

**LONDON MODERN QUILT GUILD CANADA**  
**POLICIES AND PROCEDURES**

**PART 1      MEMBERSHIP**

**Fees**

Current membership fee for January 1- December 31 of the calendar year is \$45.00.

Guests may attend one meeting at no charge and then pay \$5.00 for a second meeting or at that point, join the Guild.

If a person joins the Guild from September to December, the membership fee will be prorated to \$20.00 for the balance of the year.

The Executive Committee will evaluate the expenses of the Guild to determine the membership fees for the upcoming year.

**Capacity**

Due to fire code regulations, the limited number of facility tables and the MQG fee system, the Guild must limit the number of members to fifty-five (55).

**Renewal**

An existing member must renew his/her membership by the end of the current year (December 31) preferably or at the first meeting in January (second Saturday of the month) at the latest. For those members who do not renew by December 31, the Membership Coordinator will send out a reminder email during the first week of January. If the Membership Coordinator does not hear back from the member by the deadline indicated in the email (and/or the Guild has not received the membership fee), the Guild will assume the person no longer wishes to be a member.

If a membership lapses and the Guild has reached its capacity for membership, the former member will go to the end of the waiting list if he/she wishes to rejoin.

## **Waiting List**

If the Guild is at maximum capacity for members, a waiting list will be established and kept by the Membership Coordinator.

- Out of consideration for those on the waiting list, existing members must attend at least two (2) meetings per year with the exception of Guild advertisers.
- If there is a waiting list to join the LMQGC, the Guild will fill any vacant openings from the waiting list before accepting new membership applications.

## **PART 2 GENERAL MEETINGS**

During 2017 and 2018, the meeting location is changed from the East Lions Artisans Centre to Boyle Memorial Community Centre (530 Charlotte St., London ON N5W 4A6) due to new building construction.

Meetings will be held the second Saturday of every month.

Meetings will be at least two (2) hours in length.

January will include a general business meeting to update the members on the past year's business as well as the business and program for the upcoming year.

## **PART 3 VOTING**

Members will be notified of any voting prior to the monthly meeting where the vote will occur. If a member cannot attend the meeting, he/she is permitted to vote by electronic mail up to twenty-four (24) hours prior to the meeting.

## **PART 4 ADVERTISING AND PROMOTION**

### **Website Advertising**

- Advertisers will be charged \$50.00 for twelve (12) consecutive months of advertising on the Guild website which includes a logo button link on the Home page and an introduction Blog post.

## **Promotion**

- The Guild will promote quilted related events, quilt shows, teachers, workshops, sales etc. at monthly meetings, on their social media accounts and the LMQGC website.
- The Guild will promote any quilting related events that may interest our members and social media subscribers, to further promote quilting. From time to time the Guild will share Facebook posts from our advertisers. There will be no fees charged for this promotion.

## **PART 4 WORKSHOP REGISTRATION**

When registering for a Guild sponsored workshop, payment must be received in order to hold a spot in the workshop.

- Workshop registration will be on a first come, first served basis.
- If a member is unable to attend the workshop that he/she has registered and paid for, it is the responsibility of the member to find a replacement to whom he/she can sell his/her spot.
- The Guild will not give refunds.

## **PART 5 LIBRARY**

The Guild library falls under the responsibility of a Standing Committee, whereby the role of the librarian may be shared amongst Committee members.

- The Guild library consists of quilting magazines, books and tools.
- Members may sign out up to two (2) items of the above for a one (1) month period.
- If library magazines, books and/or tools are not returned after the one (1) month period, the librarian will contact the Guild member to notify him/her of the overdue item/s.
- If items are not returned within one (1) month, the member will be fined \$2.00 per item per month for the first three (3) months and \$5.00 per item per month thereafter.
- If an item is not returned after six (6) months, the member will not be allowed to renew his/her LMQG membership until his/her library debt is paid and the item has been returned.
- If a workshop is being held on a regular Guild meeting day and the member will not be attending the workshop, the member will be given a one (1) month extension without any fines.