

Seacoast Modern Quilt Guild (SMQG)

Member Handbook: 24.05.25



Website: www.seacoastmodernquiltguild.com

Welcome to SMQG! Please refer to this handbook for general information about the guild, our mission, structure, and opportunities available. The best and quickest way to make friends, learn about the guild, and to get the most from one's membership is to be involved in any of the guild's committees or events.

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Member Name Tag

Each guild member is requested to make a name tag and to wear it at all guild meetings and functions. Instructions as to the left. One may make name tag any size they wish, from any fabric they chose. Please attach a pin to clasp to the back and wear the name tag at the left shoulder area. No lanyards may be used. The minimum size of the finished name tag is 3-1/2" x 3-1/2".

Fabric cut dimensions in instructions at left are written as height by width and are listed following the fabric placement from the bottom of the tag to the top. One dimension is written incorrectly. In Fabric #3, the last fabric dimensions are reversed, It should read 1-3/4" high by 2-1/2"

Pick 3 fabrics

From fabric #1 cut:

1 square - 1 inch x 1 inch

1 rectangle - $1\frac{1}{2}$ inches x 3 inches

From fabric #2 cut:

3 rectangles -

1 inch x 3 inches

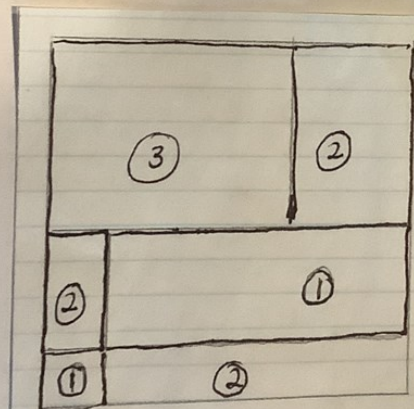
1 inch x 2 inches

$1\frac{3}{4}$ inches x $1\frac{1}{2}$ inches

From fabric #3 cut:

1 rectangle -

$2\frac{1}{2}$ inches x $1\frac{3}{4}$ inches



$3\frac{1}{2}$ inch finished



This is just one way to
do this. Do yours
whatever way makes you
happy ♡

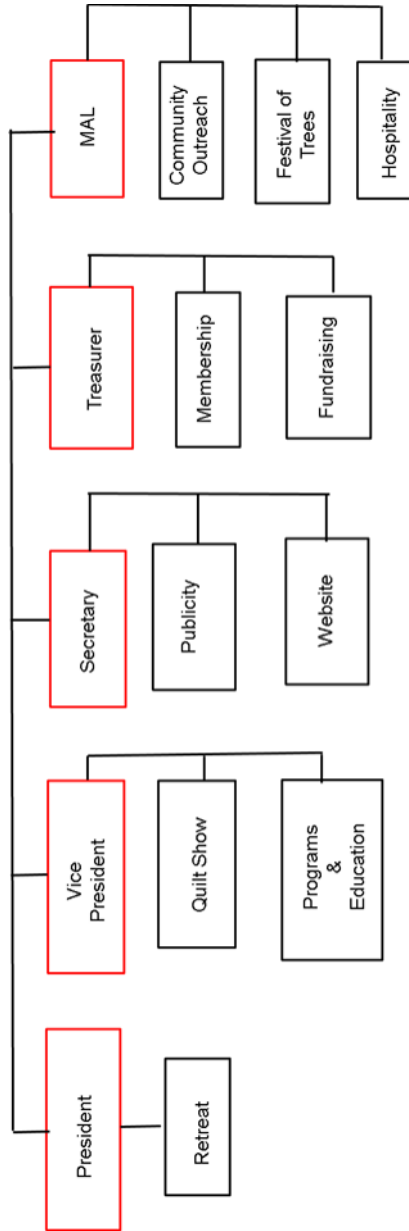
The Guild's Mission

SMQG is the local chapter of the national Modern Quilt Guild (MQG) and has, through the national organization, 501.c.3 non-profit status. Our mission is to support and promote the art and craft of modern quilting through advancing sewers' skills and creativity, to give back to our local community by donation, and by creating a welcoming environment for all interested in modern quilt making. Our members range from the very novice quilter to the expert.

The Guild's Structure

SMQG is organized in a simple structure. An organizational chart follows to help one become oriented and is also available on the Members Only page of the SMQG website. Five Executive Board members, elected by the membership from fellow members in good standing, manage the operation of the guild for one calendar year. The only exception to this is the Vice-President, who is elected for two years. The first year is served as Vice-President, the second as President. Each Executive Board member has a voting position for all board decisions, save the President, who only votes in Board decisions if there is a tie. Each Executive board member has committees that they are responsible for. Each committee has a chairperson, and this chairperson may choose to have committee members to perform the duties of the given committee. A document with complete job descriptions is available on the Members Only page of the guild's website.

SMQG Organizational Chart



Communications & Website

seacoastmodernquiltguild.com

Email: Members are notified via the guild’s email group email account for all communications. This is a group account so in replying, one’s email will go to the entire membership, not just the person who last wrote. “Reply” defaults to “Reply All”.

