

ROSEVILLE QUILTERS GUILD

Policies and Procedures Manual

I. General Policies

- A. Members are encouraged to serve actively on at least one committee each year and to participate in the annual quilt raffle, quilt show and the boutique.
- B. Board Meetings are open to all members to voice opinions and discuss Guild business. Members are encouraged to notify the President in advance of any new business to be addressed.
- C. Workshops, special events, Fat Quarter Exchange, Pick-a-Prize and A Bit of Me are open to members and guests.
- D. For Guild activities where attendance is limited, registration is prioritized in the following order: active members, followed by corresponding members, followed by non-members.
- E. The Board shall designate the Guild's official mailing address as:
P.O. Box 513,
Roseville, CA 95678-0513
and the Guild's website as: <https://rosevillequilters.org>
- F. The Guild's Membership Roster 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.
- G. No voting member of the Nominating Committee shall be a candidate for office.

II. Financial Policies

- A. Any expenditure not included in the currently approved budget must have prior approval of the Board.
- B. The Board must approve all expenditures over \$100 that are not pre-approved or part of the budget of the particular committee before being reimbursed.
- C. To be reimbursed for Guild expenditures, an approved voucher with receipt(s) attached for the item(s) purchased must be submitted to the Treasurer. Reimbursement must be requested within 3 months of the date of purchase.
- D. All income received on behalf of the Guild must be turned in to the Treasurer and may not be offset by expenses incurred.
- E. Monies received by the Guild shall be held in the Guild's bank account.
- F. The Treasurer's report shall be published in the newsletter.
- G. All checks for the Guild must be made payable to the Roseville Quilters Guild or RQG. Checks for RQG made payable to a Member must be endorsed by that Member and given to the Treasurer.
- H. No Executive Officer may sign a check written to them.
- I. Basting is provided for members at no charge. Fees for non-members are as follows: \$10 for a lap or twin, \$15 for a full, \$20 for a queen and \$25 for a king.
- J. There may be a charge for Block of the Month.
- K. The annual dues shall be \$30 for Active Members. Thereafter dues will be prorated on a monthly basis for new Members joining at a later date. Corresponding Members will pay an annual fee of \$15 to receive the newsletter plus a \$3 fee for any meeting or activity attended.
- L. Charges for workshops for members will be \$25. Charges for non-members will be \$40. Other charges may include the cost of the materials provided by the instructor. Refunds will not be given after the posted cancellation date; however, participants may find a replacement if no wait list exists. If the event is canceled, refunds will be made.
- M. Professional speakers/teachers will be paid their contracted rate for giving a lecture or workshop.
- N. Members using credit/debit card will incur the additional fees associated with the transaction.
- O. Professional services for accounting, bookkeeping or assistance to the Treasurer will be paid in accordance with contracted price with Board Approval.

III. General Meeting Policies

- A. General Meetings will be held on the third Wednesday of the month, with exceptions. Members will be

- notified of changes in the meeting dates in advance.
- B. General Meetings are scheduled to begin at 9 am.
 - C. Members are expected to wear name tags. Members not wearing their name tags will be asked to donate 25 cents to the Guild and wear a temporary name tag available at the membership table.
 - D. Sales are permitted during the General Meeting as approved by the President.
 - E. During the program portion of the meeting, photography, video or audio recordings are acceptable unless otherwise announced.
 - F. Cell Phone Etiquette: In order not to disturb the rest of the group, cell phones must be turned off or set to vibrate during the General Meeting and Guild activities.
 - G. Guests may attend General Meetings for a \$3 fee.

IV. Committees

- A. All Committee Chairs shall keep a notebook recording procedures, financial records (when applicable), and other notes and comments that will be helpful to future chairs. These records shall be passed on to the next Committee Chair.
- B. New committee chairs will be mentored by outgoing committee chairs.
- C. Committee Chairs will be responsible for filling their committee with volunteers.
- D. All Committees should keep the membership informed of events in the newsletter, and when necessary, make brief reports at the General Meeting.
- E. Each Committee shall request reimbursement from the Treasurer using a reimbursement form.
- F. The Chairperson shall also monitor expenditures against the budget and request any increase in the budgeted amount from the Board before expenditures are made beyond the budgeted amount.
- G. Each Committee that collects monies on behalf of the Guild shall turn over all funds to the Treasurer accompanied by a Receipt Form.
- H. The Committees and their primary descriptions and responsibilities are:

A BIT OF ME (currently inactive)

- 1. Arrange for donations made by members of items to be raffled at general meetings.
- 2. Display the items and sell tickets at \$1 each before and during the break of the meeting. Both members and guests may purchase tickets.
- 3. Draw winning ticket(s) and announce the winner(s); tickets are not held over beyond the drawing.
- 4. Winners are listed in the newsletter.

