

Policies and Procedures
2018 Revision
Smoky Mountain Quilters Guild

Article I. Policies and Procedures

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

Article II. Quilt Show Frame Policy

- A. Rental for the quilt frames will be at the discretion of the Board of Directors and fees will be charged at their discretion.
- B. A contract will be written for the rental.
- C. The guild will keep an inventory of all the items in the storage unit. (Appendix 3). Only items belonging to the guild will be kept in the unit.

Article III. Workshop Policies

- A. All workshops will be in keeping with the stated Guild purpose of promoting quilting.
- B. The full fee for all workshops will be required at registration. It is not refundable, but is transferable.
- C. Teacher fees and expenses will be negotiated by the Education Director with the advice and consent of the Board.
- D. A Workshop Presenter Agreement must be completed by the instructor and authorized by the Education Director or President before the workshop takes place.
- E. Teachers may offer, for additional fees, items such as books, kits, etc. They are to collect those additional fees themselves.

- F. Workshop fees will be determined by the Education Director based on the cost of the workshop and with the advice and consent of the Board.
- G. 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.

Article IV. Charitable Organization/Fund-raising Policies

- A. The money for charitable organizations or programs will be raised from the opportunity quilt, silent auction, or other fund-raising endeavors.
- B. Unused fund-raising money will stay in the charitable fund to be dispersed the following year(s).

Article V. Children's Quilts Chair and Committee

- A. The Chair 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. The Chair is responsible for distributing those quilts as needed.
- C. The Chair should report regularly to the membership on the status of the quilt supply and of the quilts distributed.

Article VI. Comfort Quilt Chair and Committee

- A. Persons eligible to receive a comfort quilt are current SMQG members who are experiencing the death of a spouse/significant other or child, or are experiencing a catastrophic illness or protracted illness such as cancer etc., or others as determined appropriate by the membership and the SMQG board of directors.
- B. The SMQG President will announce that a quilt is needed and request volunteers to work on the quilt. The colorway for the comfort block will be announced to the membership at the SMQG meetings and sent by

email to the membership. Those volunteers are responsible for receiving the blocks, completing the quilt, and presenting the quilt to the recipient in a timely manner.

- C. The Comfort Quilt Chair will make the pattern available for members to make comfort quilt blocks. This pattern will be posted on the SMQG website. Patterns are also available at meetings and are also provided in the new member packets.
- D. The Comfort Quilt Chair/Committee is responsible for maintaining a list of members who have received a comfort quilt and will be available for questions or assistance as needed.

Article VII. Finance Chair and Committee

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

Article VIII. Hospitality Chair and Committee

- A. The hospitality chair 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.

Article IX. Librarian

The Librarian will maintain inventory, follow up on over-due books, and purchase new inventory as deemed necessary. The Librarian 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.

Article X. Jackson County Outreach Coordinator

- A. Organizes the guild's participation in such events the guild agrees to participate in Jackson County.
- B. Arranges volunteers to man the booths and set-up and take-down.
- C. Acts as liaison with the community as needed.

Article XI. Macon County Outreach Coordinator

- A. Organizes the guild's participation in such events the guild agrees to participate in Macon County.
- B. Arranges volunteers to man the booths and set-up and take-down.
- C. Acts as liaison with the community as needed.

Article XII. Publicity Chair

Notifies local publications, radio, and web sites of any events or news pertaining to the guild.

Article XIII. Membership Chair and Committee

- A. The membership chair will collect membership dues and forms, turn the money over to the treasurer, and issue membership cards.
- B. The Chair will maintain an up-to-date membership list and furnish that list and information to other chairs as needed.
- C. The Chair will furnish new members with appropriate paperwork and materials (i.e. name tag info and copies of bylaws).
- D. The Chair will furnish a sign-up sheet for each meeting and assure that it is given to the secretary at the end of the meeting.
- E. Attendance and program reports will be recorded at distributed to the board at the end of the fiscal year or as requested by the board.
- F. The membership committee will furnish birthday fat quarters.
- G. The membership committee will arrange drawings for door prizes when those prizes are available.

Article XIV. Webmaster

The Webmaster will update the SMQG website with current information regarding places, dates, and times of meetings, programs, and workshops. The website will include changes in membership and information from the minutes of prior meetings. Committee chairs and bees should email information to be shown on the website to the Webmaster. The website may run personal ads for members or ads for non-profit organizations such as other guild quilt shows, but will not run ads of for-profit organizations.

Article XV. Nominating Chair and Committee

See article VIII, Section 5 of the By-Laws.

Article XVI. Parliamentarian

Sees that the board follows Roberts Rules of Order as needed.

Article XVII. Education Director and Program Committee

The Program Committee will assist the Education Director in planning 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 XVIII. Quilt Room Chair and Committee

- A. Fees to be reviewed annually and changes reported to the executive board. Chair should keep a written copy of the fees.
- B. Backing and thread must be furnished by the customer, or a deposit of 1/3 of the total cost required.
- C. Total cost depends on amount of work to be done, such as repairing, basting, marking, quilting, and binding (each priced separately).
- 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.

Article XIX. Quilt Show Chair and Committee

- A. Chair and Co-Chair 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 board no later than January of the quilt show year.
- C. Quilt Show Chairs will appoint all quilt show sub-committee chairs and determine their duties. All materials related to the quilt show will be turned over to the quilt show chairs at the final debriefing.
- D. A list of sub-committees and their duties is attached as Appendix 2.

Article XX. Quilts of Valor Chair

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

Article XXI. Storybook Quilts Chair

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

Article XXII. Sunshine Chair

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

Article XXIII. Telephone Chair and Committee

A telephone committee may be formed at any time the board wishes to disperse information personally, to request volunteers, or to solicit information from guild members.

Article XXIV. Fundraising Chair and Committee

- A. The Chair is responsible for all sales including cookbooks, opportunity quilt tickets, t-shirts, and any other items the guild wishes to sell. The Chair may appoint a Cookbook sales chair or Opportunity Quilt ticket sales chair as needed.
- B. The Cookbook sales chair is responsible for 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 for collecting money for the books.
- C. The Opportunity Quilt sales chair is responsible for seeing that all members have a set of 24 tickets to sell, that the quilt is available for display, that tickets and money are collected and accounted for properly.

Article XXV. Committee Chair Reports

Each committee chair will report monthly activities to the board in writing by mail or email prior to the board meeting. All committee chairs and coordinators should prepare an end-of-year report by the April annual meeting. They should have all materials ready to pass on to their successor at the April meeting if they are not continuing in their position.

Article XXVI. Inclement Weather Guidelines

In case of inclement weather of any kind, the guild will cancel a regular guild meeting if either Macon or Jackson County schools are cancelled. The board has the discretion to reschedule or not.