

FORM 1
SOCIETY ACT

CONSTITUTION

1. The name of the Society is:

Lions Gate Quilters Guild

2. The purposes of the Guild are:

- a. to bring ideas and learning experiences to its members by way of workshops, demonstrations, show and tell, guest speakers and other programs;
- b. to provide a community service through the creation of quilts for a variety of community facilities/services and individuals as needed.
- c. to promote the growth and appreciation of quilting by way of shows and demonstrations for the public.

3. The Constitution is comprised of the Bylaws and the Rules (including the Appendices).

BYLAWS

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

Dated June 15 1994
Revised June 1999
Revised February 2002
Revised January 2006
Revised February 2009
Revised February 2011
Revised February 2012

Lions Gate Quilters Guild

Rules

1. BOARD OF DIRECTORS (EXECUTIVE)

Election of Directors will be held at the Annual General Meeting to be held February each year, with alternating positions, i.e.

- President, Secretary, Membership Coordinator, Workshop Coordinator and one Member-at-Large one year;
- Vice-President, Program Coordinator, Treasurer, Newsletter Editor, Librarian and one Member-at-Large the next year.

There shall be eleven Directors on the Board, each serving a two year term to a maximum of two consecutive terms. After a one year hiatus, a member is eligible for re-election to the Board of Directors.

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, nor other officer of the Society shall be liable for acts, receipts, neglect or defaults of any other Director or officer, 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 monies, securities or effect 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 monies of the Society shall be invested, nor for any loss occasioned by any error or oversight on his or 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.

All other committee coordinators shall be appointed by the Board of Directors, and said coordinator or their designate shall liaise with the Board of Directors, at the discretion of the board.

A. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. to manage the business of the Guild;
2. to arrange for an adequate meeting area for General Meetings of the Guild;
3. to appoint committee heads;
4. to keep minutes, a roster of members, accounts of monies received and spent, and to make these reports available to members;
5. to maintain a Calendar of Executive Tasks listing regularly occurring guild events and duties. The Calendar should include the committees and coordinators required for said events, and the dates by which they must be appointed. It is the responsibility of each director to ensure the Calendar is updated and passed on to each succeeding director so as to ensure a continuity of accurate information;
6. to call for volunteers and appoint a Community Quilts president by May bi-annually

7. to maintain an inventory of all Guild properties in his/her care, and upon completion of his/her elected term, to pass the inventory and record of same to the succeeding Director;
8. to maintain a record of his/her responsibilities and activities to pass to the succeeding Director, upon completion of his/her elected term;
9. to become familiar with the Lions Gate Quilters Guild Constitution and the Community Quilts Society Constitution.

B. JOB DESCRIPTIONS

The job descriptions of the Directors are as follows:

1. President

- a. to have general and acting management of the Guild;
- b. to preside at Directors and General meetings;
- c. to prepare agendas for meetings in consultation with the Board of Directors;
- d. to receive communications from members, other guilds, and the public when required;
- e. to act as a bank signing officer;
- f. to prepare a report for each issue of the newsletter informing the membership about relevant decisions made by the Board and any other Guild concerns;
- g. to maintain the information table at the general meetings;
- h. to ensure that each member of the board has an updated Calendar of Executive Tasks and is familiar with their responsibilities listed therein;
- i. to prepare a report of duties and activities to pass on to the succeeding President.

2. Vice President

- a. to assume the duties of the President in his/her absence;
- b. to pick up mail from the mailbox and distribute to relevant directors;
- c. to negotiate annual rental for Post Office Box and Storage Locker;
- d. to act as a bank signing officer;
- e. to prepare a report of duties and activities to pass on to the succeeding Vice-President.

