

# FLYING NEEDLES QUILT GUILD, INC.

## STANDARD OPERATING PRACTICES AND PROCEDURES

Flying Needles Quilt Guild, Inc., (herein referred to as the Guild), is a group dedicated to creating, gathering, and sharing the history of quilts.

### Meetings:

- General Meetings:
  - Held on the second Thursday of each month at 10:00 a.m.
  - Presided over by the President or their representative.
  - Consists of a business meeting.
    - Treasurer will present a report.
    - Committee Chairmen will present a report, if appropriate.
  - A program will be presented.
  - Door prizes may be distributed.
  - There will be an opportunity for Show and Tell for members and guests to display and explain their quilting projects.
  
- Annual Meetings:
  - Held on the second Thursday of September at 10:00a.m. immediately prior to the Guild General Meeting.
  - Presided over by the President or their representative.
  - Consists of a business meeting.
    - Treasurer will present an annual report.
    - A proposed budget for the following year will be presented.
    - A vote will be taken on the proposed annual budget as well as any amendments to the Guild's governing documents.
  - The Nominating Committee will present the slate of candidates for office.
  - Election of new Officers will take place.

### Membership:

- Dues:
  - All individuals wishing to become members of the Guild must pay annual dues.
  - Membership categories include individual and family (residents of the same household).
  - Current dues are \$25.00 per individual or \$35.00 per family (residents of the same household).
- Each member is provided the following:
  - A member directory.
  - A nametag.
  - A monthly newsletter.
  - Access to all workshops, meetings and other activities the Guild organizes

**Officers:** The Guild has a Board of Directors (herein referred to as the Board), which is also referred to as the Officers. These positions are elected for one year at the September Annual Meeting. Officers serve from January 1<sup>st</sup> through December 31<sup>st</sup>. The previous President serves as a non-voting advisor to the Board.

*\*\*See BY-LAWS (Article V) for information about officers, terms, and job descriptions. \*\**

- President:
  - Chief administrative officer of the organization.
  - Presides at all Board meetings, Annual Meetings, and General Meetings of the organization.
  - Authorized to sign checks.
  - Oversees the following committees:
    - By-Laws and SOPP Review
    - Nominating
    - Parliamentarian
    - Quilt Retreat
    - Quilt Show
    -
- 1st Vice President:
  - Will, in the absence of the President, serve in the order of that office and perform such duties as assigned to the President.
  - Assists the President in matters necessary to the functioning of the organization.
  - Plans programs for the General Meetings each month.
    - Provides program information to the Newsletter Editor and Webmaster.
    - *\*\*See PROGRAMS for more information\*\**
  - Oversees any member service group that deals with good will to members/community:
    - Community Service
    - Hospitality
    - Quilts of Valor
    - Sharing and Caring
    -
- 2nd Vice President:
  - In the absence of both the President and 1<sup>st</sup> Vice President, will serve and perform such duties as assigned to the President.
  - Assists the President in matters necessary to the functioning of the organization.
  - Schedules workshops for the year with the assistance of the Board.
    - Secures the teachers for events.
    - *\*\*See WORKSHOPS and TEACHERS for more information\*\**
    - Responsible for opening and locking up the building, or arrange for another member to do so.
    - Assists with set-up as needed.
    - Provides the workshop information to the Newsletter Editor and Webmaster.
  - Oversees any member service group that deals with fabric:
    - Fabric Exchange

- December Block
  - UFO
- Secretary:
  - Records the minutes of the Board Meetings, the General Meetings, and the Annual Meetings.
  - Presents the minutes to the membership in the monthly newsletter.
  - Performs the duties incidental to that office and as are properly required.
  - Authorized to sign checks.
  - Oversees any member service group that deals with writing:
    - Historian
    - Newsletter
    - Sunshine & Shadows
    - Website
- Treasurer:
  - Custodian of the funds of the organization as well as the software and equipment needed to perform their duties.
  - Makes payments in accordance with the budget.
  - Prepares a monthly financial report for each General Meeting.
  - Presents an Annual Report at the Annual Meeting.
  - Prepares a proposed budget to be approved at the Annual Meeting in September.
  - Submits records for an audit during the month of August.
  - Oversees any member service group that collects money:
    - Block Of the Month
    - Door Prize
    - Financial Review
    - Fund Raising
    - Membership
    - Opportunity Quilt
    - Publicity

