

**SAN JOAQUIN VALLEY QUILTERS' GUILD, INC.**  
**POLICIES AND PROCEDURES**

The following are the Policies and Procedures as approved by the Board of Directors of the San Joaquin Valley Quilters' Guild, Inc. (SJVQG) on July 20, 2022.

These Policies and Procedures contain the specific details of how the SJVQG functions. They should be reviewed every other year by the Bylaws committee and changes presented to the Board of Directors for approval. Since they are not part of the Bylaws or Articles of Incorporation, but merely guidelines for the current Board of Directors, revisions do not require a membership vote, unless otherwise specified in the Bylaws.

**ARTICLE 1. Meetings.**

- A. General meetings shall be held on the second Thursday of the month and shall start at 7:00 pm, unless another date/time/location is designated in the notice of the meeting.
- B. Children: As a courtesy to new mothers, infants will be welcome at Guild meetings. No children under the age of 16 should be brought to meetings, unless other arrangements have been made prior to the meeting.

**ARTICLE 2. Dues.**

- A. Dues of the Guild shall be \$35.00 per year. Dues for junior members, under 18 (non-voting) are \$15.00 per year.
- B. Membership dues shall be payable for the fiscal year beginning September 1 to August 31 and shall not be refundable.
- C. Names of members whose dues have not been paid by November 1 shall be removed from the roster and electronic membership list.
- D. New members only (not having been a member for the last two (2) years), joining in the months of February, March, April or May, may join for one-half of the annual dues.
- E. Members joining in June, July or August will pay the full amount of the annual dues which will include membership for the upcoming year.
- F. The current President is exempt from paying dues during their term of office.

**ARTICLE 3. Guests and Guest Fees.**

- A. Guests shall be requested to sign in at the membership table.
- B. After the first two visits, Guests will pay a \$5.00 fee per visit.

**ARTICLE 4. Newsletter Advertising Fees.**

- A. Newsletter advertisements for current SJVQG members will be complimentary (no fee). The size of the ad will be determined in coordination with the Newsletter Editor based on available space in the newsletter.
- B. Newsletter advertisements for non-members will be charged a fee according to the table below.
- C. The topic or business being advertised must be deemed appropriate for publication based on compatibility with the Guild’s purpose.

**Non-Member Newsletter Advertising Rates**

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

**ARTICLE 5. Workshops.**

- A. In this document, the term “workshop” shall encompass workshops, retreats and educational seminars.
- B. All workshops will be approved by the Board in coordination with the Program Chairperson and the Treasurer. Any financial items will be supervised by the same.
- C. A fee shall be charged for workshops. Non-members shall be charged \$15.00 more than paid members.
- D. Spaces may be reserved by paying the fee in full.
- E. SJVQG members have priority over non-members.
- F. In the event of cancellations, open spaces will be filled from the waiting list on a first come-first served basis.
- G. If a SJVQG member has paid the full fee and cancels at any time prior to the date of the workshop, the following goes into effect:
  - 1. If a workshop is full after a member cancels, the member gets a full refund.
  - 2. If the workshop is not full, and there is no waiting list, no refund shall be given; however, a 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.)

**ARTICLE 6. Teachers/Speakers.**

- A. Visiting teachers shall be paid their customary fee as stated in their contract.
- B. Guild members who present programs at general meetings shall be entitled to a \$100.00 stipend.

**ARTICLE 7. Procedure Manuals.**

- A. Each officer and committee chairperson is responsible for maintaining a procedure manual and/or job description for their position and all other official records as stated in the Bylaws or Policies and Procedures.
- B. This documentation and the supplies pertaining to the office/committee will be relinquished to their successor on or before the beginning of the new term of office.
- C. If a procedure manual is not required for the assignment, the committee chairperson is responsible for updating their committee job description in the Policies and Procedures.

**ARTICLE 8. 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.

**ARTICLE 9. 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.

**ARTICLE 10. Insurance.**

- A. The Guild will maintain a general liability insurance policy that has been approved by the Board.
- B. For any Guild-sponsored event or activity taking place outside of the usual general meeting location, an insurance waiver must be obtained.
- C. The chairperson or committee planning the event shall contact the Treasurer who will send the appropriate information to the insurance company to obtain the waiver.

**ARTICLE 11. Duties and General Descriptions of Executive/Elected Officers.**

NOTE: Any elected officer or Board identified standing committee chairperson shall attend Board meetings.

