

# **Policies/Procedures of the Textile Arts Guild of Richmond Society**

## **MEMBERS**

The Society's membership year commences on May 1<sup>st</sup> and ends on the following April 30<sup>th</sup>.

A member shall be deemed to be in good standing when she/he has paid her/his annual membership fee by May 31. Those individuals who join the Society after January 1<sup>st</sup> each year may pay 50% of the current dues.

## **PRIVACY POLICY**

The Society's membership list is for communicating Society business to Society members only. Contravention of this policy may necessitate a special resolution to expel the offending member.

## **CESSATION OF MEMBERSHIP**

A person ceases to be a member of the Society:

- Following the delivery of his/her resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society,
- On not being a member in good standing,
- On being expelled,
- On her/his death.

A member may be expelled by a special resolution of the members passed at a General Meeting. The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at an Executive Meeting. The Executive Committee will prepare a special resolution for presentation to the members at a General Meeting.

## **GENERAL MEETINGS OF MEMBERS**

All meetings will be conducted in accordance with point of order by Robert's Rules of Order.

No business shall be transacted at an Annual, Special or General Meeting unless a quorum consisting of 25% of the membership is present.

An Annual General Meeting shall be held once each year.

There shall be a minimum of 8 General Meetings annually.

At all General Meetings of the Society, each member in good standing shall be entitled to one vote.

Any vote at any meeting requires 2/3's of the voting members present to pass.

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All members shall be given at least 14 days written notice of all Annual and Special General Meetings of the Society. The Notice shall include the date, time and place of each meeting.

If one-third of the Society's membership makes a written request to the Executive Committee for a Special General Meeting, specifying therein the objectives for which such a meeting is called, the Executive Committee shall call such a meeting within 30 days of the date of request is received.

At least 8 weeks prior to the Annual General Meeting, the Executive Committee shall appoint a Nominating Committee. The Nominating Committee shall prepare a slate of Directors and Officers for the ensuing year and shall report the same at the Annual General Meeting, provided that nominations may be made from the floor at the Annual General Meeting. When properly seconded, such names shall be added to those recommended by the Nominating Committee.

Verbal or written consent of a nominee for election as an Officer or Committee Head of the Society must be obtained before his/her nomination.

### **MINUTES OF MEETINGS**

Preparation and custody of minutes of proceedings of General Meetings of the Society, meetings of the Executive Committee, and the preparation and custody of other books, records and accounts shall be the responsibility of the Secretary and the Treasurer.

### **EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for carrying on the business and activities of the Society.

The Officers of the Executive Committee shall be:

- All Directors
- Past President
- All Committee Heads

The minimum number of Executive Committee Officers is 5. No business shall be transacted at any meeting of the Executive Committee unless a quorum consisting of 50% of the Officers entitled to vote are present.

There shall be a minimum of 8 Executive Committee Meetings per year. Executive Committee Meetings may also be held from time to time at the call of the President with at least three days' notice.

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## **ELECTION OF THE EXECUTIVE COMMITTEE**

The Officers shall be elected at the Annual General meeting, in May of each year, and they shall take office at the June Executive Committee Meeting.

## **REPLACEMENT OF AN OFFICER**

The Executive Committee may appoint a member as an Officer to fill a vacancy. An Officer so appointed holds office only until the conclusion of the next Annual General Meeting of the Society, but is eligible for re-election at the meeting.

## **DUTIES OF OFFICERS**

Duties of Executive Committee Officers are outlined in the job descriptions for each position.

## **REMUNERATION OF OFFICERS**

No Executive Committee Officer shall be paid for being an Officer, but the Society may pay remuneration to an Officer for services provided by the Officer in another capacity.

## **REVENUE AND EXPENDITURE**

All funds expended by the Society or by any of its Sections or Committees acting as such, shall be considered general expenditures of the Society and be subject to the approval of the Executive Committee and to the accounting procedures approved by the Executive Committee. Unbudgeted expenditures in excess of \$200.00 shall be approved by a vote of the membership at a General Meeting.

A member is not entitled to re-imbusement for goods or services purchased on behalf of the Society unless such have been pre-authorized by the general membership or Executive Committee.

All funds raised by donations, admission charges and the sale of good and services or otherwise, shall be subject to the accounting procedures approved by the Executive Committee.

All funds held by the Society shall be deposited to the Society's account in a chartered bank of Canada or in a provincially licenced credit union and all expenditures shall be made by cheque drawn on such account.

## **Policies/Procedures of the *Textile Arts Guild of Richmond Society***

The Society shall have NO borrowing or loaning powers. The Society shall not issue monetary donations to any person or organization.

### **INSPECTIONS**

All books, accounts and records of the Society shall be open to inspection by the Officers and Committee Heads at all reasonable times and for the inspection by members of the Society in good standing upon application to the Executive Committee at such times and places as it shall deem fit.

### **AMENDMENTS**

The By-Laws and Policies of the Society may be added to, altered or amended by a two-thirds majority of the voting members present at any Annual or General Meeting of the Society provided that notice of such addition, alteration or amendment shall have been presented to the members, in writing, at least 14 days prior to such a meeting.

### **FINANCIAL STATUS**

The purpose of the Society shall be carried out without intent of financial gain for its members, and any profits or other accretions to the Society shall be used for promoting its purpose. This provision is unalterable.

### **DISSOLUTION**

In the event of dissolution of the Society all debts shall be paid, satisfied and discharged or adequate provisions made thereof. Any funds received in the form of grants from public or private organizations, shall be returned to the granting organization upon dissolution. Any remaining funds shall be given to a charitable institution, as recognized by Revenue Canada, to be determined by a vote of remaining members. This provision is unalterable.

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DATED March 2018