

*Comox Valley
Schoolhouse Quilters*

Policies

February 2017

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Membership

Benefits of Membership

- Our meeting space in the Cumberland Cultural Centre (Buchanan Hall) is available to all members on a drop-in basis every Thursday from 9.00 am to 9.00 pm. Be aware some exceptions may occur (with voting days, retreat days, inclement weather) resulting in early closure. In the event of early closure, the last 2 people are responsible for performing lock up together.
- Members also have access to a substantial collection of quilting tools and equipment such as special rulers, cutting mats, a cutting table, ironing boards and irons, for use on site.
- Ability to borrow books, stencils and patterns from our Library: these can be signed out and used at home.
- Eligibility to register for retreats, workshops, bus trips and other such activities on a priority basis.
- A membership card issued on receipt of registration and annual membership fee: this enables members to receive discounts on purchases at some fabric stores.
- Above all - the camaraderie of others who share a love of quilting and enjoy sharing and learning about quilting from each other.

Eligibility for Membership

Schoolhouse Quilters are an inclusive and diverse group, welcoming all skill levels, from absolute beginner to prize-winning experts and with a broad diversity of quilting interests, from traditional to modern, art quilts, bed quilts and all types of quilted objects.

Fee Structure

The executive reviews the fee on an annual basis, depending on the rent charged per annum, from September 1 to August 31 of the following year.

The membership fee is due at the September general meeting (first Thursday of the month). If a member joins the Guild in May, June, July or August, the fee is applied to the next full year.

Membership list

- Signed up members have access by ID and password to a list of members and their contact information on the “Members Only” section of the website. The list is updated throughout the quilting year.
- In order to protect the privacy of this personal information, members must use the information solely for guild or quilting-related matters. This might include notice of meetings, special events, reminders of workshops or even checking to see if people are planning on being at guild on a particular day.
- Use of the information on the list for any other purpose, such as sharing jokes or messages unrelated to the guild or quilting is prohibited.

Guests and Visitors

When a member brings a Guest to a meeting there is no fee for this one time only. If the Guest wishes to come to another meeting they should become a member.

When a Visitor comes to the hall, they may look around, and ask questions about our Guild. It is always nice if a member can help the Visitor and perhaps introduce them to other members. There is no fee for this.

When a Guest or Visitor wishes to come to the hall for a sewing day, there is a Five Dollar fee for this, to be paid to the Membership Committee. Even a first-time Visitor or Guest must pay as they are using the facility and equipment paid for by our members. We would also encourage quilters to become members.

We would like our Guild to continue to be a happy friendly place for quilters to share with each other.

Volunteering for the guild

As with any non-profit group, volunteers are the lifeblood of the organization: without them, no organization such as ours is sustainable. We ask all members to consider how they might contribute to the effective and ongoing operation of the guild. We encourage new and recently-joined members especially to volunteer, as this is an excellent way to make new quilting friends. The Committee chairs or members of the executive are always happy to provide information.

- Positions and current incumbents are always listed in the monthly newsletter, posted on the guild’s website.

(Membership cont'd)

- In the spring of each year, the executive may appoint a Nominations Committee to ensure that there are candidates for each position, for the following year starting in September.
- Elections are held at the last general meeting of the year, i.e. the first Thursday in June. The new incumbents will serve for the following business year.
- For more information about terms of office, refer to the CV Schoolhouse Quilters Constitution on the website: www.schoolhousequilters.com.

Meetings

NOTE: All meetings are held in Buchanan Hall, located on the ground floor of the Cumberland Cultural Centre, 2674 Dunsmuir Ave, Cumberland BC.

Meeting days

General meetings are held on the first Thursday evening of each month at 7.00 pm. Typically the agenda for these meetings includes executive reports to the general membership, financial reports, committee reports, members' announcements, a program, social time with refreshments and "Show and Tell".

Executive meetings are held on the third Thursday of each month at 1.00 pm. At these meetings, the executive addresses business matters related to the operation of the guild, issues that have been raised by the membership and plans for the following general meeting. Committee chairs may be asked to attend an executive meeting to address particular issues related to their committee.

Any member can attend an executive meeting as an observer, however if they wish to address a specific topic at the meeting, they must submit their topic for addition to the agenda, in accordance with the "day before" requirement (see below).

