

**OLATHE QUILTER'S GUILD
POLICIES AND PROCEDURES
Revised and Adopted: January 10, 2012
First revision: February 16, 2012
Second revision: March 13, 2012
Third revision: January 9, 2018
Fourth revision: October 8, 2019**

Fiscal Policies

1. Any expenditure of money not already allocated in the annual budget must be presented to the Guild membership if the amount of the expenditures exceeds \$100.00. Any such expenditure shall be approved by a majority vote of the members present at the meeting.
2. Newsletter Advertising: Members and non-members may advertise their businesses in the newsletter at a rate of \$5.00 per month or \$50 per year (12 newsletters). This advertising is limited to a business card size ad. The newsletter will feature a "Members Marketplace" advertising space where members may place a free ad for any item they wish to purchase, trade, etc.

Meetings

1. The regular meeting of the Olathe Quilter's Guild is the second Tuesday of the month at 6:30 p.m., unless otherwise announced or members are notified. Special activities may be held other days.
2. If the Olathe School District closes schools due to the inclement weather, our Guild meeting will also be canceled. If you are in doubt, please call a member of the board. This meeting will not be rescheduled.

Membership

1. Dues will be \$30.00 per year. The dues amount will be reviewed in the fall in coordination with budget preparation for the next calendar year.
2. Guests attending any regular monthly meeting at which they must pay a \$5.00 "speaker fee" shall be issued a voucher to be used to offset \$5.00 of their membership dues; the voucher must be redeemed within 4 months of its issuance.
3. Ongoing benefits of membership include: monthly newsletter, free Block of the Month patterns, free or reduced rate classes from local and regional quilt experts, guild member discounts at area quilt shops (if offered by shop) and discounted books from AQS.
4. Each new member will receive a Guild pin, membership roster, By-laws and Policies and Procedures; any other items as determined by the Membership Committee.

DESCRIPTION OF COMMITTEE DUTIES

Committees shall be chosen by the following procedure: Members will complete a survey on the member information form at the time of dues payment indicating their interest in an office or committee. At the first meeting of the new Board the committees with chairs and co-chairs will be chosen. Co-chairs will have the option to move up to chair the following year. The term for each committee shall run from January through December. Each committee chair shall keep records of completed projects for inclusion

in the historian's record. Each committee chair will also hand down to the next year's committee any information that will be of help or interest for future reference.

Program: The Program Chair and Program Chair Elect (committee) shall plan a schedule of twelve programs and/or workshops beginning with the January meeting of the following year through the December meeting of the same year. The programs should relate to quilting and must be approved by the Executive Board. A survey for program ideas shall be part of the membership information sheet distributed in the January newsletter and available from the membership committee at the time of membership renewal/initiation. These ideas will be turned over to the incoming Program Chair. The program committee will contact other guilds for the opportunities to share speakers. The committee will distribute program information to the Newsletter Chairperson for publication in a program guide and the monthly newsletter. They will operate within a budget established by the Executive Board. The Budget may only be exceeded by a majority vote of the general membership. The committee is responsible for travel and accommodations of guest speakers and a member of the committee will introduce our guest speaker and program.

The Program Chair may schedule featured speakers or other presenters for workshops to provide quilting related educational opportunities for Guild members. All monies related to such workshops shall be handled by the OQG Treasurer. Workshop costs shall include the Instructor/Presenter, facility, all expenses related to travel (when necessary) and any teacher provided materials. Workshop costs shall be paid for by the attendees, in the form of **non-refundable** registration fees.

Payment of the workshop fee guarantees a registration reservation for the workshop. **Workshop fees will not be refunded if a member is unable to attend.** If a member cannot attend and finds a replacement, the replacement must be reported to the Program Chair to maintain an accurate student count.

To ensure that scheduled workshops are held, guests of OQG members or members of other local guilds may attend the workshop, however OQG members have priority. The OQG, at the discretion of the Program Chair, may pay for one (1) un-registered space in a workshop, if necessary, for the workshop to be held. This amount shall not be more than the regular attendee fee.

