

Policies
Berrien Towne & Country Quilters'
Approved November 2021

Mission Statement: (Article 2) The purpose of this guild shall be to sponsor and support quilting activities, to encourage quilt making and collecting, to contribute to the growth and knowledge of quilting techniques, textiles, patterns and history by providing educational meetings, travel and fellowship.

Officers & Board Meetings:

Executive board is made up of President, Vice- President, Treasurer, Assistant Treasurer and Secretary, which are elected annually by the general membership.

- Additional board meeting attendees: chairpersons of committees including.
 1. Block of the Month
 2. Bus Trips
 3. Community Quilts
 4. Door Prizes
 5. Fundraising
 6. Golden Thimble
 7. Greeters
 8. Historian
 9. Hospitality
 10. Librarian
 11. Membership
 12. Membership Book
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 14. Policies & Procedures
 15. Programs
 16. Quilt Show
 17. Retreats
 18. Sewing Day
 19. Speaker

20. Sunshine and Shadow

21. Vendors

22. Website

- All officers and committee chairpersons may vote during board meetings. If there are multiple chairpersons, all may vote.
- All board meetings are open to the membership of the guild, but general membership can't vote at board meetings.
- The board meets at least four times a year as determined by the President. New officers and committee chairs take office January 1.
- Committee chairs are appointed by the Executive Board. Committee members are recruited by the chairs and do not have to be approved.
- A member may serve on more than one position on the board, but may only have one vote.
- Any contract made for the Berrien Town and Country Quilters must be signed by the chairperson of the event and cosigned by an Executive officer of the board.
- Copies of all contracts are to be given to the President and the Treasurer per the Articles of Association.

President:

- The President is an Ex Officio member of all committees. The President serves as the guild's main spokesperson. Nothing concerning the guild is to be planned without notifying the President first.
- The President runs the business portion of every monthly guild meeting.
- The President holds executive board meetings as needed.
- The President holds board meetings at least 4 times during the year.
- In the event of a dispute of any kind, the President will confer with the Executive Board, and together they will make the final decision.
- The President, working with the treasurer and the board members, formulates a budget for the year to present to the general membership for final approval.

Vice-President:

- The Vice-President serves as a liaison to the Program Committee. The Vice-President may choose to serve as a working member on the committee, but the responsibilities as Vice-president must come first.
- The Vice-President is responsible for assembling a nominating committee and presenting a slate of officers to the general membership at the September meeting and runs the elections at the October meeting.
- In the event that the President is unable to chair an event, the Vice-President serves in the President's place. In the event that the President is unable to continue the term of office, the Vice-President completes the term.
- The Vice-President is responsible for maintaining a listing of member participation based on reports from committee chairpersons.
- The Vice-President attends the Executive Board meetings and takes on projects as assigned by the President (i.e.: show & tell).

Treasurer:

- The Treasurer takes care of all money matters for the guild.
- The Treasurer, working with the President, takes care of all legal papers for non-profit status.
- The Treasurer, working with the President and other board members, formulates a budget for the program year, which must be approved by both the board and the general membership.
- The Treasurer shall share the cash flow report at board meetings. Committees must conform to the budget that was approved by the board and general membership.
- The Treasurer attends the Executive Board meetings and takes on projects as assigned by the President.
- Reimbursements can be made after the Treasurer has reconciled the expenses in the committee's budget. If the committee is over budget, they will NOT be reimbursed without board approval.
- The Treasurer presents all bank reports to the President.
- The Treasurer submits a report each month to be printed in the newsletter.

Assistant Treasurer:

- The Assistant Treasurer serves one year in training under the Treasurer. The Assistant Treasurer is a voting member of the Executive Board.

Secretary:

- The Secretary takes minutes at all guild and board meetings and submits them to the newsletter chairperson to be printed in the next newsletter.
- The Secretary attends the Executive Board meetings and takes on projects as assigned by the President.

General Membership Information:**Dues**

- Dues will be determined by the board and announced at the October meeting. Dues may change from year to year. Dues will be the same for all members, with the following exceptions:
 1. Life members do not pay dues.
 2. Junior members (up to age 18) pay a reduced rate.
 3. Membership fee of 1/2 price for new members only when joining in August through December.
- Membership dues must be paid by the first meeting of the program year to be included in the membership binder.

Financials:

- Each year's budget must be approved by the board, and then presented to the general membership for approval at the February meeting
- Each year the board will designate \$1,250 for a dedicated fund within Speakers, to be used ONLY to retain FUTURE speakers.
- All budget line items, which are not spent by the end of the year, will zero out and start over the next program year.
- Expenditures over \$50, that are not a budgeted item, must be approved by at least two officers. The books shall be reconciled by past and present Treasurers at the end of each program year. The report will be available to members upon request.
- The Treasurer shall secure an audit to support the Guild's record keeping practices. The audit may be conducted by 2 members at large or an independent auditor.

