

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, and nominating committees. Other ad hoc committees may be appointed as needed. Upon the completion of their assignment, ad hoc committees are dissolved.

Quilting 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 “beekeeper” whose duties shall include:
 - a) Being the liaison between the quilting bee participants and the Board.
 - b) Determining meeting logistics: location; frequency; and time.
 - c) Submitting quarterly attendance reports.
 - d) Submitting an annual budget request.
 - e) Notifying the treasurer and the facility of any changes/cancellations of meetings.
7. To begin a new quilting 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--

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

Charity Quilts: Each year at the April meeting, the membership will be encouraged to make suggestions for non-sectarian charitable organizations. After discussion at the May board meeting a slate of suggestions will be presented to the guild members. A vote will be taken at the June general meeting for recipient organizations for the coming year. Results will be published in the newsletter.

1. {The definition of non-sectarian - not involving or related to a specific religious sect or political group}

Dues: Dues will coordinate with our Fiscal Year JULY – JUNE. Collection for renewal dues will begin July first (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 in the Open Class Home Arts Department, and also for 4-H members submitting quilted items in the 4 H department of the Farm Fair. The Community and Public Relations Committee shall be charged with arranging these donations.

Finances: The budget review committee is chaired by the President-elect and meets in March to review the income/expenses for the current fiscal year as well as the budget for the coming year. The report by the budget review committee is reported to the board in April for approval and the new budget is published in the May newsletter. Every two years the financial records are to be examined by an accountant or bookkeeper with accounting experience.

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.

1. No Gosling meetings are held in September because of the Labor Day holiday. Meetings are not held during the summer months.
2. No meeting is held when there is the chance of confliction with holidays – (unless otherwise decided by the Gosling committee)

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.

1. 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.

1. Chairs of the program committee will send thank you notes to speakers.
2. If the speaker donates a door prize, the program committee will send a thank you note.
3. 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.

1. The quilting bee meetings in Baltimore County will follow that county's decision regarding cancellations.
2. 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.
3. 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:

The 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 their membership list.

Meeting Etiquette:

1. Young children should not be brought the meetings.
2. Turn off all cell phones.
3. Refrain from conversations during meetings and presentations.
4. Eliminating these distractions ensures that everyone has an enjoyable experience. Working on your own handwork (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. One-time per year, non-commercial announcements such as sewing machine for sale, etc. shall be provided free to members in the newsletter.
4. Members shall receive a 20% discount on rates beyond their one free announcement.
5. Advertising rates as of 2/23/17 are—
 - a. one issue full page ads-- \$35;
 - b. half page--\$25;
 - c. 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 all 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.
3. 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.
4. 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 marathons/workshops not tied to programs.

Programs and Workshops:

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

1. 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.
2. 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.
3. Responsibilities of Raffle Quilt Chair:
 - a. Selects a design for the quilt.
 - b. Presents proposed project to the quilt show chair.
 - c. Assumes responsibility for complete construction of the quilt.
 - d. Has tickets printed and if possible, solicit a corporate sponsor to pay for the printing.
 - e. Has photograph of quilt taken and printed.
 - f. Obtains the necessary raffle license.
 - g. Distributes tickets to guild members, collects money and ticket stubs.
 - h. Makes arrangements and schedules guild members to sell tickets at local events.

- i. 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:

1. A refund will be issued only if there is a person on the waiting list to fill the opening.
2. 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.
3. The program/retreat chair should be notified if someone is taking your spot.

Retreats:

1. To reserve a place at the retreat, members will pay a deposit of 50% of the cost of the retreat at time of registration. The remaining balance of 50% of retreat costs will be paid at least one month prior to the retreat as determined by the retreat coordinator/s.
2. The individual fee for the retreat will be determined by the coordinator/s (aka chair/co-chairs).
3. The fee will factor in:
 - a. Rental of the meeting space &/or sleeping rooms &/or meal plan &/or supplies (paper goods, water, etc.).
 - b. Development of a financial cushion to use as the deposit for the next retreat.
 - c. Reimbursement of the coordinator/s retreat costs. If there is one coordinator, reimbursement of the retreat cost will be at 100%. If there are two coordinators, reimbursement of the retreat cost will be at 50%.

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

Beginning of fiscal year.

- All funds remaining from previous budget revert to general funds.
- Collection of Annual renewal Dues begins.

(ODD YEARS) Raffle quilt committee-to begin researching and decide on a pattern and fabrics for the raffle quilt at the quilt show.

August

(ODD YEARS) Raffle Quilt/Quilt show committee has firm choice for raffle quilt and presents it to the Quilt Show chairman and board of directors.

September

- Dues shall be paid by September general meeting to take advantage of the lower “continuous renewal rate.”

(ODD YEARS) Quilt Show Chairman seeks committee chairs volunteers for various committees and asks members to begin to think about charities to receive benefit from raffle quilt sales.

October

- Federal income tax return will be completed by the treasurer. This return is due by October 15.
- Membership committee publishes an updated membership list each month. This committee also updates and publishes the Membership Handbook.

(ODD YEARS)

Quilt Show committee:

- Firm up the date for quilt show with facility being used.
- 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 Article 7.4 section 8)
- 1st meeting of quilt show committee and volunteers.

November

December

January

- President appoints bylaws review committee in odd numbered years.
- Treasurer files Maryland State Sales and Use Tax form by Jan 20.

(ODD YEARS) **Quilt Show committee:** charities are nominated.

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(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 7.4 section 8)
- 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 7.4 section 8)

February

- Each committee chairperson will submit a budget proposal to the Treasurer by March 1 for the following year.
- The President appoints a budget review committee to prepare a budget for the new year. The committee meets in March. A proposed budget is presented at the business meeting in April, voted upon and is published in the May newsletter. The budget review committee includes the President- elect (chair), treasurer and one other person appointed by the President.
- The President appoints a 3-member nominating committee to recommend a slate of officers for the coming fiscal year.

(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.
- The 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 budget review committee meets.

(ODD YEARS) A by-law committee is appointed to review/revise the by-laws and the policy/procedure documents. Any changes will be presented to the Board of Directors in March and/or April.

(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

- The 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.*
- The Treasurer will publish in the May newsletter, the previous year’s budget allowance and current expenses.
- The Treasurer’s proposed annual budget will be reviewed at the April business meeting and published in the May newsletter.
- The slate of nominees for Board of Directors/committee chairpersons will be published in the April newsletter. Additional nominations can be made from the floor at the April meeting. If no one is nominated from the floor at the April meeting, the voice vote will be taken at the May meeting. If there are floor nominations in April, see policies and procedures for how to proceed. (Nominating Committee – pg 3, section 2, 3, & 4)

(ODD YEARS)

Quilt Show committee

- 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 chairs that seeks volunteer members for the committee.

May

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

(Even years)

- The Bylaw committee will present the final proposed revisions at the April business meeting and final revisions will be emailed to all members along with the May newsletter. A final membership vote will be taken at the May general meeting.
- Review of treasurer's books by a professional accountant or bookkeeper with accounting experience is due in EVEN numbered years.

(EVEN YEARS)

- Quilt Show committee -- Rules for quilt entry and registration pages begin to appear monthly in the 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, directors, and committee chairpersons.

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

These policies were approved by the Board of Directors on April 24, 2023, and by the membership on May 15, 2023.