

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 as 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 after January 1.
- 1.3 Everyone must sign in at the membership table at in-person monthly general membership meetings.
- 1.4 Quilt Guild by the Sea encourages visitors to become members. Visitors to general meetings will pay a \$10.00 fee to attend.
- 1.5 The membership period is from January 1 to December 31 of each calendar year. New members joining after October 1 of the current year will pay membership dues for the following year and will receive October, November, and December of the current year for free.
- 1.6 An objection by any member to the publication of their contact information or photo must be emailed to the Board.

2.0 General Membership Meetings

- 2.1 Unless specifically noted otherwise, general membership meetings in person begin at 10:00 a.m. and the doors will be opened to members by 9:30 a.m. Officers and committees should be organized and ready to assist members by no later than 9:30 a.m. Virtual meetings will begin at 10:00 AM with sign-in starting earlier. Only registered participants shall be admitted. Virtual meeting times may be changed as needed.

3.0 Record Keeping

- 3.1 Every Policy and Procedure approved by the Board should be kept electronically with the Bylaws and other documentation by the Historian.
- 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 on the Guild's website. No request will be honored without the completed form.

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3.4 All unbudgeted Committee expenditures must be approved by the Board in advance of the spending of funds.

4.0 Meetings of the Executive Board

4.1 The Board meets on Tuesday, 2 weeks prior to the Guild meeting.

4.2 When possible, a joint Board meeting is held each December with the current and incoming Board. Incoming Board members will receive all pertinent information and supplies from the outgoing Board members.

4.3 Guild Policies and Procedures will be maintained and reviewed by the Board. A "By-Laws" Committee will be formed to conduct such annual reviews, if deemed necessary. This review will be completed in September of the current year.

4.4 The following Board Members - Treasurer, Programs, and Membership are responsible for preparing a year-end report summarizing the work accomplished during the year. Year-end reports are due at the January Board Meeting.

4.5 Standing Committee is defined as a committee which has a continued existence; that is not related to the accomplishment of a specific, once only task as are ad hoc and special committees.

4.6 The Executive Board shall all be members of the Guild. The Executive Board is comprised of four (4) elected positions (President, President-Elect, Secretary and Treasurer) and four (4) appointed Directors (Programs, Membership, Publications, and Technology) and two (2) appointed Standing Committee Chairs (Quilts of Valor and Outreach Programs consisting of Comfort Quilts, Fidget Quilts and Comfort Bears). Each Officer, Director and Standing Committee Chair shall have one vote. In case of a tie vote among the ten voting members, the President will make an executive decision to break the tie.

5.0 Outreach Programs/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 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.

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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 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. Member owned businesses and non-member businesses shall be charged \$100.00 a year for a monthly ad.
- 6.5 The newsletter will be delivered via email to the membership 10 days prior to the General Meeting.

7.0 Guild Website

- 7.1 The Website and the Newsletter are the primary means of communication for the members of the Guild.
- 7.2 The Website announces monthly programs and workshops and documents the following: Newsletters (previous and current), Outreach Programs, Meetings, Programs, Guest Speakers, Workshops, Show 'N Tell, Retreats, Challenges, Membership Application Forms, Treasury Forms, Governance (previous and current By-Laws and Policies and Procedures), Job Descriptions, and Advertising.
- 7.3 The Website is updated monthly for the membership 10 days prior to the General Meeting along with the Newsletter.

8.0 Workshops/Programs

- 8.1 Member-led Workshops: Members who teach workshops, will receive \$10.00 per attendee up to a maximum of \$100.00. 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 guest fee of \$10.00.
- 8.2 Workshop fees are non-refundable seven (7) days prior to the workshop date. All refunds will be paid by check. Fees that have been paid on-line will be reimbursed minus a service fee.

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- 8.3 Based on the Guild budget, the Board may elect to pay expenses for a national teacher. Expenses may include of food, lodging and/or travel expenses or a portion, thereof to be negotiated at the time of the contract.
- 8.4 All workshop instructors will be responsible for submitting a supply list to the program director at least (2) months prior to the workshop.

9.0 Fundraising

- 9.1 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.
- 9.2 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.
- 9.3 Fundraising will be considered whenever a special purpose should arise or current funds in the Treasury cannot accommodate the funding need. All funds raised for special purposes will be designated for that purpose only.

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 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 5th, 2011
Amended November 20th, 2012
Amended June 15th, 2014
Amended January 26, 2016
Amended September 17, 2017
Amended September 24, 2019
Amended October 26, 2021
Corrected July 21, 2022