



# Valley Quilters Guild

## *Standing Policies*

AMENDED OCTOBER 10, 2019

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### **APPOINTED POSITIONS**

1. The President may recommend and Board will approve Appointed Positions in the first quarter of the President's first term. Appointed positions are: Treasurer's Assistant, Newsletter Editor, Tech Advisor(s), Webmaster (the Tech Advisor and Webmaster may be the same person), Member Liaison, Quilt Buddy, and Greeter. Their term of office will run concurrently with the President's term. Appointed positions serve at the pleasure of the Board and may be changed mid-term. The President will maintain a list of duties for each Appointed Position. (Jun 2017 Board Meeting, Dec 2018 Special Board Meeting, Jun 2019 Board Meeting) *X-REF Officer Guidelines*
2. Member Liaison will assist the Secretary and Treasurer with Membership-related duties. (Sep 2013 Special Board Meeting) *X-REF Officer Guidelines*

### **CALENDARING**

[1] The Board will establish a yearly Master Calendar for internal planning purposes which will be maintained by the President. All activities will be coordinated through the Board in the future. (Nov 2018 Board Meeting) *X-REF Officer Guidelines*

## **COMMITTEES**

### **General (APPLIES TO ALL COMMITTEES)**

1. Board Members are required (by the Bylaws) to participate on a Standing Committee, however they cannot Chair a Committee except for the Budget and Nominating Committees. At the end of a year, each Committee is open to sign up Members. New Committee lists will be available in October so Members may sign up for the following year. Before the January meeting, the Committee will meet to elect a Chairperson. Members may also join a Committee at any time during the year. (Sep 2013 Special Board Meeting) *X-REF Officer Guidelines*
2. In January of each year, the Board will appoint Committee Liaisons. Duties of the Board Liaison will include, but not be limited to, attending Committee Meetings, reporting to the Board when necessary, and reviewing the Committee box/binder annually in December. Annual review will ensure the box/binder is current with items required. (May 2014 Board Meeting) *X-REF Officer Guidelines*
3. Special recognition for those who go beyond the call of duty in their service to the Guild – Members may recommend each other to the Board; the President can recognize any Member; Committee Chairs can recognize Members of their Committee. (Aug 2009 Board Meeting) *X-REF Membership*
4. No Committee Member may spend Committee funds without prior approval of Committee Chair. (Oct 2008 Board Meeting) *X-REF Finances-General*
5. Committee Meeting notes are to be given to the President after every Committee Meeting. (Jun 2009 Board Meeting)
6. Committee Chairs should establish and maintain a Committee box/binder that will include, but is not limited to: Committee Policies, Committee Chair duties, Committee Member duties, Annual Reports, Committee Inventory, Committee Meeting Minutes, Committee Budgets and actual expenditures, the list of Committee Members, and any reports and relevant correspondence. In addition, they will contain Guild Bylaws and Standing Policies. Each Committee Chair will pass the Committee box/binder to the incoming Committee Chair at the end of her/his term. (Sep 2013 Special Board Meeting)

### **Committees-General, continued**

7. A copy of all previous Policies will be retained by Committee Chair in Committee box any time Committee Policy is changed. (Jun 2012 Board Meeting)
8. Board Members, Committee Chairs, Membership Liaison and the Newsletter Editor are authorized to charge items to the Guild UPS Store account. (Apr 2012 Board Meeting) *X-REF Finances-General, General/Misc*
9. Each Committee Chair will review and update the Committee Inventory annually by the end of December, sending the updated list to the Historian. When Committee Chair changes, outgoing Chair will review Inventory with new Chair, sending the updated list to the Historian. (Jul 2013 and Jun 2017 Board Meetings) *X-REF Officer Guidelines*
10. Any participant in Guild activities who exhibits disruptive behavior may be asked to leave, as determined by the Committee Chair and a Board Member. Any fees paid will NOT be refunded. In the case of Open Sew, two (2) Board Members could make the determination. (Jun 2017 Board Meeting) *X-REF General/Misc, Officer Guidelines*
11. No business will be conducted by any table while the Membership Meeting is in session. (Jun 2017 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Equipment/Keys/Table Rental, Meetings*
12. The Treasurer will coordinate scheduling of Committee Meetings at the Depot on Meeting and Open Sew days so there won't be two committees trying to meet in the same space at the same time. (Feb 2014 Membership Meeting) *X-REF Meetings, Officer Guidelines*
13. Fees charged to attend an event of the Guild are not refundable, unless the event is cancelled. Attendees may find someone else to take their place. If there is a waiting list, the replacement must be from the list. Hardship cases may be referred to the Board for review.

