

# GOLDEN VALLEY QUILT GUILD POLICIES AND PROCEDURES MANUAL

## I. MEMBERSHIP POLICIES

- A. Members are encouraged to serve actively on at least one committee each year and to participate in the annual opportunity quilt raffle, by buying and/or selling a minimum of one pack of quilt raffle tickets. Ticket packet can be purchased as a part of renewal of dues. Members are also encouraged to contribute a project to Community Service annually.
- 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. Guild activities in which not all members are able to participate must be self supporting.
- D. The Guild's official mail address shall be P.O. Box 556, Citrus Heights, CA 95611.
- E. The Guild's official email address shall be goldenvalleyquiltguild@gmail.com.
- F. 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.
- G. Board members and committee chairs must sign an annual Conflict of Interest Statement.
- H. All guild activities with limited space will be filled on a first come first served basis with priority given to members for a minimum of one month before nonmembers can sign up. Space will not be held until payment is received.

## II. FINANCIAL POLICIES

- A. Each committee chair shall keep a running record of expenses in their committee notebook. If it becomes apparent that expenses will exceed the budgeted amount for the fiscal year, then the chair shall present a request to the Board for additional funds.
- B. Expenditures not included in the current approved budget must have prior approval of the Board. Non-budgeted expenditures exceeding \$500 must be submitted to the membership for approval.
- C. Expenditures that exceed the budgeted amount by more than \$100 shall be approved by the board before being reimbursed.
- D. To be reimbursed for approved guild expenditures, a voucher with receipts attached for the item(s) purchased must be submitted to the Treasurer within 60 days of purchase date, with the exception of the end of the fiscal year when all receipts must be turned in by March 31.
- E. Income received on behalf of the Guild must be turned in to the Treasurer and may not be offset by expenses incurred. Funds must be accompanied with a Guild voucher signed by both Member and Treasurer.
- F. The monthly Treasurer's report shall be published in the newsletter.

- G. Checks for the Guild must be made payable to the Golden Valley Quilt Guild or GVQG.
- H. Members or guests are responsible to cover any and all charges for returned checks.
- I. No executive officer may sign a check written to themselves.
- J. The annual dues shall be \$30. Dues shall be prorated on a monthly basis for new members only.
- K. The Board may authorize a petty cash fund for any committee or event.
  1. No petty cash fund may exceed \$50 (fifty dollars).
  2. The fund holder must sign a petty cash agreement.
  3. Receipts must be submitted with a petty cash voucher before the petty cash fund will be replenished.
  4. Final receipts and remaining petty cash must be turned in by the date of the event (where the fund is for an event), or the last meeting of the fiscal year (where the fund is for a committee).
- L. Fees for activities are non-refundable unless the the activity is cancelled. However, if a participant is unable to attend, the participant may find a replacement, or, if the activity is full, a person on the waiting list maintained by the committee chair may fill the participant's spot. In either of those cases, the class fee will be refunded to the original participant once payment is received from the substitute party.

### III. GENERAL MEETING POLICIES

- A. General meetings will start as scheduled and last approximately two hours.
- B. Members are encouraged to wear name tags.
- C. No sales are permitted during the general meeting unless otherwise approved by the Board, with the exception of materials the speaker may bring.
- D. Member announcements must be submitted to the President for approval prior to the meeting to be added to the meeting agenda.
- E. During the program portion of the meeting, photography, video or audio recordings must be approved in advance by the speaker, and/or the President or Program Director.
- F. Cell Phone Etiquette: Cell phones and other electronic devices should be turned off or set to vibrate during the general meetings and Guild activities.
- G. Guests may attend general meetings for a \$3 fee if there is a guest speaker. Guest fees shall be credited toward membership, if the guest chooses to join at that meeting. Guests are free at the Friendship Tea and the Christmas Luncheon.
- H. Guests may attend workshops as space permits at the nonmember rate. Guests may participate at other events, such as retreats, as space permits, at the nonmember rate.
- I. Subject to change by the board, the following is a monthly schedule of our general meetings and special events: January, February, March—programs; April—Friendship Tea; May, June—program; July—community service sew in; August—ice cream social; September—stash sale/member demo, biennial luncheon (even years); October,

November—programs; December—Christmas luncheon. June is the Mercy and Zephyr retreats.