3. Secretary

- a. to keep minutes of all Annual General and Executive meetings of the Guild, distribute to the Executive, and post in the library;
- b. to prepare correspondence for the Society when instructed to do so by the Directors;
- c. to prepare notices to members of meetings and resolutions for publication in the Guild newsletter in accordance with the Bylaws;
- d. to keep a Record of Motions passed by the Directors and to include this list with the Annual Report to the Ministry of Finance. Such a list need not include motions involving the adoption of minutes;
- e. to file an Annual Report with the Ministry of Finance as required by the Societies Act, within 30 days of the annual general meeting;
- f. to negotiate annual renewal of the Guild insurance policy;

- g. to prepare a report of duties and activities to pass on to the succeeding Secretary.

4. Treasurer

- a. to keep the financial records, including books of account, necessary to comply with the Societies Act;
- b. to prepare an annual budget (including a Financial Statement for the past year) with other Directors, and to distribute that budget to the members before the Annual General Meeting;
- c. to render financial statements to the Directors, members, and others when required;
- d. to prepare and mail invoices to advertisers, as advised by the Newsletter Editor. Advertisers shall be billed for a year in advance, or other period of time as determined by the Directors;
- e. to act as a bank signing officer and facilitate the execution of bank forms for change of signatories;
- f. to attach a current financial statement to the minutes filed in the Library;
- g. upon completion of his/her elected term, to call for an internal audit;
- h. to prepare a report of duties and activities to pass on to succeeding Treasurer.

5. Program Coordinator

- a. to arrange a program for each General Meeting;
- b. to consult and liaise with the Workshop Coordinator;
- c. to prepare a report of duties and activities to pass on to the succeeding Program Coordinator;
- d. see also Appendix A.

6. Workshop Coordinator

- a. to arrange teachers, locations, and times for workshops;
- b. to announce workshops to members, facilitate sign-up and collect fees;
- c. to turn over fees and expense vouchers, along with a reconciliation of same, to the Treasurer;
- d. to provide the teacher with an enrolment list;
- e. to maintain a waiting list for over-subscribed workshops;
- f. to prepare a report of duties and activities to pass on to the succeeding Workshop Coordinator;
- g. see also Appendix B.

7. Newsletter Editor

- a. to collect and collate information for the newsletter;
- b. to arrange for the distribution of the newsletter to the membership, such membership list to be supplied by the Membership Coordinator;
- c. to produce and send an electronic version of the newsletter to the Web Master for posting on the Lions Gate Quilters Guild web page;
- d. to keep a list of advertisers and e-mail them a newsletter link each month;
- e. to honour all Copyright Laws;

- f. to prepare a report of duties and activities to pass on to the succeeding Newsletter Editor;
- g. see also Appendix C.

8. Membership Coordinator

- a. to collect membership and visitors' dues;
- b. to distribute membership cards to members in good standing;
- c. to provide welcome brochure and name tag kit to new members;
- d. to provide internet links to Lions Gate Quilters Guild website, newsletters and Constitution to new members;
- e. to provide a complete membership list annually to all members;
- f. to provide a complete membership list including e-mail addresses annually to the Board of Directors;
- g. to revise membership list as necessary and provide a list of revisions to the Newsletter Editor and Workshop Coordinator monthly;
- h. to coordinate the purchase, wrapping and distribution of door prizes at each general meeting;
- i. to prepare a report of duties and activities to pass on to the succeeding Membership Coordinator.

9. Librarian

- a. to maintain the Guild's library of books, videos, DVDs, templates and miscellaneous publications for loan to members at meetings;
- b. to record loans and returns, collect fines, and track missing materials;
- c. to maintain an up to date list of Library contents;
- d. to purchase new material according to wishes of members and the confines of budgeted resources;
- e. to inventory the library during the summer recess and cull books that are not being used by members so as to keep the library current;
- f. to prepare a report of duties and activities to pass on to the succeeding Librarian.