If a scheduled workshop is cancelled for any reason, registration fees will be refunded by the OQG Treasurer.

If all slots in the workshop are filled and there is still interest from Members, the ~~Vice President~~ Program Chair shall keep a "waiting" list. If the waiting list has enough names to hold another workshop, every effort will be made to schedule an additional workshop.

Ways and Means: Shall plan a minimum of one money-making project per year. The funds of this project shall go to the general fund. By March, the Committee shall present to the Executive Board a summary of ideas, including a description of expenses for materials, time required, and skills necessary for each. Ideas approved by the Executive Board will be presented to the general membership for selection by a majority vote. The Ways and Means Committee will distribute instructions and any materials and will oversee the project to completion. All Guild members will be encouraged to participate in these projects.

Nominating: The current President and at least two members shall present a slate of candidates to serve as officers for the next fiscal year. This committee will seek volunteers at the August meeting and announce the slate of candidates in the September newsletter. Officers shall be elected by a majority vote of the general membership (in attendance or by proxy vote) at the October meeting on the slate presented by the committee and any nominations received from the floor. Consent for any nomination, whether made by the Nominating Committee or any member nomination made from the floor, shall have been obtained before that nomination may be accepted.

Audit: The outgoing and incoming President, current Advisor, and Treasurer shall be the Audit committee. The annual financial audit shall take place after the last meeting of the year and before the installation of the new officers in January.

Special Events: The chair or co-chairs will lead this group to handle arrangements for the ‘special events’ of our guild. Members will be needed to share responsibilities and support this committee. Duties may include helping and entertaining speakers, refreshments, decorations, cleanup, and other required tasks to handle events (i.e. picnic, holiday dinner, etc.).

Challenge Project: Shall consist of a chair, co-chair, and committee to select from surveys a challenge project and materials. They will announce the project to the membership at a Spring meeting and document the challenge project in the next newsletter following the presentation. This committee shall be responsible for displaying the finished projects at a designated meeting in the fall. Dates for presentation and showing of Challenge projects may require coordination with the Program Committee and the Executive Board to fit the Guild calendar. Members shall be allowed sufficient time to complete challenge projects.

Quilt Show: (In the event we hold a quilt show) Shall consist of a chair, co-chair, and committee to select the location of the next quilt show (location subject to Executive Board approval) and coordinate all facets orchestrating the current Guild show. Any and all decisions regarding the layout of the show will be left to the discretion of the chair. There will be no children, no food, and no smoking at the quilt show set up. The chair shall attend Executive Board meetings as requested before the quilt show to report committee activities and plans. The chair will also attend the board meeting immediately following the quilt show. A survey shall be presented to the membership following the quilt show for feedback.

Mini-Quilt Auction: (In the event we hold a mini-quilt auction) Shall consist of chair, co-chair, and committee to oversee selection of charities, collection of mini-quilts and production of the auction. They shall collect suggestions from the membership of charities at least six (6) months prior to the quilt show, narrow the choices to no more than six and publish each charity’s mission statement and funding sources in the Guild newsletter distributed two months prior to the Quilt Show. They shall conduct a guild vote by ballot at the meeting two months prior to the Quilt Show. The committee shall be responsible for collecting monies and submitting the funds to the treasurer for distribution of proceeds to selected charities.

Membership: Shall consist of the chair and committee members. Duties of this committee include supporting the chair in collecting membership information forms, updating the membership roster, and

collecting dues. In addition, members will greet new members, provide them with a gift bag containing the membership roster and other guild information, and will find a member with whom the new member can sit during their first meeting. To ensure that membership business can be conducted at every meeting the chair shall delegate his/her responsibilities to a committee member in his/her absence.

Welcome Table: Shall consist of a chair, co-chair and committee. Members of this committee set up and man the Welcome Table. The duties/responsibilities include name tags, sign-up sheets, extra newsletters, handouts, etc. They are also responsible for introducing the guest to a Guild member who can assist them and answer their questions. The committee is responsible for purchasing and distributing the monthly door prize. They will report at each meeting the number of members and guests present. They shall collect a \$5.00 fee from guests who attend any Guild meeting with a speaker; the money will be forwarded to the Treasurer.

