

Policies and Procedures
June 2025
Revised August 2026
Smoky Mountain Quilters Guild

I. Policies and Procedures:

- A. Will be reviewed every two years by president and the board.
- B. May be revised, amended, or added to at any time as needed.
- C. Are subject to approval by the board.

II. Workshop Policies

- A. All workshops will be in keeping with the stated Guild purpose of promoting quilting and fiber arts.
- B. Workshops or Bees sponsored by the guild for guild purposes such as Quilts of Valor or Baby Quilts are free to all participants. The full fee for all other workshops will be accepted at registration.
- C. Prepaid student fees for outside paid speakers are not refundable. A student registering for a class with an outside instructor may find a substitute student for their reserved seat. Pre-Paid fees for guild member instructed classes are transferable at instructor discretion. Classes benefiting the guild will not have a fee.
- D. Prices for all instructional workshops including those with an outside instructor will include a \$5.00 fee per student in the total cost to offset room fees. The TOTAL cost will be reflected on the sign-up sheet. If an outside instructor teaches, it is the responsibility of the Education Committee to provide a class signup, collect monies for the class, and distribute information to students. Monies collected for room fees and class cost will be given to the treasurer. The treasurer is responsible for writing a check to the paid instructor.
- E. Paid guild member instructors will set their own fee per student and \$5 per student will be designated for the guild treasury. The total cost will be documented when the sign-up sheet is available. The education committee will be responsible for collection of the class fee, maintaining signup list, distributing

information to attendees and communicating with the board and students regarding any scheduling conflicts, etc.

- F. Teachers may offer, for additional fees, items such as books, kits, etc. They are to collect those additional fees themselves.
- G. Room access will be made available by a designated person who will be responsible for checking calendar for upcoming projects.
- H. Storage of small guild items can be housed in the closet within the Cowee classroom. The guild reserves the right to clean the storage closet if there are too many items.

III. Children's Quilts Chair and Committee

- A. The Chair is responsible for facilitating the making of baby quilts including arranging workshops accessing materials and supplies and encouraging the making of quilts.
- B. The Chair is responsible for distributing those quilts as needed
- C. The Chair will report regularly to the membership on the quilt supply and of the quilts distributed.

IV. Comfort Quilt Chair and Committee

- A. Persons eligible to receive a comfort quilt are current SMQG who are: experiencing the death of a spouse/significant other or child, are experiencing a catastrophic illness or protracted illness such as cancer, etc., or others as determined appropriate by the SMQG board of directors.
- B. In an effort to make the Comfort Quilts available in a timely manner there will be one or two completed quilts stored with the Comfort Quilt Committee and available for needed presentation. The comfort quilt will be available to the membership at the SMQG meetings for signing by members.
- C. The SMQG president will announce to the membership by electronic methods that a quilt is needed, the person to receive the quilt and the reason. A volunteer will be requested to present the quilt to the recipient
- D. The comfort quilt pattern is posted on the SMQG website and is also available at meeting. Members are requested to complete blocks and submit these to the committee members when

completed. The block is to have a white or off-white background (B & D of the pattern) with a colored center and star points. Each completed block should measure 9 inches square, be pressed and squared prior to submission.

- E. The Comfort Quilt Committee will collect the completed blocks and either complete a quilt or request assistance as needed for completion.
- F. The comfort quilt Chair/committee is available for questions or assistance as needed.

V. Community Events Coordinator.

Organizes the guild's participation in such events as the County Fair, Pumpkin Fest, Cowee Christmas and other events. Acts as liaison with the community as needed.

VI. Nominating Chair and Committee

The Nominating Committee shall consist of three (3) members and shall present to the membership in writing the proposed slate of officers a month prior to the annual meeting of the members in which the officers are selected. Nominations from the floor at the annual meeting shall be permitted so long as all nominees have given prior approval to be nominated. (See article VI, Section 6 of the By-Laws)

VII. Membership Chair

- A. The membership chair will collect membership dues and forms, and turn the money over to the treasurer.
- B. The Chair will maintain an up-to-date membership list and furnish that list and information to members as needed. (including updates to be posted on the newsletter)
- C. The Chair will furnish new members with appropriate paperwork and materials.
- D. The Chair will furnish a sign-up sheet for each meeting and give a copy to the secretary after the meeting.
- E. The memberships committee will furnish birthday fat quarters

- F. The membership committee will arrange drawings for door prizes when those prizes are available.

VIII. Education Chair and Program Committee

The Education Chair is responsible for selecting a program committee if needed. The Education Chair is responsible for establishing the rules of the workshop and planning speakers for guild meetings and workshop events. The Chair is also responsible for making sure the calendar is up to date and the webmaster is aware of events.

IX. Social Media and Other

A. There will be a person in charge of the official Facebook page for Smoky Mountain Quilters Guild. Events, meetings, and cancellation of meetings will be posted on Facebook. Other information will be posted to generate more Facebook activity.

B. There will be a person in charge of the newsletter to be sent electronically to all guild members on a regular basis. The member directory and minutes of the board will be stored and updated in the monthly newsletter. The newsletter containing member information will only be available to current members of the guild. All chair persons are responsible for sending updates to the newsletter person. The newsletter will also post information regarding cancellation of meetings and classes and other pertinent information regarding the guild and its members.

C. Webmaster. The webmaster will update the SMQG website with current information regarding places, dates, and times of meetings, programs, and workshops. Committee chairs should email information to be shown on the website to the Webmaster. Events for the calendar will be coordinated through the Education Chair. The website may run personal ads for members or ads for non-profit organizations such as other guild quilt shows. It will not run ads for – profit organizations.

D. There will be a person acting as a liaison between Cowee School and the Guild.

X. Parliamentarian

Ensures that the board follows Roberts Rules of Order as needed. Answers and advises on the bylaws of the guild.

XI. Publicity

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

XII. Hospitality

The hospitality chairman will help facilitate the hanging of “show and tell” quilts for each meeting. S/he may help with other areas that help with facilitating the meeting.

XIII. Sunshine Chair

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

XIV. 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.

Note: Each Chair is responsible for reporting to the membership on a monthly basis as needed. Each chair should have materials ready to pass on to their successor if they relinquish their position.