10. Members at Large (2)

- a. to arrange for two members to act as greeters at the door at each General Meeting;
- b. to assist other Directors as required;
- c. to send cards to members who are ill, have suffered a loss, had a baby, or are celebrating a special occasion;
- d. to coordinate the presentation of quilts at Show and Tell and encourage dialogue with presenters, thereby having them share their experience with other members;
- e. to conduct the sale and accounting of 50/50 tickets;
- f. to apply for a Gaming Licence annually for the 50/50 draw;
- g. to purchase gifts for outgoing Directors upon completion of their elected terms;
- h. to coordinate the Nominating Committee (see also Appendix D), and to conduct the election at the Annual General Meeting;

- i. to prepare a report of duties and activities to pass on to the succeeding Member-at-Large;
- j. see also Appendix D.

2. NON ELECTED POSITIONS

These positions will be appointed by the Board of Directors. The members appointed to these positions shall attend the Directors meeting following their appointment and thereafter as requested by the Directors. Members filling non-elected positions do not carry a vote.

Job Descriptions:

1. Quilt Seminar Committee Coordinator

- a. to submit organizational plans for the Seminar to the Board of Directors for approval;
- b. upon Executive approval, to tentatively book facilities and teachers;
- c. to report to the Executive with progress reports and interim budget statements monthly, or as requested by the Board;
- d. to submit an interim financial statement to the Board of Directors within two (2) weeks of the completion of the Seminar, and a final statement along with an evaluation report to the following Directors meeting;
- e. to prepare a report of duties and activities to pass on to the succeeding coordinator;
- f. see also Appendix E.

2. Quilt Retreat Committee Coordinator

- a. to submit organizational plans for the Retreat to the Board of Directors for approval;
- b. upon Executive approval, to tentatively book facilities and prepare a final budget;
- c. to submit within two (2) weeks of the completion of a Retreat:
 - i. an evaluation report to the Board of Directors
 - ii. fees and expense vouchers along with a reconciliation of same to the Treasurer;
- d. to prepare a report of duties and activities to pass on to the succeeding coordinator;
- e. see also Appendix F.

3. Quilt Show Committee Coordinator

- a. to submit organizational plans for the bi-annual Quilt Show to the Board of Directors one year in advance according to the guidelines set out in Appendix G;
- b. upon Executive approval, the Quilt Show Coordinator shall book the facility;
- c. to establish subcommittees for the Quilt Show;
- d. to report to the Board of Directors with progress reports and interim budget statements monthly, or as requested by the Board;
- e. to submit an interim financial statement to the Board of Directors within two (2) weeks of the completion of the Quilt Show, and a final statement along with an evaluation report to the following Directors meeting;

- f. to prepare a report of duties and activities to pass on to the succeeding coordinator;
- g. see also Appendix G.

4. Raffle Quilt Committee Coordinator

- a. to submit plans for the raffle quilts to the Board of Directors and request seed money (if needed);
- b. to design and construct the raffle quilt(s);
- c. to apply for a Gaming Licence for the raffle approximately five (5) months before the raffle draw date (eg. January for a quilt show in June);
- d. to have raffle tickets printed and packaged;
- e. to market the raffle quilt(s);
- f. to arrange for the display of, the draw for, and delivery to the winner(s) of the raffle quilt(s);
- g. to ensure that the names of the winners are publicly announced;
- h. to submit an interim financial statement to the Board of Directors within two (2) weeks of the completion of the raffle draw, and a final statement along with an evaluation report to the following Directors meeting;
- i. to prepare a report of duties and activities to pass on to the succeeding coordinator;
- j. see also Appendix H.

5. Hospitality Committee Coordinator

- a. to arrange for refreshments at each General Meeting;
- b. to coordinate with the Board of Directors for refreshments at larger Guild events;
- c. to prepare a report of duties and activities to pass on to the succeeding coordinator.

6. Lions Gate Community Quilts Society President

- a. see Lions Gate Community Quilts Society Constitution (Bylaws and Rules) document.

