

# **Quilters Guild of Plano, Inc.**

## **Policy and Procedures**

### **PURPOSE**

- 1) Quilters Guild of Plano, Inc. "Guild" is organized and will be operated exclusively for the educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions or provision of any subsequent United States revenue law.
- 2) The purpose of this Guild shall be: (a) preserving the heritage of quilting, (b) promoting the knowledge and understanding of the many aspects of quilting, and (c) providing opportunities for continuing education in the art of quilting.
- 3) The purpose of these policies is to aid and assist the President, Vice-Presidents and Chairs in the tasks required to successfully run the guild. This document is not required to be filed with the IRS, therefore can be changed with a majority vote of the Board of Directors and the Membership in attendance at a guild meeting.

### **EXCEPTIONAL CONDITIONS:**

- 1) During Federal, State or County emergencies, government guidelines will override the Guild's Policy and Procedures.
  - a) Guild office term can be extended with a majority vote at an online or customary meeting.

### **STANDING RULES:**

- 1) All Board of Directors term of service is 1 year with no more than 2 years consecutive unless presented and voted on by Guild members with a majority vote.
- 2) Vice President of Programs will sign a contract with guest speakers for programs and workshops on behalf of the Guild. This contract will include subject, amount of time, fees, transportation costs (if any) and cancellation clause.
- 3) The total fee for workshops is due upon registration. Refunds/Vouchers will be evaluated on a case-by-case basis and is at the sole discretion of the VP of Programs. Registration is open to anyone.
- 4) If a guest speaker is not paid for the program, they may be presented with an honorarium in the amount of \$100.00.
- 5) Guests may be charged a \$5.00 fee for special speakers as determined by the Board of Directors.
- 6) Newsletter Classified – All ads must be approved by VP of Media. Rates are as follows:

<b>Size</b>	<b>One Time</b>	<b>Three Issues</b>
Business Card	\$15.00	\$35.00
Quarter Page	\$25.00	\$60.00
Half Page	\$40.00	\$90.00
	\$60.00	\$135.00

- 7) Advertisement size is unlimited, no limit on ads per customer. Copy deadline is set by the VP of Media, Newsletter Chair. Send ad material by email to the VP of Media and the Newsletter Chair. Payment can be submitted to VP of Finance. Members may submit one quilting related ad per year for free.

- 8) Membership dues are \$35.00 as of January 1, 2023. A new member is defined as a person that has not previously joined the guild. Family membership is \$10 per additional family member. Family members are defined as a second adult in a household, any children under 18 in the household, and all grandchildren under 18. Visitors may attend two meetings at no charge and are expected to join at the third visit.
- 9) Reimbursement of Expenses: to be reimbursed for expenses previously approved by the board, an itemized receipt must be submitted to the VP of Finance or Treasurer, along with the appropriate form and should be submitted within that fiscal year. All chairpersons must provide copies of purchases made in fulfillment of their activities to their respective V.P.
- 10) Each Board of Directors position shall have only one vote, even if held by two or more people in a co-chair arrangement.
- 11) Members will reimburse the Guild for any fees incurred by the Guild's bank for returned checks.
- 12) Meetings may either be in person or online.