BLOCK OF THE MONTH

- 1. Provide members with a kit and/or instructions for a quilt block/blocks so they may learn techniques, designs and/or colors.
- 2. May collect a nominal fee.
- 3. May choose a theme and/or colors for the block of the month.
- 4. Provide some fabric (when appropriate) with the pattern.
- 5. Make up a sample block to show to the membership.
- 6. May display the completed blocks at the next meeting.
- 7. For each block completed, the participant's name is entered into a drawing for the blocks or the money collected to be divided between one or more winners.
- 8. Keep a record of members who pay a fee, take kits and/or instructions and return blocks.
- 9. Maintain the following equipment: a quilt rack and design cloth for displaying blocks at the meeting, supplies for drawing.
- 10. Winners of drawings are listed in the following month's newsletter.
- 11. At the end of the year, all finished quilt tops will be eligible for a cash prize.

BYLAWS

1. Study and make written recommendations on proposed amendments, revisions, additions and deletions to the Bylaws and Policies and Procedures as necessary.
2. Present recommendations to the Board for approval prior to membership approval at the General Meeting.
3. Review Bylaws and Policies and Procedures for additions, deletions and changes every four years.

COMMUNITY OUTREACH

Shall consist of the separate committees for Community Service, Charitable Giving, Basting and Troop Support. Encourage and provide the means and opportunity to make donations to those in need directly or through non-profit organizations. The Guild focuses its efforts on supporting local charities in the greater Roseville area.

1. COMMUNITY SERVICE

Community Service Coordinator

- a. Represent the committee as a voting Board member.
- b. Coordinate committee (manages budget and workdays).
- c. Report to the Guild at general meetings and in the newsletter.
- d. Oversee preparation of displays for Quilt Show.
- e. Encourage members to make personal quilts, quilt tops, and pillowcases to donate to Community Service.
- f. Provide kits at the meetings for members to take home to finish.
- g. Pin and baste quilts at workshop meetings.
- h. Coordinate 5th Wednesday event where quilters meet at a local venue to make/sew kits, machine quilt, make pillowcases, and sew bindings.
- i. Facilitate the making and delivering of Vina quilt kits—18” x 18” quilts combined with a stuffed animal and book for preschoolers.
- j. Encourage members to finish and bind quilts
- k. Responsible for finding appropriate donation outlets.
- l. Maintain a storage facility for supplies of fabric, batting and appropriate equipment.
- m. Direct collected monies to be used by Community Service for purchase of supplies and equipment to assist in the community service program.
- n. Accept monetary donations and proceeds from items sold which shall be turned into the Treasurer to be added to the Community Service annual budget.
- o. Choose, with input from the Community Service Committee, non-profit organizations to give a monetary donation to at Christmas time.

2. CHARITABLE GIVING

- a. Collect food, clothing and/or other items for those in need.
- b. Distribute items to individuals or charitable organizations/non-profit organizations.

3. TROOP SUPPORT

Troop Support Coordinator

- a. Collect Christmas stockings, Quilts of Valor, and/or other approved projects.
- b. Accept monetary donations to be turned in to the Treasurer for Troop Support.
- c. When buying items, turn in receipts to receive reimbursement for budgeted Troop Support money.

4. BASTING SERVICES

- a. Arrange for quilts to be basted or pinned at a monthly workshop.
- b. Set up tables for basting using leg extenders, and brings supplies.
- c. Maintain records of attendance.
- d. Maintain records of quilt basting for members and collects fees from non-members.
- e. Maintain and replace equipment as needed

DAY CAMP

1. Obtain dates and contracts for the venue.
2. Collect applications and fees.
3. Arrange for supplemental tables, irons, and other equipment.
4. Coordinate layout of the room.
5. Obtain food for provided meals.
6. Organize activities for Day Camp.