3. GENERAL POLICIES

- a. For the protection of Board members, members in general, and the Guild's considerable assets, we shall retain at least five million dollars (\$5,000,000) of liability insurance.
- b. Signing officers shall be the President, Treasurer, and one other Director, to be named annually. Two of the three signatures are required on each cheque.
- c. If a member wishes to make a presentation to the Board of Directors, he or she must contact the President who will give the member a specific time to make such presentation.
- d. Recognition of Source/Labour: Guild members shall endeavour to identify the source of their design inspiration and labour when exhibiting their work.
- e. Library:
 - i. Overdue library fines are to be set annually by the Board of Directors;
 - ii. Library acquisitions are made within a budget set by the Board of Directors. Members will be responsible for the replacement cost of non-returned books.

- f. Workshops shall be self-supporting except as agreed by the Board of Directors.
- g. Whenever possible, the Workshop Committee and Guild members will endeavour to support local quilt shops. However, when specialty fabrics are not locally available, the Guild may provide a kit.
- h. Selling at Meetings: The sale of crafts or quilting materials for personal profit by Guild members may be a scheduled part of one or more monthly meetings per year, if the Directors so decide. Members may sell items for non-profit organizations at the discretion of the Board of Directors provided that a request is presented to the Board in writing, and is approved. A non-Guild member in attendance as a guest speaker, or a teacher, may sell quilt-related items.
- i. Membership lists may not be used as mailing lists by any members or business for the purpose of soliciting business. The membership list is provided for the purpose of communicating Guild business among Guild members.
- j. Board of Directors' Voting: Each Director's position is to be filled by one person with as many assistants as deemed necessary. Each person present shall have a vote, unless a formal vote is called for. Any Director may call for a formal vote, in which case each elected position shall carry one vote.
- k. Membership:
 - i. Membership year will be from February 1 to January 31;
 - ii. Annual membership fees will be levied by the Board of Directors as resolved by the membership at the Annual General Meeting;
 - iii. A new member is someone who has not been a member of the Guild for the previous three (3) years;
 - iv. New memberships will be prorated as follows:
 - 1. February to June – full annual fee
 - 2. September to January - half annual fee;
 - v. Visitors will be welcomed at meetings. A drop-in fee, determined by the Board, may be levied to visitors;
 - vi. In the event a member moves, there will be no refund of membership fees already paid. Benefits of membership, such as receiving the newsletter, will continue for the duration of the member's term;
 - vii. Membership in the Lions Gate Quilters Guild also includes membership in the Lions Gate Community Quilts Society.
- l. The Board of Directors shall determine annually the amount given to subsidize the hostess expenses of visiting teachers.
- m. Dissolution of the Guild: In this event, all liabilities shall be paid, satisfied and discharged. Any funds remaining in the treasury, or Guild assets remaining at the time shall be given to a non-profit organization as determined by the majority of the remaining members by vote.

APPENDIX A

TERMS OF REFERENCE

PROGRAM COORDINATOR

PURPOSE: To arrange programs for monthly business meetings.

POLICIES:

The Program Coordinator should consult with the Workshop Coordinator regarding the use of speakers.

The Program Coordinator is encouraged to set up and work with a committee to provide varied and interesting programs at each meeting.

Program time allotment is between thirty and sixty minutes, depending on the business at hand.

All speakers, teachers and presenters must be sent notification outlining time, date, money commitment, the topic to be covered and any other pertinent information. This notification and the presenter's agreement to it should be kept on file along with follow-up notes.

The Program Coordinator informs members at general meetings and in the newsletter of upcoming programs.

There need not be a program for July, August and December meetings as there are no Guild meetings in those months.

APPENDIX B

TERMS OF REFERENCE

WORKSHOP COORDINATOR

PURPOSE: To arrange workshops for Guild members.

POLICIES:

Workshops may be cancelled at the discretion of the Workshop Coordinator and a full refund will be issued.

Payments for workshops shall be made in full at the time of registration.

