

## **ROSEVILLE QUILTERS GUILD**

### **Policies and Procedures Manual**

#### **I. General Policies**

- a. Members are encouraged to serve actively on at least one committee each year and to participate in the annual quilt raffle and the boutiques.
- b. Board Meetings are open to all members to voice opinions and discuss Guild business. Members must notify the President in advance of any topic to be addressed.
- c. Any Guild activity in which not all members are able to participate must be self-supporting.
- d. Classes, special events, Fabric Exchange, Pick-a-Prize and A Bit of Me are open to members and guests.
- e. In any Guild activities where attendance is limited, members shall have priority in registrations.
- f. The Board shall designate the Guild's official mail address.
- g. The Guild's Membership Roster is to be used for Guild related activities and to promote friendship and idea-sharing between Members only. It is not to be used for business purposes.
- h. No voting member of the Nominating Committee shall be a candidate for office.
- i. The current maximum membership is 135.

#### **II. Financial Policies**

- a. Any expenditure not included in the current approved budget must have prior approval of the Board.
- b. The Board must approve all expenditures over \$100 not pre-approved before being reimbursed.
- c. To be reimbursed for Guild expenditures, an approved voucher with receipts attached for the item(s) purchased must be submitted to the Treasurer.
- d. All income received on behalf of the Guild must be turned in to the Treasurer and may not be offset by expenses incurred.
- e. The Treasurer's report shall be published in the newsletter.
- f. All checks for the Guild must be made payable to the Roseville Quilters Guild or RQG. Checks for RQG made payable to a Member must be endorsed by that Member and given to the Treasurer.
- g. No Executive Officer may sign a check written to herself.
- h. Basting is provided for Members at no charge. Fees for non-members are as follows for various quilt sizes: \$10 for a lap or twin, \$15 for a full, \$20 for a queen and \$25 for a king.
- i. there is no charge for Block of the Month provided that block is returned either completed or incomplete. Failure to return two consecutive blocks will result in a charge of \$2.50 per block before the Member is entitled to take out another block.
- j. The annual dues shall be \$24 for Active Members and will be prorated on a monthly basis for new Members. Corresponding Members will pay an annual fee of \$12 to receive the newsletter plus a \$3 fee for any meetings and/or classes attended in addition to the regular class fee.
- k. Charges for classes for participants will vary depending upon the instructor's fee. Other activity charges will be based on the cost of the activity. Refunds will not be given after the posted cancellation date, however, participants may find a replacement. If the event is cancelled, refunds will be made (less any contractual fees).
- l. Professional speakers/teachers will be paid their contracted rate for giving a program or class. Members will be given a non-monetary gift or a gift certificate.

### **III. General Meeting Policies**

- a. General Meetings will be held on the third Wednesday of the month.
- b. All General Meetings will start and end as scheduled.
- c. Members are expected to wear handmade nametags. Members not wearing their nametags will be asked to donate 25 cents to the Guild.
- d. No sales are permitted during the General Meeting unless otherwise approved by the President.
- e. During the program portion of the meeting, photography, video or audio recordings must be pre-approved by the Speaker, and/or the President or Program Chairperson.
- f. The Library borrowing policy is from month to month. If an item is late, there will be two reminders, after which the Member will be billed for the replacement cost of the item. Guest may not check out library materials.
- g. Cell Phone/Pager Etiquette: In order not to disturb the rest of the group, cell phones and pagers should be turned off or set to vibrate during the General Meeting and Guild activities.
- h. Guest may attend General Meetings for a \$3 fee. Guests may attend classes and other activities as space permits for the member fee plus \$3.

### **IV. Committees**

- a. All Committee Chairs shall keep a notebook recording procedures, financial records for their Committee and other notes and comments that will be helpful to future participants. These records shall be passed on to the next Committee Chair.
- b. Volunteers will fill committees. Chairs within them will be the responsibility of the group. Failure to fill a committee will result in appointment by the President.
- c. All committees shall make reports at the general meeting and inform membership of events in the newsletter, when appropriate.
- d. Each Committee shall request reimbursement from the Treasurer using a reimbursement form. The Chairperson shall also monitor expenditures against the budget and request any increase in the budgeted amount from the Board before expenditures are made.
- e. Each Committee that collects monies on behalf of the Guild shall turn over all funds to the Treasurer accompanied by a Receipt Form.
- f. The Committees and their primary descriptions and responsibilities are:

#### **A BIT OF ME**

1. Arranges for donations by members of items to be raffled at general meetings.
2. Displays the items and sells tickets at \$1 each before and during the break of the meeting. Both members and guest may purchase tickets.
3. Draws winning ticket and announces the winner; tickets are not held over beyond the drawing.

#### **BASTING**

1. Arranges for quilts to be basted at a monthly workshop.
2. Sets up tables for basting using leg extenders.
3. Maintains records of attendance.
4. Maintains records of basting or tying of quilts for members and non-members.