- All chairpersons/officers are responsible for storing records for their position. They are also responsible for passing on the records to a new chairperson/officer.
- Signing contracts are to be signed by one committee person and one executive board member.
- Donations are accepted from non-members for attendance at any meeting.
- All cash transactions over \$25 will have a triple receipt. One copy of the receipt will be given to the treasurer, the second copy to the payee and the third copy kept with chairpersons.
- All monies are to be turned in to the treasurer within 30 days of receipt.
- Participants will pay the same amount to attend a guild function. (Ex; Retreat, speaker workshop, etc.)

Refund policy for all self-funded events:

- Registration fees are non- refundable, however registration is transferable to another attendee for the same event.
- When extenuating circumstances arise, each case will be reviewed by the Executive Board for possible approval of partial refund.
- Self-funded events include bus trips, retreats, sewing days, speaker workshops.

Membership:

- Meetings are held the second Thursday of the month, February through November. There are no meetings held during the months of December and January.
- Social time at meetings begins at 6:30 p.m., business meeting at 7 p.m.
- Every member is encouraged to wear a nametag to the monthly meetings.
- Members who have businesses and/or teach classes may distribute notices, flyers, class lists and other materials at a designated area at the monthly meeting. Meeting time and show & tell can't be used for advertising.
- The mailing/e-mail list is for use by our members and their businesses only. It may not be sold or used by non-members.

Membership Binder:

- Every member receives a membership binder when a member first joins the guild. The binder includes: a listing of members, the Articles of Association, Policies and Procedures, and Quilt Show information (even numbered years).
- Members will receive updated inserts for the pages that change each year, but they will not receive a new binder.

Committee Activities:

- Retiring committee chairpersons will pass on reports and ideas to future chairpersons.
- All chairpersons will keep records of all expenses and stay within their budget. They may not go over budget without board approval.
- Each chairperson keeps records of committee membership and gives this information to the Vice-President at the first board meeting.
- Quarterly expenditure reports should be submitted to the Treasurer for all self-funded events Ex; Bus Trips, Retreats, Workshops, etc.
- The Executive Board members shall not be expected to chair any committees.
- A guild member shall not chair more than 2 committees.
- The term limit on chairman (or co-chair) positions shall be three years as determined by vote of the membership. If no person desires to take over the position of chairmanship for a committee and the current chair is willing to continue, the board shall have the authority to approve a 2 year extension no more than 2 times.

Block of the Month:

- Chairperson to determine guidelines for the current year Block of the Month and include it in the newsletter and on the web site.
*Chairperson to show examples of the blocks at the guild meetings and provide directions in the newsletter and on the web site.
- A member may only win ONE time during a program year, but to be fair, should continue making blocks for the drawing after she wins.
- Only guild members may participate in the Block of the Month drawings.
- Block of the Month may be suspended at any time with approval by the board for lack of participation.

Bus Trips:

- Chairperson to contact, research and arrange these trips.
- Decide on event Ex; Grand Rapids AQS show and/or the Chicago International Quilt Show, a shop hop, Paducah.
- Book Charter bus
- Promote event
- Coordinate signups and collect money for trip.

Community Quilts:

- Any projects done in the name of the guild for charity purposes must be coordinated through the Community Quilts Chairpersons.
- All proposals for charity projects must be approved by the board.
- All Community Quilts projects must be reported to the general membership and in the newsletter so everyone who wishes may participate and there are no time conflicts with other events.

Door Prizes:

- Door Prize Chairperson supplies door prizes for each monthly meeting.
- Each member may only win ONE door prize each program year. This is done on an honor system. Door Prize Chair doesn't keep track of who has won.
- Any person attending the guild meeting who has registered to win or purchased a raffle ticket is eligible to be a winner. The person need not be a member.

Fundraising:

- Fundraising Chairpersons oversee all fundraising for the guild, except dues and the production of the Quilt Show raffle quilt.
- Income from the monthly basket will go directly into the future speaker fund.
- The Raffle Ticket Chairperson is a member of the Fundraising Committee and is responsible for promoting the raffle quilt by arranging for ticket sales and display venues.
- Fundraising Chairpersons are responsible to submit ideas to the board for approval and overseeing the completion of projects.

Raffle Quilt:

1. Frequency of the raffle quilt is determined by the board.
2. At least 2 people should be Coordinators of the Raffle Quilt.

3. Members wishing to make a raffle quilt must submit a written proposal to the board, which includes a pattern choice, color scheme, and time schedule. Board must approve all proposals before materials are purchased or work begins.
4. Primary Raffle Quilt will be the only quilt funded. Cost of materials must not exceed amount budgeted. Additional quilts may be donated, after approval from the board.
5. The raffle quilt may be hand or machine quilted at the discretion of the makers. If the quilt is machine quilted the expense for same must be added to the annual budget.
6. All club members are encouraged to work on the raffle quilt.
7. The Raffle Quilt should be completed 6 months before the next scheduled show to allow sufficient time to sell raffle tickets and arrange display venues.
8. Raffle Ticket Chairperson, working with the President, is responsible for legal requirements and is required to report to the membership the results from the raffle quilt as soon as possible after the raffle concludes.
9. Donated quilts may be submitted for approval.