In the event a workshop participant cannot attend a workshop, the Workshop Coordinator will attempt to fill the vacancy from the waiting list for the workshop. In the event that there is not a waiting list, the workshop participant must find a replacement or forfeit the fee.

Any vacancies in workshops may be filled by non Guild members, possibly at an increased fee.

The Workshop Coordinator acts in liaison with the Program and Quilt Seminar Committee Coordinators. They should meet at least twice a year.

All speakers, teachers and presenters must be sent notification outlining time, date, money commitment, the topic to be covered and any other pertinent information. This notification and the presenter's agreement to it should be kept on file along with follow-up notes.

Placement in workshops shall be determined as follows:

If a workshop fills on the first night of registration with the maximum number of registrants, registration will be closed. If a workshop is over subscribed on the first night of registration, a lottery will be held.

If a workshop does not fill on the first night of registration, the Workshop Committee will decide if the workshop will go ahead. If the workshop does go ahead, all those who registered on the first night will be guaranteed a spot. Further registrations will be collected on a first come basis, until the maximum number is reached.

If a registrant must withdraw from a workshop, that registrant is responsible for filling their space before any money will be refunded.

Each workshop shall have a volunteer to "angel" the class at no cost to herself.

The Workshop Coordinator shall keep pertinent information regarding teachers and workshops which would be of benefit to the educational purposes of the Guild.

APPENDIX C

TERMS OF REFERENCE

NEWSLETTER EDITOR

PURPOSE: To communicate to the Guild members the ideas and decisions of the Board of Directors in an informative, educational and interesting manner.

POLICIES:

The President's report and Committee reports will be given priority over other news. Committee reports include Workshops, Program, Retreat, Library, Membership, Newsletter and any other committee formed for whatever reason. If changes are necessary to reports submitted for publication, the submitting member must be consulted.

The format of the newsletter may be reviewed by the Newsletter Editor and the Board of Directors from time to time.

The newsletter may contain quilting tips, information and news of general interest to members.

The deadline for members' submissions will be the general Guild meeting. Decisions on content will be made at the following directors meeting. Material received after that date will be held until the next Directors meeting. The timeline for Directors' submissions will be determined by the Newsletter Editor.

Up to 50% of the newsletter may be taken up with advertisements. Advertisements will be placed on the bottom half of the page whenever possible so as not to overshadow the Guild's news.

Members may advertise quilt-related items at a rate set by the Board. One free ad (business card size) will be permitted each member per year.

Members' quilting articles will be published as space permits.

The Board of Directors, with website e-mail links, will be printed in each issue.

APPENDIX D

TERMS OF REFERENCE

NOMINATING COMMITTEE COORDINATOR (Outgoing Member-at-Large)

PURPOSE: To provide candidates for election to positions on the Board of Directors being vacated in the coming year.

POLICIES:

The Nominating Committee Coordinator will form a committee of not less than three members.

The Nominating Committee Coordinator shall place in the November newsletter preceding the election, a job description of each of the positions open for the coming year.

The Nominating Committee Coordinator and the Committee shall actively solicit each member to ascertain if he/she would be interested in serving the Guild. The Committee shall endeavour to have at least two names for each position and shall encourage those members who express interest to allow their names to stand. The candidates should be able to give the necessary time commitment and have the ability to take on the responsibility of the positions.

The names of willing candidates shall be published in the January and February newsletters. The Nominating Committee Coordinator and the Committee shall see that each candidate inserts into the February newsletter information pertaining to his/her experience, their reasons for running and any specific goals or focus he/she may have in regard to the particular position, if elected.

The Nominating Committee Coordinator will put forth a slate of candidates to be voted on at the Annual General meeting. Names for nomination will also be accepted from the floor on the date of the election, provided that the person being nominated has agreed in writing.

The candidates will be asked to speak at the Annual General meeting so that members may attach faces to names, and to give late entries an opportunity to tell about themselves.

