

## **FGQG POLICIES**

### **(Companion to Bylaws)**

#### **Ad Hoc Committees:**

The President may appoint ad hoc committees to address specific issues. Some regularly occurring committees include: budget review, by-laws review, finance and nominating committees. Other ad hoc committees may be appointed as needed. Upon the completion of their assignment, ad hoc committees are dissolved.

#### **Bees:**

1. Membership in and attendance at bees is open to all FGQG members.
2. Bees will meet in “open” places, as opposed to private homes.
3. Funding from the Guild will be used to defray the cost of facility rental.
4. Prior to the development of the Guild’s annual budget, each bee or prospective bee shall submit a request for funding to the Finance Committee in March.
5. If finances require a reduction in funding for the bees, reductions will be proportional across all bees, i.e. funding will be cut by a percentage for all bees.
6. Each bee will designate a “bee keeper” whose duties shall include:
  - A. being the liaison between the bee and the Board,
  - B. determining meeting logistics: location; frequency; and time;
  - C. submitting quarterly attendance reports;
  - D. submitting an annual budget request; and
  - E. notifying the treasurer and the facility of any changes/cancellations of meetings
7. To begin a new bee there must be at least five (5) members. After six months, at least five (5) members must have attended the majority of meetings in order for funding to continue.

**Bingo:** The bingo serves as a major source of non-dues revenue for the guild. A bingo will be held in years opposite the quilt show. The bingo chairperson--

- A. Assumes overall responsibility for the bingo event.
- B. Coordinates all subcommittees.
- C. Obtains necessary licenses and permits.
- D. Settles income and expenses and, together with the treasurer, prepares a detailed written report within 3 months after the event.
- E. Prepares an after-action report to guide future bingo committees.

## Charity Quilts:

Each year at the July meeting, the Guild will identify organizations that will receive the charity quilts during that year. Suggestions for non-sectarian organizations will be solicited from members; the organizations will be selected by the membership at the July meeting and this information will be published in the newsletter.

## Dues:

Dues will coordinate with our Fiscal Year JULY – JUNE. Collection for renewal dues will begin July 1. Renewal rates will remain in effect until the September General meeting date. Thereafter, new member rates apply. New members joining for the first time in June, will get 13 months of membership the first year.

## Farm Fair and Four-H:

In our endeavor to promote the art of quilt making, FGQG will donate cash prizes to the Harford Farm Fair, earmarking the prizes for quilts made by those under the age of 18, and the 4-H members submitting quilted items to Farm Fair. The Community and Public Relations Committee shall be charged with arranging these donations.

## Finances:

There are two committees related to finances. The budget review committee is chaired by the treasurer and meets in March to review the income/expenses for the current fiscal year. Every two years the financial records are by an accountant or a bookkeeper with accounting experience.

The finance committee is chaired by the president-elect and meets in the spring to develop the budget for the coming year and submits it to the Board at the May business meeting.

## Goslings:

The Goslings meet the first Monday of the month and work on simple skill building projects. The Goslings was designed initially to acquaint new members with the Guild. All members are invited to attend these meetings. No Gosling meetings are held in January or September because of holidays and meetings are usually not held during the summer months.

## Guest Passes and Fees:

Guest passes may be given to prospective members at the quilt show. Guest passes are intended to be used only once per person.

A \$5.00 fee is collected from each guest attending a general meeting unless the person has been given a guest pass. This \$5.00 fee may be applied to the General Membership fee if that person joins the Guild that evening.

### Gift Acknowledgement:

All committee members will give the names and addresses of anyone who makes a donation to the guild to the secretary so that she can write a thank you note. This must be done on a timely basis and is in effect even if another thank you has been conveyed.

- Chairs of the program committee will send thank you notes to speakers.
- If the speaker donates a door prize, the program committee will send a thank you note.
- Donations solicited from businesses for raffles, etc. will be acknowledged by a letter from the secretary. It is the responsibility of the chairperson for each raffle to provide information to the secretary.

### Historian:

Records guild activities through articles and photos, which may be digital. These should be given to the president at least annually.

### Inclement Weather:

In the event of inclement weather, all Guild meetings and bees follow Harford County Public Schools' the decision regarding cancellations. The bee meetings in Baltimore County will follow that county's decision regarding cancellations. January and February Guild meetings are scheduled on school holidays so any cancellations will be handled on a case-by-case basis and attempts will be made to notify members. When workshops presented by out-of-town speakers are scheduled, any cancellations will be handled on an individual basis.

### Mailed newsletters:

A \$15.00 surcharge is assessed to members who joined after 2009 who do not provide an email address; newsletters will be printed and mailed to these members.

### Membership Roster:

A membership roster is updated monthly. This list is confidential and is to be used for guild business only! No solicitation is allowed. We ask everyone to be respectful of all members' privacy. FGQG does not sell our membership list.