**Committees:**

- Committees are formed by the Board.
- Guild members may serve on more than one committee, but the Chairmen may head only one committee.
- Committee Chairmen and members are recruited by the President.
  - Committee Chairmen can also recruit additional members, if needed.
  - Committee Chairmen positions are voluntary and do not require a vote by the general membership.
  - Committee Chairmen will administer their respective activities and be responsible to the Board.
- Any expenditure over \$150.00, (or over the Committee's budget), must be approved by the Board, and is put before the membership for a vote upon Board approval.

- New committees may also be formed at any time if the need or desire warrants.
- The following Special Committees may or may not be appointed each year at the discretion of the Board.
  - **By-Laws and SOPP Review Committee:**
    - The By-Laws and Standard Operating Practices and Procedures are to be reviewed annually by a committee appointed by the Board and headed by the Parliamentarian.
    - Any changes or additions presented to the membership for consideration, must be published in the newsletter at least 30 days prior to being voted on at a General Meeting, an Annual Meeting or a Special Meeting called for that purpose.
  - **Financial Review Committee:**
    - A committee of two or three members that assists the Treasurer in a review of the financial records of the Guild in preparation for any audit requests the Guild may receive.
    - This review is done annually.
  - **Nominating Committee:**
    - A committee of three members that is appointed by the President.
    - Solicits the membership for candidates for office for the following year.
    - Announces the slate of candidates at the August General Meeting.
    - Provides absentee ballots in the newsletter.
    - Oversees the election of Officers at the September Annual Meeting.

*\*\*See ELECTIONS/ABSENTEE BALLOTS more information\*\**
  - **Quilt Retreat Committee:**
    - The Quilt Retreat (herein referred to as the Retreat) is held in February of an even-numbered year—provided a member has volunteered to chair.
    - Negotiates written contracts for venue and teachers, with the option of one being a non-local, nationally known teacher.
    - Will have a total start-up fund of \$5,000 built into the budget.
    - Any profit from the Retreat will go into the Guild’s general fund, unless determined otherwise.
    - Will disclose the theme and other information about the upcoming Retreat in November of the year prior to the Quilt Retreat.
    - Chairman is responsible for keeping the Board informed of the Committee’s plans and progress.
    - The Publicity Coordinator will assist the Committee with publicity, as needed.
    - The Retreat is open to all members but may or may not be open to the public.
    - The Retreat may include classes, boutique, a Quilter’s Walk and door prizes.
    - The Committee will give a final report at the General Meeting following the Retreat.

- **Quilt Show Committee:**
  - The Quilt Show is held in February of an odd-numbered year—provided a member has volunteered to chair.
  - Negotiates written contracts for a venue, judge(s), and equipment as needed.
  - Will have a total start-up fund of \$5,000 built into the budget.
  - Any profit from the Quilt Show will go into the Guild’s general fund, unless determined otherwise.
  - Will disclose the theme and other information about the upcoming Quilt Show in November of the year prior to the Quilt Show.
  - The Quilt Show will be open to the public, both to attend and to submit quilts.
  - Will determine prizes for the award-winning quilts.
  - The Chairman is responsible for keeping the Board informed of the Committee’s plans and progress.
  - The Publicity Coordinator will assist the Committee with publicity, as needed.
  - The Committee will give a final report at the General Meeting following the Quilt Show.