**A. President:**

- 1. Shall preside at all Guild meetings;
- 2. Shall ensure that the bylaws of the SJVQG are observed and acted upon appropriately;
- 3. Shall appoint chairpersons of all Standing Committees and shall be an ex-officio member of same, except the Nominating Committee;
- 4. Shall approve and countersign all checks, except that in his/her absence the Vice-President and/or Secretary shall countersign;
- 5. Shall be a non-voting member, except to cast the deciding vote in case of a tie at all meetings;
- 6. Shall sign all contracts involving the Guild, except for speaker or workshop contracts which may be signed by the Program Chairperson;

7. Shall submit President's Message to the Newsletter Editor monthly; and
8. Shall review and approve the monthly newsletter.

**B. First Vice-President:**

1. Shall assist the President;
2. Shall preside at all Guild meetings in the absence of the President;
3. Shall review a copy of the bank statement monthly and forward the reviewed copy to the Secretary for document retention; and
4. Shall act as Parliamentarian at Board and general meetings by advising the President on matters of parliamentary procedures, in the manner of Robert's Rules of Order and the Guild's bylaws.

**C. Second Vice-President/Programs:**

1. Responsible for researching, planning and contracting educational presentations and workshops at general meetings and scheduled Guild events;
2. Presents a tentative schedule for the year to the Board for discussion;
3. Finds a meeting place, if required, for lectures (other than the general meetings) and workshops;
4. Negotiates and signs contracts with speakers and workshop teachers within the Program budget;
5. Ensures speakers complete Form W-9 as needed and return to the Treasurer;
6. Makes arrangements for any necessary audio visual or other equipment requested by the speaker;
7. Secures travel, lodging and/or meals for guest speakers as needed;
8. Coordinates payment for the speakers with the Treasurer; and
9. Submits program information to the Newsletter Editor.

**D. Secretary:**

1. Shall keep true and accurate records of all proceedings of the Board of Directors and membership meetings to include quorums and votes and shall forward to the President within ten (10) days of such meetings a copy of all minutes;
2. Shall maintain the official correspondence of the Guild;
3. Shall keep a copy of the current Bylaws and Policies and Procedures in a permanent file;
4. Shall comply with the document retention policy;
5. Shall keep a current list of members of the Guild, the Board of Directors and of the Standing Committees and chairpersons; and
6. Shall maintain signed copies of Conflict of Interest forms.

**E. Treasurer:**

1. Shall receive and safely keep all Guild dues and deposits in the Guild bank account;

2. Shall countersign all checks and/or other instruments requiring his/her signature, after proper support for such expense is presented and reviewed;
3. Shall keep full and accurate accounts of the receipts and disbursements of the Guild;
4. On a monthly basis, shall present to the Board of Directors the income and expenses for the preceding period and fiscal year to date;
5. Shall renew licenses, permits, insurance, etc. for the Guild;
6. Shall be an ex-officio member of every committee charged with the receiving or paying of monies in connection with the business affairs of the Guild;
7. Shall receive and preserve quarterly financial reports and other financial reports from specific committees as determined by the Board of Directors (report format is to be provided by the Treasurer);
8. Shall be responsible as outgoing Treasurer to collect dues at the installation meeting in cooperation with the newly elected Treasurer and Membership Chairperson;
9. Shall act as Chairperson of the Budget Committee;
10. Shall submit by October 1 a complete statement of accounts for the past year as of August 31 to the incoming Board of Directors;
11. Shall provide vouchers to members requesting reimbursement from the Guild; no one will be paid without a completed voucher and a receipt from the original vendor attached;
12. On a monthly basis, shall provide a copy of the bank statement to the First Vice-President for review;
13. Shall prepare the government forms (Federal 990, State 199, and RRF-1) or provide information to the Guild accountant in a timely manner to ensure the filing of forms on or before the deadline, which is currently January 15 following the end of the fiscal year (i.e., from September 1 through August 31 of the previous year);
14. Shall be responsible for ensuring speaker's 1099 forms are filed according to IRS regulations;
15. Shall obtain insurance waivers as requested; and
16. Shall submit approved Treasurer reports to the Newsletter Editor.

**ARTICLE 12. Duties and General Descriptions of the Standing Committees/Chairperson Roles.**

**A. General information regarding Standing Committees.**

1. Board meeting attendance is voluntary for all Committee Chairpersons unless designated by \*\* below.
2. Chairpersons shall maintain procedure manuals of their duties and activities and present the manual to the next chairperson.
3. Chairpersons shall select their own co-chairperson and/or committee members from the general membership as appropriate.
4. Chairpersons shall participate in the annual budget preparation for their specific area.

**B. Block of the Month (BOM):**

1. Responsible for planning monthly quilt blocks for members to complete;
2. Prepare instructions for block construction and submit for emailing to members;
3. Present examples of completed blocks to display at monthly general meetings;
4. Receive completed blocks from members at the following meeting and incorporate them into a Comfort Quilt;
5. Determine prizes for members who submit completed blocks and submit their names for the random drawing; and
6. Submit an article to the Newsletter Editor with pictures showing the prior month's completed quilt(s), pictures of the upcoming months' block(s) and a picture of the drawing winner.

