

# **Quilt Guild by the Sea Policies and Procedures**

## **1.0 Membership**

- 1.1 The Board may limit the number of members in the Guild if room capacity dictates a limit is necessary. Historical attendance records must be used as a guide for setting a limit on membership.
- 1.2 Membership dues will be set by the vote of the Board. The Board will consider past due memberships on an individual basis. A "past due member" is one who has not paid annual dues by the January meeting. Membership dues are non-refundable.
- 1.3 Everyone must sign in at the membership table at monthly general membership meetings.
- 1.4 Quilt Guild by the Sea encourages visitors to become members. Visitors to general meetings will pay a \$5.00 fee to attend. If the visitor becomes a member by the next meeting, that \$5.00 is put toward the annual dues.
- 1.5 Membership dues will not be pro-rated. The membership period is from January 1 to December 31 of each calendar year.
- 1.6 Guests will not be allowed at monthly meetings in December, January, February and March.
- 1.7 An objection by any member to the publication of their phone numbers and email address must be made in writing to the board.

## **2.0 General Membership Meetings**

- 2.1 Unless specifically noted otherwise, general membership meetings begin at 10:00 a.m. and the doors will be opened to members at 9:30 a.m. Officers and committees should be organized and ready to assist members by no later than 9:30 a.m.
- 2.2 Books checked out of the Guild Library must be returned at the next general meeting or the next time the library is open.

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### 3.0 Record Keeping

- 3.1 Every Policy and Procedure approved by the Board should be kept with the Bylaws and other documentation by the Secretary as well as by every voting and non-voting member of the Board.
- 3.2 Every Policy and Procedure should be dated when documented.
- 3.3 Forms for receiving money to be deposited and requests for reimbursement or payment are available from the Treasurer. No request will be honored without the completed form.
- 3.4 The Board in advance of the spending must approve unbudgeted Committee expenditures.

### 4.0 Meetings of the Executive Board

- 4.1 The Board meets on Tuesday, 2 weeks prior to the Guild meeting.
- 4.2 Each December, a joint Board meeting is held with the current and incoming Board. Incoming Board members will receive all notebooks, pertinent information, and supplies from the outgoing Board members.
- 4.3 Guild Policies and Procedures will be maintained and reviewed annually by the Board. A "Bylaws Committee" will be formed to conduct such annual reviews, if deemed necessary. Said review will be completed by September 1 of current year.
- 4.4 Each Board Member is responsible for preparing a year-end report summarizing the work accomplished during the year. The report should include sufficient detail to assist the incoming Board. Year-end reports are due at or before the December Board Meeting, at the pleasure of the President.
- 4.5 Standing Committee is defined as a committee which have a continued existence; that are not related to the accomplishment of a specific, once only task as are ad hoc and special committees.

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4.6 The members of the Board, four elected officers and three appointed directors vote on each committee as to whether they are Standing Committee or Ad Hoc Committee.

### 5.0 Charitable Organizations/Bees

5.1 Quilt Guild by the Sea recognizes and appreciates charitable organizations in southeast Florida as a necessity in building strong community affiliations. Participation in any charitable organization shall not be a requirement for membership in the Guild, nor shall participation in any charity function. Quilt Guild by the Sea will not compel any member to provide money, materials, or support for any particular charity. It shall be the decision of any member to determine their degree of support/activity in any charity.

5.2 Quilt Guild by the Sea encourages its members to become involved in any number of quilting "bees". Quilt Guild by the Sea will have no responsibility for the monitoring of "bee" activities. Quilt Guild by the Sea requests that "bees" inform the membership of their activities via the Guild newsletter.

### 6.0 Guild Newsletter

6.1 Announcements by individual members may be placed in the newsletter only as space allows. All announcements must be related to quilting.

6.2 Reports from Officers and Committees are limited to their particular subject area.

6.3 Items of interest, written by any member about quilt shows, workshops, and retreats will be published on a space-available basis. These items will be separate and not part of a regular monthly report.

6.4 Classified ads may be added in the future as space allows. There is no charge to individual Guild members. Non-members shall be charged \$10.00 for a one time ad, and \$100.00 for a yearly ad.

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- 6.5 The newsletter will be delivered via email to the membership.
  
- 7.0 Workshops/Programs
  - 7.1 Member-led Workshops. Members, who teach workshops, will receive \$20.00 per attendee, up to a maximum of \$200.00. The expenses of the workshop should be covered by the registrations or it may be cancelled. Member-led workshops may be opened to non-members if space is available. Non-members will pay an additional fee.
  - 7.2 Workshop fees are non-refundable seven (7) days prior to the workshop date.
  - 7.3 Based on the Guild budget, the Board may elect to pay expenses for a national teacher. Expenses may consist of food, lodging, and/or travel expenses or a portion thereof.
  - 7.4 Unless otherwise noted, members are responsible for making their own arrangements for food and drinks for daylong workshops.
  - 7.5 All workshop instructors will be responsible for submitting a supply list to the program director at least (2) months prior to the workshop.
  
- 8.0 Fundraising
  - 8.1 Fundraising is not, specifically, a goal of the Guild. Florida State Law and Federal law have restrictions regarding the collection of funds from outside sources.
  - 8.2 Donations from the membership for specified purposes may be requested. Specific detailed requests may be submitted to the Board for consideration. Any requests must be accompanied by detailed logistics information in order for the Board to make an informed decision.
  - 8.3 Fundraising will be considered whenever a special purpose should arise and current funds in the Treasury cannot accommodate the funding need. All funds raised

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for special purposes will be designated for that purpose ONLY.

### 9.0 Library

- 9.1 A Library of quilt-related books will be established for the use of Guild members. The Library will accept donated books that are in good condition. Books that are damaged or have pages removed will not be accepted.
- 9.2 The position of "Librarian" will be voluntary and is not a Board position. The responsibilities of the Librarian will be to accept donations, catalogue the books, and monitor the borrowing of books by Guild members. The Librarian will also collect any fines levied for failure to return books.
- 9.3 All members borrowing books from the Library are responsible for ensuring the proper care of the books. Members wishing to use templates found in the books, should make their own and not remove templates from the books.
- 9.4 Books may be borrowed for one month; from one Guild meeting to the next meeting. ALL borrowed books must be returned at each Guild meeting. A member may check out a book several times, but it must be returned at each meeting. Failure to follow this procedure will result in a fine. The library will be open from 9:30 a.m. until 10:00 a.m., prior to the start of any guild meeting, or any other time designated by the Board.

### 10.0 Amending Policies and Procedures

- 10.1 Quilt Guild by the Sea recognizes that changes may need to be made, occasionally, to Policies and Procedures. Any member of the Guild may make requests for changes. Said member must attend a Board meeting with their proposal for change. Any changes under consideration will be ruled upon prior to the next general meeting unless considerable research is required for making an

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informed decision. Proposed changes/amendments will follow the procedure outlined in the Bylaws for making amendments. All amendments will be dated when added to the Policies and Procedures.

Adopted...April 5<sup>th</sup>, 2011  
Amended November 20<sup>th</sup>, 2012  
Amended June 15<sup>th</sup>, 2014  
Amended January 26, 2016