#### **ARTICLE I – OFFICER POSITIONS AND DUTIES:**

##### **1) President:**

- a) The President shall be the principal executive officer of the Guild and shall, in general, supervise and control all business and affairs of the Guild.
- b) S/He shall preside at all meetings of the members, Board of Directors meetings and shall serve as ex-officio member of all committees, with the exception of the nominating committee.
- c) She may also sign, in the absence of the Vice President of Finance, any checks on the Guild's behalf and, with the Secretary or any other proper officer of the Guild authorized by the Board of Directors, may sign any bonds, contracts, or other instruments which the Board of Directors has authorized to be executed.
- d) In addition, the President shall generally perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors
- e) In particular, the President:
  - i) Does not participate in any vote unless needed to break a tie.
  - ii) Establishes the schedule for Board of Directors meeting.
  - iii) Composes Board and general meetings agendas.
  - iv) Calls additional meetings, as necessary, including a board vote via email.
  - v) Has final approval of the newsletter.
  - vi) She or her designee is responsible for Post Office Box keys and disperses the contents of the box in a timely manner to officers and committee chairs.
  - vii) May create any temporary committee for a specific purpose, which committee will cease to exist after its specific function is completed.
  - viii) Audits the Treasurer's books with two volunteer members of the Guild at mid-year (March) and at the end of the fiscal year (September).
  - ix) Will be responsible for ensuring that the General Insurance Policy as well as the rider policy for the Quilt Show are up to date and are renewed when required.

- x) Will be responsible for leasing the guild storage unit. The following board members should have keys to the storage unit: President, **Treasurer**, Show Chair, Co-Show Chair and Community Service Chairs.
- xi) Oversees the recording of all service hours for the purpose of various awards given by the Guild. May assign the recording of hours to a volunteer as well as the issuance of the service bars. Maintains a supply of Guild pins and awards.
- xii) Will be responsible for the issuance of Lone Star Awards—which are given at the discretion of the president.
- xiii) Compiles and prepares a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.
- xiv) Shall oversee the activities of the **Parliamentarian**, a non-voting position.

## 2) **Vice-President of Membership:**

- a) Vice-President of Membership is a voting position on the Board of Directors.
- b) The Vice-President of Membership shall also perform such other duties as may be assigned by the President or Board of Directors.
- c) In particular, the Vice President of Membership shall:
  - i) Notify the President that a quorum is present before each meeting. Quorum is defined as 15% of the total membership
  - ii) Keep an up-to-date record of Guild members to include name, address, telephone number, email, birthday, spouse's name and areas of interest. *Those with marked areas of interest are sent to the chairperson in charge of each group.*
  - iii) Record and greet all Guild members and guests at the Guild meeting, give out door prize tickets at the Membership Table.
  - iv) Collect and forward dues received from Guild members to the VP of Finance or Treasurer with a Deposit form. Maintain cash box for acceptance of cash payments.
  - v) Maintain a supply of membership forms and bookmarks for new members.
  - vi) Update the electronic membership rolls monthly with new members and /or current members' changes in information and email a list of new members to the VP of Media.
  - vii) Provides new member names and guests attending the meeting to Newsletter Chair each month..
  - viii) Includes Birthday List monthly to the Newsletter Editor.
  - ix) Roster – Maintain the listing of current members on the Excel spreadsheet in the Dropbox and the Directory on the website.
  - x) Maintain the membership table at the Quilt Show, selling new and renewal memberships.
  - xi) Appoint and oversee the following committees which may include but not limited to:
    - (1) **Bee Keeper** – Maintain a list of small groups, including those groups seeking new members. Assists members in finding small group affiliations. Maintain the list of active small groups on the website, including a contact person. Assist the Vice-President of membership with New Member social events designed to create or add to small groups. Submit a written report to the Vice-President of Membership for inclusion in the annual report.

(2) **Nine-Patch/Farewell Gift** – Announce the names of members moving away from the Guild. Coordinate collection of nine-patch blocks and mail nine-patch blocks to departing members.

Submit a written report to the Vice-President of Membership for inclusion in the annual report.

(3) **Hospitality/Welcome** – Provide greeters for new members and guests at each meeting. Assist the Vice-President of Membership with New Member social events designed to welcome new members. Submit a written report to the Vice-President of Membership for inclusion in the annual report.

(4) **Sunshine and Shadows** – gives known information of members to a volunteer who will send cards of said members. Volunteer submits written report to Vice-President of Membership for inclusion in the annual report.