**C. Book and Fabric:**

1. Responsible for obtaining fabric and/or quilt book donations from the members and/or local fabric stores to be used as raffle prizes at Guild meetings;
2. Sells tickets at the meeting with winners being drawn during the meeting; and
3. The chairperson of the committee is responsible for all paperwork and record tracking for accounting purposes and supplying the winners of the raffles names to the Newsletter Editor to be included in the monthly newsletter.

**D. Budget Committee:**

1. Responsible for annually drafting a budget for the upcoming year;
2. Obtains input from the Board and Committee Chairpersons regarding anticipated funding required for the upcoming year; and
3. Tabulates the money spent during the past fiscal year along with changes in income, increases/decreases in expenditures, community service activities and/or special projects that are all considered when drafting the new budget.

**E. Bylaws Committee:**

1. Responsible for reviewing the Bylaws and Policies and Procedures and making recommendations for needed revisions;
2. Presents any changes/revisions to the Board of Directors for approval; and
3. Prepares documents explaining the changes for presentation to the Board and members, as appropriate.

**F. Comfort Quilts Committee:**

1. Responsible for collecting completed quilt tops and quilts for distribution to local organizations approved by the Board;

2. The chairperson arranges for batting and other supplies as needed for completing quilts; and
3. Submits a monthly article on comfort quilt activity to the Newsletter Editor.

**G. Greeters:**

1. Responsible for greeting members and visitors at the monthly Guild meetings;
2. Have members initial sign-in sheets and direct visitors to membership table;
3. Coordinates fun membership activities three to four times a year, usually associated with a holiday.

**H. Guild Challenge Committee:**

1. Responsible for developing plans that serve as creative challenges for the Guild members;
2. Presents proposed plan and prizes to the Board for approval; and
3. Drafts project instructions, rules, time period for the event and prizes for distribution to Guild members.

**I. Hospitality:**

1. Responsible for setting out food items members bring to the monthly meetings and preparing a drink station with coffee, tea and water;
2. Maintain an adequate inventory of supplies necessary to serve the food and provide the drink items, requesting pre-budgeted money from the Treasurer as needed;
3. Maintain the hospitality storage cabinet in a clean and orderly manner, to include discarding outdated food items; and
4. Clean up the food and drink station after each meeting.

**J. Membership Chairperson\*\*:**

1. Responsible for maintaining the membership database which includes adding new members, updating addresses, phone numbers and e-mail addresses;
2. Prepares and distributes the Membership Directory, Addendum and Membership Cards;
3. Sets up the membership tables with brochures, business cards, newsletters and quilt show advertisements;
4. Collects membership dues and guest fees;
5. Sets out the visitor sign-in book;
6. Maintains a current and accurate membership roster, sending updates to the Webmaster and Secretary;
7. Keeps records of the receipts given to members;
8. Prepares deposit vouchers and submits received revenue from dues and fees to the Treasurer;
9. Submits monthly to the Newsletter Editor an article which includes member birthdays and new member's names;

10. Prepares sign-in sheets for the greeters to utilize at meetings;
11. Maintains copies of the Guild Bylaws and Policies and Procedures at meetings to be available upon request; and
12. Maintains a list of guests at general meetings with the dates of their visitation and prepares a sign-in sheet with this list to facilitate determination of two (2) complimentary visits and the guest fee assessment on subsequent visits.

**K. Newsletter Editor\*\*:**

1. Responsible for preparing a monthly newsletter from articles submitted by Board, Committees and other Guild members;
2. Maintains a file of prior newsletters on Google Docs;
3. Submits via e-mail the completed newsletter to the President for review and approval;
4. Once approved, the newsletter is submitted to the Webmaster for posting on the Guild website and distribution to the members with e-mail addresses;
5. Receives advertisements for the newsletter from members, non-members, local businesses, etc.; and
6. Submits any payments received to the Treasurer.  
(NOTE: There shall be no personal letters or comments printed in the newsletter without prior approval from the Board of Directors.)

**L. Nominating Committee:**

1. Responsible for finding candidates to run for Guild elected offices;
2. Communicates with Guild members to identify candidates; and
3. Presents the slate of nominees to the Board and Guild membership for approval.