#### IV. COMMITTEES

- Committee chairs have the responsibility of ensuring committee duties are carried out. They are encouraged to recruit as many committee members as necessary to fulfill those duties, and are authorized to delegate duties in the most suitable manner.
- Each officer and committee chair shall maintain a procedures notebook containing instructions and records pertaining to the committee's activities and responsibilities. The procedures notebook must be passed on to the incoming board member or committee chair before the beginning of the new fiscal year. President should have a copy of everyone's written procedures.
- Each committee chair should arrive at the meeting location at least 30 minutes early to set up their table, if applicable.

#### A. ANNUAL OPPORTUNITY QUILT

Create a quilt to raise funds to help support ongoing activities of the Guild.

Committee should be formed two years in advance. Quilt must be ready at the January meeting for the year it will be shown.

Sub-committees may be formed to break up the project into manageable tasks, for example: Planning, Top Assembly, Quilting and Finishing.

1. Planning (July to October, two years before presenting)
  - a. Select a pattern and present to Board for approval (a requirement)
  - b. Write designer for copyright permission (a requirement)
  - c. Prepare instructions for each part of the quilt.
  - d. Calculate required yardage.
  - e. Purchase fabric or request donations (to ensure compliance with raffle laws reimbursed cost **MUST** be within budgeted amount).
2. Top Assembly - cuts, sews, pieces blocks and/or appliqués (October to May, year before presenting)
3. Quilting - hand or machine quilt (May to September, year before presenting)
4. Finishing - makes the binding, sews on label and binds quilt (January present to guild)
5. Ticket and Post Card Production (January to February, current quilt to raffle)
  - a. Have tickets and post cards printed. Include general Guild information on back of post card.
  - b. Have a photograph taken of quilt for post card.
  - c. Provide source and cost for the tickets, quantity and numerical sequence information for inclusion in the procedures binder.

#### B. ANNUAL OPPORTUNITY QUILT MARKETING

1. Committee shall run from January through December. This committee is responsible for fund raising by selling raffle tickets for the quilt, recording revenue earned by both member and outside ticket sales, and passing report and revenue to the guild Treasurer.
2. Committee may consist of three sub-committees:
  - a. Guild Scheduling - Contact quilt guilds and other venues to schedule a date to display the quilt for the purpose of selling raffle tickets. Develop a travel schedule with contact information and pass it on to the Quilt Traveler by January of each year.
  - b. Quilt Travel - Solicit volunteers to take the quilt to the guilds and other locations listed on the Travel Schedule, for display and the sale of raffle tickets. Record ticket sales revenue and turn monies over to the Treasurer. The quilt traveler provides the travel volunteers with raffle tickets, quilt, stand, cash box, etc.
  - c. Member Ticket Sales - Provide each member with an envelope of tickets and a photograph of the quilt. Record tickets sold to members and dollar amounts, and turn over records and monies to Treasurer. Display the quilt at each meeting, unless it is traveling.

#### C. ADVERTISING COMMITTEE

1. Contact businesses and encourage them to buy advertising in the newsletter.
2. Provide forms and instructions to businesses for submitting ads and payment.
3. Maintain records of contacts made and ads sold. Submit information to the newsletter editor.

#### D. BLOCK OF THE MONTH (SELF-SUPPORTING ACTIVITY)

1. For a nominal fee, offer the members a different block to stitch each month.
2. Determine rules for the year including:
  - a. theme, materials, and/or colors
  - b. whether fabric will be provided with the pattern
  - c. drawing rules and prizes
3. Make a sample block to show to the membership.
4. Display the completed blocks at the next meeting.
5. Maintain a permanent record of all drawing winners.
6. Retain monthly records of number of blocks made and number of blocks sold.
7. The chair must maintain records of the revenue and expenses for each month's drawing, regardless of when receipts were submitted for reimbursement. Income must be equal to, or greater than, expenses over the fiscal year.

#### E. BRING AND BRAG

1. Facilitate members showing their quilted items at the general meeting.
2. Maintain a sign-in record of members and the name of quilted item(s) shown.

3. Submit the list to the newsletter.

## F. BYLAWS

1. Reviews Bylaws and Policies and Procedures for changes every other year (in odd years) and as needed.
2. Make recommendations on proposed amendments to the Board for presentation to the Members.