President's Quilt: Shall consist of chair, co-chair, and committee to collect and straighten blocks which are brought to the designated meeting to give to the President at the last meeting of the year. The committee will be responsible for the assembly of quilt blocks into a quilt top for the second year President. Materials to be paid for out of treasury (the cost not to exceed \$1.00 per member each year).

Outreach/Education: Shall consist of chair, co-chair and committee to coordinate the presentation or hosting of events to support the community in the area of quilt education. Volunteers from the general membership will be encouraged to support these functions. Requests for Guild support of community education should be forwarded to the committee chair. The chairperson shall attend Executive Board meetings as needed to report committee activities and plans.

Charity Committee: Shall consist of a chair, co-chair and committee members. The coordinator will attend Board meetings, when needed, and submit information to the newsletter editor and public relations officer. The committee will be responsible to identify potential charities, present a list to the membership for a vote, organize projects for the selected charity (or charities) and be responsible for the collection, storage and delivery of projects to the chosen charity (or charities).

Block of the Month: Shall consist of a chair, co-chair and committee. They will be responsible for selecting a theme and the patterns to be distributed through the newsletter monthly, including templates and/or rotary cutting instructions. The committee will also be responsible for introducing the year's theme at the first meeting of the year. The committee will select a date for finished projects to be displayed.

Opportunity Quilt Committee: The Opportunity Quilt serves to raise general funds for the guild. Committee members shall consist of a chair, co-chair and committee. The members are responsible for choosing a quilt design, providing directions and materials to the guild members who wish to participate in construction of the quilt, and generally overseeing completion of the quilt. This committee shall convene for the time necessary to complete the construction of the quilt, not to exceed two years. A budget for the Opportunity Quilt shall be submitted to the Board for approval. The committee is charged with the responsibility of ticket sales. The date for drawing the winning ticket shall be decided by the Board and the Opportunity Quilt Committee.

Kansas City Regional Quilt Festival (KCRQF) - Representative

Kansas City Regional Quilt Festival (KCRQF) - Alternate Representative

These positions represent the Olathe Quilters Guild when it participates in the KCRQF. Both positions are two-year terms. The Olathe Guild Board of Directors appoints the positions. The Representative is the sole Guild vote on the KCRQF Member Board of Directors, the Alternate votes in her absence.

Duties include but are not limited to: attendance of all KCRQF meetings, directing and managing the Guild's Area of Responsibility, recruiting Guild volunteers to perform our assigned tasks, regularly reporting to the Olathe Guild Board and Guild membership as to the status of the Festival's progress, document and report on our performance at the end of the Festival to the KCRQF Executive Board.

The Representative & Alternate will also manage and track all sales of Festival tickets and merchandise within the Guild. They will recruit volunteers for any other general Festival needs (such as white gloves).

The Representative and Alternate may serve on more than one Festival, with the approval of the Olathe Guild Board.

Kansas City Regional Quilt Festival (KCRQF) – Other

Any other member of the Olathe Quilters Guild may perform other Festival duties as determined by the KCRQF Executive Board, where a full committee is deemed unnecessary or unsuitable for specific tasks. Members of the Olathe Quilters Guild may also serve as an officer of the Festival Executive Board. These positions are voluntary and are not appointed by the Guild Board.

Kansas City Regional Quilt Festival (KCRQF) – Olathe Guild Manager

The Guild Manager supervises activities within the Guild relating the KCRQF but which are internal to our Guild only. Those tasks include quilt selection for display & quilt registration and the Guild's Publicity/Opportunity Booth at the Festival. She may solicit volunteers to help with those tasks. The position is a two-year term, but most activity is within the six to nine months prior to the Festival. The position is voluntary and is appointed by the Guild Board. The position reports to the Guild Board.

PARLIAMENTARY AUTHORITY

These policies and procedures may be amended at any Guild meeting by a majority vote of the membership present at the meeting. No publication is required.

Mary Pacey

Teresa Jones