### Meeting Etiquette

- Young children should not be brought to the meetings.
- Turn off all cell phones, and
- Refrain from conversations during meetings and presentations.

Eliminating these distractions ensures that everyone has an enjoyable experience.

Working on your own hand-work (binding, piecing, knitting, etc.) is welcome during meetings.

## Name Tags

Name tags are provided for all members. We encourage members to wear their name tags so that others may get to know you. Please return your name tags at the end of the meeting.

## Newsletter Advertising

1. To adhere to our mission of promoting quilting, we reserve the right to refuse advertising that is outside our purpose.
2. Advertising rates are determined by the Board of Directors.
3. Members shall receive a 20% discount of rates beyond their one free announcement.
4. One-time per year, non-commercial announcements such as sewing machine for sale, etc. shall be provided free to members in newsletter.
5. Advertising rates as of 2/23/17 are-- one issue full page ads-- \$35; half page--\$25; quarter page--\$15.

## Nominating Committee:

The nominating committee consists of two or three guild members appointed by the President. Duties include:

1. Recommending a slate of officers for the positions of President-Elect, Treasurer, Secretary and standing committee chairpersons.
2. Presenting the slate of nominees in the April newsletter and accepting additional nominations from the floor at the April general meeting.

If one or more additional candidates are nominated from the floor at the general meeting, the members will be notified through the newsletter, and voting will be by ballot at the next general meeting. If no additional candidates are nominated from the floor at the April general meeting, a voice vote will be taken at the May general meeting.

## Non-Board Positions:

Some positions do not require that the chair attend board meetings, although they are always welcome. These include bus trips, historian, sunshine and shadows, and workshops.

- **Programs and Workshops:**
- Any monies earned from workshops shall be credited to the programs budget.
- The cost for programs will cover the speaker's fees and workshop hall rentals.
- Two members of the program committee will be allowed to attend the workshop without cost, except for any materials.
- The program committee will attempt to engage at least one nationally known speaker each year.
- To reserve a place in a workshop, members shall pay the fee at time of registration.

- Another member who may or may not be a chair of the programs committee may be assigned the responsibility for hosting marathon workshops where a speaker is not involved.

### Raffle Quilt Associated with Quilt Show:

In association with the quilt show, a quilt will be made and raffled. A percentage of the proceeds of the raffle are given to a charitable organization which serves the citizens of Harford and surrounding counties.

Articles will be put in the newsletter, requesting members to nominate worthy charities and will submit a brief, written description of the charity. Including a breakdown of their expenses indicating what portion is used for administration and what portions is used for direct client services.

The Board of Directors will select among the charities nominated and up to three will be selected for membership vote. A representative from these finalist charities will be invited to give a brief presentation to the membership at a general meeting. Members present at this meeting will vote for the charity of their choice. The charity receiving the most votes will be announced at the general meeting.

### Responsibilities of Raffle Quilt Chair—

- Selects a design for the quilt.
- Presents proposed project to the quilt show chair.
- Assumes responsibility for complete construction of the quilt.
- Has tickets printed and if possible, solicit a corporate sponsor to pay for the printing.
- Has photograph of quilt taken and printed.
- Obtains the necessary raffle license.
- Distributes tickets to guild members, collects money and ticket stubs.
- Makes arrangements and schedules guild members to sell tickets at local events.
- Prepares an after-action report with the treasurer to be presented to the Executive Committee within three months.

### Refund Policy: For retreats and workshops--

If a Guild member cancels a reserved spot for an activity where payment has been made, the following guidelines will be enforced:

- a refund will be issued only if there is a person on the waiting list to fill the opening;
- if there is no waiting list, the member may elect to sell the equivalent spot (single/double room) to someone else and the member can be reimbursed directly by the replacement. The program/retreat chair should be notified if someone is taking your spot.

## Retreats:

To reserve a place at the retreat, members will pay a deposit equal to 50% of the cost of the retreat upon registration. The remaining payment will be due 2 months before the retreat.

The coordinator for guild retreats shall attend the retreat without charge. The cost for this will be divided among those who attend the retreat.

## Secretary:

In addition to other duties the secretary maintains written inventory records of guild property/assets (ex. quilt stands) and their locations.

## Terms of Office/Successors:

Attempts will be made to have major committees chaired by two members each serving a two-year term but with the terms beginning and ending in alternating years. It is hoped that this will allow for a more experienced member to mentor a less experienced member and to facilitate greater continuity.