The Nominating Committee Coordinator will handle the annual elections by providing nomination forms and ballots, by counting the ballots and announcing the results.

APPENDIX E

TERMS OF REFERENCE

QUILT SEMINAR COMMITTEE COORDINATOR

PURPOSE: To provide an educational experience with one or more teachers and to foster goodwill and friendship among the members.

POLICIES:

The Quilt Seminar (QS) must be self-supporting. Any seed money provided by the LGQG will be provided to the QS committee once formed, and immediately deposited into the QS bank account.

The QS committee coordinator or designate will provide reports, including financial statements, to the Board of Directors' meetings monthly or as requested by the Board.

The QS committee will have its own bank account; the bank account must have three (3) or more signing officers (two of whom must sign each cheque or withdrawal from the QS bank account) to include: QS Coordinator, QS Treasurer and one other member serving on the committee.

The QS committee will appoint a treasurer from within the committee. The LGQG treasurer may not act as the treasurer for QS, for auditing purposes.

The QS Treasurer will be responsible for all financial aspects of the committee, including but not limited to, retaining receipts, recording and reporting the finances of the committee and finalizing the finances of the committee at the close of Quilt Seminar.

The QS Coordinator is responsible to provide a complete set of books, including a financial statement, to the Guild Treasurer not later than six (6) weeks after the close of Quilt Seminar.

All funds, including any seed money provided to the committee will be returned to the Guild Treasurer no later than six (6) weeks after the close of Quilt Seminar, with the exception of sufficient funds to keep the QS bank account active until the next QS committee is formed.

Any profits that are earned by the QS committee will be retained and used by the Guild for the benefit of the membership, as outlined in the Guild constitution.

All speakers, teachers and presenters must be sent a contract outlining time and/or money commitments, the topic(s) to be covered and any other pertinent information. This signed contract must be kept on file with any follow-up notes. Each contract written (for teachers, classrooms or other providers) must include a 60-day cancellation clause.

The economic and skill levels of all guild members should be taken into consideration when planning the Quilt Seminar.

Members must pay the full amount for each session of the seminar they wish to attend.

In the event the participant cannot attend, the QS coordinator will attempt to fill this vacancy from the waiting list. In the event there is not a waiting list, the participant must find a replacement or forfeit the full session fee.

Any vacancies in seminar registration may be filled by non-guild members, possibly at an increased fee.

Placement in seminar classes may be determined by a draw of interested members.

Each seminar class will have one volunteer 'angel' who will be responsible for the smooth operation of the class.

APPENDIX F

TERMS OF REFERENCE

QUILT RETREAT COORDINATOR

PURPOSE: To foster goodwill and friendship among the members through a scheduled event such as a retreat.

POLICIES:

The Retreat will be totally self supporting.

Before a down payment for the facility is due, members attending Quilt Retreat are required to make a non-refundable down payment of 50% of the registration fee. The remainder will be paid one month prior to the Retreat.

If the facility has a minimum number, the Retreat Coordinator must have a signup of at least two over the minimum to allow for cancellations, or have a written commitment from those registered that they collectively will make up the shortfall.

Any vacancies in Retreat registration may be filled by non-Guild members.

APPENDIX G

TERMS OF REFERENCE

QUILT SHOW COORDINATOR

PURPOSE: To share the art of quilt making with the community and to enable members to expand their skills, knowledge and friendship.

The Quilt Show shall be known as the LIONS GATE QUILTERS GUILD "ALBUM OF QUILTS" and is open to all members of the Lions Gate Quilters Guild. The Album of Quilts shall include: the Gallery(ies), an education area, raffle quilt(s), a Merchant's Mall (not in the Gallery), a Boutique and if possible a food concession.

POLICIES:

The Quilt Show Coordinator (QSC) and the committee will determine the eligibility of the quilts to be entered into the Quilt Show.