## G. COMMUNICATIONS—WEBSITE AND NEWSLETTER

1. Publish a monthly newsletter including current general ~~and board~~ meeting minutes, information about the guild's activities and information of interest to the members.
  - a. The guild logo, newsletter name, along with the month and year, volume # and issue # should appear on page one.
  - b. Indicate the month and year, and page # on each page.
  - c. Include the following basic content in each issue:
    - i. President's message
    - ii. Meetings and guild events
    - iii. Article on current month's program
    - iv. Birthdays
    - v. Secretary's minutes
    - vi. Treasurer's report
    - vii. Committee reports
    - viii. Names of the board members and their phone numbers
    - ix. Names of committee chairs and their phone numbers
    - x. Advertisements
    - xi. Members' classified ads (members may advertise personal items for sale on a non-recurring basis at no charge).
  - d. The President's message and the list of guild events and their dates should appear on page 1.
  - e. The deadline for submission to the next month's newsletter should be published in the current newsletter.
  - f. Submissions to the newsletter must be submitted to the newsletter editor.
2. Update and maintain the guild website and Facebook page
  - a. Annually:
    - i. Post the guild directory under "Members Only"
    - ii. Change the "Members Only" password
    - iii. Update the contact information for the incoming officers and committee chairs.
  - b. Monthly:
    - i. Update page with upcoming program and workshop information.
    - ii. Add monthly newsletter to newsletter page.

- iii. Post meeting pictures to Facebook

#### H. COMMUNITY SERVICE

1. Encourage and provide the means and opportunity to make quilts for donation to those in need, directly or indirectly through nonprofit organizations.
2. Coordinate all charitable projects.
3. Purchase supplies for quilts and collect donations of materials.
4. Prepare kits that members can complete at home.
5. Maintain a list of kits, quilts in progress and completed quilts.
6. Distribute quilts to the designated recipients.
7. Maintain a permanent record of all recipients.
8. Track member participation and recognize members for community service projects that are donated through the Community Service committee in the name of the Guild.

#### I. FINANCIAL REVIEW

1. The committee will consist of at least three persons
2. At least one member of the committee will not be a board member
3. The treasurer may not be a member of the committee

#### J. FRIENDSHIP

1. Coordinate Mentors, Mini-groups, and Ride Sharing.
2. Send cards for marriage, birth, illness and sympathy.
3. The Chair must maintain records of all expenses for postage and cards.

#### K. HISTORIAN

1. Shall take digital photos for publication on social media and in the guild newsletter.
2. When digital photos are taken, electronic copies may be provided upon request to the person photographed via email.

#### L. HOSPITALITY

1. Arrive at the meeting location before the meeting time in order to set up.
2. Make arrangements to serve refreshments and snacks at meetings.
3. Make arrangements for signups and serving at the following social events: Friendship Tea, Ice Cream Social, and Christmas Luncheon.
4. Purchase and maintain a supply of disposable dishes and utensils for serving refreshments.

#### M. MEMBERSHIP

1. Collect dues and visitor fees.
2. Maintain sign-in sheets for both members and guests.
3. Provide nametags and information about the guild to guests and potential members.

4. Process new members' applications. Provide the password for the members-only section of the website for new members to be able to access:
  - a. A membership roster or directory.
  - b. Copies of the guild's Bylaws and Policies and Procedures Manual
  - c. A copy of the current newsletter.
5. When maximum membership is reached, maintain a waiting list (maximum guild membership is 150).
6. Maintain an up-to-date membership roster. Updated rosters shall be available in the members-only section on the website. Paper copies shall be made available upon request.
7. Process members' renewal forms prior to the membership year.
8. Issue membership cards annually and as new members join.
9. Collect and display resource materials.

#### N. NCQC (Northern California Quilt Council)

1. Represents the guild at Northern California Quilt Council meetings.
2. Reports back to the board and/or membership on any pertinent issues
3. Notifies the Program Director and Program Director-Elect as soon as the Meet the Teachers meeting is announced.

#### O. PROGRAMS (SELF-SUPPORTING ACTIVITY)

1. The Guild offers a wide variety of programs and workshops for the members.
  - a. Determine minimum enrollment for the class and the cost per participant at the minimum enrollment level. This will be the nonmember fee.
  - b. The member pricing will be established by the budget process and may include the guild supplementing the cost.
2. Workshop fees may vary with the speaker costs and the length of the workshop.
3. Workshops must be paid for at the time of signup at which time the participant will receive the workshop supply list.
4. Classes not meeting minimum enrollment must be cancelled as per Speaker/Teacher contract.
5. The Guild member who hosts the teacher may enroll in the workshop at no cost.
6. Outside teachers are paid in accordance with signed contract with guild Program Director. A signed contract and W-9 are required before the Treasurer can make payment.
7. Member teachers are paid \$100.00 for preparing and teaching a guild-sponsored workshop.
8. Either the Program Director or a representative is encouraged to attend the Meet the Teachers events at NCQC in January and July, if possible.
9. The director must maintain records of the revenue and expenses for each workshop. Income must be equal to, or greater than, expenses over the fiscal year.