Advance notice requirement or "day before" requirement

A committee chair or member who wishes to raise something at an upcoming meeting, whether a general meeting or executive meeting, must contact either the secretary or the co-chairs no later than the day before the meeting in order to be added to the agenda.

The executive has sole discretion to waive this requirement in a special circumstance.

Minutes of meetings and financial reports

These are posted on the "Members Only" section of the guild's website at www.schoolhousequilters.com approximately one to two weeks after the meeting, along with the related financial reports. A paper copy is also filed in the minutes binder in the library.

Guild-related content

- In order to keep meetings focused, productive and enjoyable for all who attend, members are expected to limit announcements to items that are guild-related, or at least of general interest to quilters

(Meetings cont'd)

- “Guild-related” can include announcements about fund-raising activities, sales, raffles etc. involving quilts or quilting, requests for donations of fabric or other sewing supplies for a charitable purpose
- “Guild-related” does not include announcements about fund-raising or community events unrelated to the guild or to quilting. These are more appropriately addressed between friends and acquaintances on a personal basis.

Refreshments

Refreshment Committee

The Refreshment Committee consists of at least three members, one of whom serves as the Chairperson of this committee.

Role of the Refreshment Committee

- To organize the provision of light refreshments at the monthly business meetings for the general membership.
- To organize the making of tea and coffee for the semi -annual Pot Luck meals.

Procedures

- Using the current General Membership list, the committee Chairperson schedules a rotation of members to bring a light snack to each monthly general business meeting. The bringing of such snacks is purely voluntary on the part of the membership. This schedule is published in the monthly newsletter.
- Members are requested to bring their own mug or cup and wash it at home after use. The Committee will provide disposable cups for emergency use only.

Payment

- Payment for tea and coffee at business meetings shall be by voluntary donation. It is suggested that each member who has a drink provided by Refreshment Committee shall donate \$5.00 per year, or 50 cents per cup. A receptacle is provided for such donations on the refreshment table
- Visitors' donations are also welcome
- Using these donations, the committee purchases tea, regular coffee, decaffeinated coffee and related supplies
- The chairperson of committee shall keep account of moneys received and spent and report results to the executive before the June executive meeting.

Use of kitchen on general meeting nights

To ensure safety, cleanliness and efficiency of operation, members of the committee shall have sole access to the kitchen for 45 minutes prior to business meetings, and for its duration. Exceptions may be made at the sole discretion of the committee.

Newsletter

Advertising

1. All advertising enquiries, payment and vendor information should be handled by the current Newsletter Advertising Person.
2. Deadline for submission of newsletter advertisements to the Newsletter Editor is the 15th of the month for inclusion in the next month's newsletter.
3. All advertising must be pre-paid by the 15th of the month prior to publication. Ten-month subscriptions must be pre-paid by August 15th.
4. Display advertisements must be submitted as camera-ready digital images, JPEG or in TIFF file format, to editor@schoolhousequilters.com
5. All advertisements must be quilting related, or of potential interest to quilters. Other advertisements may be accepted at the Newsletter Editor's discretion, subject to availability of space, in consultation with the executive if needed.
6. Guild members are allowed one free business card sized advertisement per year.

Articles

7. The Newsletter Editor shall run questionable newsletter articles by the elected executive, otherwise will use her own discretion and judgement to be accepted by the executive.
8. Deadline for newsletter articles from guild members will be the 20th of the month for inclusion in the next month's newsletter.
9. Guild members' articles should be in the format of Microsoft Word.
10. Formatting of the articles will be at the discretion of the newsletter editor to best fit the newsletter.

Distribution and access

11. Printed copies of the newsletter will be available for pick-up at Buchanan Hall for those who requested them and 4 extra copies made in case of visitors.
12. If a requested newsletter printed copied is not picked up 3 months in a row then the copy for that person will not be printed until such time as the member requests it again.
13. If a member who has requested a printed copy will be away they must arrange for another member to pick up their copy or notify the Newsletter Editor of their being away.
14. A link to the newsletter will be emailed out to the membership on the Monday before the monthly general meeting.

