Quilt Guild of Metro Detroit

POLICIES AND PROCEDURES

In conjunction with the By-Laws of Quilt Guild of Metro Detroit, the Board maintains a set of Policies and Procedures, which guide guild activities and assist members in understanding how the guild operates.

BOARD MEETINGS

The Board will meet the second Tuesday of September, November, January, March, and May at a location determined by the President. The board may conduct board meetings with a majority (4 elected board members) in attendance. Board meetings are open to all guild members to voice opinions and discuss Guild business. Members must notify the President in advance of any topic to be addressed.

GENERAL POLICIES

1) General membership meetings: The general membership meetings will be held the third Tuesday of each month from September to May (except December) at Redeemer United Methodist Church, 20571 Vernier Road, Harper Woods, MI. Meetings begin at 7:00pm.

2) The meeting places and times may be changed by the guild executive board to adjust for special events and programs.

3) Members are requested to wear their nametags at meetings, workshops and special events of the guild. Name tags will be provided to those members that do not have one.

4) Guests are welcome at most meetings and must pay a $5 fee to attend that meeting. In any Guild activity where attendance is limited, members shall have priority in registration over non-members.

5) The Membership Directory is to be used for Guild related activities and to promote friendship and idea-sharing between members only. It is not to be used for business purposes.

6) The guild maintains a web site, http://www.qgmd.org which contains pertinent information about the Guild.

7) All records, reports and documents are available to the membership for viewing upon request. The proceedings of all meetings of the guild, board and committees will be recorded through minutes.

8) Membership dues are $30 per year (the amount set by the executive board) and are payable on joining the Guild and due thereafter before July 15 of each year. Dues for members who join in January pay 80%, in February pay 50%, in March pay 40%, and in April pay 20% of current yearly dues.

9) Sale of any merchandise at a guild meeting must have prior approval of the board.

FINANCIAL POLICIES

1) To be reimbursed for Guild expenditures, a voucher and receipt for item(s) purchased must be submitted to the Treasurer.

2) All income received on behalf of the Guild must be turned in to the Treasurer and may not be offset by expenses incurred.

3) Annually a stipend of $75 is paid to the member storing the trailer of quilt racks.

BUDGET - Responsible for drafting, presenting and monitoring budget of the guild

1) Prepare and present a two-year budget format at the September Board Meeting on the even numbered years.

2) Monitor actual expenses against budget and present findings at board meetings.

3) Prepare and present a revised budget at the September Board Meeting on the odd numbered years.

4) Report to President.

ELECTED AND APPOINTED POSITIONS

The committees and their descriptions and responsibilities are:

HISTORIAN - Responsible for keeping a documentation of all the Guild events.

1) Maintain copies of all Guild newsletters, speaker handouts, & other memorabilia.

2) Include photos of activities. (Quilt show, speakers, show & tell, charity projects, retreats, and etc.) on social media posts

HOSPITALITY - Responsible for the coordination of refreshments, set up and clean up at guild meetings when needed.

1) Recruit volunteers for donating refreshments.

2) Direct volunteers to set up refreshments prior to meetings; prepare coffee and will oversee prompt cleanup following the meeting

3) Plans the May Potluck.

INTERNET WEBSITE - Responsible to maintain the guild website

1) Download newsletter six times a year, email to the members when this is done

2) Send emails to members when the site is updated

3) Make yearly payments for the web hosting and submit this bill to treasurer

4) Make sure the domain name does not expire

5) Posts list of library books on the website

6) Posts list of storybook quilts on the website

7) Change passwords as needed

8) Upload photos of guild events to the site

9) Post other items/information as needed

10) Obtain current upcoming programs from program chair and post program calendar on the home page.

SUGGESTED SKILLS

a) Computer experience in publishing software, or Microsoft Word is necessary

b) Experience with Dreamweaver or similar computer and internet programs

c) Be capable of maintaining a spread sheet of members email addresses

d) Be capable of downloading/converting the newsletter into an Adobe PDF for online publishing

LIBRARY - Responsible to assist the members in checking out and returning books to the library

1) Keeps the books organized

2) Maintains a collection of books for members.

3) Selects and orders new books as needs are noted.

4) Keeps a current printed inventory of all materials in the library. Provides a copy to Web Master.

MEMBERSHIP - Responsible for collecting all dues, maintaining and distributing a current membership roster.

1) Enroll new members, renew existing members and collect dues

2) Maintains a current data base of membership up along with a separate back up copy.

3) Welcome new members with membership cards and information to access the guild website.

4) Provides the website manager an updated mailing list as needed.

5) Provides membership directory to all paid members on or before the November meeting.

6) Maintains check-in table for meetings with a spread sheet of names

7) Reports number of members and guests at each meeting

8) Contacts members who have not renewed in the past year.

9) Have nametags available at all meetings

NEWSLETTER EDITOR - Responsible for developing, printing and distributing the newsletter.

