

# **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 after January 1.
- 1.3 Everyone must sign in at the membership table at in-person monthly general membership meetings. During a Virtual meeting, the Gate Keeper shall maintain a record of attendees and provide it to the Membership Director.
- 1.4 Quilt Guild by the Sea encourages visitors to become members. Visitors to general meetings will pay a \$5.00 fee to attend.
- 1.5 The membership period is from January 1 to December 31 of each calendar year. Membership dues will be pro-rated for members joining in August or thereafter.
- 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.

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

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### 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 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 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 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 three (3) appointed Directors (Programs, Membership and Publications) 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.

### 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 or member owned businesses. Non-members shall be charged \$10.00 for a one-time ad and \$100.00 for a yearly ad at the discretion of the Board.
- 6.5 The newsletter will be delivered via email to the membership 10 days prior to the General Meeting.

### 7.0 Workshops/Programs

- 7.1 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 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 to be negotiated at the time of the contract.
- 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.

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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 or current funds in the Treasury cannot accommodate the funding need. All funds raised for special purposes will be designated for that purpose only.

### 9.0 Amending Policies and Procedures

9.1 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 5<sup>th</sup>, 2011  
Amended November 20<sup>th</sup>, 2012  
Amended June 15<sup>th</sup>, 2014  
Amended January 26, 2016  
Amended September 17, 2017  
Amended September 24, 2019  
Reviewed October 19, 2020