The Quilt Show Coordinator (QSC) or designate will provide reports, including financial statements to the Board of Directors' meetings monthly or as requested by the Board.

The Quilt Show Committee will appoint a treasurer from within the committee. The Guild Treasurer may not act as the treasurer for the Quilt Show, for auditing purposes.

The Quilt Show Committee will have its own bank account; the bank account must have three (3) or more signing officers (two of whom must sign each cheque or withdrawal from the QS bank account) comprised of: QSC, QS Treasurer, and one other member serving on the committee.

The QS Treasurer will be responsible for all financial aspects of the committee, including but not limited to, retaining receipts, recording and reporting the finances of the committee and finalizing the finances of the committee at the close of the Quilt Show.

The Board of Directors will provide seed money to the Quilt Show committee once formed. This money will be immediately deposited into the Quilt Show bank account. The QSC will be consulted and may wish to provide input to the decision of the amount of seed money provided.

The QS Treasurer is responsible to provide a complete set of books, including bank statements and receipts to the Guild Treasurer not later than six (6) weeks after the close of the Quilt Show. Copies of QS receipts can be retained by the QS committee as the QSC and/or the QS Treasurer deems necessary.

All funds, including any seed money provided to the committee will be returned to the Guild Treasurer no later than six (6) weeks after the close of the Quilt Show, with the exception of sufficient funds to keep the QS bank account active until the next QS committee is formed.

Any profits that are earned by the QS committee will be retained and used by the Guild for the benefit of the membership, as mandated by the Guild constitution.

Any contract written (for show space, equipment or other providers) will include a 60 day cancellation clause.

The QSC and committee shall have a high degree of autonomy as regards the quilt show. Decisions about the details of the show rest with the coordinator and her committee.

To exhibit a quilt in the Quilt Show, the exhibitor must be a LGQG member for a minimum of six (6) months prior to the date of the show.

The QS committee will endeavour to permit each qualifying member to enter at least two (2) quilts into the Quilt Show.

Each LGQG member is responsible for Quilt Show entry tickets, at the discretion of the Board of Directors. These tickets will be paid for and distributed at the time of membership renewal in years in which a Quilt Show is being held.

The Quilt Show may, at the discretion of the committee, include a celebration for the volunteers. The QS Committee will provide a prominent space at the quilt show for the display of, and sale of tickets for, the Guild's Raffle Quilt/s as well as information about the Guild and the Guild's Community Quilts Program.

APPENDIX H

TERMS OF REFERENCE

RAFFLE QUILT COMMITTEE COORDINATOR

PURPOSE: To provide funds for the Lions Gate Community Quilt Society and other charities as deemed reasonable by the Board of Directors, through the creation and marketing of raffle quilt(s).

POLICIES:

The Board of Directors will provide seed money for the purchase of materials as necessary. All funds including any seed money provided will be returned to the Guild Treasurer no later than six (6) weeks after the raffle. The guild will retain either the amount of seed money provided or the fair market value of the quilt(s), whichever the Board of Directors prefers. The proceeds will then be distributed to Lions Gate Community Quilts Society and any other registered charity the Board of Directors wishes to support.

A Class B Gaming Licence must be applied for approximately five (5) months in advance of the raffle date.

The Raffle Quilt Coordinator (RQC) should liaise with the Quilt Show coordinator to arrange for the display of, sale of tickets for, and timing of the raffle draw, as well as display of information about Lions Gate Quilters Guild and Lions Gate Community Quilts Society at the Quilt Show.

Once the draw has been made, the RQC is responsible for notifying the winners, delivering the quilt(s), and ensuring the information is posted on our LGQG website, and published in the newsletter as soon as possible.

The RQC is required to submit a financial statement showing expenses and ticket sales revenue, and an evaluation report to the Board of Directors not later than six (6) weeks after the raffle draw. The financial statement must be retained by the guild for several years in case of audit by the Gaming Commission.