## **Committees, continued**

### **Ad Hoc Committees**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

1. The President may appoint an Ad Hoc Committee as needed. (May 2014 Board Meeting, Aug 2018 Special Board Session) *X-REF Officer Guidelines, Policies/Bylaws*
2. An Ad Hoc Grievance Committee may be formed to address grievances directed at the Board. (Sep 2013 Special Board Meeting)

### **Budget Committee**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

The duties of the Budget Committee shall include the Annual Financial Review. (Sep 2013 Board Meeting)

### **Education Committee**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

1. Valley Quilters Guild adheres to the nationally recognized standards for copyrighted material. For example, when a class is taught, each student must have or purchase a copy of the pattern/book unless granted permission by the designer/publisher to make copies. (Apr 1995, Aug 2018 Special Board Meeting)
2. Block-of-the-month instructions will be provided through a link to a website in the newsletter and/or on the website. An illustration of the block may be provided. (Feb 2008 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Newsletter*
3. The Education Teaching Contract defines “local teacher” to be a Member of Valley Quilters Guild. (Jul 2009 Board Meeting)
4. Classes may be held at least quarterly, with the number being determined by the Education Committee. When classes and Open Sew occur on the same day, they should not run concurrently at the Depot. Classes may be held at an alternate location, to be determined by the Committee. Open Sew may take place at another location, start after the class ends, or be cancelled. (Nov 2015 Board Meeting, Feb 2016 Membership Meeting, Jun 2017 Board Meeting)

### **Committees, continued**

5. Workshops will not take place the same day as classes or “sew-for” events. (Jan 2017 Board Meeting)

### **Fair Booth Committee**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

Requests received at the Fair Booth for someone to repair antique quilts, make new quilts, etc., will be put in the newsletter so Members can respond directly to the request. (Sep 2014 Board Meeting) *X-REF Newsletter*

### **Gaming Committee**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

1. The person designated as “Primary Member in Charge” by the State of Alaska will be Chair of the Gaming Committee. The Gaming Committee shall consist of the Chair, Guild Treasurer and Committee Member(s). One Committee Member will act as the State Alternate. (Sep 2013 Special Board Meeting)
2. The lending of our Gaming Permit must be approved by the Board and the Primary Member in Charge of the Gaming Permit. (Nov 2014 Board Meeting) *X-REF Drawings/Raffles-Raffle/Gaming*
3. The price of Quilt Raffle tickets will be established by the Quilt Raffle Committee. (Aug 2018 Special Board Meeting) *X-REF Committees-Raffle, Drawings/Raffles-Raffle/Gaming*
4. The top Raffle Quilt ticket seller will be awarded a \$15 gift card (VISA). Fund to come from the Gaming Account. (May 2011 Board Meeting) *X-Ref Committees-Raffles, Drawings/Raffle Gaming*

### **Grant Committee**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

Grants will be available to Certified Teachers employed at an Alaska K-12 school. Grants must be used to help defray the cost of teaching a Fiber Arts Unit in the Spring semester. The Guild may award more than one (1) grant in a calendar year.



Grant amounts will range from \$75 to \$300. Committee will review applications and award grants. (May 2012 Membership Meeting, Aug 2018 Special Board Session)

### **Committees, continued**

#### **Nominating Committee**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

The Nominating Committee will require Members to sign in before they are issued a ballot in order to verify Membership status for elections. (Nov 2008) *X-REF Elections*

#### **Raffle Quilt Committee**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

1. The price of Raffle Quilt tickets will be established by the Raffle Quilt Committee. (Aug 2018 Special Board Meeting) *X-REF Drawings/Raffles-Raffle/Gaming*
2. The top Raffle Quilt ticket seller will be awarded a \$25 gift card; funds will come from the Gaming Account. (May 2011 Board Meeting) *X-REF Drawings/Raffles-Raffle/Gaming*
3. The price of Quilt Raffle tickets will be established by the Quilt Raffle Committee. (Aug 2018 Special Board Meeting) *X-REF Committees-Gaming, Drawings/Raffles-Raffle/Gaming*

#### **Retreat / Camp Committees**

SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.

It is a privilege of Membership to attend Retreat and Quilt Camp. Members will be accorded first chance to register for these events. Registration will begin for Members three (3) Guild Meetings prior to the event, at the Guild Meeting, online, or by mail. The Thursday following the first Guild Meeting, registration will be available to all. (Jun 2017 Board Meeting) *X-REF Membership*

## **Committees, continued**

### **Service Quilts Committee**

[SEE GENERAL COMMITTEE SECTION FOR ADDITIONAL COMMITTEE POLICIES.](#)

1. A service quilt may be given to a Member who is seriously ill. The Member may receive one quilt in their lifetime. Receipt of the quilt may be postponed at the Member's request. Service Committee will determine who will receive a quilt. (Sep 2013 Special Board Meeting)
2. The Valley Quilters Guild fabric etiquette is a Guild-wide policy. See Service Policies for a copy. (Sep 2013 Special Board Meeting)
3. Fabric that Service can't use and books culled from the library may be sold to Members and/or donated to other charitable organizations. (Sep 2013 Special Board Meeting) *X-REF Library*
4. Service quilts may be sold. The price is to be set by a three-person group consisting of the Service Committee Chair, Service Committee Board Liaison and one other Service Committee Member. (Feb 2014 Board Meeting)