Newsletter: A monthly newsletter is emailed to all current members about the 15th of each month.

Meeting Reminders: A meeting reminder notice is emailed to all current members 1-2 days prior to a meeting. It will list the date, times, location, and program for that upcoming meeting. It will also contain the Zoom link for that specific meeting. Meetings are not recorded and cannot be accessed at a later time.

Occasionally, additional emails may be sent to current members on dedicated topics.

Membership meeting minutes are posted to the Members Only page of the SMQG website and are also available via a link in the newsletter for that given month. The membership is requested to read the minutes prior to the next meeting so they may be voted on for acceptance and filed. Any errors or corrections noted should be sent by replying to the guild group email account prior to the following monthly membership meeting.

Anyone, member or guest, may contact the guild via our email address: seacoastmodernquiltguild@gmail.com at any time with questions, comments, requests, or suggestions. All ideas are welcome! The guild’s email is read every day or two by a guild officer, who will either reply or forward that email to the appropriate guild member.

SMQG Policies

The purpose of this document is for it to be used in conjunction with the Seacoast Modern Quilt Guild (SMQG) by-laws. The Executive Board can vote to change, add, or delete as the need arises, with a final approval vote by the general membership. SMQG bylaws are available on the guild website, Members Only page.

Cancellation Policy

A Guild meeting may be canceled due to snow or other severe weather. If the scheduled space will be closed, the Guild meeting will be canceled. Notification will be sent to members through the Guild email group before 7:00am the day of the meeting.

Guild Purchasing

The Guild Treasurer is the designated Guild Purchasing Agent. All Guild purchasing must be through or made by the Treasurer. No member may purchase on the Guild's behalf without the President's or Executive Board's permission. Purchases made without prior approval will not be reimbursed. Donations from members are gratefully accepted.

Members as Contracted Teachers or Vendors

SMQG may contract with a member of the professional quilting community to teach or speak. Guild members are not excluded from these opportunities, but no opportunities are guaranteed and there must be a written contract between the two parties. No preferential treatment of either the Guild or the presenting member shall be expected. In the event that the Guild contracts with a member to teach or speak, the member may also vend their merchandise at the same event.

Dues

Membership in SMQG is for one calendar year, January 1 through December 31. Membership expires on December 31. The membership renewal period is November 1 through December 31. Membership in the SMQG includes membership in the MQG.

Meetings

Membership meetings are held the first Saturday of every month. The meeting is also held live online viz Zoom to current members. The zoom link for the given meeting is sent to all current members 1-2 days ahead in the meeting reminder email. Meeting room doors open at 9:30am for check in, visiting the various activity tables, and for social time. The membership meeting is called to order at 10:00am. A brief business portion begins the meeting. Voting on any pending business will take place if the quorum is met (1/2 or more of the current membership is present to vote).

The meeting's program follows, lasting about 45 minutes to 1 hour. A refreshment break is taken for about 20 minutes to allow for social time, a visit the activity tables, or to speak with a board member. The meeting resumes with our favorite section – *Show & Tell*. Any item the member, or their guest, wishes to show is welcome. It is not limited to a newly finished modern quilt. Tell us the story behind the item, and who the designer is (if known). Our photographer will take a photo of you with the item and it may be posted to the SMQG website and social media pages.

Membership meetings conclude by 12:00pm. Help restoring the room after the meeting is much appreciated. The monthly board meeting immediately follows and all are welcome to attend.

Annual Calendar

Membership Year – January 1 through December 31

Spring (usually April or early May) – Annual Guild Quilt Retreat

Spring & Fall – One day sew-In to benefit Community Outreach

October – Call for nominations for the Executive Board election and presentation of the annual budget for the following year

November – Annual Membership Meeting;: election of Executive Board officers, approval of budget for following year

December –

- 1) Annual Holiday Party; installation of officers
- 2) Joint board meeting of outgoing and incoming Executive Board. Committee chairperson are also invited to attend, if they wish.

Annual Elections

Elections are held each year at the November Annual Membership Meeting. Any member in good standing may run for any of the Executive Board positions. It is highly recommended that a person well versed in bookkeeping and familiar with basic US tax policies be nominated for Treasurer. A complete job description for each Executive Board position is available on the Members Only page of the SMQG website or upon request.

Executive Board officers are installed at the December meeting. They assume their duties at the joint board meeting, held in early December with the outgoing Executive Board. It is recommended, but not required, that all committee chairpersons also attend.

SMQG Activities

The Guild has a large selection of committees and activities one can select from. These are the best method to become familiar with the guild, meet people, make friends, share one's expertise, and learn new skills.

Standing Committees

Retreat	Quilt Shows	Website
Programs & Education	Membership	Publicity
Community Outreach Fundraising		Hospitality
Festival of Trees		

The list below are not the only activities SMQG offers. They are fluid and change throughout the year. Have an idea? Something you would like to add to the list? Let a committee chairperson or board member know!

Activities

Newsletter	Lottery Blocks	Monthly Challenges
Basics Classes	Sew-Ins for Donation	Holiday Party
Raffle	Raffle Quilt	Yard Sale