**M. Opportunity Quilt Chairperson\*\*:**

1. Responsible for ticket sales and promotions for the Guild's main fundraising effort, the Opportunity Quilt;
2. Coordinates the Opportunity Quilt ticket sales at the general meetings, Fresno Fair, other local Guild meetings and other sales venues;
3. Stores the Opportunity Quilt, quilt stand, tickets, etc. so they are available for events throughout the year;
4. Coordinates and schedules volunteers to attend events to promote sales of the Opportunity Quilt tickets;
5. Maintains an accounting of funds received and number of tickets sold; and
6. Submits revenue from tickets sold to the Treasurer.

**N. President's Quilt:**

1. Responsible for choosing a quilt or other quilt-related project for the outgoing Guild President;
2. Meets with the President to determine what type of quilt project is of interest;

3. Recruits interested Guild members to assist with the project; and
4. Presents the completed quilt to the President at the end of his/her term during a Guild meeting.

**O. Publicity:**

1. Responsible for promoting the Guild and Guild events through media outlets, quilt shops or any other appropriate source;
2. Creates flyers for posting on Facebook, in local quilt shops, the Guild Website, the Northern & Southern California Quilt Guild websites, as well as distribution to Guild members; and
3. Contacts businesses interested in advertising in the monthly newsletter.

**P. Quilt Show Chairperson\*\*:**

1. Responsible for planning a quilt show for the public to view quilts from our members and quilters from the surrounding area;
2. Prepares the budget, finds a location and selects a date for the show;
3. Presents the plan to the Board for approval;
4. Selects sub-committee chairpersons, such as finance, ticket sales, volunteers, advertising, vendors, raffles, food, etc.; and
5. Requests and organizes and requests quilts for display.

**Q. Quilt Retreat:**

1. Responsible for planning quilting and/or sewing retreats;
2. Prepares a budget for Board approval;
3. Finds locations that can handle all the sewing requirements (tables, chairs, electrical, lighting, fun prizes, activities and sewing supplies) as approved by the Board;
4. Communicates retreat information to Guild members; and
5. Maintains records of income/expenses for the retreat.

**R. Quilts of Valor:**

1. Responsible for planning, creating and presenting quilts to our local veterans;
2. Requests Guild members to nominate Quilt of Valor recipients; and
3. Organizes the Veterans Ceremony, prepares the program, contacts volunteers to make quilts, organizes the ceremony presentations, arranges for refreshments, prepares the set up for the location, sends invitations to the recipients as well as their guests to attend the ceremony.

**S. Scholarships/Grants:**

1. Responsible for selecting local recipients for Guild scholarships and/or grants;
2. Develops scholarship/grant criteria and application forms;
3. Submits the criteria and forms to the Board for approval; and
4. Reviews the submitted application forms, selects final recipient(s) and submits to the Board for final approval.

**T. Stash Coordinator:**

1. Responsible for assisting the Comfort Quilts Coordinator in cleaning and organizing fabric, notions and other quilt items that are donated to the Guild; and
2. Assists in the preparation of ready to go kits and materials for comfort quilts, pillowcases, special holiday quilts and other identified committee needs.

**U. Studio Tour:**

1. Responsible for coordinating tours of Guild members' quilting/sewing rooms; and
2. Contacts interested members, schedules tour dates, creates tickets/passes, solicits local business support, etc.

**V. Sunshine Coordinator:**

1. Responsible for sending cards to members who are going through a tough time due to illness, family death or other serious challenges;
2. Notified by the Board, committee chairperson or Guild member of who to send a card to and the reason for the correspondence; and
3. Submit a voucher and receipts to the Treasurer for reimbursement of expenses. (NOTE: 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 for any unauthorized purchase of flowers, cards, etc.)

**W. Trip Coordinator:**

1. Responsible for planning and arranging trips for the Guild to out-of-town quilt shows, shop hops, etc.;
2. Requests information from Guild members regarding what trips are of interest;
3. Arranges for transportation to/from stops along the way and overnight accommodations, if needed;
4. Calculates the cost per person and presents to the Board for approval;
5. Prepares flyers with trip information in coordination with the Publicity Chairperson;
6. Plans games, snacks and other activities during travel time;
7. Collects fees for the trip and works with the Treasurer for payment of trip-related expenses; and
8. Maintains accurate accounting of expenses to include original receipts and delivers the final report to the Treasurer within thirty (30) days after each trip.

**X. Webmaster\*\*:**

1. Maintains Guild website, e-mail platform, social media posts and web hosting accounts;
2. Facilitates communication for the Guild via e-mail, social media posts and Website calendar updates;
3. Supports the collection of content for social media posts; and
4. Coordinates the electronic dissemination of the monthly newsletter and other Guild communications as needed.

**ARTICLE 13. Reference Policies (provided upon request).**

- A. Conflict of Interest Policy.
- B. Document Retention Policy.
- C. Whistleblower Policy.