**Election/Absentee Ballots:**

- The Nominating Committee will print the ballot—titled BALLOT—on colored paper prior to the Annual Meeting.
  - These ballots will be used for the voting at the Annual Meeting.
  - The ballot will consist of the nominations for each office as compiled by the Nominating Committee plus any nominations made from the floor during the August General Meeting and will have space for any write-in nominations.
- An Absentee Ballot will be published in the Guild newsletter following the August General Meeting and will be titled ABSENTEE BALLOT.
  - Absentee ballots may be used only for the election of Officers at the Annual Meeting in September.
  - Guild members who will be unable to attend the September Annual Meeting may use this ballot to vote for the Guild Officers using the following procedure:
    - Print the absentee ballot from the newsletter.
    - Mark your selections on the ballot as instructed.
    - You may write-in another candidate for any or all officer positions.
    - DO NOT sign the ballot.
    - Place the completed ballot in a plain white envelope.
    - Seal the envelope—do not write on the envelope.
    - Place this envelope inside another envelope addressed to a designated member of the Nominating Committee.
    - On the outside envelope, place your name and return address in the upper left corner, stamp and mail envelope.
    - The postmark on this envelope must be the Monday preceding the Annual Meeting.
  - Handling of Absentee Ballots received:
    - Using a master Guild roster, the Nominating Committee member receiving the absentee ballots will use a colored marker to mark through the name(s) of those sending absentee ballots.

- The outside envelope will be opened and the plain envelope removed.
  - The outside envelopes will be kept separately from the inside envelopes and will be retained for the same period as the ballots.
- Counting of ballots:
  - As each member arrives at the September meeting, the member's name will be checked against the master roster to make sure she or he has not submitted an Absentee Ballot.
  - If not, she or he will be given a colored ballot to use during the election and his or her name will be marked through with a colored marker.
  - After counting the colored BALLOTS, the Absentee Ballot plain envelopes will be opened and those ballots will be recorded along with the ballots voted at the meeting.
  - The Chairman of the Nominating Committee will prepare a tally sheet of the votes that were cast.
  - The results will be read at the conclusion of the elections and will be entered into the meeting minutes.
  - All ballots are retained by the President for one (1) year until after the next Annual Meeting.

**Programs:**

- Responsibility of the 1<sup>st</sup> Vice President.
  - Provides program information to the Newsletter Editor and Webmaster.
  - Plans programs for the "OPEN" months below.
- The presenter, unless he/she is a non-member or a special program is to be presented, is responsible for setting up for their program; otherwise the 1<sup>st</sup> Vice President will set up.  
*\*\*See TEACHERS, if presenter is not a Guild member. \*\**

January:	OPEN
February:	OPEN
March:	OPEN
April:	OPEN
May:	Spring Pot Luck (members whose last names begin with A-K bring food)
June:	OPEN
July:	OPEN
August:	OPEN
September:	Annual Meeting and Election
October:	OPEN
November:	OPEN
December:	Christmas Pot Luck (members whose last names begin with L-Z bring food)

**Teachers:**

- An agreement must be in writing when the Guild contracts with a teacher for a program, workshop, or Retreat.
- Points to cover with any prospective teacher include, but are not limited to, the following:
  - Does the teacher have their own contract form?
  - Is there a finished sample of the actual project available for the Guild to display prior to the class or workshop?

- What is the policy for students who cancel after paying the class fee, i.e., full refund, partial refund or no refund?
- What is their policy concerning their own personal cancellation?
- Cost of class.
- Minimum and maximum number of students in the class.
- The supply list for the class.
- Cost of any kit required for the class.
- If teaching from a published book, the title and author of the book.
  - Is the book or pattern included in the class fee?
  - If not, will it be available for purchase at the class?
  - If not, what procurement arrangements will be made?
- Will there be printed materials or templates handed out in class?
- Are there other costs, which the Guild must pay, such as travel, lodging or meals?
- The teacher is required to ensure no copyrights are violated.
- Thank you notes will be sent to all teachers; however, no additional gifts will be purchased or presented to the teachers by the Guild.

