



LOOSE THREADS QUILT GUILD **POLICIES AND PROCEDURES**

In conjunction with the By-Laws of Loose Threads Quilt Guild, the Board maintains a set of Policies and Procedures, which guide guild activities and assist members in understanding how the guild operates.

BOARD MEETINGS

The Board shall meet the Wednesday before the Guild meeting each month at a location to be determined by the current President. The board may conduct board meetings with a majority (4 elected board members) in attendance.

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.

GENERAL POLICIES

- 1) **General Meeting:** The General Meeting shall meet the second Tuesday of the month at the Good Samaritan Community Church, 4684 Baldwin Street, Valley Springs at 10:30 am.
- 2) **Night Group:** The night group shall meet the Thursday after the day group meeting at a location to be approved by the Board of Directors. Meetings begin at 6:30 pm.
- 3) The meeting places and times may be changed by the guild board to adjust for special events and programs.
- 4) Members are requested to wear their nametags at meetings, workshops and special events of the guild.
- 5) All records, reports and documents are available to the membership for viewing upon request. The proceedings of all meetings of the guild, board and committees will be recorded through minutes.
- 6) In any Guild activity where attendance is limited, members shall have priority in registration over non-members.
- 7) The Membership Directory 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.

FINANCIAL POLICIES

- 1) Any expenditure not included in the current approved budget must have prior approval of the Board.
- 2) The Board must approve all expenditures not pre-approved in the budget.
- 3) To be reimbursed for Guild expenditures, a voucher or receipt for item(s) purchased must be submitted to the Treasurer.
- 4) All checks of \$100 or more must require two (2) authorized signatures.
- 5) No Executive Officer may sign a check written to herself.

- 6) All income received on behalf of the Guild must be turned in to the Treasurer and may not be offset by expenses incurred.
- 7) The Treasurer's report shall be published in the monthly meeting minutes.
- 8) All checks for the Guild must be made payable to Loose Threads Quilt Guild or LTQG.
- 9) The annual dues shall be \$25 for Active Members. Dues for new members only shall be prorated on a quarterly basis.
- 10) Charges for classes for participants will vary depending upon the instructor's fee and class location. Refunds will be given in accordance with the Class and Events Policies.

ELECTED AND APPOINTED POSITIONS

Loose Threads Quilt Guild elects new officers in November of each year. The President-elect then appoints the committee chairpersons. The elected and appointed positions and descriptions of those positions are listed below.

Elected Officers (*Nominated by the Guild Nominating Committee*)

President:

- a) Presides over the Board meetings and the monthly general meeting.
- b) Coordinates activities and ideas of members and the Board of Directors
- c) Appoints a chairperson for each committee
- d) Shall perform any other duties incidental to the position

Vice President:

- a) Presides over meetings in the absence of the President.
- b) Chairs the Nominating Committee.
- c) Chairs the Policies and Procedures committee.
- d) In alternate years, participates in the Quilt Show Committee.
- e) Shall perform any other duties incidental to the position.

Secretary:

- a) Shall record minutes of all Board meetings and General meetings.
- b) Shall maintain a file of the minutes, correspondence, By-Laws, and all other non-financial records relating to the Guild.
- c) Shall perform any other duties incidental to the position.

Treasurer:

- a) Is responsible for deposits and disbursements of Guild funds.
- b) Is responsible for complete and accurate financial record keeping and reporting.
- c) Is responsible for all other duties pertinent to the office.

Board Members at Large (3):

- a) Shall attend monthly Board meetings; are voting members of the Executive Board.

- b) Shall perform any other duties incidental to the position.

Appointed Committee Chairpersons (*Appointed by the current President*)

- 1) Committee Chairs shall make a report at the general meeting and inform membership of Committee's progress/events when appropriate.
- 2) Each Committee that collects monies on behalf of the Guild shall turn over all funds to the Treasurer.
- 3) All Committee Chairs are responsible for proper management of their approved budget. All expenditures must be within the scope of the committee's budget and duties. All requests for reimbursement must be accompanied by an itemized receipt. If the committee chair(s) expects to exceed their approved budget, a detailed request must be submitted to the Board of Directors for approval prior to expending those monies that are in excess of their approved budget.
- 4) The Committees and their primary descriptions and responsibilities are:

Activities Director – Meetings

- a) Makes all arrangements for the monthly meeting activities including demonstrations, speakers, workshops, etc.