1) The newsletter is published 6 times a year in January/February; March/April; May/June; July/August; September/October; November/December.

2) A reminder notice of the deadline to be sent via email and announced at the meeting.

3) Information is then collected from various officers and committee members, as well as members who send product and book reviews, recipes, and occasional quilt shop reviews. Road trips to places of interest to quilters are also included.

4) Maintain a spreadsheet of member's email addresses

SUGGESTED SKILLS

a) Computer experience in a publishing software or Microsoft Word is necessary
b) Make every effort to keep to an announced deadline

PROGRAM - Responsible for all programs and classes.

1) Plans programs and classes for Guild members to foster the love of quilting, increase creativity, and help members improve their skills.

2) Arranges the class time and place.

3) Arranges for housing, meals and transportation of guest speakers/teachers as needed.

4) Program information needs to be published in every newsletter

5) Create workshop form for the newsletter which will include:

a) Photo of project

b) Supply list

c) Time, date and place

d) Tear off form to be returned with check made out to QGMD, covering cost of workshop, room rental, instructor and fee

6) Lecture Workshop Program

a) Contact teacher via phone or email

b) Book and send out guild contract.

c) Request sample to show at the monthly meeting

d) Reserve place for workshop

e) Meals are paid for the instructor and one guild member

f) Guild pays mileage at current IRS rate and parking fees

g) Keep track of all expenses for budget. Turn in receipts to treasurer for reimbursement

h) The guild member housing the speaker/teacher receives a free workshop of her choice

7) QGMD - guild member

a) Guild member is reimbursed for expenses for a whistle stop (i.e. materials used in the sit/stitch program, prepared samples and handouts)

b) $100 for a trunk show and lecture

8) Give addresses to corresponding secretary to write a thank you to all speakers and teachers.

QUILT SHOW CHAIR/COORDINATORS - Responsible for organizing and operating the biennial quilt show

1) Arranges biennial quilt show to display members' achievements in quilting and to educate viewers about quilts and quilting.

2) Arranges dates and location; verifies terms and conditions, and signs contracts.

3) Awarding of ribbons shall be decided by each quilt show committee

4) Organizes set-up and take down.

5) Coordinates opening and closing of the show.

6) Establishes security for quilts and cash box.

7) Attend quilt show committee meetings during year to participate in team decisions.

8) Maintains a quilt show binder

STORY BOOK QUILTS - Responsible for coordinating and maintaining the collection

1) Purchases appropriate story books and makes accompanying quilts.

2) Arranges schedules of loaning of collections

3) Maintains collections in good working order

4) Maintains an inventory of the collection

5) Maintains a file of borrowers

6) A designated fund is maintained by the QGMD for expenses for Storybook Quilts. Donations to this fund have been spontaneously made over the years by school organizations, teachers, Guild members and friends for the express purpose of maintaining and expanding the collections, making this a self-supported program. Committee members and guild members have donated honorariums for program presentations.

7) One committee member maintains an annual record of donations and expenses.

NOMINATING - Responsible for preparing slate of officers and committee chairs for annual election

1) Will be formed in January consisting of at least two (2) members in addition to the President. and 1st Vice President.

2) Provides the Board with the names of people running for elected positions by the March Board meeting.

3) Publishes a slate of candidates to the membership in the May newsletter.

4) Conducts the election of officers at the May general meeting.

5) The new Board is presented to the membership at the May meeting/potluck.

RECOGNITIONS

1) Free classes Member storing the clothing racks (stored in trailer), Storybook Collections, or host a speaker will be given a free class of their choice annually.

2) Hospitalizations, Illnesses and Deaths Cards shall be sent to all hospitalized members by the corresponding secretary.

a) In the event of a member's death, A Board Member will represent the Guild at the visitation when possible. A note will be sent to the family by the corresponding secretary.

b) A book will also be purchased in the Guild members name and placed in the Guild Library with a note in the book.

QUILT RACK STORAGE

The quilt racks are contained in a closed trailer that is stored by a Guild member on their property. All contacts for rental shall be directed to Ray and Linda Rivard. A rental agreement is completed and signed by both Guild representatives, the lending and borrowing guilds. A copy of the rental agreement is in Addendum B.

The V.P. will contact Ray Rivard for transportation 810-602-2832 or 586-781-5932.

ONLY guild members or spouses are allowed to tow the trailer. Any driver towing the trailer should comply with the following requirements:

- car insurance must be current
- 2”sq. receiver
- previous experience (i.e., Boat, travel trailer or oversize item)
- braking system

Our trailer is 7 x 16 feet with a double axle. A $25 towing fee will be paid by the guild to the driver each way and mileage will be reimbursed at the current IRS rate.

Notes to the borrower: It is the borrowers’ responsibility to load and unload any rented/leased items as guided by the driver towing the trailer. These items are all breakable **PLEASE HANDLE WITH CARE**!

Current fees for items tumblers, racks, and drapes: See Appendix B

RACKS WILL NOT BE SPLIT