FAT QUARTER EXCHANGE

1. Provide a chance for contributors to win a collection of fabrics.
2. Each participant brings one or more good quality fat quarters to the meeting.
3. A fat quarter is a piece of fabric 18" x 20"-22".
4. One ticket is given for each fat quarter given for the exchange.
5. Plan a monthly color or theme and submits it for publication in the Newsletter.
6. Oversee the drawing for the fabric at each meeting.
7. Winners are listed in the newsletter.

FINANCE COMMITTEE

1. Provide oversight and assistance to Treasurer in guiding financial policy of the Guild.
2. Meet once a quarter to review Guild financial statements and address financial questions.
3. Committee members will be chosen by the Board and will consist of three (3) volunteers: a financial officer and a member with accounting, bookkeeping, finance or business experience, if available.
4. Report to the Board.

HISTORICAL RECORDS

1. Provide a record of the history of the Guild's activities through photographs and electronic media.
2. Photograph members' show-and-tell quilts, opportunity quilts, completed community quilts, any speakers' presentations and any program activities at each meeting.
3. Photograph special events such as the quilt show, boutiques, quilt camp and bus trips.
4. Photograph officers and committees.
5. Label the photographs with event, date and names (when possible).
6. Equipment includes a digital camera, flash drive and two photo lights.

HOSPITALITY

Coordinate quilt show awards and Christmas potlucks (including set up and clean up).

MEMBERSHIP

1. Collect dues and keeps accurate up-to-date membership records.
2. Prepare new member application form and annual dues renewal form.

3. Provide membership cards when requested.
4. Makes and distributes welcome packets to new members. The packet includes a membership identification card, membership directory, and member handbook.
5. Provide a directory to existing members containing each member's name, address, phone number, email address, and birthday (if known).
6. Maintain a master roster, keeping track of all changes throughout the year.
7. Provide the newsletter editor with additions, deletions and changes in membership information.
8. Maintain a monthly record of attendance of members and guests, and provides a summary to the Secretary on a monthly basis.
9. Collect guest fees and provides guest name tags.
10. Collect "no name tag" fees and supplies temporary name tags.
11. Maintain and sells Roseville Quilt Guild logo pins.
12. Collect and turn in all proceeds to Treasurer before the end of the General Meeting.
13. Greets all members, visitors and welcomes other guilds showing their raffle quilts.
14. Acknowledge birthday celebrants each month.
15. Coordinate new member luncheon.
16. Telephone tree notifies members of important or time sensitive information.
17. Maintain a waiting list for those interested in becoming a member.
18. Sunshine sends get well, sympathy and other-occasion cards to members or their families.

NEWSLETTER

1. Publish and distribute a monthly newsletter which provides information about all aspects of the Guild's activities.
2. Ensure that the newsletter is e-mailed to active members only, or printed and mailed only to each member not having email.
3. The Guild logo, newsletter name, along with the month and year should appear on page one.
4. Indicate the month, year and page number on each page beginning with page 2.
5. Include the following basic content in each issue:
 - a. President's Message
 - b. Meeting and Guild events
 - c. Birthdays
 - d. Secretary's minutes
 - e. Treasurer's report
 - f. Committee reports
 - g. Names of the Board of Directors and Committee Chairs with their phone numbers.
6. The President's message and the list of Guild events and their dates should appear in a consistent location within the newsletter.
7. The deadline for submission to the next month's newsletter should be published in the current newsletter.
8. Print mailing labels for newsletter each month and other special mailings as needed.
9. Occasionally members may request an article be placed in the newsletter not specific to the Guild's activities, such as information about other charities' drives or events. These may be included at the discretion of the Newsletter Editor.
10. Paid advertising in the newsletter must be quilt or sewing related. Rates are posted in the newsletter. There is a 10% discount for advertisers paying in advance for a full year.

11. Notify membership of important information that is time sensitive. A member without web access will be notified by the Telephone Tree Committee.
12. Members may submit ads at no cost on a space-available basis and at the discretion of the President.

NOMINATING

1. Provide the membership with the names of people running for elected positions.
2. Consist of no more than three (3) members in addition to the Vice President as chair, who is a non-voting member.
3. Provide a slate of candidates to the membership in April to be published in the newsletter as a part of the minutes.
4. Conduct, with the Vice President presiding, the election of officers at the May meeting. If a meeting cannot be held, electronic voting may take place.
5. Tally votes as defined in the Bylaws
6. Arrange for installation of new officers.

