

Policies & Procedures  
Berrien Towne & Country Quilters  
Approved December 2023

**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.

1. Additional board meeting attendees are the chairpersons of committees including:

- a. Block of the Month
- b. Bus Trips
- c. Community Quilts
- d. Door Prizes
- e. Fundraising
- f. Golden Thimble
- g. Greeters
- h. Historian
- i. Hospitality
- j. Librarian
- k. Membership
- l. Membership Directory
- m. Newsletter
- n. Policies & Procedures
- o. Programs
- p. Quilt Show
- q. Retreats
- r. Sewing Day
- s. Speakers
- t. Sunshine and Shadow
- u. Vendors
- v. Website

- 2. All officers and committee chairpersons may vote during board meetings. If there are multiple chairpersons, all may vote.
- 3. All board meetings are open to the membership of the guild, but general membership cannot vote at board meetings.
- 4. The board meets at least four times a year as determined by the President.
- 5. New officers and committee chairs attend and take office at the last board meeting of the previous program year to transition, receive binders, and begin the budget process.
- 6. It is the responsibility of the current committee chair to pass the binder to the new chair at the last board meeting.
- 7. Committee chairs are approved by the executive board. Committee members are recruited by the chairs.

8. A member may serve on more than one position on the board but may only have one vote.
9. Any contract made for the Berrien Towne and Country Quilters must be signed by the chairperson of the event and cosigned by an executive officer of the board. Original contracts are maintained by the treasurer. Copies go to the President and the committee chair.

**President:**

1. 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.
2. The President presides over the business portion of all guild meetings.
3. The President holds executive board meetings as needed.
4. The President holds board meetings at least 4 times during the year.
5. 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.
6. 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.
7. The President reviews and approves the newsletter and all guild mass emails before publication.
8. The President, working with the Treasurer, takes care of all legal papers for non-profit status.

**Vice President:**

1. 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.
2. The Vice President is responsible for presenting a slate of officers to the general membership at the September meeting and conducts the elections at the October meeting. The nominations of committee chairs are also the responsibility of the Vice President.
3. If the President is unable to chair an event, the Vice President serves in the President's place. If the President is unable to continue the term of office, the Vice President completes the term.
4. The Vice President is responsible for maintaining a listing of committee member participation based on reports from committee chairpersons.
5. The Vice President attends the executive board meetings and takes on projects as assigned by the President (i.e.: show & tell).

**Treasurer:**

1. The Treasurer takes care of all financial matters for the guild.
2. The Treasurer, working with the President, takes care of all legal papers for non-profit status.
3. 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.
4. 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.
5. The Treasurer attends the executive board meetings and takes on projects as assigned by the President.
6. 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.
7. The Treasurer presents all bank reports to the President.
8. The Treasurer submits a report each month to be published 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:**

1. The Secretary takes minutes at all guild and board meetings and submits them to the President and the newsletter chairperson.
2. The Secretary attends the executive board meetings and takes on projects as assigned by the President.

**General Membership Information:**

**Dues**

1. 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:
  - a) Life members do not pay dues.
  - b) Junior members (up to age 18) pay a reduced rate.
  - c) Membership fee of 1/2 price for new members only when joining in August through December.
2. Membership dues must be paid by the first meeting of the program year for member information to be included in the membership packet.

**Financials:**

1. The President, Treasurer and Assistant Treasurer will be on all financial accounts.
2. Each year's budget must be approved by the board, and then presented to the general membership for approval at the February meeting.
3. All budget line items, which are not spent by the end of the year, will zero out and start over the next program year.
4. Any expenditures not budgeted must be approved by at least two officers.
5. The books shall be reconciled by the Treasurer and Assistant Treasurer at the end of each program year. The report will be available to members upon request.
6. The Treasurer shall secure an audit to support the guild's record keeping practices. The audit must be conducted annually by two members at large or an independent auditor.
7. All chairpersons/officers are responsible for storing records of their position. They are also responsible for passing on the records to a new chairperson/officer at the last board meeting.
8. Any contract made for the Berrien Towne and Country Quilters must be signed by the chairperson of the event and cosigned by an executive officer of the board. Original contracts are maintained by the Treasurer. Copies go to the President and the committee chair.
9. Donations are accepted from non-members for attendance at any meeting.
10. All cash transactions over \$25 will have a double receipt. The top copy of the receipt will be given to the payee and the carbon copy is kept in the receipt book.
11. All monies are to be turned in to the treasurer within two weeks of receipt.
12. All committees collecting money are required to fill out a BTCQ Expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy for your records. Reimbursement will be issued within two weeks.

**Refund policy:**

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 resolution.