(Newsletter cont'd)

Changes

15. It is the responsibility of each committee head, or executive to advise the Newsletter Editor of any changes or inclusions for the newsletter.
16. It is the responsibility of the Membership Chair to notify the Newsletter Editor of new members and changes to email before the next newsletter publication date, to ensure all members receive their notification.

Website

Website License

- The website license is renewable each year in August. The executive will decide no later than the June meeting whether or not to renew for another year.

Website content

- Requests for inclusion on the website that are outside the guild business will be at the discretion of the webmaster in consultation with the current executive, e.g. for Hands Across the Water, Quilt Shows and Comox Valley Exhibition
- The webmaster will maintain the following pages unless the executive and membership decide that they are no longer required:

For general access:

Home page	Community Quilts	Emergency Procedures
Executive & Committees	Library (introduction)	Newsletters
Retreats	Show and Tell	Workshops
	Links	

For “Members Only” access:

- Financial (includes monthly reports and financial statements)
- Minutes (general and executive meetings)
- Membership (list of current members and their contact information)
- Library (catalogue of all books and patterns in the library)
- Anything else the executive deems necessary for privacy

Members are given ID and password to access the Members Only section at time of membership registration and payment. On no account, should the ID and Password be given to anyone who is not a paid-up member.

Website administration

- The meeting Minutes, Financial reports, Membership Lists, Library Lists will be posted as soon as possible after receipt by the webmaster.
- Show n’ Tell pictures will be posted as received, preferred size will be no larger than 200kb in jpg file format.
- Newsletters will be posted on the website on the Monday before the monthly meeting.
- On request, the Webmaster will create pages with a separate tab for special events such as Hands Across the Water, Quilt Shows and Comox Valley Exhibition.
- Special guild email accounts will be continued, email will be on the website and forwarded to the personal email of the committee head or executive.
- It is the responsibility of each committee head, or executive member to notify the Webmaster of any changes or inclusions required to be on the website.

(Website cont'd)

- It is the responsibility of the Membership Chair to notify the webmaster of new members and changes to email before the next newsletter goes out to ensure that all members receive their newsletters and are aware of website updates.
- Executive and Committee Chairs are responsible for monitoring content of the website periodically for currency and contacting the Webmaster if required.

Community Involvement

Community Quilts Committee

The Committee comprises approximately ten members including a Chairperson/Co-coordinator who oversees the gifting of quilts and quilted items to the following community groups and organizations in the Comox Valley:

- Lilli House; Breast Cancer Support Group; Teddies & Toddlers; Meals on Wheels; Christmas Hampers; St. Joe's Babies; Seniors; Fire Quilts; Pregnancy Care Centre.

Many members choose to make community quilts using their own supplies, however the Guild also obtains funding from raffle quilt sales at our biennial quilt show. In accordance with provincial gaming regulations, the funds must be used to support the provision of community quilts, i.e. for charitable purposes and not for any other purpose.

Support for local charities

We receive many requests throughout the year from a variety of organizations. Frequently these requests are for quilts or quilted items to be donated, or raffled to raise funds for the organization. Such requests require executive approval and are most typically referred to the Community Quilts chairperson for a response.

Involvement in community-based events

Just as we receive requests frequently for specific quilted items, we also receive invitations to participate in community fairs and festivals. Examples of involvement in recent years include:

- Cumberland Heritage Fair (with our biennial Quilt Show)
- Comox Valley Exhibition (late summer – quilt display and demonstrations)
- Comox Nautical Days (1st weekend of August – displays and sales)
- Charles Dickens Fair (late November – displays and sales)
- Filberg Festival, Comox (1st weekend in August)

Our participation as a guild is always dependent on members volunteering their time and expertise to organize/coordinate such participation and as such, the executive may have to decline a request for guild participation. In such instances, we encourage members to support and participate in these events on an individual basis.

The executive is always open to input from the membership on any aspect of our community involvement. Members who have ideas or suggestions should send an email to contact@schoolhousequilters.com or to the Guild Co-Chairs directly.

Financial Management

Revenue neutrality

As a non-profit organization, we have an obligation to our members to manage the finances of the guild prudently and transparently. We are a “user pay” organization, for example:

- Our annual membership fees cover the annual costs of operating the guild including the rent for the meeting and storage space we use 52 days per year.
- Events such as retreats, workshops and venue sales are to be revenue neutral, i.e. the costs of each event are shared by the participants in the event. These events are not intended to generate income for the guild. The receipts and disbursements for these events are maintained separately from the general operating funds of the guild via the Trust operating account.