Activities Director – Field Trips

- a) Arranges for bus and field trips.
- b) Obtains approval from the Board before any commitments are made for events.
- c) Arranges the time and place for all events, transportation as appropriate.
- d) Provides a sign-up sheet for participants to register.
- e) Collects fees from participants at the time of registration.

Charities

- a) Identifies and organizes participation in philanthropic projects for the Guild for the benefit of the community.
- b) Works with the pertinent chairperson.
- c) Presents recommendations of Guild involvement and disbursement of funds to the Board and membership for approval.

Classes and Speakers

- a) Maintains responsibility for all programs and classes.
- b) Plans programs and classes for Guild members to foster the love of quilting, increase creativity, and help members improve their skills.
- c) Arranges the class time, place and any meals or refreshments.
- d) Arranges for housing, meals and transportation of guest speakers/teachers as needed.
- e) Provides a sign-up sheet for participants to register along with a materials list.

Cuddle Quilts

- a) Encourages and provides the means and opportunity to participate in making quilts for donation to those in need.
- b) Reports to the Guild at general meetings and in the newsletter.
- c) Maintains the fabric and batting for use by Guild members to complete cuddle quilts.
- d) May provide kits at the meetings for members to take home and finish.

Guild Publicity

- a) Responsible for notifying local newspapers about regular Guild meetings and special events.
- b) Creates and distributes flyers to quilt guilds and quilt shops.

Historian

- a) Provides a record of the history of the Guild's activities through photographs and scrapbooks.
- b) Photographs special events.
- c) Assembles memorabilia, photographs and historical records in scrapbook form.
- d) Assembles photo board for quilt show.

Hospitality/Sunshine

- a) Maintains schedule for meeting refreshments. Sets up refreshments prior to meetings; prepares coffee and oversees prompt clean-up following the meeting.
- b) Recruits and organizes volunteers to help with set-up and take-down of meeting room and provide after meeting refreshments.
- c) Plans the December Potluck.
- d) Sends cards to cheer/comfort to members in time of need.

Membership

- a) Collects dues and keeps accurate up-to-date membership records.
- b) Makes and distributes membership cards.
- c) Provides a directory to members containing members' names, addresses, phone number, and email addresses on an annual basis.
- d) Maintains a master roster, keeping track of all changes throughout the year.

Newsletter

- a) Publishes and distributes a quarterly newsletter, which provides information about all aspects of the Guild's activities.
- b) Includes the President's message, meeting and Guild events, and Committee reports.

NCQC (*Northern California Quilt Council*)

- a) Attends quarterly NCQC meetings and reports back to the Guild.

Nominating Committee

- a) Will be formed in August consisting of at least three (3) members in addition to the Vice President.
- b) Contacts every active member by telephone.
- c) Provides the Board with the names of people running for elected positions by the October Board meeting.
- d) Provides a slate of candidates to the membership at the October general and night meetings.
- e) Conducts the election of officers at the November general and night meetings.
- f) Tallies ballot votes and reports the totals to the current Board.
- g) The new Board will be presented to the membership at the December meeting/potluck.

Opportunity Quilt

- a) With help from the committee, creates a quilt to be raffled at the biennial Quilt Show to raise funds to help support the ongoing activities of the Guild.

Opportunity Quilt Marketing

- a) Arranges for and encourages members to sell tickets for the opportunity quilt and finds places to display the quilt for the purpose of selling tickets.
- b) Provides each member with an envelope containing packet of tickets, a photograph of the quilt, and ticket pricing.
- c) Keeps track of number of tickets sold and dollar amounts.
- d) Arranges for and takes the quilt to other guild meetings and display sites and sells tickets.

Retreat

- a) Arranges the time and place for the retreat, transportation as appropriate, and teachers/speakers as needed.
- b) Obtains approval from the Board before any commitments are made.
- c) Provides a sign-up sheet for participants to register.
- d) Collects fees as required from participants.