**Membership:**

1. Meetings are held the second Thursday of the month, February through November. There are no meetings held during the months of December and January.
2. Social time at meetings begins at 6:30 p.m., business meeting at 7 p.m.
3. Every member is encouraged to wear a nametag to the monthly meetings.
4. 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 cannot be used for advertising.
5. The mailing/e-mail list is for use by our members. It may not be sold or used by nonmembers.
6. All business-related communications need to be approved by the President.
7. All monies are to be turned in to the Treasurer within 2 weeks of receipt.
8. All committees collecting money are required to fill out a BTCQ Expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.

**Committee Activities:**

1. Retiring committee chairpersons will pass on committee binders containing all reports and ideas to future chairpersons at the last board meeting.
2. All chairpersons will keep records of all expenses on the BTCQ expense form and must not go over budget.
3. Each chairperson keeps records of committee membership and gives this information to the Vice President at the last board meeting.
4. The executive board members shall not be expected to chair any committees.
5. A guild member shall not chair more than 2 committees.

**Block of the Month:**

1. The Chairperson will determine guidelines for the current year's Block of the Month showing examples of the blocks and providing directions at the guild meetings, in the newsletter, and on the website.
2. A member may only win once during a program year, but to be fair, should continue making blocks for the drawing after he/she wins, if that is the type of Block of the Month chosen.
3. Only guild members may participate in the Block of the Month drawings.
4. Block of the Month may be suspended at any time with approval by the board for lack of participation.

**Bus Trips:**

1. Any activity that involves the general membership must have prior approval by the executive board, for the purpose of establishing an activity calendar to be published in the February newsletter.
2. All participants, including the organizing committee, will pay the same amount to attend a guild function.
3. The chairperson will coordinate all aspects of an event upon board approval and membership interest.

**Community Quilts:**

1. Any projects done in the name of the guild for charity purposes must be coordinated through the Community Quilts chairpersons.
2. All proposals for charity projects must be approved by the board.
3. 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:**

1. Door Prize chairperson supplies door prizes for each monthly meeting.
2. 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.
3. Any person attending the guild meeting who has registered to win or purchased a door prize ticket is eligible to be a winner. The person need not be a member.

**Fundraising:**

1. The fundraising chairperson is responsible for submitting ideas to the board for approval and overseeing the completion of projects (i.e.: the monthly basket).
2. Income from the monthly basket will go directly into the general fund.
3. All monies are to be turned in to the treasurer within 2 weeks of receipt.
4. All committees collecting money are required to fill out a BTCQ expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.
5. No compensation will be given to members for time, travel expenses, or gas.

**Greeters:**

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

**Golden Thimble:**

1. 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.
2. Membership votes on the award in October. The votes are tallied by the chairperson and two members at large before the end of the October meeting. The winner is announced at the November meeting.
3. A member may only win the Golden Thimble once and receives a thimble charm.
4. The winner then becomes the Golden Thimble chairperson for the next year.

**Historian:**

1. Historian takes photos and collects information to update membership scrapbooks and provides information to the newsletter and website.
2. The scrapbooks are to be kept up-to-date and available for viewing by the membership.
3. The Historian will contribute and assist in special events as requested by the executive board.

**Hospitality:**

1. Hospitality committee arranges for refreshments at guild meetings and coordinates year end banquet with programs, if applicable.
2. All monies are to be turned in to the Treasurer within two weeks of receipt.
3. All committees collecting money are required to fill out a BTCQ expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.
4. No compensation will be given to members for time, travel expenses, or gas.

**Librarian:**

1. The librarian maintains the library of materials for checkout.
2. Only guild members may check out items.
3. Guild members may check out up to three items for a period of one month. Members who lose or damage items will be charged for replacement.

**Membership:**

1. Membership chairpersons collect the dues, create and distribute the membership cards.
2. They are responsible for keeping an up-to-date membership list and supplying information to both the Newsletter and Membership Directory chairperson.
3. All monies are to be turned in to the Treasurer within two weeks of receipt.
4. All committees collecting money are required to fill out a BTCQ Expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.
5. No compensation will be given to members for time, travel expenses, or gas.

**Membership Directory:**

1. The Membership Directory chairperson assembles information from all sources, produces and distributes the directory.
2. Every member receives a membership packet when a member first joins the guild. The packet includes: a listing of members, the Articles of Association, Policies and Procedures, member-owned business listing, guild calendar, sit and sew group information, etc.
3. Members will receive updates annually.
4. Personal information updates provided by members throughout the year will be distributed periodically.