Reserves

The Retreat, Workshop and Venue committees may hold a reserve, which can be used to offset unexpected losses from their operations. Allowable reserves are as follows:

1. **Retreat** – an amount equal to the funds required to pay for 2 participants at Camp Homewood. These funds will be used if there is a registration shortfall and the committee is required to pay for the minimum number of attendees (30 participants). Any additional shortage of funds must be paid by the attending participants. Any surplus funds arising from retreats will be used firstly to reimburse the reserve, if necessary and secondly become part of the general operating funds of the guild, unless the Retreat Committee Chair requests that refunds be paid to specific participants.
2. **Workshops** – a balance of \$300 may be kept in reserve to cover any annual shortfall arising from the operations of the Workshop Committee. Any shortfall in excess of the reserve must be paid by the workshop participants. Any surplus funds will be used firstly to reimburse the reserve, if necessary and secondly become part of the general operating funds of the guild, unless the Workshop Committee Chair requests that refunds be paid to specific participants.
3. **Venue** - a reserve will be maintained by the Venue committee to cover shortfalls arising from Venue sales. The reserve will be partially funded by tagging fees collected by the Venue Committee. Any surplus or loss from

(Financial Management cont'd)

Venue operations, after distributing 90% of the sales proceeds to participants, will be applied to the reserve. If at any time the reserve becomes depleted, the shortfall must be paid by Venue participants.

Consultation with the Treasurer

Committee Chairs must consult the Treasurer if there is a surplus or deficit resulting from an event that may require an adjustment to their reserve account.

Financial reporting

In the interests of transparency, monthly profit and loss statements are reviewed at monthly general and executive meetings, then posted on the “Members Only” section of the guild website.

The guild’s bylaws (Articles 4 and 10) require the Treasurer to prepare and present an annual financial statement, audited by three other members of the guild (including a former Treasurer of the guild, a member of the current executive and a member at large). This report is presented as soon as possible after the fiscal year end, August 31.

Committee reports and budgets

The executive requires all Committee chairs to prepare a brief end-of-year activity report on the work of their committee and submit it to the guild executive no later than the executive meeting (third Thursday) in June.

In addition to activities, the reports should also include income, expenses, donations and handling of surpluses or deficits.

Based on these reports, the Treasurer in consultation with Committee chairs will then prepare a budget for the new year commencing September 1, for consideration and adoption by the executive.

Camp Homewood Retreats

The role of this committee is to organize retreats for the benefit of the guild members.

Retreat Offerings

Retreats are offered at Camp Homewood on Quadra Island twice yearly, February and October. As per Camp Homewood policy, attendees are welcomed in at 3 pm on the Thursday and must leave by 3:30 pm on the Sunday. Times are subject to change by Camp Homewood – any changes will be verified at time of registration.

Retreat attendees are to bring any issues or concerns to retreat coordinators, and not to approach Camp Homewood staff directly with their issues/concerns. It is to be noted that alcohol is not permitted at Camp Homewood.

Registration

- Non-members are required to pay a \$20 surcharge. This money shall go to membership.
- Retreats will be advertised for at least two continuous months at the Schoolhouse Quilters guild meetings and in two newsletters. During this time, only Comox Valley Schoolhouse guild members may sign up for the retreat. If retreat is not filled with our own guild members after this time we will open registration to non-members.
- Registration and room assignment are accepted on a first come basis.
- Registration is only guaranteed once a non-refundable \$50 deposit is received.
- If registration is full as determined by retreat coordinators and/or Camp Homewood, a waiting list will be kept in case of any cancellations.

Cancellation of Registration

- A registered guild member who has to cancel out of a retreat must notify one of the retreat committee members, with as much notice as possible.
- If the retreat is full, the committee will first select a replacement from the waiting list.

Retreat Fees

- Retreat fees are based on Camp Homewood's current rates, which vary according to room choice/assignment.
 - \$50 non-refundable deposit per person is required at time of registration with balance of payment due in full on or before the respective business meeting in February and October.
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(Camp Homewood Retreats cont'd)

Refunds

- Refunds will only be issued if there are sufficient remaining attendees to cover minimum cost requirement of Camp Homewood.