Quilt Show

Chair/Coordinators

- a) Arranges biennial quilt show to display members' achievements in quilting and to educate viewers about quilts and quilting.
- b) Arranges dates and location; verifies terms and conditions, including free admission for workers and signs contract.
- c) Oversees show entries.
- d) Arranges for award ribbons
- e) Organizes set-up and take down.
- f) Oversees storage and maintenance of quilt show equipment.

- g) Coordinates opening and closing of the show.
- h) Establishes security for quilts and cash box.

Appraiser and Judge Acquisition

- a) Acquires a certified appraiser to provide quilt appraisals at the show.
- b) Acquires a quilt judge if show is going to be judged.

Country Store

- a) Promote country store participation at monthly guild meetings and in the newsletter to keep members aware of and prepared for the need to participate in making items for the country store.
- b) Provide ideas for items that would be appropriate or particularly good sellers.
- c) Determine physical requirements of country store and request appropriate assistance with tables, props and volunteer schedule.
- d) Set up country store Friday before show; take down country store at end of show.
- e) Attend quilt show committee meetings during year to participate in team decisions.

Food

- a) Works with Committee to determine whether food is to be provided by Guild or Catering service.
- b) Determines type of food to be provided.

Guild Information Booth

- a) Provides and sets up display to show Guild's history and philanthropic interests and contributions.
- b) Provides membership information for anyone interested in joining the Guild.

Raffle Booth

- a) The year's Opportunity Quilt is displayed with raffle tickets available for purchase by show's attendees.
- b) Gift baskets containing donated miscellaneous quilting/sewing items are displayed with raffle tickets available for purchase by show's attendees.
- c) Announces winners of the Opportunity Quilt and the Gift Baskets at the designated time.

Opportunity Quilt Marketing

- a) Makes arrangements at various Quilt Shops and businesses to display the Opportunity Quilt.
- b) Provides raffle tickets to the quilt shop/business for purchase by customers.

Quilt Racks

- a) Assesses the need for additional quilt racks by May of the Quilt Show year.
- b) Arranges for maintenance of quilt racks and equipment.

Quilt Receivers/Dispensers

- a) Provides and collects completed applications and photographs of quilts.
- b) Categorizes quilts as they are received on designated dates.
- c) Organizes quilt display and provides floor plan of the quilt rack layout and quilt placement.
- d) Oversees return of quilts at end of the quilt show.

Programs, Flyers, Donations, Raffle Prizes

- a) Sends emails/letters to larger sewing/quilting related companies requesting a donation of their products. If a letter is required, the company will reply asking that the request be sent on Guild letterhead
- b) Send letters to area Quilt Shops requesting donations of quilting products or gift certificates.
- c) Send thank you letters to donors.
- d) Amount of items received determines quantity of raffle baskets required. A list of the contents is attached to each wrapped basket.
- e) Prepare and have printed, the Quilt Show Program listing quilts, donors, vendors, etc.
- f) Prepare all required forms, small signs, nametags, etc.

Props for Quilt Displays

- a) Requests membership to supply decorations/props for display around quilts.

Publicity and Marketing

- a) Prepares a press release for newspapers and disseminates information to magazines, electronic media, television, radio stations, etc.
- b) Arrange for flyers and other promotional materials such as bookmarks and distribute to quilt guilds and quilt shops and other quilt shows.
- c) Attend quilt show committee meetings during year to participate in team decisions.

Vendor Acquisition

- a) Invite quilt shops and quilt-related businesses to vend at quilt show.
- b) Compose letter, mail out application with letter. A variety of vendors is desirable.
- c) Send confirmation letter as applications are received. Record payments and forward checks to treasurer.
- d) Send additional confirmation letter closer to show with pertinent details.
- e) Coordinates location of vendor booths with Quilt Receiver/Dispenser Chairpersons.
- f) Available to greet vendors as they arrive on Friday to set up.
- g) Attend quilt show committee meetings during year to participate in team decisions.

Volunteer Coordinator

- a) Coordinates workers for the show weekend from Friday set-up and hanging of quilts through Sunday night taking down of the show.

- b) Assigns Guild members as needed to make sure there is ongoing coverage for various posts; i.e.: admissions, raffle booth, country store, white glove, snack bar, etc.
- c) Attend quilt show committee meetings during year to participate in team decisions.