

SAN JOAQUIN VALLEY QUILTERS' GUILD, INC.

POLICIES AND PROCEDURES

These policies and procedures should be reviewed annually by the By-laws Committee. Changes should be presented to the Board of Directors at the September Board meeting. They are not a part of the By-laws or Articles of Incorporation, but merely guidelines for the current Board of Directors.

Meetings:

Membership meetings shall be held the second Thursday of the month and shall start promptly at 7:00 PM.

Dues:

Dues of the Guild shall be \$35.00 per year. New members may join at any time of the year at the current rate as set by the Board of Directors. Membership dues shall be payable one year in advance, beginning September 1 to August 31 and shall not be refundable. Names of members whose dues have not paid by November 1 shall be dropped from the roster. New members only (not having been a member for two (2) years,) joining in the months of February, March, April or May, may join for one-half the annual dues. Members joining in June, July or August will pay the full dues which will include membership for the upcoming year. The current President is exempt from paying dues during their term of office.

Guest Fees:

The Membership Chairperson shall collect \$5.00 from each guest at the door before each general membership meeting. Guests are required to sign in at the meetings.

Workshops:

A fee shall be charged for workshops. Non-members shall be charged \$15.00 more than paid members.

Spaces may be reserved by paying the fee in full. Members have priority over non-members. Members will be notified of upcoming workshops as much as a year in advance.

If non-members reserve space in workshops 60 days prior to workshop, they may not be bumped. In the event of cancellations, open spots will be filled from the waiting list on a first come, first served basis. The full fee is refundable if Guild is notified of cancellation more than 30 days prior to date of workshop. If Guild is notified of cancellation less than 30 days prior to workshop, the following goes into effect:

1. If workshop is full after member cancels, member gets full refund.
2. If workshop is not full, and there is no waiting list, no refund shall be given, but member may find their own substitute. (This is the only time a member may do so, as their spot would normally go to the next person on the waiting list.)

Workshops with local people and Guild members who are qualified and are willing to teach, shall be considered. These persons shall be paid \$20.00 per hour. Visiting teachers shall be paid their customary fee as stated in their contract. Guild members who present programs at membership meetings shall be paid \$100.00.

Sales:

Other persons wishing to make sales for personal profit and to advertise classes may utilize the newsletter.

Newsletter Advertising Charges:

Non-Member rates:

	Per Issue	Three Months	Six Months	Annually
Business Card	\$8.00	\$20.00	\$30.00	\$50.00
Quarter Page	\$10.00	\$25.00	\$40.00	\$75.00
Half Page	\$12.50	\$30.00	\$50.00	\$90.00
Full Page	\$15.00	\$40.00	\$70.00	\$120.00

Member rates:

	Per Issue	Three Months	Six Months	Annually
Business Card	\$8.00	\$20.00	\$30.00	\$50.00
Quarter Page	\$8.00	\$20.00	\$30.00	\$50.00
Half Page	\$8.00	\$20.00	\$30.00	\$50.00
Full Page	\$8.00	\$20.00	\$30.00	\$50.00

Equipment and Property:

Any equipment owned by the Guild shall not be loaned or rented to members, other organizations, or the general public without approval of the Board.

Announcements:

Announcements may be made during a general membership meeting provided the President has been contacted in advance and given approval for a place on the agenda.

Children:

As a courtesy to new mothers, infants up to the age of 6 months will be welcome

at Guild meetings. No children under the age of 16 should be brought to meetings.
Sunshine:

The Secretary or their appointed assistant shall send appropriate cards to members or their families in the event of illness, death or hospitalization. Individuals or groups of members may, at their own expense, send food, flowers, or any other remembrances, but not in the name of the Guild. Other than cards, the Guild will not be responsible for, or reimburse any unauthorized purchase of flowers, cards, etc.

Officers:

Any elected officer absent from Board meetings three times, not having been excused by the President, shall be requested to submit their resignation from office.

Program Chairperson:

Shall follow the general rules of the Standing Committees, (i.e. maintain notebook and present to the next chairperson at the August meeting.) Shall present tentative schedule for the year to the Board for discussion. May select workshop teachers for the following year, particularly for the first few meetings in order to book those popular teachers who are hard to schedule; is responsible for finding a meeting place for lectures (other than the membership meetings) and workshops. Shall make arrangements for any necessary equipment (slide projector, screen, extra bulb, quilt frames, desk light, etc.) Shall be responsible for securing housing/meals for guest teacher; is responsible for coordinating payment for the teacher. The hostess for visiting teachers will be entitled to free classes from the guest teacher and dinner provided by the Guild.

Treasurer:

Shall have vouchers available for members who are due money from the Guild. No one will be paid without a voucher with a receipt attached. If you are due money from the guild, present your voucher with receipt to the Treasurer before the membership meeting, at the Board meeting or by pre-arrangement. Treasurer shall each month provide a copy of the bank statement to the Vice President.

