

PIONEER QUILTERS' GUILD POLICIES AND PROCEDURES 2019

Organization:

The Pioneer Quilters' Guild is organized as a non-profit tax-exempt corporation under California Revenue and Taxation Code 23701d and Internal Revenue Code 501(c)(4).

MEMBERSHIP

Privileges and Responsibilities of Members: Only members may participate in non-fundraising Guild activities (i.e., block-of-the-month, fabric raffle, challenges, library, secret pal, etc).

Members shall have priority in registering for Guild activities where attendance is limited. Non-members may place their name on a waiting list for specific Guild activities.

Members shall participate in community service projects either by attending a Guild community services workshop, attending the community service night during the scheduled Guild meeting, or by finishing a community service project.

Membership List: A current membership list will be made available to members by the March general meeting in paper or electronic format.

Nametag: Members must wear a nametag at all general meetings or be fined \$0.50.

General Meeting Sign-in: Members must personally appear and sign-in at the Membership table to document attendance at general meetings.

Newsletter: The newsletter will be sent to all members by e-mail only.

Membership Form: Each member will be required to fill out a Membership Form yearly to renew their membership. This form will include a media release as well as a Release and Waiver of Liability, all of which must be signed.

DUES AND FEES

Dues: There are two dues categories, *Membership and Non-Member Newsletter Subscriber*. Membership dues are \$40.00 annually, which includes 18 opportunity quilt tickets. Newsletter Subscriber dues are \$15.00 annually.

Admission Fee: A \$3.00 admission fee will be charged to non-members for all general meetings. Newsletter subscribers are considered non-members and must pay the admission fee.

MEETINGS

General Membership Meetings: General meetings shall be held the first Monday of each month, except July when there is no meeting, and September's meeting, which is held the last Monday of August to avoid the Labor Day Holiday, or unless otherwise designated by the Executive Board.

General Meeting Announcements: It is expected that committee representatives, Executive Board members and special guests may have brief announcements directly concerning Guild business and related activities. All others must request to be added to

the general meeting agenda at least 24 hours prior to the general meeting. The President will review the topic and content of such requests to ensure the announcement meets Guild purposes and interests.

Executive Board Meetings: The Executive Board will meet prior to each general meeting or unless otherwise designated by the Executive Board. General members may attend Executive Board meetings but will have no voting privileges. General members wishing to address the board must submit a request to the President to be added to the Executive Board meeting agenda at least 24 hours prior to the Executive Board meeting.

WORKSHOPS AND RETREATS

Fees for Guild-sponsored events (i.e., workshops, retreats, etc.) must be paid at the time of registration. Refunds may be given under the following circumstances:

- Cancellation of the event
- When workshop coordinator fills the opening with a replacement or a person on the waiting list
- For special, individual situations, at the discretion of the Board

COMMITTEES

- Where appropriate, committees shall have a chairperson and a co-chairperson, and be required to report to the Board upon request.
- A committee chairperson or committee member shall not accept monetary compensation of any kind from members.

INCIDENT REPORT

An Incident report shall be made available on our website for download for all committee chairpersons to maintain in their respective binders. An Incident Report will be filled out in the event that a member or guest of the guild is injured during a guild sponsored activity. The Secretary will maintain these signed forms.

NEWSLETTER

Advertisements: Newsletter advertisements may be purchased per issue as follows:

Business Card \$6.00

Quarter Page \$12.00

Half Page \$20.00

Full Page \$35.00

The Executive Board shall establish advertisement fees.

Submitting Items for Publication: Newsletter articles and advertisements must be submitted for approval to the newsletter editor by the first Friday following the general meeting for publication in that month's issue.

WEBSITE

The guild maintains a web site at www.pioneerquiltersguild.org in which members and the general public have access to information about the guild. The membership list and guild newsletters are available for members only in a password protected area of the site.

LIBRARY

Book Usage: The Guild library is available for members only. Items may be checked out for a period of one month. If another member does not wish to check out the returned item, it may be checked out for a second consecutive month. A maximum of three items may be checked out at any one time.

Fines: A \$1.00 per month fine will be assessed for each overdue item.

QUILT FRAMES

The use of the Guild's PVC display frames shall be limited to Guild events or upon approval of the Executive Board. There will be no rental to outside organizations.

VISITING OPPORTUNITY QUILTS

Display and marketing of opportunity quilts at Pioneer Quilters' Guild meetings shall only be allowed for recognized quilt guilds or upon Executive Board approval. The Guild's Vice President is responsible for coordinating and maintaining a database of visits of other guilds' opportunity quilts.

FINANCIAL

Travel Expenses: Reimbursement for travel expenses for the Program Chair and Program Chair Elect to attend quarterly NCQC meetings will be paid at a rate set by the Executive Board.

Reimbursement Forms: All Executive Board members and Committee Chairs must complete the appropriate financial forms when submitting funds to or requesting funds from the Treasurer. All requests for reimbursements or revenue submittals must be signed by appropriate Executive Board member or Committee Chair.

Annual Budget: All budget requests must be submitted with a completed Budget Request form to the Treasurer by October 15th. The Treasurer shall prepare a Proposed Budget to present to the Executive Board for approval at the November Board Meeting.

Financial Professional: The Guild will hire a CPA to prepare its annual tax returns and provide limited tax and financial guidance.

LOGO

The logo for the Pioneer Quilters' Guild shall be a covered wagon on a trail facing the setting sun.

AMENDMENTS

These Policies and Procedures shall be reviewed as needed and any changes approved by the Executive Board shall take effect immediately.

Adopted 2/5/90

Rev. 2/5/96, 3/3/97, 4/6/98, 4/5/99, 4/3/00, 4/2/01, 5/4/02, 4/03, 5/05, 5/01/06, 10/06, 8/07, 04/09, 4/11, 10/13, 06/15, 08/18, 12/18, 10/19