### **Workshops:**

- Responsibility of the 2<sup>nd</sup> Vice President.
- Guild member teachers are to be paid by the enrollment fee.
- *\*\*For non-Guild member teachers, see TEACHERS\*\**
- Workshops:
  - Held every 4<sup>th</sup> Thursday of the month from 9:00 a.m. to 2:00 p.m.
  - A sign-up sheet is provided at least two (2) months in advance of the workshop.
  - A sample or photo of the finished project will be provided at least two (2) months in advance of the workshop.
  - Supply lists are available at sign-up.
  - An enrollment fee of \$5.00 per student is paid to the 2<sup>nd</sup> Vice President at the time of sign-up.
  - The fees are given to the Treasurer after each meeting along with the Deposit Form.
  - The Treasurer will be responsible for paying the teacher.
  - Fees for patterns and/or kits are paid to the teacher at the time of the class.
  - Refunds, if any, are at the discretion of the 2<sup>nd</sup> Vice President and the teacher.
- Community Service, Fundraising and Quilts of Valor Workshops:
  - There is no charge for these workshops.
  - Held on each 5<sup>th</sup> Thursday in a month, usually from 9:00 a.m. to 2:00 p.m.
  - Will alternate between community service, fundraising and Quilts of Valor projects.

### **Member Service Groups:**

- Formed from the general membership to enhance the members' enjoyment of the Guild or to serve the community.
- Provide some sort of service to the members of the Guild or the community.
- Coordinators serve voluntarily and are the liaison between the membership and the Board.

- Any expenditure over \$150.00, (or over the Service Group's budget), must be approved by the Board, and upon that approval is put before the membership for a vote.
- Additional Member Service Groups may be added at any time with approval of the Board.
  
- **Block of the Month:**
  - Coordinator will choose or design a pattern and purchase fabric for each monthly kit.
  - Kits are \$10.00 per month.
  - Will submit all receipts and monies collected to the Treasurer along with the Deposit Form.
  - Sign up for this program begins at the November meeting for the following year.
  
- **Community Service:**
  - The Guild performs community service projects each year.
    - The Guild instructs Collegiate High School students at the Niceville campus of Northwest Florida State College in basic quilt making in May during their mini-mester term.
    - Ensures sufficient number of sewing machines from member volunteers for use during the mini-mester.
    - Solicits members to assist in the instruction of quilt making.
    - Quilts assembled by the students are turned over to the Guild for distribution.
  - The Guild typically collects supplies for Sharing & Caring throughout the year.
  - The Guild makes quilts in a variety of sizes, Christmas stockings, pillowcases, drawstring tote bags and Quilts of Valor for distribution.
    - The Coordinator solicits different organizations that require support.
    - The Coordinator is responsible for gathering supplies and distributing gifts to the appropriate agencies.
  - Monetary Donations:
    - If members are given the opportunity to contribute to a particular cause, the Guild has the option of matching member donations from the Guild budget.
    - Matching funds will only be allowed if members agree to do so (i.e. a motion is passed by the majority of members present).
    - All matching funds will be capped at \$50.00.
  
- **December Block:**
  - The Coordinator chooses a block pattern, fabric and color(s), and ensures no copyright laws are violated.
  - Ensures that the pattern as well as any other pertinent information is provided to the Webmaster.
  - Announces at the January meeting the number of blocks to be completed (typically 12) and the date(s) for them to be completed and turned into Coordinator (usually one-half at the June meeting and the rest at the November meeting).
  - Sorts the completed blocks and distributes them to the participating members at the December General Meeting.



- **Door Prizes:**
  - The Coordinator is responsible for collecting the door prizes given at each General meeting.
  - Maintains a sign up roster for volunteers to donate.
  - Draws the winners and distributes the prizes.
  - Tickets are 25¢ each or 4 for \$1.00.
  - Proceeds are collected and given to the Treasurer along with a Deposit Form.
  
- **Fabric Exchange:**
  - The Coordinator will choose the type or shape of fabric to be exchanged for the coming year and will ensure this information is published in the January newsletter.
  - Participating members will bring fabric to the General Meetings labeled with their name and give to the Coordinator.
  - A drawing or exchange will be held at each meeting.
  - The winner will decide the color and/or pattern to be exchanged at the next meeting.
  - Ensures this information is provided to the Newsletter Editor and Webmaster.
  