Treasurer shall file IRS Form 990-N on or before the deadline, currently January 15 of the following year.

Vice President:

Shall review the copy of the bank statement monthly and forward the reviewed copy to the Secretary for document retention.

Standing Committees:

The President shall appoint as many chairpersons of committees as are needed for conducting the business of the Guild. Chairpersons shall maintain notebooks of their duties and activities and present notebooks to the next chairperson at the August meeting. Chairpersons of Standing Committees shall select their own co-chairperson or committee members from the general membership, included, but are not limited to the following:

1. **LIBRARIAN:** shall receive and monitor magazine/book donations and sales. All unsold magazines at the end of the night shall be thrown away.
2. **MEMBERSHIP:** Shall collect membership and guest fees and turn said funds over to the Treasurer. Shall monthly update accurate membership roll to Webmaster and Secretary. A roster of members shall be presented at the November meeting to members in good standing. A copy of the Guild By-laws and Policies will be provided upon request.
3. **NEWSLETTER EDITOR:** Shall be responsible for monthly newsletter and for maintaining a file of newsletters. There shall be no personal letters or comments without prior approval of the Board of Directors. Newsletters shall include:
 - a. Dates and times of all meetings, including location.
 - b. Advance information regarding workshops and lectures.
 - c. Announcements
 - d. By-laws revisions in the month at which the change will be presented, voted upon by the general membership.
 - e. Slate of officers-elect nominees in the July newsletter.
 - f. Coordinating advertisements, contacting advertisers and collecting fees. Fees are passed to the treasurer.

4. OPPORTUNITY QUILT SALES: Duties include:
 - a. Coordinate the opportunity quilt sales.
 - b. The opportunity quilt chair is responsible for keeping the opportunity quilt, quilt stand, the raffle box with tumbler, raffle tickets and a rolling cart. You store these things to be available for events throughout the year.
 - c. Coordinate volunteers to attend events to promote sales of the raffle quilt.
6. WEBMASTER: The Webmaster is in charge of:
 - a. all website maintenance, updates and communications for the guild.
 - b. guilds' social media accounts,
 - c. taking and posting pictures during each monthly program
 - d. keeping members informed of upcoming events.

Other Committees as Appropriate:

1. BOOK AND FABRIC: Book and Fabric Committee obtain fabric donations from local fabric stores. The Committee sets up the raffle prizes at the beginning of each guild meeting and sells tickets. The Chair of the Committee is responsible for all paperwork and record tracking for accounting purposes and supplying the store/winner details to the Newsletter Chair to announce in the monthly newsletter.
2. BY-LAWS: Shall review By-laws annually or as needed and recommend any changes.
3. COMFORT QUILTS: Comfort Quilts Committee collects and coordinates quilt donations which are distributed to persons and organizations as determined by the Board of Directors.
4. HOSPITALITY: Shall arrange for the provision of refreshments for monthly meetings, and special receptions or meetings, unless catered by an assistant or other committee.
5. QUILT RETREAT: The Quilt Retreat Committee is tasked with scheduling dates and location to set up sewing retreats. The Committee finds locations that can handle all the sewing requirements like tables, chairs, electrical, lighting, fun prizes, activities and sewing supplies to provide retreat participants. The information is provided to guild members and others that

would like to attend. The Chair is responsible for all coordination and record keeping of expenses and shall make a final report to Treasurer within 30 days following each event,

6. QUILTS OF VALOR: Duties include:
 - a. Coordination of QOV presentation.
 - b. Solicit nominations for veterans to be honored.
 - c. Organizing the Master of Ceremonies for the presentation.
 - d. Putting together and printing a program for the evening presentation.
 - e. Auditorium set up with the custodian.
 - f. Invite the recipients and their guests to attend the ceremony.

7. SCHOLARSHIPS: Shall set rules and procedures for annual Guild scholarships with approval of the Board of Directors. Shall keep records of recipients. Shall inform the Treasurer of recipients.

8. TRIP COORDINATOR: The trip coordinator plans and arranges trips for the guild.
 - a. Trips and budget must be approved in advance by the Board of Directors.
 - b. Collects fees from members and transmits to Treasurer.
 - c. Advertises for trips.
 - d. Books accommodations, travel and meals as needed.
 - e. Keeps accurate accounting of expenses with written receipts.
 - f. Delivers final report to Treasurer within 30 days after each trip.
 - g. Past trips have included
 - i. Road to California quilt show in Ontario, CA which is usually the third weekend in January. This event is an overnight trip with multiple day passes and has been coordinated in odd years.
 - ii. Sisters (Oregon) Outdoor Quilt Show and Shop Hop which is an 8-day trip including stops at quilt shops in Oregon and

California. The show is always the second weekend in July and has been done on even years.

iii. Quilts in the Garden in Livermore

iv. Seven Sisters Quilt Show in San Luis Obispo.

Other Policies

These policies will be provided on request

Conflict of Interest Policy

Document Retention Policy

Whistleblower Policy