

Policies and Procedures

June 2009 - Smoky Mountain Quilters Guild

I. Policies and Procedures:

- A. Will be reviewed every two years by incoming president (or a committee of her choosing) within the first three months of her term.
- B. May be revised, amended, or added to at any time as needed.
- C. Are subject to approval by general membership.

II. Loaning of quilt show frames.

- A. For members
 - 1. \$15 refundable deposit for each frame
 - 2. \$15 charge for lost or damaged frame
- B. For non-members
 - 1. \$15 deposit for each frame
 - 2. First \$15 is non-refundable
 - 3. \$15 for each lost or damaged frame
- C. For other guilds
 - 1. \$50 rental for the set
 - 2. \$15 for each lost or damaged frame

III. Class payments and fees (See appendix 1)

IV. Quilt Room chairman and committee:

- A. Fees to be reviewed annually and changes reported to the executive board. Chairman should keep a written copy of the fees.
- B. Backing, batting, and thread must be furnished, or a deposit of 1/3 total cost required
- C. Total cost depends on amount of work to be done, such as repairing, basting, marking, quilting, and binding (priced individually)
- D. Postage, including insurance, to be paid by customer
- E. If top is not ready when guild contacts owner, quilt rotates to bottom of the list.

V. Scholarship Chairman and committee:

- A. The money for scholarships will be raised solely from the scholarship quilt. Equal amounts in \$500 increments will be given to New Century Scholars and to high school seniors chosen by the committee.
- B. Process: See Appendix 2
- C. An alternate will be chosen each year so that, if a scholarship is unclaimed within the allotted time, the alternate may receive that money for which he or she qualified.
- D. Unclaimed scholarship money will stay in the scholarship fund to be dispersed the following year.

VI. Quilt Show Chairman and committee

- A. Chairman and co-chairman will be appointed by the President (with the advice of the executive board) as soon as possible after the president assumes office. Term of office will terminate after the final debriefing after the quilt show.
- B. Judging categories will be determined by the committee and presented to the membership no later than January of the quilt show year.
- C. Quilt show chairman will appoint all quilt show sub-committee chairmen and determine their duties. All materials related to the quilt show will be turned over to the quilt show chairman at the final debriefing.
- D. (a list of sub-committees and their duties should be Appendix 3)

VII. Nominating Chairman and Committee (See article VIII, Section 5 of the By-Laws)

VIII. Finance Chairman and Committee

- A. The treasurer with the advice of the President will appoint the committee.
- B. The committee will be responsible for assisting with the budget and any other duties assigned by the treasurer.

IX. Membership Chairman

- A. The membership chairman will collect membership dues and forms, turn the money over to the treasurer, and issue membership cards.
- B. She will maintain an up-to-date membership list and furnish that list and information to other chairmen as needed.
- C. She will furnish new members with appropriate paperwork and materials (i.e. name tag info and copies of bylaws).
- D. She will furnish a sign-up sheet for each meeting and assure that it is given to the secretary at the end of the meeting.

X. Telephone chairman

The chairman or her committee telephones members who do not have email with information about any unscheduled events or change of plans.

XI. Publicity

The publicity chairman notifies local publications, radio, and city web site manager of any events or news pertaining to the guild.

XII. Historian

- A. The historian maintains scrapbook and makes it available to membership on a regular basis.
- B. She assures the scrapbook is correctly filed in the quilt room at the end of her term.

XIII. Newsletter Editor

The editor (and assistants if needed) will publish the monthly newsletter and see that distribution takes place to all members and guilds with which we exchange newsletters. The newsletter will contain information regarding places, dates, and times of meetings, programs, and workshops. It will include changes in membership and information from the minutes of prior meetings. Committee chairpersons and bees should submit their reports for the newsletter by deadline set by the editor.

XIV. Hospitality

- A. The hospitality chairman will inventory supplies provided by the guild as necessary and purchase those supplies.
- B. The supplies provided will include paper products, coffee, tea, and their condiments.
- C. The chairman will maintain a list of monthly hostesses. The hostesses will provide the snacks, door prizes, and set up and clean up the food area.
- D. The chairman will provide for the hostesses a list of duties, make available the guild supplies, and assure the hostesses have sign up sheets for the fat quarter lottery, and numbers for the lotteries.

XV. Librarian

The librarian will maintain inventory, follow up on over due books, and purchase new inventory as deemed necessary. She will report to the membership on new books in the library. The library may be purged periodically. Old books may be sold and the funds used for new books.

XVI. Sunshine Chairman

The sunshine chairman will send cards to members and friends of the guild when appropriate. She is responsible for purchase of supplies and presenting the receipt to the treasurer for reimbursement.

XVII. Community Outreach Coordinator

- A. The coordinator is responsible for supplying kits for members to make baby quilts, for arranging workshops for those quilts, and/or for encouraging members to make those quilts on their own.
- B. She is responsible for distributing those quilts as needed in the community.
- C. She should report regularly to the membership of the status of the quilt supply and of the quilts distributed. This may be at meetings or by a report to the newsletter.

XVIII. Quilts of Valor Chairman

The chairman is responsible for arranging workshops, supplying agreed upon supplies, arranging distribution of the finished quilts, managing the budget, and reporting to the guild.

XIX. Storybook Quilts Chairman

The chairman is responsible for ordering the books, arranging the making of the quilts, co-ordinating with the schools, keeping a list of volunteers who will read or otherwise help with the program in the schools, managing the budget, and reporting to the guild.

XX. Cookbook Sales Chairman

The chairman is responsible for cookbook sales: seeing that the books are distributed to the places that sell them for the guild, that they are available for shows the guild participates in, and collecting the money for the books.

Article XXI. Program Committee Chairman

- A. The Program Committee Chairman will be the 2nd Vice President
- B. The program committee will assist the 2nd Vice President in preparing the programs and workshops for the year and in other capacities as needed to provide and run the programs and workshops for the guild.

Article XXII: Comfort Quilt Chairman

- A. The comfort quilt chairman will make available patterns for the members to make comfort quilt blocks
- B. The chairman will collect the blocks and arrange for groups of guild members to assemble the quilt.

Article XXIII. Community Events Coordinator.

Organizes the guild's participation in such events as the County Fair, Pumpkin Fest, Heritage Days, and other events the guild agrees to participate in. Arranges volunteers to man the booths and set-up and take-down. Acts as liaison with the community as needed.

Article XXIV. All committee chairmen and coordinators should prepare an end-of-year report by the June annual meeting. They should have all materials ready to pass on to their successor at the June meeting if they are not continuing in their position.

Article XXV. Memorial remembrances for members: One quilt book will be donated to the Macon County Library in memory of the member.

Appendix I
Payment for Workshop Teachers
Retitled: Workshop Policies
Revised and adopted 7/26/10

1. All class will be in keeping of the stated Guild purpose, to promote quilting.
2. Members will be charged a minimal \$5 to register.
3. For all classes, the full fee will be required at registration. It is not refundable, but is transferable.
4. Teacher fees and expenses will be negotiated by the Program Chairman (2nd Vice President) with the advice and consent of the Board.
5. A Workshop Presenters Agreement must be completed by the instructor and authorized by the President or Vice-President before the workshop takes place.
6. Teachers may offer, for additional fees, items such as books, kits, etc. They are to collect the fees themselves.
7. Fees for the workshops will be determined by the Program Chairman based on the cost of the workshop and with the advice and consent of the Board.
8. Non-members taking a workshop will be charged an additional \$5. (The workshops will be operated on a first-paid, first-in basis regardless of guild membership, though they will be offered to members first. There will be no reduction in fee for paying early.)