## **DONATIONS**

1. The Guild as an organization will send a card to a Member who has had a death in his/her immediate family. (Nov 2003 Board Meeting, Aug 2018 Special Board Meeting)
2. When a Member passes away, a \$50 condolence donation will be made to a charity of the family's choice, if there is enough money in the Memorial Donation Fund. The Memorial Donation Fund will be funded with donations made by members. Life Members may choose to donate their dues to the fund. If there is not enough money in the fund, a quilt will be donated to a non-profit in memory of the member. A special label will be put on the quilt, stating it is in memory of the member, using first name and last initial. If a Member has paid dues regularly and has lapsed within the calendar year, the donation will still take place. (Jan 2002 Board Meeting, Mar 2007 Board Meeting, Aug 2018 Special Board Meeting, October 2019 Membership Meeting, October 2019 Board Meeting) *X-REF Officer Guidelines*
3. The Guild will conduct an Annual Canned Food Drive at the June Membership Meeting. (Jul 2017 Board Meeting, Aug 2018 Special Board Meeting)  
*X-REF Meetings*
4. The Guild will conduct an annual School Supply Drive in Aug. and a Special Santa toy drive in Dec. in any year a member volunteers to organize the drive. [Jan 10, 2019 Board Meeting, Feb 7, 2019 Membership Meeting] *X-Ref Meetings*

## **DRAWINGS / RAFFLES**

### **Monthly Drawings**

(Block, Fat Quarter and Door Prizes)

1. You must be a member to participate in the Block, Fat Quarter and Door Prizes drawings.
2. Block Drawings--you have to bring a block to win them; number of blocks you bring is the number of times you can enter. Limit of two (2) per month using different fabrics. When there are 30 or more blocks, there will be two (2) drawings. (1996) (Mar 2004 Board Meeting, Sep 2013 Special Board Meeting) *X-REF Meetings*
3. Fat Quarter Drawings--you have to bring a fat quarter to win them. The number of fat quarters you bring is the number of times you can enter, limited to three (3) per month, of different fabrics. Fat quarter bundles shall contain 12 to 15 per bundle. (Sep 2013 Special Board Meeting) *X-REF Meetings*
4. A Member need not be present to win block or fat quarter drawings. If they are not claimed by the end of the meeting, they will be donated to the Service Committee. (Jul 2013 Board Meeting, Dec 2018 Special Board Meeting) *X-REF Meetings*
5. Members must be present to win a door prize at meetings. (Jul 2012 Board Meeting) *X-REF Meetings*

### **Monthly Raffle Basket**

1. Tickets must be purchased in person for the Raffle Basket at the Membership Meeting. A friend can claim it for the winner. Guests may purchase tickets. (Sep 2013 Special Board Meeting) *X-REF Meetings*
2. Only Board-approved stores may participate in Raffle Basket, no individuals. (May 2004) *X-REF Meetings*
3. Members who have on-line quilt stores will be included, at their request, on the list to purchase items for the monthly Raffle Basket drawings. (Nov 2015 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Meetings*
4. The winner of the monthly Raffle Basket may win only once in a 12-month period. (Sept 2013 Special Board Meeting) For example: if you win in December you are

### ***Drawings / Raffles, Monthly Raffle Basket, continued***

not eligible again until the next December. (Feb 2018 Board Meeting)  
*X-REF Meetings*

### ***Raffle / Gaming***

1. The top Raffle Quilt ticket seller will be awarded a \$25 gift card; funds will come from the Gaming Account. (May 2011 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Committees-Raffle Quilt Committee*
2. The lending of our Gaming permit must be approved by the Board and the Primary Member in Charge of the Gaming Permit. (Nov 2014 Board Meeting) *X-REF Committees-Gaming Committee*
3. The price of Quilt Raffle tickets will be established by the Quilt Raffle Committee. (Aug 2018 Special Board Meeting) *X-REF Committees-Raffle Quilt Committee*

## **DUES**

1. New Members joining after October 1 are accorded full Membership for the following year. They will be accorded all Membership privileges except voting and running for office for the remainder of the current year. (Sep 2013 Special Board Meeting)  
*X-REF Membership, Elections*
2. Dues for renewing Members will be \$35 and new Members \$40 effective with the 2014 Membership year. (Sep 2013 Board Meeting) *X-REF Membership*
3. When a Member renews their Membership after having lapsed for several years, they will be charged the Membership renewal fee, not the new Member fee, unless the lapse has been for ten (10) years or more. (Sep 2013 Special Board Meeting)  
*X-REF Membership*
4. When Members request status as “Lifetime” Members, the burden of proof rests on the individual, when there is a question to verify ten (10) consecutive years as a Member. (Sep 2013 Special Board Meeting) The ten (10) consecutive years do not have to be just prior to age 65, but any ten (10) consecutive years, even if there is a break in Membership. (Dec 2014 Board Meeting) *X-REF Membership*
5. If dues are not paid by January 31, a Member is not in good standing and will not be eligible to participate in Guild functions or receive the Guild newsletter. A Member not in good standing is then considered a Guest and limited to two (2) functions annually. Guild functions are defined as Membership Meetings and Open Sew. (Jan 2015, June 2017 Board Meetings, Aug 2018 Special Board Meeting) *X-REF Elections, Meetings, Membership, Newsletter, Social Media*

