



*Common Thread  
Quilt Guild  
Members' Handbook*

Revised 2009, December 2017

1. Welcome to the Common Thread Quilt Guild. The purpose of this handbook is to give you general information about the structure and activities of this Guild. This handbook is updated periodically; however, the most current and comprehensive information is always on the website [commonthreadquiltguild.ca](http://commonthreadquiltguild.ca)
2. Our Guild is governed by a Constitution and Bylaws found on the website.
3. A team of enthusiastic and dedicated volunteers comprises the Guild's Executive Committee, other Standing Committees, and in a variety of other roles, committed to fostering fellowship among quilters, using quilting to respond to the needs of the community, and promoting the art of quilting.
4. The Common Thread Quilt Guild is guided by our Code of Ethics.

Each member of the Guild shall:

- a) Consider the best interests of all Guild members;
- b) Be guided by the Guild's purpose and code of ethics;
- c) Become familiar with the Guild's Constitution and Membership Handbook and act accordingly;
- d) Treat all other Guild members with respect and allow for diverse opinions to be shared without interruption;
- e) Respect democratic principles;
- f) Respect the confidential nature of some Guild business and respect the limitations this may place on the operation of the Executive Committee;
- g) Use established communication channels when questions or concerns arise;
- h) Promote high standards of ethical practice within the Guild community;
- i) Declare any conflict of interest; and
- j) Refrain from disclosing confidential information.

## Meetings

1. The Common Thread Quilt Guild meets on the second Tuesday of the month from September to June at Le Mouvement D'Implication Francophone D'Orléans (MIFO) at 6600 rue Carriere in Orleans at 7:30 p.m. (doors open at 6:30).
2. If you are new, please let someone at the membership desk know, and we will set you up with an escort to take you around, make some introductions and give you the lay of the land.
3. Meetings follow the format of "Business first" where you will find out what's happening with the various committees followed by a selected programme and ending with "Bring and Brag".
4. At every meeting, members and guests will be entered into draws to win fat quarters and other prizes.

## Membership

1. Membership and Guest fees are set by the Executive Committee.
2. Junior members (13 to 17) attend for free.
3. Members are entitled to participate in all Guild activities with valid membership card. You will need your card to attend monthly meetings, borrow from the library and enter quilts in the biennial CTQG Quilt Show.
4. A fee is charged to replace membership cards. Memberships are non-transferrable.
5. Membership is capped at 250.
6. Lifetime Membership is a special designation bestowed upon an individual for long standing membership and continuous contributions to the Guild.

## Library

Open from 6:30 to 7:20 p.m. during every Guild meeting. The Library has a wide-ranging collection of books, magazines and rulers.

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

## Community Projects

A vital part of our Guild is giving back to the community. Members of our Guild are extremely active in making quilts for donations to numerous good causes and our Community Projects team is very busy coordinating these efforts.

1. During the Guild Meetings, the Community Projects Committee sits at tables to the right of the stage (when facing the stage). If members have any questions concerning Community Projects, the committee members are available at the table to answer them.
2. There are two basic types of quilts that are distributed: cuddle quilts and larger quilts.

### Cuddle Quilts

Cuddle quilts are bright, cheerful quilts for babies. They should be 22" x 22" and usually have flannelette on the back. These quilts are given to the Neonatal Unit of the Ottawa Hospital General Campus for at-risk babies. The parents of an at-risk baby choose a cuddle quilt from the available ones at the hospital. This quilt is then placed on the isolette where their baby is staying. This helps brighten the clinical atmosphere of the isolette room and brings a little

cheerfulness to the anxious parents. Once the baby is released from hospital, the cuddle quilt goes home with the family.

Our goal is to provide 500 cuddle quilts a year to the General Hospital. This means that we hope to receive 50 cuddle quilts each meeting to be able to reach this goal.

The Community Projects table has batting and flannelette available for members to take home to use on cuddle quilts. We ask that members limit themselves to 2 or 3 pieces each meeting to allow many members to participate.

### 3. Larger Quilts

The Community Projects table has kits available for child quilts or adult quilts. Members can sign out a kit to take home to use to make a quilt (or quilt top) that they will bring back to the Community Projects Committee. We ask that members sign out only one kit at a time. Members can use this as an opportunity to practise a new pattern or to take as a personal challenge. For those who feel they need a little help, there is a pattern book available on the Common Thread Quilt Guild website (search using the words “pattern book”). This book gives advice on planning a quilt.

