

CAMEO QUILTERS GUILD
www.cameoquilters.org

Meets 10 times a year, September through June, at the Clawson United Methodist Church
7pm on the third Thursday of the month
205 N. Main Street, Clawson, MI 48017 (1 block north of 14 Mile Rd.)

Please complete BOTH pages of this membership/profile form and return it with your payment.
Dues are \$50.00 per year and are NON-REFUNDABLE.
Checks are preferred, payable to CAMEO Quilters Guild. Dues are payable by Sept. 15 of each year.

THIS SECTION IS TO BE FILLED IN BY MEMBERSHIP V.P.:

Date received ____/____/20____ Cash / Check# _____ Amount _____ Member# _____

(Circle one) NEW RENEWAL

2024-2025 CAMEO QUILTERS GUILD
MEMBERSHIP APPLICATION / RENEWAL FORM

(Please print neatly)

NAME _____ BIRTHDAY (Month/Day) ____/____

ADDRESS _____ CITY/ZIP _____

Home Phone (____) _____ Cell Phone (____) _____

Work Phone (*optional*) (____) _____

E-mail address _____

Current/Former Occupation: _____

Dues may be paid at a general meeting or by mail. Dues will not be accepted without this form. Please mail your checks and application to the membership chair:

Membership Chair
PO Box 1044
Troy, MI 48099-1044

PLEASE COMPLETE PAGE 2!!!

Members are encouraged serve on the (1) Executive Board OR (2) Serve as a Committee Chair OR (3) contribute time in service each year on one of the Standing or Special Committees. These committees are vital to keep the guild running.

Standing Committees are required for CAMEO to continue as a guild.

Special Committees are formed yearly depending upon need and member interest.

Please choose at least ONE committee Remember: Many hands make lite work

I am serving on the Executive Board for 2024-25

You are welcome to participate in more than one committee should you choose to do so.

Please indicate three choices for both STANDING & SPECIAL committees in **order of your preference**.

You will not be assigned to more than one committee without first being asked.

STANDING COMMITTEES: (In order of preference)

1. _____ 2. _____ 3. _____

SPECIAL COMMITTEES: (In order of preference)

1. _____ 2. _____ 3. _____

Please see next page for a description of the committees.

Numbers in parentheses indicate the number of people needed for each committee.

STANDING COMMITTEES

Audit (4)

Charity (10)

Communication: Social Media: Website, Facebook (2); Newsletter Editorial (1); Newsletter Calendar (1);
Newsletter "Slip of the Keyboard" (1)

Nominations & Elections (2-3)

SPECIAL COMMITTEES

Programs: Set up & Take down for Speakers & Workshops (2-4)

Membership: Sign In Table (4)

Fundraising (3)

Hospitality (4-6)

Charity Day (4)

National Quilt Day (4)

Publicity

Door Prize (4)

Hearts & Hugs (2-4)

Notifications (Emergency Fanout)

Education: (4) Displays; Research & Information

Quilt Retreat

President's Quilt or Raffle Quilt (if it is a quilt show year)

Quilt Show

COMMITTEE DESCRIPTIONS

COMMITTEES:

CAMEO Quilters Guild operates smoothly when active members fulfill their committee assignments during the guild year, so that all of us may enjoy our meetings and workshops. The added benefits of working on a committee are that you develop a feeling of “ownership” of your guild and you build friendships with other guild members. Thank you for the time, energy and talent that you bring to CAMEO. We all benefit from having each of you as an active, involved member.

Please read through the brief descriptions of the committees and activities below. If you need further guidance, there is a handbook written for each committee. *If there is a discrepancy between the description written below, the current Guild Bylaws or the handbook, the Bylaws supercede.*

STANDING COMMITTEES: These committees are required by the Bylaws to operate throughout the guild year:

Audit: This committee is comprised of three to four members who are not on the Executive Board. (It is helpful to have some experience in bookkeeping or accounting.) This committee is approved by the membership at the Annual Meeting in June. The outgoing Treasurer surrenders the guild’s books to the Audit Committee by July 30. A thorough audit of the guild’s finances must be completed in a timely manner prior to the next September guild meeting (sooner is better, as our Fiscal Year runs July 15 through July 14.) An Audit Report is prepared for the September guild meeting.

Charity: Researches, proposes and implements charity projects for the guild and provide supplies (kits) for these projects. Tracks the completion of these kits by guild members throughout the year. Maintains records in order to determine a “cash value” of the total amount of donations made by the guild during the year. That value amount is submitted to the State of Michigan. Encourages participation by guild members and coordinates with the Charity Day Committee.

Communications: This committee consists of newsletter and social media.

Nomination and Elections: Comprised of four active members in good standing. At the January guild meeting, volunteers will be requested to serve on this committee. If not enough members volunteer, they will be appointed. The four members will be approved by the membership at the February meeting. This committee solicits and coordinates nominations for open positions on the following year’s Executive Board. Nominations are accepted at the May guild meeting. Elections, either by acclamation or by ballot, are held at the June Annual meeting.

SPECIAL COMMITTEES:

These committees are optional depending upon need and member interest, but the work involved benefits the membership.

Programs: Chaired by the Facilitator Vice President and the Scheduling Vice President who shall organize each meeting program and workshop during the guild year by implementing already scheduled programs, including Charity Day in February and National Quilt Day in March. (Guild members working on this committee help with set up and take down of the guest speaker’s equipment before and after guild meetings and workshops.)

PROGRAM: *Subcommittees* will set up/take down and assist at lectures, workshops, National Quilt Day & Charity Day.

(see next page)

Fundraising: This committee is responsible for planning and coordinating all fundraising activities for the guild, including door prizes, raffles, internal product sales and the quilt show. Fundraising activities are subject to the approval of the Executive Board and the membership. (During a quilt show year, our quilt show is our major source of fundraising.)

Hospitality: Coordinates all refreshments, including potlucks, for the guild.

Education: This committee is responsible for sharing educational information and displays or by sponsoring field trips.

Membership: This committee is chaired by the Membership Vice President and shall be comprised of at least three members. It is responsible for collecting all dues, maintaining the current membership roster, preparing and distributing a membership directory, turning over all funds to the Treasurer for deposit, taking attendance at guild meetings, collecting guest fees and maintaining a membership profile.

Door Prize: Secures and distributes door prizes to be won by a drawing at general membership meetings. "Seed" money comes from the committee's budget.

President's Quilt: Secretly plans and completes a quilt for the current president which is presented at the June Annual Meeting. Executive Board must approve the expenses.

Publicity: Sends out notices of guild activities through traditional and social media. Maintains addresses of publications, organizations, quilt shops and local guilds of interest to quilters.

Research and Information: Provides educational information to the guild via written articles submitted to the newsletter, *The Silhouette*, or by handouts at guild meetings.

Emergency Fan Out: Notifies the membership of cancellation (or change) of guild-related activities when directed by the President.

Retreat: Plans all activities that will be carried out during a retreat weekend, including room assignments, food and collection of monies.

Hearts and Hugs: Mails heart-shaped quilt blocks to members needing support.

Quilt Show: Plan & organize Quilt Show. Including, but not limited to-building various committees needed to bring the show together. Research, price & secure location. Secure vendors to help offset the cost of the venue, rental of quilt racks. Work closely with the Fund Raising committee & the Executive Board.