## **ELECTIONS**

1. New Members joining after October 1 are accorded full Membership for the following year. They will be accorded all Membership privileges except voting and running for office for the remainder of the current year. (Sep 2013 Special Board Meeting)  
*X-REF Dues, Membership*
2. If dues are not paid by January 31, a Member is not in good standing and will not be eligible to participate in Guild functions or receive the Guild newsletter. A Member not in good standing is then considered a Guest and limited to two (2) functions annually. Guild functions are defined as Membership Meetings and Open Sew. (Jan 2015, Jun 2017 Board Meetings, Aug 2018 Special Board Meeting) *X-REF Dues, Meetings, Membership, Newsletter, Social Media*
3. The Nominating Committee will require Members to sign in before they are issued a ballot in order to verify Membership status for elections. (Nov 2008)  
*X-REF Committees-Nominating Committee*

### **EQUIPMENT / KEYS / TABLE RENTALS**

1. The Depot keys, storage unit key, a sign-out sheet and approved list of Members authorized to use the keys will be kept at Just Sew. The approved list will be maintained by the President. (Sep 2013 Special Board Meeting, Aug 2018 Special Board Meeting) *X-REF Officer Guidelines*
2. Guild Members may sell items at the Depot on Meeting days and during Open Sew. Table rental will be a \$10 flat fee. (Nov 2013 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Meetings*
3. No business will be conducted by any table while the Membership Meeting is in session. (Jun 2017 Board Meeting, Aug 2018 Special Board Meeting)  
*X-REF Committees-General, Meetings*
4. Service Committee will be caretaker of the AccuQuilt Go! fabric cutter and establish guidelines for use. The AccuQuilt Go! will be placed on the Tech Advisor's inventory. The Tech Advisor will be responsible for replacement parts, new dies, etc. (Jul 2014 Board Meeting, Dec 2018 Special Board Meeting) *X-REF Committees-Service Quilts Committee*
5. Everyone who wishes to use the AccuQuilt Go! fabric cutter is required to take the training provided by the Service Committee. If a Member wants to use their own dies, they need to provide a mat also. (Nov 2014 Board Meeting, Aug 2018 Special Board Meeting, Oct 2019 Board Meeting) *X-REF Committees-Service*
6. The document camera and projector, the sound system, and the light boxes will be placed on the Tech Advisor's inventory. (Dec 2018 Special Board Meeting)
7. A program presenter at a VQG membership meeting may bring merchandise to sell to Guild members. (June 6, 2019 Board Meeting) *X-REF Meetings*



## **FINANCES**

### **Bank Accounts**

Any person presenting an NSF check will be responsible to refund the bank fee to the Guild. After two (2) occurrences, that Member will be required to pay money owed including any fees with cash or money order only. The Member will not be in good standing with the Guild until all debts and the accompanying penalty are paid in full. (Nov 2008)

### **General**

1. Treasurer will present the books to the Board for review after the end of each quarter starting in April. (Feb 2006 Board Meeting) *X-REF Officer Guidelines*
2. Advertisements may be placed in the newsletter. They must be quilt or craft sewing related only. Ads should be placed at the end of the newsletter. The fee schedule for newsletter ads is:
  - one-line ad -- \$5,
  - ¼ page -- \$10,
  - ½ page ad -- \$15,
  - Full page ad -- \$20.(Sep 2013 Special Board Meeting) *X-REF Newsletter*
3. No Committee Member may spend Committee funds without prior approval of Committee Chair. (Oct 2008 Board Meeting) *X-REF Committees-General*
4. Board Members, Committee Chairs, Membership Liaison and the Newsletter Editor are authorized to charge items to the Guild UPS Store account. (Sep 2013 Special Board Meeting) *X-REF Committees-General, General/Misc*
5. Members are encouraged to wear a name tag at Guild functions. Name tags are available for purchase from the Treasurer. However, name tags do not have to be purchased; it can be anything with the Member's name. (Feb 2018 Board Meeting) *X-REF Meetings, Membership*
6. All funds received through Community Reward Programs such as Amazon and Fred Meyer will be used for technology. (May 2014 Membership Meeting)
7. The Administrative budget will cover all merchant fees. (Oct 2014 Board Meeting, Aug 2018 Special Board Meeting, Oct 2019 Board Meeting)

## GENERAL/MISC

1. Members are cautioned to respect the property of others during Guild functions, and ask before borrowing items. They will be asked to make restitution if they damage an item. (May 2009 Board Meeting)
2. Infractions of Guild policies will be handled by the Executive Board. (May 2009 Board Meeting) *X-REF Officer Guidelines*
3. Any participant in Guild activities who exhibits disruptive behavior may be asked to leave, as determined by the Committee Chair and a Board Member. Any fees paid will NOT be refunded. In the case of Open Sew, two (2) Board Members could make the determination. (Jun 2017 Board Meeting) *X-REF Committees-General, Officer Guidelines*
4. Board Members, Committee Chairs, Membership Liaison and the Newsletter Editor are authorized to charge items to the Guild UPS Store account. (Sep 2013 Special Board Meeting) *X-REF Committees-General, Finances-General*
5. "The Guild Roster shall not be used for any commercial purposes." This statement will appear as a header on the roster document. The Executive Board will determine consequences for any infraction. (May 2014 Board Meeting) *X-REF Membership, Social Media*
6. Other organizations will not be allowed to post additional information or calendars on our website beyond what is in our newsletter. (Nov 2014 Board Meeting) *X-REF Social Media*