- **Facebook**
  - The Guild's Facebook page is a closed group.
  - The Coordinator is the administrator of the Guild's Facebook page on the Internet.
  - Manages the settings.
  - Can add a user if a request is made.
  - Creates and deletes posts on behalf of the group.
  - Sends messages on behalf of the page.
  - Responds to and deletes both comments and posts.
  - Can remove and/or ban users, if necessary, should anything be found inappropriate.
  
- **Friendship Groups:**
  - Defined as small groups of members who meet outside of the regular Guild meetings for fellowship and projects.
  - Each group coordinator ensures that their meeting information is provided to the Newsletter Editor and Webmaster.
  
- **Fundraising:**
  - The Coordinator finds venues to showcase the Guild within the community.
  - Encourages members to create items to sell.
  - Collects these items and determines prices.
  - Solicits member volunteers to work at events.
  - In charge of set-up and take down for these events.
  - Manages the Guild's Square, an on-line payment option, during these events.

- Collects all monies and turns this in to the Treasurer along with the Deposit Form after each event.
  - Ensures that all fundraising event information is provided to the Newsletter Editor and Webmaster.
- **Historian:**
    - Takes photographs and gathers pertinent data during Guild meetings, “Show and Tell”, and other Guild activities.
    - Organizes this information into albums that are maintained at the meeting location.
    - Ensures that all photos taken are transmitted to the Newsletter Editor to be included in the next month’s newsletter as well as to the Webmaster for inclusion on the Guild website.
- **Hospitality:**
    - The Coordinator maintains a sign-up sheet to enlist volunteers.
    - Schedules volunteers to assist in hostess duties.
    - Ensures that the names of hostesses for the following month are provided to the Newsletter Editor.
    - Hostesses provide a light snack and/or finger foods.
    - Hostesses organize the food and perform general clean up of the kitchen area at the end of the meeting.
    - The Guild provides paper supplies, water, coffee, sugar, and creamer which the Coordinator ensures are available to the hostesses.
- **Membership:**
    - Maintains a notebook in which attendance is registered at General and Annual meetings.
    - Maintains an up to date email roster.
    - Provides the President with the number of members as well as the names of new members and guests present at the beginning of each General or Annual Meeting.
    - Ensures that the number of members present, the names of new members and guests is provided to the Newsletter Editor to be included in the next month’s newsletter.
    - Maintains, updates, and distributes New Member Packets to new members.
      - Packets include a Welcome Letter from the current President, a Guild business card, a current directory, and an explanation of the different activities of the Guild.
    - Distributes nametags, which are provided by the Guild, to new members.
      - Members are asked to make a donation of 25 cents to the piggy bank if they do not wear a nametag to a meeting.
      - Proceeds are turned over to the Treasurer to be placed in the Guild bank account.
    - Provides each member with a membership card upon payment of their annual dues.
      - Annual dues are payable in October.
      - Proceeds are turned in to Treasurer along with a Deposit Form.
      - Membership cards are good for one (1) calendar year.
      - Membership card identifies one as a Guild Member in good standing.

- Many local quilt shops and stores will give a discount to Guild members upon presentation of this card.
  - Mails welcome letters to guests and new members after their first attendance at a Guild meeting.
  - Purchases and maintains fat quarters for members' birthdays.
    - During the General Meeting each month, the President asks members with a birthday during the current month to stand.
    - Each person is offered a choice of a fat quarter from a basket, which is passed around by the Coordinator.
  - Annually develops, prints and presents each member with an updated roster of current members.
    - Additional directories are available at a cost of \$5.00.
    - Maintains a supply of Guild business cards imprinted with meeting times and place to give to prospective members. These are available at the Membership table.
- **Newsletter:**
  - Editor gathers information from the general membership, Friendship Groups, Member Service Coordinators and the Board to publish in the monthly newsletter.
  - Contains the minutes from the previous month's General and/or Annual Meeting as well as the Board meeting.
  - Contains the monthly Treasurer's report.
  - Available via email as well as regular mail service for special circumstances on a case-by-case basis.
  - Provides the monthly newsletter - with all personal information removed - to the Webmaster.
- **Opportunity Quilt:**
  - On even numbered years, the Coordinator selects a quilt pattern and acquires the fabric to be used as the Flying Needles Quilt Guild's Opportunity Quilt.
  - Solicits member volunteers to construct, quilt and bind the quilt.
  - Arranges to have the finished quilt photographed.
  - Works with the Publicity Coordinator to have tickets printed and distributed to the membership to be sold.
  - Contacts area businesses to display the opportunity quilt to generate ticket sales.
  - A drawing for the quilt will be held at the December General Meeting of the following odd numbered year.
  - The money received from the ticket sales, minus the expenses for quilt construction, is turned in to Treasurer along with a Deposit Form.
- **Parliamentarian:**
  - A member well versed in *Robert's Rules of Order*.
  - Assists the President to ensure meetings and elections run smoothly and in accordance with *Robert's Rules of Order*, the Guild's By-Laws, and Standard Operating Practices and Procedures.
  - Provides updated By-Laws and Standard Operating Practices and Procedures to the Webmaster.