Financial Reserve

- The Retreat Committee may retain a financial reserve of no more than two times the cost of an individual registration. This reserve is to be used to cover Camp Homewood's minimum requirement in the event of insufficient registration. Retreat participants must pay any shortfall in excess of the reserve. Any surplus will be used firstly to reimburse the reserve if necessary and secondly will become part of the general operating funds of the guild, unless the Retreat Committee Chair request that refunds be paid to specific participants.

Workshops

The role of this committee is to organize workshops for the benefit of the guild members.

Workshop Offerings

Workshops offered will include those taught by our own guild members as well as those taught by professional quilters. The committee will offer workshops that cover a variety of interests and quilting abilities. The committee may determine member interest in a particular workshop via questionnaire, survey, requests for comments, etc. Members desiring a particular workshop should contact a member of the committee and may be asked to assist in finding participants for the workshop if enrolment is low.

The Workshop Committee will arrange for hiring instructors and rental of the workshop space. If there is insufficient enrolment for any workshop, the committee will cancel the workshop in accordance with the terms agreed upon with the instructor (generally this is within 30 days of the workshop).

Registration

- Workshops will be advertised for at least two continuous months at the Schoolhouse Quilters guild meetings and in two newsletters. During this time, only Comox Valley School House guild members may sign up for the workshop. If the class is not filled with our own guild members two months after registration is opened, we will contact other guilds to see if there is any interest from their membership. Proof of guild membership may be requested.
- Non-members who are accepted to attend a workshop shall pay a \$5 surcharge. This money shall go to membership.
- Registrants that are not members of any guild will only be accepted if the class has not been filled 5 weeks before the workshop date. The same workshop fee will be charged to all participants.
- Registration is only guaranteed once payment is made.
- When a class is fully subscribed as determined by the instructor agreement, a waiting list will be kept in case of any cancellations.

Cancellation of registration

- A registered guild member who has to cancel out of a workshop must notify one of the Workshops committee members, with as much advance notice as possible.

(Workshops cont'd)

- If the class is fully subscribed, the committee will first select a replacement from the waiting list, if any, before accepting other registrations.

(Workshops cont'd)

Workshop fees

The Workshop Committee operates on a revenue neutral basis as much as possible. In order to do so, the workshop fees are set to cover all costs of the hall rental and instructor fees. In some cases, a workshop may generate a small surplus and in others a small deficit. These are offset by the committee and refunds will only be given as discussed below.

Refunds

- In the event the guild has to cancel a workshop due to insufficient registration, fees will be refunded in full.
- In the event a participant has to cancel, refunds may be issued if the total workshop fees are in excess of the total workshop expenses as determined on a workshop-by-workshop basis. The amount of the refund will not be determined until all of the expenses for the workshop have been paid and a full refund is not guaranteed (Workshops Committee will advise on the status).

Financial Reserve

The Workshop Committee may retain a financial reserve of no more than \$300. This reserve is used to cover any deficiency in the annual Workshop operations. Any shortfall in excess of the reserve must be paid by the workshop participants. Any surplus funds will be used firstly to reimburse the reserve, if necessary and secondly become part of the general operating funds of the guild, unless the Workshop Committee Chair requests that refunds be paid to specific participants.

Venue

The role of the Venue committee is to organize opportunities for members to display and/ or sell quilted items they have made at a variety of events/venues in the Comox Valley and area.

Photos must be submitted to committee members to be assessed/juried by the event coordinator(s) for appropriateness and quality.

Participants are expected to work one or two shifts at the event as well as help with set up and take down.

The venue sales do not contribute to the general operations of the guild.

A small tagging fee is charged to help offset any lost or stolen items and to help with transportation costs associated with the events.

The guild deposits all proceeds from the venue sales into a Trust account and subsequently pays out 90% of the sales to the individual participants. The 10% retained by the guild covers rental costs, VISA charges and any supplies needed.

The net income or loss from the venue sales including net tagging fees will be added to or deducted from the Venue reserve at the end of the guild's fiscal year. If at any time the reserve becomes depleted, the shortfall must be paid by Venue participants.