**LIBRARY**

1. Library books overdue more than three (3) months will be listed in the newsletter with the borrower's name. (Aug 2009 Board Meeting) *X-REF Newsletter*
2. Only one new book at a time may be borrowed and returned at the following meeting. There is no limit on books over one-year old. (1996)
3. Lost or damaged books will be replaced with a book in good condition. Books must be in the same category as the lost/damaged book, and of equal or greater value. Books are considered lost if not returned within the three-month time limit. (Sep 2003)
4. Fabric that service can't use and books culled from the library may be sold to Members and/or donated to other charitable organizations. (Sep 2013 Special Board Meeting) *X-REF Committees-Service Quilts Committee*
5. There will be a binder in the library that contains the current Bylaws, Policies, and Officer and Committee Job Descriptions, maintained by the Parliamentarian. (Sep 2011 Board Meeting, Oct 2019 Board Meeting) *X-REF Officer Guidelines*

## **MEETINGS**

1. The Annual Meeting will start with a potluck dinner at 6:30 pm. (Sep 1994)
2. Non-member minors are not allowed at Meetings. Mothers with nursing babies will be asked to step out of the Meeting if the child becomes disruptive. (Dec 1994, Aug 2018 Special Board Meeting)
3. Block Drawings--you have to bring a block to win them; number of blocks you bring is the number of times you can enter. Limit of two (2) per month using different fabrics. When there are 30 or more blocks, there will be two (2) drawings. (1996) (Mar 2004 Board Meeting, Sep 2013 Special Board Meeting) *X-REF Drawings/Raffles-Monthly Drawings*
4. Fat Quarter Drawings--you have to bring a fat quarter to win them. The number of fat quarters you bring is the number of times you can enter, limited to three (3) per month, of different fabrics. Fat quarter bundles shall contain 12 to 15 per bundle. (Sep 2013 Special Board Meeting) *X-REF Drawings/Raffles-Monthly Drawings*
5. A Member need not be present to win block or fat quarter drawings. If they are not claimed by the end of the meeting, they will be donated to the Service Committee. (Jul 2013 Board Meeting, Dec 2018 Special Board Meeting) *X-REF Drawings/Raffles-Monthly Drawings*
6. Members must be present to win a door prize at Meetings. (Jul 2012 Board Meeting) *X-REF Drawings/Raffles-Monthly Drawings*
7. The Guild will provide an honorarium of a \$25 gift card from a local store for non-charging, non-member speakers. (Oct 2002)
8. Tickets must be purchased in person for the Raffle Basket at the Membership Meeting. A friend can claim it for the winner. Guests may purchase tickets. (Sep 2013 Special Board Meeting) *X-REF Drawing/Raffles-Monthly Raffle Basket*
9. Only Board approved stores may participate in Raffle Basket, no individuals. (May 2004) *X REF Drawings/Raffles-Monthly Raffle Basket*

### ***Meetings, continued***

10. Members who have on-line quilt stores will be included, at their request, on the list to purchase items for the monthly Raffle Basket drawings. (Nov 2015 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Drawings/Raffles-Monthly Raffle Basket*
11. The winner of the monthly Raffle Basket may win only once in a 12-month period. (Sep 2013 Special Board Meeting) For example: if you win in December you are not eligible again until the next December. (Feb 2018 Board Meeting) *X-REF Drawings/Raffles-Monthly Raffle Basket*
12. Businesses or individuals who want to tell about their businesses or classes they teach outside of the Guild may do so by placing an ad in the newsletter. (Sep 2013 Special Board Meeting) *X-REF Newsletter*
13. At the President's discretion, non-profit charitable organizations may have space at meetings to share information or raise funds, on a space-available basis, without charge. (Feb 2008 Board Meeting, Aug 2018 Special Board Meeting)
14. If dues are not paid by January 31, a Member is not in good standing and will not be eligible to participate in Guild functions or receive the Guild newsletter. A Member not in good standing is then considered a Guest and limited to two (2) functions annually. Guild functions are defined as Membership Meetings and Open Sew. (Jan 2015, Jun 2017 Board Meetings, Aug 2018 Special Board Meeting) *X-REF Dues, Elections, Membership, Newsletter, Social Media*
15. Members are encouraged to wear a name tag at Guild functions. Name tags are available for purchase from the Treasurer. However, name tags do not have to be purchased; it can be anything with the Member's name. (Feb 2018 Board Meeting) *X-REF Finances-General, Membership*
16. Thank you notes will be announced at the General Membership Meeting. (Jan 2013 Board Meeting, Aug 2018 Special Board Meeting)
17. A Business Meeting of the Membership will be held only when necessary as decided by the Board. Committee Reports, Officer Reports and other announcements will be in the newsletter and addressed in Membership Meetings as needed. The non-business meetings will focus on fun, learning opportunities, and social interaction. (Feb 2015 Board Meeting, Aug 2018 Special Board Meeting)