(5) **Door Prizes** – Serves as liaison between area quilt shops participating in door prize program and Guild. Submit a written report to the Vice-President of Membership for inclusion in the annual report.

xiv) Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

### 3) **Vice-President of Guild Activities:**

a) Vice-President of Guild Activities is a voting position on the Board of Directors.

b) The Vice-President of Guild Activities shall also perform such other duties as may be assigned by the President or Board of Directors.

c) In particular, the Vice President of Guild Activities shall:

i) Coordinate advance notice of activities with the Newsletter Editor.

ii) Appoint and oversee the following committees which may include but are not limited to the following. *All committees are not necessarily active in any given year:*

1) **Block of the Month:** Prepare directions for quilt block(s) and makes the directions available at the monthly guild meeting. Provides quilt block directions to the Newsletter Editor and Webmaster for inclusion in monthly guild newsletter and guild website. Conducts a drawing(s) for a door prize from among the contributing participants. Submits a written report to the Vice-President of Guild Activities for inclusion in the annual report.

2) **Fat Quarter Lotto:** Determine monthly fabric choices for the drawing at the guild meeting. Collect fabrics at the meeting. Conduct a drawing(s) from among the contributing participants for the fabric. Provide advance notice of fabric choices to the Newsletter Editor and the Webmaster. Submit a written report to the Vice-President of Guild Activities for inclusion in the annual report.

3) **Retreat** – Appoints Retreat Chair who coordinates plans for guild retreat(s) including signing contract with selected retreat facility. Monthly reports to VP of Guild Activities to give updates at board meetings during the term of duty. If the total retreat fees collected for the year cover the hotel contract plus incidentals, then there would ultimately be no expense in that year to the Guild. If there will be a cost related to the retreat, approval must be given by Vice-President of Guild Activities

prior to incurring the expenditure. The Retreat chair determines the fees for retreat with input from the VP of Finance, collects these funds, and submits them to the VP of Finance or Treasurer in a timely fashion. After retreat, compile and submit a written retreat status report to the Vice-President of Guild Activities for inclusion in the annual report.

4) **Day Retreats** – organize and hold day retreats for members. (not part of the new member day retreats). Collect fees if not collected by retreat center. Submit to VP of Finance in a timely manner.

iii) Compile an annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

#### 4) **Vice-President of Community Service:**

a) Vice-President of Community Service is a voting position on the Board of Directors.

b) The Vice-President of Community Service shall also perform such other duties as may be assigned by the President or Board of Directors.

c) In particular, the Vice President of Community Service shall:

i) Act as Guild liaison with other community service organizations.

ii) Present at the guild meetings with the count of quilts, pillowcases and other items donated to the community service organizations. Submit written list to Newsletter Chair.

iii) Present community service organizations to the Board of Directors for approval as recipients.

iv) Pick up donations from the community, quilt stores or guild members and dispense them to our chosen organizations.

v) Coordinate activities related to the donated items.

vi) Appoint and oversee the following committees which may include but are not limited to the following. All projects are not necessarily active in any given year:

##### 1) **Community Projects Chair:**

(a) Evaluate requests and recruits and coordinates volunteers as needed to make service quilts needed to fulfill requests made to the Guild for charitable opportunities within the community.

(b) May collect, sort, store, distribute and kit fabric and other materials donated to the Guild for use by members.

(c) May organize workshops as needed to produce service quilts.

(d) Submits a written report to the Vice-President of Community Service for inclusion in the annual report.

##### 2) **Special Projects Chair:**

(a) Occasionally a member may be assigned to chair a committee for a special project, to be determined by the Board of Directors and/or the Guild as whole.