OPPORTUNITY QUILT PRODUCTION

1. Design will be approved by the Board.
2. Create a quilt and/or includes other items to support the ongoing activities of the Guild.
3. Set up subcommittees, if necessary, to include Planning, Top Assembly, Quilting, and Finishing.
 - a. Planning - selects a pattern, prepares instructions for each part of the quilt, calculates required yardage and procures the fabric.
 - b. Top Assembly - cuts, sews, pieces blocks and/or applique.
 - c. Quilting - hand or machine quilt.
 - d. Finishing – makes and attaches the binding and sleeve, sews on the label and sleeve, binds the quilt and makes a pillowcase.
4. Quilt to be determined by February Board Meeting 1-½ to 2 years before quilt raffle.
5. Quilt completed for picture by March Board Meeting.

OPPORTUNITY QUILT TICKET SALES

Arrange for and encourage members to sell tickets and finds places to display the quilt for the purpose of selling tickets. Sub-committees may include Marketing, Ticket Production and Accounting.

1. Marketing
 - a. Schedule dates up to three (3) years out to display the quilt at guild meetings and other display sites for the purpose of selling tickets.
 - b. Submit required applications with event organizers in advance as required.
 - c. Get volunteers to sign up to sell tickets at guild meetings and other display sites.
 - d. Encourage members to pre-purchase their tickets at the time of their membership renewal.
 - e. Show the quilt on Facebook and other social media.
 - f. Encourage members to help distribute postcards and sell tickets to family, friends, coworkers, and at quilt shops.
2. Ticket Production and Distribution
 - a. Develop “proof” of tickets and secures approval by the Chairperson of the Quilt Show Committee to ensure that dates, times, location and quilt show name are correct.
 - b. Tickets can be ordered through a printing company of choice.

- c. Make up ticket packets and distributes.
- 3. Accounting
 - a. Track sales from each guild meeting and display site.
 - b. Monies collected shall be turned in to the Treasurer.
 - c. Provide notice of earnings in committee reports.

PARLIAMENTARIAN

Help Guild follow Bylaws, Policies and Procedures, and Robert's Rules of Order.

PICK-A-PRIZE

1. Give participants a chance to win prizes of interest to quilters.
2. Pick-a-prize is a self-supporting activity and has no Guild funds budgeted.
3. Prizes may include items such as fabric, notions, supplies, stationery, books, collectibles, gift certificates and mystery bags.
4. Sell tickets before the meeting and during the break.
5. Monies collected shall be turned in to the Treasurer.
6. Both members and guests may purchase tickets.
 - a. Prices for tickets are: 3 for \$1 with a minimum purchase of 3 tickets.
 - b. For every \$1 after the first dollar, a special ticket is given out. For example, if someone buys \$5 worth of tickets, they also receive 4 special tickets.
 - c. On the back of each special ticket, the person should print her full name and deposit it into the designated basket for quarterly prizes.
 - d. At the end of each quarter (September, December, March and June) tickets are drawn for special prizes.
 - e. Draw winning tickets and announce the winners; tickets are not held over beyond the drawing. Members need not be present to win a quarterly prize. A fellow member may choose and take the prize to deliver to the absent winner.
 - f. Maintain an itemized account of the cost of each prize and submit receipts to the Treasurer for reimbursement.
 - g. Winners are listed in the newsletter.

PROGRAMS

1. Maintain responsibility for all programs and workshops.
2. Plan programs and workshops for Guild members to foster the love of quilting, increase creativity, and help members improve their skills and discover their talents.
3. Contact potential speakers and teachers and arranges for them to give a lecture or presentation at a Guild meeting.
4. Prepare the speaker's/teacher's contract and sign the contract or present it to the President for signature.
5. Arrange for the teaching of workshops in close proximity to a guild meeting date.
 - a. Arrange the class time and place.
 - b. Provide a sign-up sheet for participants to register, collect fees and provide a materials list to all paid attendees. Turn all monies collected into the Treasurer.
 - c. Show workshop samples when available.
6. Arrange accommodations and other services for the visiting speaker. May offer a free workshop to member housing a speaker.
7. Obtain W9 form from presenter/teacher and submit W9 and contract to the Treasurer when requesting payment for the program. Payment requests should break down the fees into presentation, workshop, mileage, and meals per the contract.

8. Guild Polices for Guild-sponsored workshops will be maintained by programs and posted on the guild website.
9. Collect and turn in all proceeds from workshops to the Treasurer.