### **Meetings, continued**

18. The Treasurer will coordinate scheduling of Committee Meetings at the Depot on Meeting and Open Sew days so there won't be two committees trying to meet in the same space at the same time. (Feb 2014 Membership Meeting) *X-REF Committees-General, Officer Guidelines*
19. No business will be conducted by any table while the Membership Meeting is in session. (Jun 2017 Board Meeting, Aug 2018 Special Board Meeting)  
*X-REF Committees-General, Equipment/Keys/Table Rental*
20. The Guild will conduct an Annual Canned Food Drive at the June Membership Meeting. (Jul 2017 Board Meeting, Aug 2018 Special Board Meeting) X-REF Donations
21. Guild Members may sell items at the Depot on meeting days and during Open Sew. Table rental will be a \$10 flat fee. (Nov 2013 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Equipment/Keys/Table Rentals*
22. Any member who does not wish to appear in the Guild's Social Media must sign an opt-out sheet which is available at our Monthly Membership Meetings. (Dec 2018 Special Board Meeting) *X-REF Newsletter, Social Media*
23. The Guild will conduct an annual School Supply Drive in Aug. and a Special Santa toy drive in Dec. in any year a member volunteers to organize the drive. [Jan 10, 2019 Board Meeting, Feb 7, 2019 Membership Meeting] *X-Ref Donations*
24. An opt out sign, stating there is a form for those who would not want their picture on the internet, will be posted at Membership Meetings (March 2018 Board Meeting)  
*X-REF Social Media*
25. At each Membership Meeting a signup sheet for announcements not already on the agenda will be set out. Each announcer will be given a 3 min time slot if time allows. The announcer should contact the President before the meeting if more than 3 min is needed. (March 2018 Board Meeting)
26. Committee sign-up sheets will remain out and in the same place at every meeting. There will be a table set up in the entry with signs. [Dec 2018 Board Meeting] *X-REF Officer Guidelines*

***Meetings, continued***

[28] A program presenter at a VQG membership meeting may bring merchandise to sell to Guild members\*\*\* (June 6, 2019 Board Meeting) *X-REF Equipment/Keys/Table Rentals*

## **MEMBERSHIP**

1. “The Guild Roster shall not be used for any commercial purposes.” This statement will appear as a header on the roster document. The Executive Board will determine consequences for any infraction. (May 2014 Board Meeting) *X-REF General/Misc, Social Media*
2. Special recognition for those who go beyond the call of duty in their service to the Guild: Members may recommend each other to the Board; the President can recognize any Member; Committee Chairs can recognize Members of their Committee. (Aug 2009 Board Meeting) *X-REF Committees-General*
3. New Members joining after October 1 are accorded full Membership for the following year. They will be accorded all Membership privileges except voting and running for office for the remainder of the current year. (Sep 2013 Special Board Meeting) *X- REF Dues, Elections*
4. Dues for renewing Members will be \$35 and new Members \$40 effective with the 2014 Membership year. (Sep 2013 Board Meeting) *X-REF Dues*
5. Members are encouraged to wear a name tag at Guild functions. Name tags are available for purchase from the Treasurer. However, name tags do not have to be purchased; it can be anything with the Member’s name. (Feb 2018 Board Meeting) *X-REF Finances-General, Meetings*
6. When a Member renews their Membership after having lapsed for several years, they will be charged the Membership renewal fee, not the new Member fee, unless the lapse has been for ten (10) years or more. (Sep 2013 Special Board Meeting) *X-REF Dues*
7. When Members request status as “Lifetime” Members, the burden of proof rests on the individual, when there is a question, to verify ten (10) consecutive years as a Member. (Sept 2013 Special Board Meeting) The ten (10) consecutive years do not have to be just prior to age 65, but any ten (10) consecutive years, even if there is a break in Membership. (Dec 2014 Board Meeting) *X-REF Dues*
8. A current Membership Roster is available by contacting the Membership Liaison, Secretary, or Treasurer. (Feb 2009 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Officer Guidelines, Social Media*



### ***Membership, continued***

9. If dues are not paid by January 31, a Member is not in good standing and will not be eligible to participate in Guild functions or receive the Guild newsletter. A Member not in good standing is then considered a Guest and limited to two (2) functions annually. Guild functions are defined as Membership Meetings and Open Sew. (Jan 2015, Jun 2017 Board Meetings, Aug 2018 Special Board Meeting) *X-REF Dues, Elections, Meetings, Newsletter, Social Media*
  
10. It is a privilege of Membership to attend Retreat and Quilt Camp. Members will be accorded first chance to register for these events. Registration will begin for Members three (3) Guild meetings prior to the event, at the Guild Meeting, online, or by mail. The Thursday following the first Guild meeting, registration will be available to all. (Jun 2017 Board Meeting) *X-REF Committees-Retreat/Camp Committees*