(b) Report to VP of Community Service.

vii) Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

#### 5) **Vice-President of Education:**

- a) Vice-President of Education is a voting position on the Board of Directors.
- b) The Vice-President of Education shall also perform such other duties as may be assigned by the President or Board of Directors.
- c) In particular, the Vice President of Education shall:
  - i) Be responsible for the planning, coordinating, scheduling and execution of specific educational opportunities of the Guild. Following the guidelines of the Guild, education may be defined as the preservation of the heritage of quilting and promoting the knowledge and understanding of all aspects of quilting.
  - ii) Respond to requests from the community for educational programs, creating and researching new educational opportunities within the community, and endeavoring to build liaisons with other local educational and artistic organizations.
  - iii) Appoint and oversee the following committees which may include but are not limited to:
    - a) **Education for Children:** QGP Quilt Show, International Festival; Learn-to-Quilt Classes.
    - b) **Adult Education:** Plano Retirement Communities; Learn-to-Quilt Classes.
    - c) **Organizational Education:** Parks and Recreation Department, Schools, Churches, Plano Art Centre, Heritage Center, etc.
  - iv) Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**6) Vice-President of Finance:**

- a) Vice-President of Finance is a voting position on the Board of Directors.
- b) The Vice-President of Finance shall be responsible for all funds and securities of the Guild, receive and give receipts for monies to the Guild from any source whatsoever, and deposit all such monies in the name of the guild in such banks or other depositories as shall be selected in accordance with procedures established by the Board of Directors. In general, performs all the duties incident to the office of Finance and such other duties as may be assigned by the President or Board of Directors.
- c) In particular, the VP of Finance shall:
  - i) Maintain all corporate financial records ready for audit on request.
  - ii) Provide a financial report to be given at each Board Meeting and publish it monthly on the Guild Website.
  - iii) Make the financial report available to Guild Members for viewing at the monthly general meeting.
  - iv) Audit the financial records semi-annually under supervision of the President and two volunteer members of the Guild. (March and September)
  - v) Submit to guild CPA the information to complete all State and Federal forms regarding finances of the Guild in a timely manner.
  - vi) File Texas State Sales Tax Report by required dates.
  - vii) Find and secure insurance for the Guild and Quilt Show in conjunction with the president and show chair.
  - viii) Pay for safety deposit box and maintain one set of keys.

- ix) Finalize financial records through September 30<sup>th</sup>. Prepare a full financial report to be presented to the Board of Directors prior to the October meeting and presented to the Guild members in written condensed form at the October meeting of the Guild members.
- x) With the assistance of the President, prepare a projected budget in September for the incoming Board of Directors. The outgoing President and VP of Finance will review the proposed Budget with the incoming VP of Finance and President prior to their first Guild meeting and help make any changes deemed appropriate.
- xi) Keep keys to safety deposit box, post office box and storage unit.
- xi) Either the VP of Finance or the appointed Show Treasurer nominated by the VP of Finance and approved by the Show Chair will serve on the Quilt Show committee and has voting privileges on said committee.
- xiii) Appoint and oversee the following committees:
  - (1) **Treasurer:** Assist VP of Finance in all guild business, as needed. May stand in for VP of Finance absence, with voting privileges. Maintains the Quicken accounting system. Submit a written report to the VP of Finance for inclusion in the annual report.
  - (2) **Guild Products:** Maintain inventory and promotes the sales of any Guild products, other than guild pins, and collects money from sales. Coordinates with Show Chair for products to obtain. Submit funds collected to the VP of Finance in a timely manner. Submit a written report to the VP of Finance for inclusion in the annual report.
  - (3) **Inventory:** Maintain a current listing of all Guild assets and inventory all assets in September of each year. Copies of inventories are to be filed with the President, Secretary and VP of Finance. Develop procedures for monitoring the location and transfer of Guild assets between persons. Submit a written report to the VP of Finance for inclusion in the annual report.
- xiv) Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

