

**SOCIETY ACT**  
**CONSTITUTION**

1. The name of the Society is

**LIONS GATE COMMUNITY QUILTS SOCIETY**

2. The purposes of the Society are:

- a) to encourage members to participate in a community project;
- b) to provide a community service by creating quilts for shelters, extended care facilities, victim services and individuals in time of crisis.

**BYLAWS**

The Bylaws of the Society are those set out in Schedule B to the Society Act.

# LIONS GATE COMMUNITY QUILTS SOCIETY

## RULES

### **BOARD OF DIRECTORS**

There shall be five Director on the Board. There shall be a President, Vice President, Secretary, Treasurer and a Member at Large. The President shall be appointed by the Lions Gate Quilters Guild executive two months after the community quilts workshop. The remaining Directors will be appointed by those who volunteer to help with community quilt preparations under the direction of the President.

The Directors shall work cooperatively with all other Directors, act honestly and in good faith and in the best interests of the Society, and exercise the care, diligence and skill of a reasonably prudent person in exercising their powers and performing their functions as a Director.

No Director shall be liable for acts, receipts, neglect or defaults of any other Director, nor for joining in any receipt or other act for conformity, nor for loss or damage arising from bankruptcy, insolvency, or tortuous act of any person with whom any moneys, securities or effects shall be deposited, nor for loss or damage or happening to the Society through the insufficiency or deficiency of any security in or upon which any of the moneys of the Society shall be invested, nor for any loss occasioned by any error oversight on his/her part, nor for any loss, damage or misfortune at all that shall happen in the execution of the duties of their office or in relation thereto unless the same happen through their own dishonesty.

Each Director shall maintain a record of his/her responsibilities and activities to pass to the succeeding Director, along with an inventory of all Society properties in his/her care.

### **RESPONSIBILITIES OF THE DIRECTORS**

1. To manage the business of the Society.
2. To keep minutes, accounts of moneys received and spent, and to make these reports available to members.
3. To call for volunteers for the Community Quilts workshop in January.
4. Each Director shall prepare a report of duties and activities associated with the position to pass on the succeeding Directors.
5. To acquire and assemble the necessary fabric and batting.
6. To prepare a few sample quilts and instruction sheets and have materials ready for members to work on at the workshop.
7. To have the needed labels prepared in advance so one can be given to the person finishing the quilt.
8. To find suitable dry storage for supplies (fabric, batting, etc.) kept in the tote boxes or baskets.

### **JOB DESCRIPTIONS OF THE DIRECTORS**

- A. President
  - i. Has general and acting management of the Society.
  - ii. Preside at Directors and Society meetings.
  - iii. Prepare agendas for meetings in consultation with the Board of Directors.
  - iv. Receive communications from members, other guilds, and the public when required.
  - v. Shall be a bank signing officer.
  - vi. Upon approval from the Directors, shall book a suitable space for the 2 day workshop, ensuring that the room is available the evening before to set up.

- vii. Shall gather a committee of willing workers to assist with preparing, planning, setting up and hosting the event. A clean up crew will also be required.
- viii. Shall publicize the event in the Lions Gate Quilters Guild newsletter 2-3 months before the scheduled dates and keep members informed of the plans and areas where help is needed.
- ix. Contact community facilities beforehand to determine the type and size of quilts required.
- x. Arrange for delivery of the finished quilts to the community facilities.
- xi. Prepare a report of duties and activities to pass on to the succeeding President.
- xii. One month after the event, the President shall report with recommendations to the Lions Gate Quilters Guild executive.

B. Vice-President

- i. Shall assume some of the duties of the President after consultation with same.

C. Secretary

- i. Keep minutes of the meetings of the Society.
- ii. Conduct correspondence for the Society when instructed to do so by the Directors.
- iii. File an annual report to the Ministry of Finance in Victoria within 30 days of the annual general meeting in February.

D. Treasurer

- i. Shall keep the financial records, including books of account, necessary to comply with the Societies Act.
- ii. Shall prepare an annual budget with other Directors.
- iii. Shall render financial statements to the Directors, members and others when required.
- iv. Shall be a bank signing officer and shall complete bank forms for change of signatures.
- v. Shall provide a year end statement at the annual general meeting in February and file a copy in the Lions Gate Quilters Guild library.

E. Member at Large

- i. Assist other Directors as required.
- ii. Coordinate the presentation of the community quilts at Lions Gate Quilters Guild "Show and Tell" and encourage dialogue with presenters, thereby having them share their experience with other members.
- iii. Endeavour to organize a restaurant dinner for those interested participants on the first evening of the Community Quilts workshop.

**POLICIES**

1. For the protections of Board members, members in general and the Society's assets, Lions Gate Quilters Guild shall retain at least \$2,000,000 (two million) of liability insurance.
2. Signing officers shall be the President and Treasurer to be named annually.
3. If a member wishes to present something to the Board of Directors, he/she must contact the President who will give the member a specific time to make the presentation.
4. Society membership is concurrent with the Lions Gate Quilters Guild membership and there will be no extra fees for this membership. Membership year will be from February 1 to January 31.
5. *Dissolution of the Society.* In this event, all liabilities shall be paid, satisfied and discharged. Any funds remaining in the treasury and any other Society assets remaining at that time shall be given to Lions Gate Quilters Guild.