- Heads the By-Laws and SOPP Review Committee.
- Serves as a non-voting member of the Board.
  
- **Publicity:**
  - Responsible for supplying the media with articles and photos, if appropriate, of Guild news and events.
  - Works with the Quilt Retreat/Quilt Show Chairman to publicize these events.
  - Works with the Fundraising Coordinator to publicize Guild participation at local events.
  - Works with the Opportunity Quilt/Quilts of Valor Coordinators in regards to the advertising, printing and distribution of tickets for the opportunity and fundraising quilts.
  
- **Quilts of Valor:**
  - The Coordinator is the liaison between the Guild and the National Quilts of Valor Foundation.
  - Acquires fabric, batting, etc. to be used for the quilt and presentation case.
  - Ensures that the quilts are bound and that labels are printed and attached to quilts.
  - Schedules workshops in coordination with the 2<sup>nd</sup> Vice President in alternate months with five (5) Thursdays.
  - Mails or delivers quilts to their destinations and, if possible, participates in the presentations to the deserving participants.
  - A Quilts of Valor fundraising quilt may be constructed in any given year, if necessary.
    - Drawing to be held at the February Quilt Retreat or Quilt Show.
    - Guild members assist the Coordinator in all of these duties.
  
- **Sharing and Caring:**
  - The Coordinator manages the Guild's contributions to the local Sharing and Caring food bank.
  - Makes an announcement at the General Meetings regarding the items needed.
  - Provides Newsletter Editor with the items requested by Sharing and Caring.
  - Collects any donations, received at the General Meetings and delivers them to Sharing and Caring.
  
- **Sunshine and Shadows:**
  - Represents the Guild by sending an appropriate card/letter/floral arrangement to any member needing our support
  - Sends flowers or a plant, not to exceed \$50.00, to a member when their spouse dies.
  - Makes a monetary donation, not to exceed \$50.00, upon the death of a current Guild member to a charity in the member's memory.
  
- **Webmaster:**
  - Maintains the Guild website.
  - Posts information for the Guild Quilt Shows and Retreats to include registration forms.
  - Posts the monthly newsletter and photos.

- Posts the current By-Laws and Standard Operating Practices.
- Maintains a website calendar
- Advises the Board when it is time to update the website domain so changes can be made if necessary.
- The web address is: <http://flyingneedlesquiltguild.org>

- **UFO:**

- Open to all Guild members interested in reducing the number of their unfinished projects.
- Participating members hand in a list of twelve (12) unfinished projects to Coordinator in December.
- Each month, the Coordinator chooses a number.
  - Participating members have one (1) month to finish the project on their list that corresponds to that number.
  - Coordinator collects a fabric fat quarter from any member who does not complete their project in the given month.
  - Provides Newsletter Editor with the number of the project to be completed during the following month.
  - At the end of the year, Coordinator awards all the collected fat quarters to the member who has completed the most projects during the year.

Amended: September 10, 2020

Amended: September 13, 2018

Amended: September 8, 2015

Amended: September 12, 2013

Amended: March 12, 2007

Amended: April 11, 2002