#### P. QUILTER'S TREASURES (SELF-SUPPORTING ACTIVITY)

1. Purchase items of interest to quilters for raffle prizes at the general meeting. Prizes may include items such as fabric, notions, supplies, stationery, books, collectibles and gift certificates purchased at a discount or special sales whenever possible.
2. Maintain a record of donated items.
3. Prepare prizes for display placing a container behind each prize.
4. Sell tickets before and during the break at the meeting. Turn in monies collected to the Treasurer at the end of the meeting or event.
  - a. Prices for raffle tickets are: 3 tickets for \$1, 6 tickets for \$2, 12 tickets for \$3. There is a minimum purchase of at least 3 tickets. A special ticket is given out for the quarterly drawing based on the number of raffle tickets you buy. For example, if someone buys \$2 worth of raffle tickets, they receive one special ticket; \$3 worth of tickets, two special tickets. On the back of each special ticket, the person should PRINT full name and deposit it into the designated container.
5. Draw winning tickets and announce the winners.
6. The winner picks up prize and signs log book.
7. Winners' names are given to Newsletter editor after meeting.
8. Maintain a notebook recording prizes, an itemized cost of each, and winners by month.
9. The Chair must maintain records of the revenue and expenses for each month's drawing, regardless of when receipts were submitted for reimbursement. Income must be equal to or greater than, expenses over the fiscal year.
10. At the end of each quarter (January, April, July and October) tickets are drawn for quarterly prizes.

#### Q. QUILT SHOW/LUNCHEON

1. Arrange for a biannual Quilt Show or Luncheon to display the members' achievements in quilting, and to educate the viewers about quilts and quilting.
2. The Quilt Show/Luncheon should take place at the same location and on the same weekend each time, if possible.
3. Prepare a plan and budget for Board approval before proceeding with events.
4. Recruit and coordinate sub-committees for other tasks, including planning, publicity, marketing, set-up and take-down, food service, decorating, quilt displays, programs, door prizes, raffles, lecture and related workshop(s).

#### R. RETREATS (SELF-SUPPORTING ACTIVITY)

1. Chair contracts with retreat site, sets date, and cost to attend.
2. Takes signups and sets payment schedule. Members shall have first priority and non-members shall pay a board-approved non-member rate.



3. Creates participation agreement including the guild's refund policy.
4. Maintains records of all activity, revenue and expenses for each retreat. Income must be equal to, or greater than, expenses over the year relating to the retreat.

#### S. SECRET SISTERS (SELF-SUPPORTING ACTIVITY FOR MEMBERS ONLY)

1. The Secret Sister Program and Chair position runs from January to December.
2. Distributes participation agreement and questionnaire to all potential participants at the Christmas luncheon in December.
3. Establish monetary guidelines and frequency of giving at the initial meeting
4. Have prospective participants read and sign the guidelines agreed upon by the participants prior to handing in the Secret Sisters preferences form.
5. Obtains signed participation agreements and completed questionnaires at the January meeting.
6. Randomly assigns secret sisters and provides each with a copy of their sister's questionnaire.
7. The Secret Sister Procedures notebook will be turned over to the President-elect at the Christmas luncheon in December.

#### T. SPECIAL EVENTS (SELF-SUPPORTING ACTIVITY)

1. Arrange for special events such as bus and field trips.
2. Obtain approval from the Board before any commitments are made for events.
3. For all events, arrange the time and place, transportation as appropriate, food and entertainment.
4. Provide a sign-up sheet for members to register.
5. Members must pay at the time of registration.
6. The chair must maintain records of the revenue and expense for each event, regardless of when receipts were submitted. Income must be equal to, or greater than, expenses for each event.

#### U. SPECIAL QUILT PROJECTS (SELF-SUPPORTING ACTIVITY FOR MEMBERS ONLY)

1. Arrange for special quilt projects such as: mystery quilts, round or row robins, challenge quilts, theme or charm quilts.
2. Provide a sign-up sheet for members to register.
3. Provide written guidelines for activity.
4. If there is a cost involved, chair must maintain records of the revenue and expense for each event, regardless of when receipts were submitted. Income must be equal to, or greater than, expenses for each event.

#### V. AMENDMENT

Proposed amendments to the Policies and Procedures Manual shall be presented to the board for review and approval. Approved amendments will then be published in the newsletter and announced at the next general meeting. An updated copy of the Policies and Procedures Manual will be posted on the website.

Adopted: April 27, 2017

Amended: April 25, 2019