QUILT CAMP/RETREAT

1. Arrange for and coordinate retreats for quilters.
2. Serve as an agent in coordinating camps and retreats for participating members.
3. Obtain approval from the Board before any commitments are made for events and sign required contracts.
4. Arrange for location and dates.
5. Provide a sign-up sheet for participants and collect fee. Guests may attend, if space permits, for the member fee plus \$5. Collected fees are turned into the Treasurer.
6. Furnish name tags and organize time spent at camp.
7. Additional monies may be collected for supplies and activities. Any residual funds should be voted to be returned to members or donated to the Guild.

QUILT SHOW

Arrange annual quilt show to display members' achievements in quilting and to educate viewers about quilts and quilting.

1. Planning
 - a. Find a suitable date and location for quilt show. Contact to confirm date and location.
 - b. Verify terms and conditions, and sign contract.
 - c. Establish the theme.
 - d. Establish a memorial corner to honor any member(s) who passed away during the year.
2. Select featured quilter
3. Publicity and Marketing
 - a. Take photograph of the quilt which may be used in whole or in part to produce postcards, note cards, bookmarks and/or other items. Run "proof" through chairperson of quilt show for errors.
 - b. Prepare a press release for newspapers.
 - c. Prepare announcements for dissemination via the Internet.
 - d. Create and distribute bookmarks and fliers to quilt guilds and quilt shops.
4. Show Coordinator
 - a. Oversee layout for show entries and vendors.
 - b. Arrange for decorations.
 - c. Arrange for ribbons and passports.
 - d. Coordinate opening and closing of the show.
 - e. Establish security for quilts.
5. Volunteer Coordinator - coordinate volunteer workers for the show.
6. Raffle baskets
 - a. Solicit baskets.
 - b. Obtain Raffle Baskets and if needed creates basket arrangement.
 - c. Create display for show attendee viewing.
 - d. Maintain log of raffle ticket purchasers and winners.
 - e. Collect and turn in all proceeds from sales to the Treasurer.
7. Computer technologist
 - a. Create, collect, review and categorize quilt applications.
 - b. Maintain with entry details on spreadsheet.
 - c. Make labels describing quilt entries.
 - d. Make tally sheets for counting votes.

- e. Make check in and check out trackers.
- f. Contact person writing content for show program to finalize information for printed programs and arrange printing and assembly.
- 8. Vendor
 - a. Solicit and coordinate vendors for show.
 - b. Maintain a record of previous vendors and feedback.
- 9. Storage
 - a. Organize set-up and take down.
 - b. Oversee storage and maintenance of quilt show. equipment
- 10. Second Time Around
 - a. Collect saleable items donated.
 - b. Oversee storage and maintenance of supplies and materials.
 - c. Collect and turn in all proceeds from sales to the Treasurer.
- 11. Boutique
 - a. Provide a venue for members to sell handmade items on consignment at the annual quilt show
 - b. Supervise the collection of items for sale.
 - c. Promote and coordinate all boutique activities.
 - d. Supervise the set-up, display, arrangement of items and take down.
 - e. Schedule workers.
 - f. Collect and turn in all proceeds from sales to Treasurer.
 - g. For consignment sales the commission is 25% for non-working members and 10% for members working during the event. To be eligible for the discount, the members may work at any volunteer position in the Quilt Show.

QUILTER OF THE MONTH

1. Encourage and schedule members to share their quilting experience at guild meetings.
2. Maintain quilt rack to display members' quilts.

TEA

1. Arrange time and place for tea.
2. Arrange ticket production including time, place and cost.
3. Sell appropriate number of tickets.
4. Recruit volunteers to host a table by providing theme decorations and place settings.
5. Arrange for volunteers to bring food.
6. Arrange for entertainment.
7. Obtain volunteers to provide raffle baskets.
8. Arrange for clean-up committee.
9. Turn all monies collected in to the Treasurer.

UFO CHALLENGE

1. Encourage members by various methods to complete unfinished projects.
2. Participants create a list of unfinished projects.
3. Prizes may or may not be involved at the discretion of the committee chair.

WEBMASTER

1. Maintain and update the Guild's website.
2. Register domain name; obtain approval from Board for a service provider and sign the contract, as needed.
3. Manage content placement.

4. Maintain current budget, Policies and Procedures and Bylaws in the “Members Only” Section.

Amended November 7, 2024