## 7) **Vice-President of Media:**

- a) Vice-President of Media is a voting position on the Board of Directors.
- b) The Vice-President of Media shall also perform such other duties as may be assigned by the President or Board of Directors.
- c) In particular, the Vice President of Media shall:
  - i) Coordinate all Guild communication with the community and media, and:
  - ii) Shall be responsible for solicitation and management of advertising for inclusion in guild newsletter, collection and record keeping of payments of ads and processing payments to the VP of Finance or Treasurer in a timely manner and electronically transmitting ads to Newsletter Editor in a timely manner.
  - iii) Obtain and oversee outside resource for website management, with approval from Board of Directors.
  - iv) Surf the web to identify websites that can drive traffic to the Guild Website.
  - v) Oversee the management of the following standing committee:
    - 1) **Email Coordinator:**
      - (a) Responsible for transmitting emails to go out to the membership.

(b) All emails must be pre-approved by the VP of Media and the President prior to sending.

(c) Maintain a list of members email addresses and contact members at the request of the President or Board of Directors with information deemed suitable for dispersion by this method.

**2) Publicity/Social Media:**

(a) Post the notice of monthly meetings in local newspapers and other media sources. Promote guild activities in the media and prepare and distributes information to local quilt shops.

(b) Maintain a file of possible publicity sources.

(c) Maintain "FYI" tables at the monthly guild meetings to keep members informed about area quilt related activities.

(d) Submit a written report to the Vice-President of Media for inclusion in the annual report.

**3) Webmaster:**

(a) Maintain and update the guild's website with information and photos from the officers and committee chairs.

(b) Maintain access and folders on Dropbox.

(c) Submit a written report to the VP of Media for inclusion in the annual report.

**4) Historian:**

(a) Photograph Guild activities and send edited digital pictures to the Newsletter Editor and the Webmaster.

(b) Submit a written report to the Vice-President of Media for inclusion in the annual report.

**5) Newsletter:**

(a) Compile a monthly newsletter from board members and other submitted articles, advertisements and send a rough draft to the Board for proof reading before sending the newsletter to the Webmaster for posting on the website.

(b) Suggestions for publication in the monthly Newsletter presented by the appropriate VP's and committees.

(i) A link to the minutes of regular Guild meetings.

(ii) A link to the minutes of the Board Meeting.

(iii) A link to the monthly financial summary.

(iv) In the July newsletter include the nominated slate of officers.

(v) The annual Treasurer's report, in the October newsletter.

(c) Submit a written report to the Vice-President of Media for inclusion in the annual report.

vi) Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**8) Vice-President of Programs:**

a) Vice-President of Programs is a voting position on the Board of Directors.

b) The Vice-President of Programs shall be responsible for coordinating, arranging and following up on programs and workshops throughout the year and shall also perform such other duties as may be assigned by the President or Board of Directors.

c) In particular, the Vice-President of Programs will:

- i) Publicize advance notice of programs and workshops with the Newsletter Editor and other appropriate outlets or assign someone to do same.
- ii) May plan programs up to two (2) years in advance. Contracting with high profile speakers beyond two years must be approved by the board on a case-by-case basis.
- iii) Arrange local accommodations and transportation for guest speakers or assign someone to do same.
- iv) Register participants for workshops, collect workshop fees and forward the fees to the VP of Finance or Treasurer in a timely fashion.
- v) Acquire invoice from speaker, get payment from treasurer and pay speaker at end of her engagement.
- vi) Manage workshop facilities and equipment or assign someone to do same.
- vii) Responsible, along with Show Chair, for producing bookmarks used for new members, the quilt show and displayed at quilt shops.
- viii) Appoint and oversee the following Programs standing committees:
  - a. **Pre-Workshop Coordination:** Send reminder to workshop attendees with info about location, supply list, etc. Coordinate with speaker to make sure he/she will still be able to provide lecture/workshop(s). Coordinate with event facilities to make sure there are no issues for the upcoming event.
  - b. **Speaker Liaison:** Pick up speaker at the airport, provide transportation to hotel, dinner and guild meeting.
  - c. **Friday Assistants:** Transport speaker to and from workshop, set-up and tear-down of workshop, attendee check-in, work lunch orders if appropriate, etc. Take speaker to dinner. .
  - d. **Saturday Assistants:** Same activities as Friday assistant and **as needed**, transports speaker to airport.
  - e. **Workshop lunches:** Guild pays for speakers and 2 assistants lunches.
  - f. **Facilities:** This committee is on an as needed basis. When facilities are needed, locates an appropriate facility for Guild meetings and/or workshops. Facilities need to include sufficient electrical outlets, lighting, table and seating accommodations, sound and projection systems, etc. Ensure facility location is insured by Guild Policy.
- ix) Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