#### **BLOCK OF THE MONTH**

1. Provides members with a kit for a quilt block so they may learn techniques, designs and/or colors.
2. Chooses a theme and/or colors for the monthly kit.
3. Provides some fabric with the pattern.
4. Makes up a sample block to show to the membership.
5. Displays the completed blocks at the next meeting.
6. For each block completed, the participant's name is entered into a drawing of the blocks to be divided between one or more winners.
7. Keeps a record of members who take and return blocks. If a member takes a kit and does not return either a finished block or the kit in two consecutive months, the member will be billed \$2.50 for each kit not returned.
8. Maintains the following equipment: a quilt rack and design cloth for displaying blocks at the meeting, containers and pens for the drawing.

## BOUTIQUE

1. Provides ideas and encouragement to assist members in making items to sell at annual craft events.
2. Encourages members to create and donate salable items.
3. Supervises the collection of items for sale.
4. Promotes and coordinates all boutique activities, including selection of locations and times.
5. Collects all necessary equipment for display of items.
6. Supervises the set-up, display and arrangement of items.
7. Schedules workers.
8. Collects and turns in all proceeds from sales to Treasurer.

## BYLAWS

1. Studies and makes written recommendations on proposed amendments, revisions, additions and deletions to the Bylaws.
2. Biannually, reviews Bylaws and Policies and Procedures Manual for additions, deletions and changes.

## COMMUNITY SERVICE

1. Encourages and provides the means and opportunity to make quilts for donation to those in need directly and through nonprofit organizations.
2. Responsible for finding appropriate outlets, deciding how many quilts are needed and how they are to be delivered.
3. Reports to the Guild at general meetings and in the newsletter.
4. Maintains an inventory of fabric, batting, cutting mat and rotary cutter.
5. May provide block patterns in the newsletter or at Guild meetings to use in a group quilt.
6. Encourages members to make one or more blocks and or kits to donate to Community Service.
7. May provide kits at the meetings to take home and finish.
8. Ties quilts at workshop meetings.
9. Encourages members to bind quilts as need arises.
10. Coordinates Guild's annual adoption of families at Christmas.
11. Provides a display for the Quilt Show.

12. Encourages members to participate in food drives.

#### FABRIC EXCHANGE

1. Provides a chance for contributors to win a collection of fabric by bringing one or more good quality "fat quarters" to the meeting. A fat quarter is a piece of fabric 18" x 22".
2. One ticket is given for each "fat quarter" brought.
3. Plans the color or theme calendar for each meeting and submits it for publication in the newsletter.
4. Oversees the drawing for the fabric at each meeting.

#### HISTORICAL RECORDS

1. Provides a record of the history of the Guild's activities through photographs and scrapbooks.
2. Photographs members' show and tell quilts, opportunity quilts, any speakers and their presentations and any program activities at each meeting.
3. Photographs special events such as the quilt show, boutiques, quilt camp and bus trips.
4. Photographs officers and committees.
5. Provides any extra copies of pictures to the members.
6. Labels the photographs with event, date and names (when possible).
7. Assembles memorabilia, photographs and historical records in scrapbook form.
8. Assembles photo board for quilt show displaying photographs of the previous year's winners.
9. Equipment includes camera and scrapbook.

#### HOSPITALITY

1. Makes all members and guest feel welcome and coordinates social events. Welcomes other guilds showing their raffle quilts.
2. Greets speaker and helps with set up.
3. Provides answers to questions about the Guild.
4. Coordinates special events such as a Christmas party, Quilt Show Preview Party and potlucks.
5. Works with the Program Committee to provide accommodations for the visiting speaker.

#### LIBRARY

1. Provides an extensive collection of books and videos for members to check out at monthly meetings.
2. Selects and orders new books and videos.
3. Keeps a current printed inventory of all materials in the library.
4. Reports on new acquisitions at the general meeting and in the newsletter.
5. Sets up the library display, removing it from storage, signs out books to members only and returns them to storage.
6. Periodically removes unused or worn out inventory.
7. Equipment includes a storage cart and a checkout system.

## MEMBERSHIP

1. Collects dues and keeps accurate up-to-date membership records.
2. Prepares new member application form and annual dues renewal form.
3. Makes and distributes membership cards.
4. Makes and distributes welcome packets to new members. The packet includes a membership identification cards, membership directory, copy of the Bylaws, Policies and Procedures Manual, and a copy of the current newsletter.
5. Provides a directory to members containing members' names, addresses, phone number, e-mail addresses and birthdays.
6. Maintains a master roster, keeping track of all changes throughout the year.
7. Provides the newsletter editor with additions, deletions and changes in membership information.
8. Maintains a monthly record of attendance of members and guests, and provides a summary to Secretary on an annual basis.
9. Collects guest fees and provides guest name tags.
10. Collects "no name tag" fees and supplies temporary name tags.
11. Acknowledges birthday celebrants each month.
12. Maintains and sells Roseville Quilt Guild logo pins.
13. Offers to help new members in making their first name tag.
14. Prints mailing labels for newsletter each month and other special mailings, as needed.
15. Maintains a waiting list for those interested in becoming members.