## Annual Timeline

July	<p>Beginning of fiscal year. All funds remaining from previous budget revert to general funds. Collection of Annual renewal Dues begins.</p> <p>(ODD YEARS) <b>Raffle quilt committee</b>-to begin researching and decide on a pattern/fabrics for the raffle quilt at the quilt show</p>
August	<p>(ODD YEARS) <b>Raffle Quilt/Quilt show committee</b> has firm choice for raffle quilt and presents it to Quilt Show chairman and board of directors</p>
September	<p>Dues shall be paid by September general meeting to take advantage of the lower "continuous renewal rate."</p> <p>(ODD YEARS) <b>Quilt Show Chairman</b> seeks committee chairs volunteers for various committees and asks members to begin to think about charities to receive benefit from raffle quilt sales.</p>
October	<p>Federal income tax return will be completed by <b>the treasurer</b>; due by October 15.</p> <p><b>Membership committee</b> publishes an updated membership list each fall. Updates and publishes Membership Handbook.</p> <p>(ODD YEARS)<b>Quilt Show committee</b></p> <ul style="list-style-type: none"><li>• Firm up date for quilt show with facility being used</li><li>• Begin to ask for nominees for charities to receive benefit from sales - the raffle committee will place an article in the newsletter requesting suggestions for Raffle Quilt Charities. (Bylaws 8.4.10m2)</li><li>• 1<sup>st</sup> meeting of quilt show committee and volunteers.</li></ul>

- November (ODD YEARS) **Quilt Show committee**, charities are nominated.
- December
- January **President** appoints two or three guild members to nominating committee in January.
- President** appoints bylaws review committee in even numbered years.
- Treasurer** files Maryland State Sales and Use Tax form by Jan 20.
- (EVEN YEARS)**Quilt Show committee**
- Board receives and approves nominations for the charity that will benefit from Raffle Quilt sales. A brief written description of the charities who have been nominated to receive the proceeds of the raffle quilt will be prepared by the members making the suggestions and presented at the January business meeting.” (Bylaws 8.4.10m)
  - “The Board of Directors will select by voting up to three charities. A volunteer from each charity will be invited to present their cause at the February guild meeting.” (Bylaws 8.4.10m4)
- February **Each committee chairperson** will submit a budget proposal to the Treasurer by March 1 for the following year.
- President** appoints finance committee to prepare a budget for the upcoming year. Proposed budget is presented at business meeting in April and published in May newsletter.
- (EVEN YEARS)**Quilt Show committee**
- Potential charities for the raffle quilt will be presented at the membership meeting. Representatives will be invited to give a brief presentation. Members will vote and the winner will be announced. In case of inclement weather this will be postponed until March and can still make the cut off time for ordering raffle quilt sales tickets
  - Raffle Quilt is presented to membership completely finished and ready for photographs to be used in advertising. Photographs taken and photos ordered for distribution to membership. A quilt name is established by either the Raffle Quilt committee along with the Quilt Show chairperson and/or the Board of Directors.
  - Even if quilt is not exactly ready to be “shown off” - advertising Quilt Show flyers can be made and ordered in order to have ready for the Lancaster show, which is held in March.
  - Raffle tickets and rack cards are ordered. These items will be handed out at the March membership meeting.
- March The **President-elect** chairs the budget review committee to review the Guild treasury records in March.

**Nominating committee** presents the slate of nominees in the April newsletter.

(EVEN YEARS) **Quilt Show committee**

- Raffle Quilt tickets and photographs are delivered to the general membership.
- Rack cards and advertisement flyers are delivered to members and begin to circulate throughout the community.

April

**Treasurer** completes and submits Personal Property Return to State Dept of Assessments and Taxation which is due by April 15. *When we do this our charter is automatically renewed.*

**Nominating committee** presents the slate of nominees in the April newsletter and accepts additional nominations from the floor at the April general meeting.

**Treasurer** will publish in the May newsletter, the previous year's budget allowance and current expenses.

Proposed annual budget will be reviewed at the April business meeting and published in the May newsletter.

**Quilt Show committee (ODD YEARS)**

- Begin planning for quilt show raffle quilt in odd years because quilt show is in even years. President asks for volunteers and along with Quilt Show Chairman appoints committee chair that seeks volunteer members for the committee.

May

**Bylaw committee** will present the proposed revisions at the May business meeting and published in the June newsletter. (May business meeting usually falls on Memorial Day.)

Review of treasurer's books by professional accountant or bookkeeper with auditing experience is due in odd numbered years.

Elections of officers and directors will be held at the May general meeting.

**Quilt Show committee (EVEN YEARS)** -- Rules for quilt entry and registration pages begin to appear monthly in newsletter

June

Proposed bylaw changes voted upon at the June general meeting.

Proposed budget for the upcoming fiscal year will be approved at the June general meeting.

Installation of officers and directors.

These policies were approved by the Board of Directors on April 25, 2016.



These policies were approved by the Board of Directors on October 23, 2018 and by the Membership on November 19, 2018.