordinator**

The Special Events Coordinator helps the Program Coordinator and is responsible for organizing the events that happen outside normal Thursday evening program meetings, which may include Saturday workshops, retreats, tours, potluck dinners, etc. Any suggestions for these activities can be made directly to the Special Events Coordinator.

**Hospitality Coordinator**

The Hospitality Coordinator oversees scheduling the volunteers for baking and kitchen duty.

The Hospitality Coordinator creates and maintains a list of volunteers for snacks and clean up for all meetings in advance of such meetings.

The Hospitality Coordinator calls the snack volunteers the week before a meeting to remind them of their commitment. If a member cannot commit on the specified date, it is the responsibility of the member to find a replacement. The member on duty may purchase treats instead of making baked goods.

The Hospitality Coordinator is also responsible for purchasing the supplies needed for coffee, tea, etc., buys the milk for meetings and hands in bills on the requisite expense form. She/he also takes tea towels and dishcloths home to wash after each meeting.

**Media/Website Coordinator**

The Media/Website Coordinator is responsible for updating our website, Facebook page and Instagram account. She/he will also contact media for upcoming events i.e. Quilt Show, special events, articles, etc.

The Media/Website Coordinator is also responsible for maintaining an online archive of all guild newsletters and other guild documents.

**Retreat Coordinator**

The Retreat Coordinator is responsible for scheduling Guild retreats, coordinating the attendance by members, as well as organizing any activities that will be held during the retreat.

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## **Caring Cards Coordinator**

The Caring Cards Coordinator is responsible for sending out caring cards to guild members, i.e. get well, sympathy, etc. when needed.

## **Executive Team Election Process**

An Executive member's mandate runs for a period of 2 years. During the first meeting of April, members will be informed of any Executive mandates coming to an end. Guild members will then have until the first meeting in May to apply, or put a name forward, for an Executive position. If there is more than one applicant for a position, then a vote of the Guild members present at the first meeting in June will be held. If there is no other applicant for a position or if an Executive member is willing to continue in that position, then that Executive member is voted in by acclamation.

### **A member's role, privilege and responsibility**

The responsibility of a member is primarily participation. Active participation by members is what makes our Guild run smoothly. As a member, you have the privilege of attending all regular meetings, special events offered by the Guild, such as bi-annual retreats, workshops given by invited guests, and all the events and activities that are offered within the Guild. You have the privilege of participating in the Quilt Show, held every 2-3 years, by submitting quilts for exhibition that can be juried by your peers and public viewers.

Members will also share tasks, such as baking and kitchen responsibilities a couple of times a year. Putting out tables and chairs, then returning them to their storage place at the end of the evening, is every able member's responsibility.

Giving constructive feedback with suggestions on how to improve things is also a major part of a member's responsibility; good, constructive feedback is essential for growth and development.

All members are expected to show mutual respect towards all other members, coordinators and the Executive. Any and all forms of abuse (actions, words or insults) will not be tolerated and could result in membership termination.

The acts and decisions taken by the Executive and the coordinators are for the benefit of all members, and the members agree to respect such acts and decisions, keeping in mind that the Executive are all volunteers in the Guild and are doing their best for the benefit of the members of the Guild.

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### Setting up and putting away for regular meetings

Tables and chairs are taken from piles on the side of the room and set up for the meetings by the members in attendance. At the end of the meeting, the tables and chairs must be returned to the same place, having made sure that any spills or messes have been cleaned up first.

We have a responsibility to clean up the hall after every meeting, leaving it in the same condition or better than it was found.

Each able member should plan to participate in either the set-up or the clean up at every meeting.

### Baking and kitchen duty

We need volunteers for each meeting to provide treats and take care of the coffee and tea for the evening. This includes getting the water on for tea, and the coffee maker started, making sure that there is enough of each until the kitchen closes (not before **8:45 pm**), and cleaning up the kitchen afterward.

The kitchen should be left in the order it was found or better. It is useful to indicate on baked goods whether they contain nuts for those who may have allergies.

It is appreciated by all to have a "last call" before the tea gets dumped out. Any shortage of supplies is to be reported to the Hospitality Coordinator.

Any member not on kitchen clean-up, who brings in something to be cleaned after the crew is finished, is responsible for leaving the kitchen neat and clean.

Last but not least, we are each responsible for washing our own tea/coffee mug.

### Bi-annual Quilt Show

Approximately every two years, the Guild hosts a quilt show. The show is generally held towards the end of April, but may be held in the fall, and all members are welcome to participate, both in the preparation as well as the display.



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A request will be made by the President for a member to take on the responsibility of the Quilt Show. The guild has a separate manual with full instructions on all of the responsibilities and contacts needed to host a quilt show.

