

The Common Thread  
QUILT GUILD

# Members' Handbook

Revised January 2009

## **Rules & By-Laws**

(February 2004)

### **Membership**

1. Two visits per year per guest are allowed. For further attendance, membership is preferred.
2. The membership fee will be half-price after February.
3. The CTGQ monthly newsletter is available on our website. A fee will be charged for the newsletter to be mailed to a member. The amount is to be determined by the Executive, but not to exceed the cost of postage.
4. Teenagers aged 13 to 17 may attend meetings free of charge
5. Members will be given a membership card which entitles them to full participation in guild activities and will be required for library borrowing privileges.
6. Members are permitted to sell raffle tickets, make announcements, etc., for non-guild activities as long as these activities are directly quilt-related

### **Workshops**

Our workshop co-ordinators work very hard to bring you interesting and talented instructors for classes. They utilize the yearly survey to provide the types of classes the membership is looking for and also aim to offer up-to-date techniques and ideas. descriptions, registration procedures, locations and times are available at the Workshops Table prior to meetings, in the Newsletter and on the Website.

1. Cost of the workshop is to be determined by the Workshop Coordinator. Payment is required at the time of registration, with no cancellation reimbursement.
2. There are no refunds if a participant is unable to attend. If one cannot attend, the member will be allowed to nominate a substitute to take his or her place at the workshop.
3. Any workshop that fails to attract the minimum number of participants will be cancelled and a full refund given.
4. Enrollments will be accepted on a first-come, first-served basis.
5. Times and locations will be noted for each workshop and announced in advance.
6. Participants are advised that a basic knowledge of his or her sewing machine is required for attendance at workshops. Each workshop will vary as to the degree of experience needed, and participants will be advised in advance.

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### **Library**

Open from 6:30 to 7:20 p.m. every second Tuesday from September to June of each year. The Common Thread Quilt Guild Library has a wide ranging collection of books and magazines that are available to members of the Guild. Please keep in mind the rules about borrowing from our library as outlined in the Bylaws above. The book / magazine list will be available on the Website, or electronically by email request.

1. Members are allowed to take two books and two magazines per month out of the library.
2. Books to be returned at start of the next meeting.
3. A fine of \$1.00 per book/magazine will be levied for each month the item is not returned.
4. After three months, the member must reimburse the guild for the cost of the book/magazine
5. All books to be brought back to the library for inventory in May.
6. A valid guild membership card must be shown to borrow books/magazines.
7. Members may keep books out for summer if membership is paid for the following year.

### **Newsletter**

1. Information for publication must be submitted by the deadline determined by the Editor.
2. Seven newspaper lines allowed for members to advertise quilt-related articles or services free of charge.
3. Rates for ads for quilt-related articles or services from non-members and commercial vendors will be determined by the Executive from time to time.

### **Retreats**

1. Retreats are open to all members on a first-come, first-served basis
2. Non-members may attend if space allows, but at an additional fee to be determined by the Retreat Coordinator

### **Programs**

Meetings follow the format of “Business first”, followed by a selected program – either a guest speaker, demonstration, trunk show or special event; such as an auction, Valentine’s Tea, garagesale, or “quilting bee”.

### **Community Projects**

You can sign out a bag of donated fabric to sew into a top or finished quilt; or a quilt top to be quilted; or donate a quilt; or donate fabric and batting—come see us for details.

Want to try out your machine quilting skills? Visit Community Projects table to the right of the stage to join in finishing our many quilt tops for the following charities:

- The Common Thread Quilt Guild collects monthly donations of Cuddle Quilts for use on the isolettes at the General Campus. The tiny at-risk babies look less clinical in their quilt-covered bed, and the families take the quilts home. Barb Donaldson can tell you more about sizes, can show you patterns, and can give you donated fabrics.
- The guild supports the Victims of Violence outreach program with young child/teen/adult themed Comfort Quilts (40" x 60").
- The guild supports the St. Mary's Community Outreach Centre with baby/child themed quilts (anything from 30" x 40" to 40" x 60"). The young mothers benefit from counseling and instruction.

**FREE PATTERNS:** the 2007 pattern booklet is available in print at the Community Projects table and for download on the website on the Community projects page.