## 9) Quilt Show Chair:

a) Quilt Show Chair is a voting position on the Board of Directors.

b) In particular, the Quilt Show Chair shall:

- i) Be responsible for the quilt show. Appoint and oversee committees to execute each show. Positions will be at the discretion of the Show Chair and the needs of the show.

- ii) Prepare the show budget.
- iii) Conduct meetings of the show committee regularly.
- iv) Make recommendations for and help train the next show chair.
- v) Conduct meetings to make sure needs of each committee member are being supported, advise and assist as needed.
- vi) Responsible, along with Programs VP, for producing bookmarks used for both show and various functions.
- vii) Responsible for arranging upcoming show raffles and facilities arrangements.
- viii) Appoint and oversee the following Committee Positions which may include but not limited to:
  - (1) Secretary, Vendors, Judges, Hospitality, Volunteers, Quilt Angels, Setup-Take Down, Signs and Ribbons, Registration/Give Back, Assistant Treasurer, Publicity/Program Advertising, Program, Raffle Quilt, Children's Activity, Community Service, Door Prizes, Admissions, Mini Quilt.
- ix) Compile and prepare a written annual report that accurately reflects the duties that have been performed by herself and members of those committees under her supervision.

**10) Secretary:**

- a) Secretary is a voting position on the Board of Directors.
- b) The Secretary shall: keep the minutes of the general meetings and meetings of the Board of Directors; give all notices in accordance with the provisions of the By-Laws or as required by law; perform all duties incident to the office of the Secretary and such other duties as may be assigned by the President or by the Board of Directors.
  - i) In particular the Secretary shall:
    - (1) Attend meetings as scheduled by the Guild or by the Board of Directors.
    - (2) Serve as custodian of all corporate documents.
    - (3) Send a copy of the minutes of the general meetings to the Webmaster to post on website after being approved.
    - (4) Maintain files in which the By-Laws, Policy and Procedure manual, newsletters, and minutes are entered, with any amendments to these documents properly recorded; have the current record book(s) on hand at every meeting.
    - (5) Compile and prepare a written annual report that accurately reflects the duties performed, including duties of committee members under Secretary Supervision.

**11) Committees:**

- a) Any committee, standing or special, shall be appointed by the President or the Board of Directors as needed to carry on the work of the Guild. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee.
- b) **Nominating committee:**
  - i) Consists of five members and two alternates selected no later than the May regular meeting. Alternates attend the committee meetings.

- ii) A member of the Nominating Committee may be nominated as a candidate and must resign from the Nominating Committee if the nomination is accepted. The resigning member is replaced by an alternate.
- iii) The Committee should consider for the office of President someone who has had previous Board of Directors experience.
- iv) The committee prepares and presents a slate of officers consisting of one or more candidates for each elected office in the July edition of the newsletter.
- v) The Committee provides a list of chairpersons for the standing committees to be approved by the incoming Board.
- vi) The Committee serves as the election tellers at the annual elections of officers.
- vii) The Committee submits a written report to the President.

Adopted .....January 12, 2012  
Revised .....October 8, 2017  
Revised.....August 27, 2018 (membership fee)  
Revised.....August, 12, 2020 (exceptional conditions)  
Revised.....December, 10, 2020 (ad price and size)  
Revised.....August \_\_, 2023