4. Quilts of any size can be donated to the Community Projects Committee, from children’s quilts to larger quilts that may fit on a bed. If a member is only donating a quilt top, we ask that it be no wider than 40” wide so that the backing does not need to be pieced.
5. Many organizations benefit from the generosity of our members. They are:
  - I. Kidney Foundation - the children on dialysis at CHEO
  - II. Chernobyl, Belarus – orphanages and children in poor communities (a quilt may be their only gift, ever)
  - III. Eastern Ottawa Resource Centre (EORC) – Victims of Violence and Mental Health clients
  - IV. Interval House – women and children sheltered there escaping violence
  - V. Cornerstone Housing for Women – women sheltered there
  - VI. Infant and Child Development Program of Algoma Public Health – at-risk infants and small children experiencing development delay
  - VII. Carty House – housing for female refugees
6. Community Projects Contest. For the last few years, the Community Projects Committee has held a contest for Guild members that spans the summer months. The contest has specific instructions, but these are simple to follow for members of any quilting expertise. The contest asks that you create a quilt according to the instructions and hand it in to the Community Projects Committee by the due date (usually in October) to qualify for a monetary prize. The prize is awarded based on a draw from names of members who have handed in a quilt that have followed the instructions. This encourages the participation of Guild members and provides the Committee with quilts for the charities.

## **Newsletter**

1. The newsletter is published monthly from September to June. It is posted on the website and a link to it is emailed to the membership monthly.
2. Information for publication must be submitted by the 23rd of every month either by email: [ctqg.newsletter.editor@gmail.com](mailto:ctqg.newsletter.editor@gmail.com) or in person at Guild meetings.
3. Seven newspaper lines allowed for members to advertise quilt-related articles/services for free.
4. 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. For more information, contact [ctqg.newsletter.billing@gmail.com](mailto:ctqg.newsletter.billing@gmail.com).

## **Financial**

1. Financial information is posted at every meeting.
2. If you have any questions, please contact the Treasurer ([ctqg.treasurer@gmail.com](mailto:ctqg.treasurer@gmail.com))

## **Programme**

Our Programme Coordinators reach out many months in advance to bring you a great variety of talented and entertaining speakers and activities. Meetings generally include a guest speaker, demonstration, trunk show or special event followed by “Bring and Brag” where members get to show off their projects.

## **Shop of the Month**

A different shop of the month is invited to every Guild meeting. They offer a great selection of their inventory for sale and they also create a special bundle of wares that attendees may win.

## **Fat Quarter Draw**

1. There is a different Fat Quarter theme every month. This info can be found on the website and in the newsletter.
2. Both members and non-members are encouraged to bring theme Fat Quarters to monthly meetings where they will be entered into one or more draws to win the contributed fat quarters.

## **Bring and Brag**

1. Every Guild meeting includes a time for members and guests to share their accomplishments with the membership.
2. Everyone who brings an item to Bring and Brag will be entered into a draw.

## **Workshops**

Our Workshop Coordinators 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 aim to offer up-to-date techniques and ideas. These Guild sponsored workshops are a great price, well attended, and an excellent way to meet new people and learn a new skill.

1. Cost is determined by the Workshop Coordinators. 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. Workshops that fail to attract the minimum number of participants may be cancelled and a full refund given.
4. Enrollments will be accepted on a first-come, first-served basis, with priority given to members.
5. Non-members may attend if space allows, but at an additional fee.
6. Descriptions, registration procedures, locations, times and dates are available at the Workshops Table prior to meetings, in the Newsletter and on the website.
7. Participants are advised that a basic knowledge of their sewing machine is required. Participants will be advised in advance as to the degree of experience needed for each workshop.

## **Retreats**

Our in-town retreats are hugely popular. The venue is roomy; we provide irons, rulers, Accuquilt GoCutter and dies, and all of your meals, snacks and beverages.

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. Non-members attendance can only be confirmed 3 weeks prior to the retreat.
3. At the retreat, attendees are asked to help with set up, sign up for KP duty for one meal, clean up their areas, and lend a hand at the end of the retreat.

## **Sew Days**

Our Sew Days are gaining in popularity. These bare bones, one-day events are yet another means of providing quilting fellowship. They are offered in the same spacious venue as retreats.

1. "No Frills" Sew Days are held on a regular basis at Notre Dames des Champs Community Centre, 3659 Navan Road, from 9:00-8:00pm.
2. Cost is \$10 member \$12 non-member and is collected only at the sew day.
3. Bring your friends! Drop-ins are welcome assuming space is available.
4. No frills means no frills. Participants are responsible for set up and take down of their personal work spaces. Volunteers are needed to bring sewing supplies (irons, ironing boards, AccuQuilt,

etc.) from the basement and return same. Access will be given to Guild dishes including kettle, but participants must clean their dishes immediately upon use. Participants are required to bring their own tea, coffee etc. No supplies will be purchased for sew day

5. Sign up [online](#) or in person at a guild meeting.

## **Volunteer of the Year Award**

Commencing in 2017, the Common Thread Quilt Guild introduced the Volunteer of the Year Award.

1. The award is given to a Guild member who has displayed ongoing initiative, leadership and dedication. In the last year, the member will have made an exceptional contribution to the Guild. This includes volunteer work on behalf of the Guild in support of charity organizations.
2. This volunteer will be announced at the monthly Guild meeting in June.