## **NEWSLETTER**

1. Member birthdays will be published in the newsletter. (Nov 1995)
2. Library books overdue more than three (3) months will be listed in the newsletter with the borrower's name. (Aug 2009 Board Meeting) *X-REF Library*
3. The monthly newsletter will contain the Membership and Board Meeting Minutes, and an abbreviated General Account report from the Treasurer. (1998) (Aug 2018 Special Board Meeting) *X-REF Officer Guidelines*
4. Advertisements may be placed in the newsletter. They must be quilt or craft sewing related only. Ads should be placed at the end of the newsletter. The fee schedule for newsletter ads is:
  - one-line ad -- \$5,
  - ¼ page -- \$10,
  - ½ page ad -- \$15,
  - Full page ad -- \$20.(Sept 2013 Special Board Meeting) *X-REF Finances-General*
5. Block-of-the-month instructions will be provided through a link to a website in the newsletter and/or on the website. An illustration of the block may be provided. (Feb 2008 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Committees-Education*
6. Businesses or individuals who want to tell about their businesses or classes they teach outside of the Guild should do so by placing an ad in the newsletter. (Sep 2013 Special Board Meeting) *X-REF Meetings*
7. Suggestions will be summarized and addressed in the Board Meeting minutes. Suggestions do not have to be signed. (May 2009 Board Meeting; President's decision, Dec 2014 Board Meeting) *X-REF Suggestions*
8. If dues are not paid by January 31, a Member is not in good standing and will not be eligible to participate in Guild functions or receive the Guild newsletter. A Member not in good standing is then considered a Guest and limited to two (2) functions annually. Guild functions are defined as Membership Meetings and Open Sew. (Jan 2015, Jun 2017 Board Meetings, Aug 2018 Special Board Meeting) *X-REF Dues, Elections, Meetings, Membership, Social Media*
9. Parliamentarian will post upcoming Board vacancies in the newsletter beginning in January of the year the term ends. (Nov 2011 Board Meeting) *X-REF Officer Guidelines*

***Newsletter, continued***

10. Members will receive the newsletter by email. Those Members who don't have email access can contact a Board Member. (Nov 2011 Membership Meeting, Aug 2018 Special Board Meeting) *X-REF Social Media*
11. The newsletter will be posted on the website. (Feb 2015 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Social Media*
12. Requests received at the Fair Booth for someone to repair antique quilts, make new quilts, etc., will be put in the newsletter so Members can respond directly to the request. (Sep 2014 Board Meeting) *X-REF Committees-Fair Booth Committee*
13. Any member who does not wish to appear in the Guild's Social Media must sign an opt-out sheet which is available at our Monthly Membership Meetings. (Dec 2018 Special Board Meeting) *X-REF Meetings, Social Media*

## **OFFICER GUIDELINES**

**NOTE: A complete list of Officer Duties is in the Appendix**

1. The President may recommend and Board will approve Appointed Positions in the first quarter of the President's first term. Appointed positions are: Treasurer's Assistant, Newsletter Editor, Tech Advisor(s), Webmaster (the Tech Advisor and Webmaster may be the same person), Member Liaison, Quilt Buddy, and Greeter. Their term of office will run concurrently with the President's term. Appointed positions serve at the pleasure of the Board and may be changed mid-term. The President will maintain a list of duties for each Appointed Position. (Jun 2017 Board Meeting, Dec 2018 Special Board Meeting) *X-REF Appointed Positions*
2. Board Members are required (by the Bylaws) to participate on a Standing Committee, however they cannot Chair a Committee except for the Budget and Nominating Committees. At the end of a year, each Committee is open to sign up Members. New Committee lists will be available in October so Members may sign up for the following year. Before the January meeting, the Committee will meet to elect a Chairperson. Members may also join a Committee at any time during the year. (Sep 2013 Special Board Meeting) *X-REF Committees-General*
3. New or modified policies will be posted in the Board Minutes in correct policy language and annotated as a Policy addition or modification so that all Members are aware of the Policy. Parliamentarian will provide the proper wording (Policy language) to the Secretary to publish in the Minutes. (May 2014 and Jun 2017 Board Meetings) *X-REF Policies/Bylaws*
4. Infractions of Guild Policies will be handled by the Executive Board. (May 2009 Board Meeting) *X-REF General/Misc*
5. Parliamentarian will post upcoming Board vacancies in the newsletter beginning in January of the year the term ends. (Nov 2011 Board Meeting) *X-REF Newsletter*
6. In January of each year, the Board will appoint Committee Liaisons. Duties of the Board Liaison will include, but not be limited to, attending Committee Meetings, reporting to the Board when necessary, and reviewing the Committee box/binder annually in December. Annual review will ensure the box/binder is current with items required. (May 2014 Board Meeting) *X-REF Committees-General*