Greeters:

- Welcome visitors to our meeting
- Coordinate volunteers to greet people at the door.
- Introduce new people to others, show them around and answer any questions about our guild.

Golden Thimble:

- Golden Thimble Chairperson asks for nominations from previous winners who are current, active members, and then presents a slate of nominations to the membership at the September meeting. Nominees are members who have made important contributions to the guild.
- Membership votes on the award in October. The votes are tallied by Chairperson and 2 members at large before the end of the October meeting. The winner is announced at the November meeting.
- A member may only win the Golden Thimble once and receives a thimble charm.
- The winner then becomes the Golden Thimble Chairperson for the next year.

Historian:

- Historian takes photos and collects information to update membership scrapbooks and provides information to Newsletter and Web site.
- The scrapbooks are to be kept up-to-date and available for viewing by the membership.
- The Historian will contribute and assist in special events as requested by the Executive Board.

Hospitality:

- Hospitality committee arranges for refreshments at guild meetings.
- Plan the end of year banquet.

Librarian:

- The librarian maintains the library of books and DVD's for checkout.
- Only guild members may check out books.
- Guild members may check out up to 3 items for a period of ONE MONTH. Members who lose or damage a book or DVD will be charged for replacement.

Membership:

- Membership chairpersons collect the dues and distribute the membership cards.
- They are responsible for keeping an up-to-date membership list and supplying information to both the Newsletter and Membership Binder Chairperson.

Membership Binder:

- The Membership Binder Chairpersons assemble information from all sources and produce it for the binders.
- Working with the Membership Chairpersons, they distribute inserts to the members.
- As additional information is available, they make copies for the members to add to their binders.

Newsletter:

- The Newsletter Chairperson assembles information and produces a newsletter each month- February through November. The member has the newsletter printed, and sends it to the membership.
- ALL information going into the newsletter must be submitted to both the Newsletter Chair and the President. It should be in article form; the newsletter chairperson doesn't write the information.

- Deadline is the 20th of the month.

Policies & Procedures:

- Policies and Procedures were created by a sub-committee of the board and approved by the board.
- The chairperson is responsible for answering any questions about policies and initiating changes.
- Policies will be reviewed every 3 years by a committee appointed by the chairperson.

Programs:

- Any activity that involves the general membership must have prior approval by the Executive Board, for the purpose of establishing an activity calendar for members.
- The Program Committee can work independently from the board, but the Vice-President will work with the committee and serve as a liaison between the committee and the officers.

Quilt Show:

- Quilt Show Chairpersons are approved by the Executive Board.
- Chairpersons must keep the board informed throughout the planning process and track expenditures.
- Quilt shows take place every other year on even numbered years.
- Only members may enter their work in the quilt show. Entries are not juried, but the number of quilts accepted from each person may be restricted for space purposes. Submission details will be provided to the membership for their membership binder.
- All members are encouraged to help with the quilt show, even if they have not entered a quilt.
- Members who have quilt-related businesses have preference as vendors at the quilt show. Lottery selections will be used if there are more vendors than space available.
- The charity non-profit organization to receive the money from the silent auction must be approved by the board as suggested by the Quilt Show Chairpersons.

Retreats:

- Retreat Chairpersons will schedule 1 – 2 weekend retreats per year. These may be local or at another destination. Day retreats may be planned in addition.
- Retreat Chairpersons will schedule and pay deposits for the next year's retreats.

- Members will receive 1st priority for a spot at the retreat; non-members are welcome as space is available.

Sewing Day:

- Coordinate one or two sewing days each year.
- Set dates, Pick location
- Promote sewing day
- Collect fees if needed

Sunshine and Shadow:

- Significant events in our members' lives (death, birth, wedding, etc.) will be recognized.
- Members need to notify the Sunshine and Shadow chairperson when cards need to be sent.
- Small friendship groups within the guild may wish to send an additional gift or remembrance and they are encouraged to do so, however, they can't be reimbursed from the BTCQ budget.

Sharing Fund:

- The Sharing Fund has been set up to accept donations from members and in memorial gifts. These funds will be used to benefit a member(s) at the discretion of the board.
- Credits will be offered only as long as funds are available.
- Credits must be used in the next calendar year.

Speaker

- The Speaker Committee shall be trusted to make decisions on how best to spend their budgeted funds. Dedicated fund money (currently \$1,250) can ONLY be spent on retaining speakers for FUTURE years, currently 2 years ahead.
- Coordinates any self-funded workshops the speaker leads.

Vendors:

- The Chairperson coordinates vendors for the quilt show & at guild meetings.
- Coordinates the booth fees with quilt show chairperson to help raise funds for the quilt show.

Web site:

- The Web site Chairperson, working with the president, is responsible for design and upkeep of the guild's Web site.
- Any items going onto the Web site must be approved by the President.
- Members-only link is established for any member using a password. The password will be changed every year.

As of 11/1/2021