## NEWSLETTER

1. Publishes and distributes a monthly newsletter which provides information about all aspects of the Guild's activities.
2. Ensures that the newsletter is printed at the most cost-effective rate.
3. The Guild logo, newsletter name, along with the month and year should appear on page one.
4. Indicates the month and year and page number on each page.
5. Includes the following basic content in each issue:
  - a. President's message
  - b. Meeting and Guild events
  - c. Birthdays
  - d. Secretary's minutes
  - e. Treasurer's report
  - f. Committee reports
  - g. Names of the Board of Directors and their phone numbers.
6. The President's message and the list of Guild events and their dates should appear in a consistent position.
7. The deadline for submission to the next month's newsletter should be published in the current newsletter.

## NOMINATING

1. Provides the membership with the names of people running for elected positions.
2. Consists of at least three (3) members in addition to the chair, a non-voting member.

3. Provides a slate of candidates to the membership in April to be published in the newsletter as a part of the minutes.
4. Conducts, with the chair presiding, the election of officers at the May meeting.
5. Tallies ballot votes.
6. Installs new officers.

#### PICK-A-PRIZE

1. Provides fun by giving participants a chance to win prizes of interest to quilters.
2. Prizes may include items such as fabric, notions, supplies, stationery, books, collectibles, gift certificates and mystery bags. Purchases should take advantage of discounts or special sales whenever possible.
3. Sells tickets before and during the break at the meetings. Both members and guests may purchase tickets.
  - a. Prices for raffle tickets are: 3 for \$1 with a minimum purchase of 3 tickets.
  - b. For every \$1 after the first dollar, a special ticket is given out. For example, if someone buys \$5 worth of raffle tickets, they also receive 4 special tickets.
  - c. On the back of each special ticket, the person should print her full name and deposit it into the designated basket.
  - d. At the end of each quarter (September, December, March and June) tickets are drawn for special prizes.
  - e. Draws winning tickets and announces the winners; tickets are not held over beyond the drawing.
  - f. Maintains an itemized account of the cost of each prize and submits receipts to the Treasurer.
  - g. Winners are listed in the newsletter.

#### PROGRAMS

1. Maintains responsibility for all programs and classes.
2. Plans programs and classes for Guild Members to foster the love of quilting, increase creativity, and help members improve their skills and discover their talents.
3. Contacts potential speakers and teachers and arranges for them to give a lecture or presentation at a Guild Meeting.
4. Prepares the speaker's/teacher's contract and signs the contract or presents it to the President for signature.
5. Arranges for the teaching of classes in close proximity to a meeting date.
  - a. Arranges the class time and place.
  - b. Provides a sign-up sheet for participants to register, along with a materials list.
6. Works with the Hospitality Committee to provide accommodations and other services for the visiting speaker.

#### QUILT SHOW

1. Arranges annual quilt show to display members' achievements in quilting and to educate viewers about quilts and quilting.
  - a. Planning

1. Contacts the Placer County Fair Manager to confirm date and location.
  2. Verifies terms and conditions, including free admission for workers and signs contract.
  3. Establishes the theme.
- b. Publicity and Marketing
1. Prepares a press release for newspapers and disseminates information to magazines, using their format.
  2. Creates and distributes bookmarks and flyers to quilt guilds and quilt shops.
- c. Show Coordinator
1. Oversees show entries.
  2. Arranges for decorations
  3. Arranges for ribbons and passports
  4. Organizes set-up and take down.
  5. Oversees storage and maintenance of quilt show equipment.
  6. Coordinates opening and closing of the show.
  7. Establishes security for quilts and cash box.
- d. Volunteer Coordinator
1. Coordinates workers for the show
  2. Coordinates Boutique, Raffle Quilt, Community Service display, demonstrations and Preview Party.

#### RAFFLE QUILT PRODUCTION

1. Creates a quilt to be raffled to raise funds to help support the ongoing activities of the Guild.
2. Sets up subcommittees to include Planning, Top Assembly, Quilting, and Finishing.
3. Planning - selects a pattern, prepares instructions for each part of the quilt, calculates required yardage and purchases the fabric.
4. Top Assembly - cuts, sews, pieces blocks and/or appliqué.
5. Quilting - hand or machine quilt
6. Finishing - makes the binding and sleeve, sews on the label and sleeve and binds the quilt.

#### RAFFLE QUILT TICKET SALES

1. Arranges for and encourages members to sell tickets for the annual quilt raffle and finds places to display the quilt for the purpose of selling tickets.
2. Sub-committees include Ticket Production, Sales Accounting and Marketing.
3. Ticket Production
  - a. Has tickets printed
  - b. Has a photograph taken of the quilt
4. Sales Accounting

- a. Provides each member with an envelope containing a packet of tickets, a photograph of the quilt, a description of how the proceeds are to be used by the Guild, and ticket pricing.
- b. Keeps track of number of tickets sold and dollar amounts.

#### 5. Marketing

- a. Arranges for, takes the quilt to other guild meetings and display sites, and sells tickets.

#### SPECIAL EVENTS

1. Arranges for retreats, bus, and field trips.
2. Obtains approval from the Board before any commitments are made for events.
3. Arranges the time and place for all events, transportation as appropriate, and food and entertainment.
4. Provides a sign-up sheet for participants to register.
5. Collects fees from participants at the time of registration.