**Newsletter:**

1. The Newsletter chairperson assembles information and produces a newsletter each month-February through November. The chairperson has the newsletter published and distributed.
2. 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 does not write the information.
3. The President reviews and approves the newsletter before publication.
4. Submission is by the 20<sup>th</sup> of the month.

**Policies & Procedures:**

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

**Programs:**

1. Any activity that involves the general membership must have prior approval by the executive board, for the purpose of establishing an activity calendar to be published in the February newsletter.
2. The Program Committee can work independently from the board, but the Vice President may work with the committee and serve as a liaison between the committee and the officers.
3. All monies are to be turned in to the Treasurer within two weeks of receipt.
4. All committees collecting money are required to fill out a BTCQ Expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.
5. No compensation will be given to members for time, travel expenses, or gas.
6. Vendors are at the discretion of the program chair.

**Quilt Show:**

1. Quilt shows take place upon approval and interest of the membership. Quilt shows are recommended on even numbered years.
2. Quilt Show chairpersons are approved by the executive board.
3. Chairpersons must keep the board informed throughout the planning process and track expenditures.
4. 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.
5. All members are encouraged to help with the quilt show, even if they have not entered a quilt.
6. 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.
7. 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.
8. All monies are to be turned in to the Treasurer within two weeks of receipt.
9. All committees collecting money are required to fill out a BTCQ Expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.
10. No compensation will be given to members for time, travel expenses, or gas.

**Raffle Quilt:**

- a) Frequency of the raffle quilt is determined by the board.
- b) At least 2 people should be coordinators of the raffle quilt.
- c) They are responsible for promoting the raffle quilt by arranging for ticket sales and display venues.
- d) 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. The board must approve all proposals before materials are purchased or work begins.
- e) Primary raffle quilt will be the only quilt funded. The cost of materials must not exceed the amount budgeted. Additional quilts may be donated, after approval from the board.
- f) The raffle quilt may be hand or machine quilted at the discretion of the makers.
- g) All members are encouraged to work on the raffle quilt.
- h) The raffle quilt should be completed six months before the next scheduled show to allow sufficient time to sell raffle tickets and arrange display venues.

- i) 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.
- j) Donated quilts may be submitted for approval.

#### **Retreats:**

1. Retreat chairpersons will schedule 1 – 2 weekend retreats per year. These may be local or at another destination.
2. Retreat chairpersons will schedule and arrange deposits for next year's retreats.
3. All participants, including the organizing committee, will pay the same amount to attend a guild function.
4. Members will receive priority for a spot at the retreat; non-members are welcome as space is available.
5. All monies are to be turned in to the treasurer within two weeks of receipt.
6. All committees collecting money are required to fill out a BTCQ expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.
7. No compensation will be given to members for time, travel expenses, or gas.

#### **Sewing Day:**

1. Any activity that involves the general membership must have prior approval by the executive board, for the purpose of establishing an activity calendar to be published in the February newsletter.
2. Coordinate one or two sewing days each year.
3. The chairperson will coordinate all aspects of events.
4. All monies are to be turned in to the Treasurer within two weeks of receipt.
5. All committees collecting money are required to fill out a BTCQ expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.
6. All participants, including the organizing committee, will pay the same amount to attend a guild function.
7. No compensation will be given to members for time, travel expenses, or gas.

#### **Sunshine and Shadow:**

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

#### **Sharing Fund:**

1. The Sharing Fund has been set up to accept donations, to be used to benefit members, at the discretion of the board.
2. Credits will be offered only as long as funds are available.
3. Credits must be used in the next calendar year.
4. All monies are to be turned in to the treasurer within two weeks of receipt.

5. All committees collecting money are required to fill out a BTCQ expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.

**Speaker:**

1. Any activity that involves the general membership must have prior approval by the executive board, for the purpose of establishing an activity calendar to be published in the February newsletter.
2. The Speaker committee will coordinate with programs to schedule speaker dates.
3. Coordinates all aspects of the event to offer one to two speakers each year.
4. Coordinates any workshops the speaker leads.
5. All monies are to be turned in to the Treasurer within two weeks of receipt.
6. All committees collecting money are required to fill out a BTCQ Expense form for each request for payment or deposit of monies and given to the Treasurer. The individual chairperson should keep a copy of their records.
7. All participants, including the organizing committee, will pay the same amount to attend a guild function.
8. No compensation will be given to members for time, travel expenses, or gas.

**Website:**

1. The website chairperson, working with the President, is responsible for design and upkeep of the guild's website.
2. Any items going onto the website must be approved by the President.
3. A current copy of The Articles of Association and the Policies and Procedures will be available.
4. Current monthly programs must be listed and kept up to date.

Revised December 5, 2023