### ***Officer Guidelines, continued***

7. Board Member boxes should contain at least: the current Bylaws; Policies for the Guild and the Committees, Guild budget, officer duties, and any reports and relevant correspondence. (Jan 2014 Board Meeting)
8. Member Liaison will assist the Secretary and Treasurer with Membership-related duties. (Sep 2013 Special Board Meeting) *X-REF Appointed Positions*
9. The Treasurer will coordinate scheduling of Committee Meetings at the Depot on Meeting and Open Sew days so there won't be two Committees trying to meet in the same space at the same time. (Feb 2014 Membership Meeting) *X-REF Committees-General, Meetings*
10. Treasurer will present the books to the Board for review after the end of each quarter starting in April. (Feb 2006 Board Meeting) *X-REF Finances-General*
11. The monthly newsletter will contain the Membership and Board Meeting Minutes, and an abbreviated General Account report from the Treasurer. (1998) (Aug 2018 Special Board Meeting) *X-REF Newsletter*
12. Each Committee Chair will review and update the Committee Inventory annually by the end of December, sending the updated list to the Historian. When Committee Chair changes, outgoing Chair will review Inventory with new Chair, sending the updated list to the Historian. (Jul 2013 and Jun 2017 Board Meetings)  
*X-REF Committees-General*
13. The Depot keys, storage unit key, a sign-out sheet and approved list of Members authorized to use the keys will be kept at Just Sew. The approved list will be maintained by the President. (Sep 2013 Special Board Meeting, Aug 2018 Special Board Meeting) *X-REF Equipment/Keys/Table Rentals*
14. Any participant in Guild activities who exhibits disruptive behavior may be asked to leave, as determined by the Committee Chair and a Board Member. Any fees paid will NOT be refunded. In the case of Open Sew, two (2) Board Members could make the determination. (Jun 2017 Board Meeting) *X-REF Committees-General, General/Misc*

**Officer Guidelines. continued**

15. A current Membership Roster is available by contacting the Membership Liaison, Secretary, or Treasurer. (Feb 2009 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Membership, Social Media*
16. The President may appoint an Ad Hoc Committee as needed. (May 2014 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Ad Hoc Committees, Policies/Bylaws*
17. When a member passes away, a \$50 condolence donation will be made to a charity of the family's choice, if there is enough money in the Memorial Donation Fund. The Memorial Donation Fund will be funded with donations made by members. Life Members may choose to donate their dues to the fund. If there is not enough money in the fund, a quilt will be donated to a non-profit in memory of the member. A special label will be put on the quilt, stating it is in memory of the member, using first name and last initial. If a Member has paid dues regularly and has lapsed within the calendar year, the donation will still take place. (Jan 2002 Board Meeting, Mar 2007 Board Meeting, Aug 2018 Special Board Meeting, October 2019 Membership Meeting, October 2019 Board Meeting) *X-REF Officer Guidelines.*
18. There will be a binder in the library that contains the current Bylaws, Policies, and Officer and Committee Job Descriptions, maintained by the Parliamentarian. (Sep 2011 Board Meeting, Oct 2019 Board Meeting) *X-REF Library*
19. The Board will establish a yearly Master Calendar for internal planning purposes which will be maintained by the President. All activities will be coordinated through the Board in the future. (Nov 2018 Board Meeting) *X-REF Calendaring*
20. Committee sign-up sheets will remain out and in the same place at every meeting. There will be a table set up in the entry with signs. [Dec 2018 Board Meeting] *X-REF Meetings*

**POLICIES / BYLAWS**

1. New or modified Policies will be posted in the Board Minutes in correct policy language and annotated as a Policy addition or modification so that all Members are aware of the Policy. Parliamentarian will provide the proper wording (Policy language) to the Secretary to publish in the Minutes. (May 2014 and Jun 2017 Board Meetings) *X-REF Officer Guidelines*
2. The President may appoint an Ad Hoc Committee as needed. (May 2014 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Ad Hoc Committees, Officer Guidelines*

## **SOCIAL MEDIA**

1. If dues are not paid by January 31, a Member is not in good standing and will not be eligible to participate in Guild functions or receive the Guild newsletter. A Member not in good standing is then considered a Guest and limited to two (2) functions annually. Guild functions are defined as Membership Meetings and Open Sew. (Jan 2015, Jun 2017 Board Meetings, Aug 2018 Special Board Meeting) *X-REF Dues, Elections, Meetings, Membership, Newsletter*
2. Other organizations will not be allowed to post additional information or calendars on our website beyond what is in our newsletter. (Nov 2014 Board Meeting) *X-REF General/Misc*
3. The newsletter will be posted on the website. (Feb 2015 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Newsletter*
4. "The Guild Roster shall not be used for any commercial purposes." This statement will appear as a header on the roster document. The Executive Board will determine consequences for any infraction. (May 2014 Board Meeting) *X-REF General/Misc, Membership*
5. A current Membership Roster is available by contacting the Membership Liaison, Secretary, or Treasurer. (Feb 2009 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Membership, Officer Guidelines*
6. Members will receive the newsletter by email. Those Members who don't have email access can contact a Board Member. (Nov 2011 Membership Meeting, Aug 2018 Special Board Meeting) *X-REF Newsletter*
7. Any member who does not wish to appear in the Guild's Social Media must sign an opt-out sheet which is available at our Monthly Membership Meetings. (Dec 2018 Special Board Meeting) *X-REF Meetings, Newsletter*

[8] An opt out sign, stating there is a form for those who would not want their picture on the internet, will be posted at Membership Meetings (March 2018 Board Meeting) *X-REF Meetings*

[9] VQG Members Only FaceBook page, in the pinned post section, will include the statement "Sales/Promotions/Solicitations of any kind are prohibited on this page". (Dec 2018 Board Meeting)



## **SUGGESTIONS**

Suggestions will be summarized and addressed in the Board Meeting minutes. Suggestions do not have to be signed. (May 2009 Board Meeting, President's decision, Dec 2014 Board Meeting, Aug 2018 Special Board Meeting) *X-REF Newsletter*