

# Hands All Around Quilt Guild Guidelines

Last Updated March 2015

The following Guidelines are recommendations that further define our By-Laws. They are outlined in the same order as the By-Laws they are aligned to.

- The headings indicate the association between a By-Law and a Guideline.
- If there is no By-Law heading, there is no associated Guideline.

## **Guideline to Article I - NAME AND PURPOSE**

### **Section 1 – GUILD NAME**

1. Use of the name “Hands All Around Quilt Guild” will be restricted to Guild sponsored events, activities, donations, etc. or as specifically approved by a vote of the Board.

## **Guideline to Article II– MEMBERSHIP**

### **Section 1 – ELIGIBILITY**

1. Special membership designations will be given as approved by the Board (i.e. honorary, emeritus, etc.)

### **Section 3 - MEMBERSHIP BENEFITS**

1. Directory:
  - a. Membership directory and membership cards should be distributed at the October Meeting.
  - b. One membership directory will be given per member. Additional copies or replacements are available for purchase. Refer to Fee Schedule.
  - c. Membership lists or directories shall not be given out or sold for such purposes as, but not limited to, private profit, solicitation, or business association outside of the Guild.
2. Name Tags: Guild members wearing name tags are eligible for the door prizes.
3. Donation: Upon death of a Guild member, a \$50 donation shall be sent to the charity of the family’s choice. If the family does not make a choice the Executive Board will determine the recipient.
4. Scholarships/Guild Sponsorship:
  - a. A limited number of scholarships may be granted to the current year’s HAAQG members for the following item(s): Membership dues.
  - b. Members needing scholarships must write a short note describing their need, and present it to an Executive Board member.
  - c. The Executive Board will decide if the scholarship should be granted on a case-by-case basis. The scholarship will be considered confidential information, and be known only by the requesting member and the Executive Board.

## **Guideline to Article III - OFFICERS, BOARD, AND COMMITTEES**

### **Section 3 - DUTIES OF EXECUTIVE BOARD**

1. A member of the Executive Board must authorize travel for Guild business, which will be reimbursed at current IRS reimbursement level. Tolls and meals will also be reimbursed when applicable. Authorization given in the following order: President, Vice President, Treasurer, and Secretary.

2. The Executive Board must review and authorize all contracts for the Guild before the contract is signed. Chairs must review and present any contracts pertaining to their committee to an Executive Board member for authorization.
3. Guild Property:
  - a. A list of property (such as HAAQG Quilt Show frames, cement buckets/PVC, portable frames, etc.) available to loan will be maintained in Secretary's notes.
  - b. Lending of Guild property requires approval of two Executive Board Members.
  - c. A security deposit of \$200 must be held for any loaned Guild property.
  - d. The Treasurer will manage the deposit and return of deposit. If any damage results during the lending of the equipment, the security deposit will be forfeited by the borrower, and retained by HAAQG. Determination of 'damage' requires two Executive Board members evaluation of damage.

#### **Section 4 - ELECTION OF OFFICERS**

1. The Treasurer, during the year in office, is entitled to a paid Guild membership, and paid participation in Guild activities of his/her choice up to the value of three (3) workshops. This benefit is non-transferable.

#### **Section 7 –STANDING COMMITTEES**

1. Standing Committee Chair responsibilities include:
  - a. Attend or send a representative to all Board of Directors meetings.
  - b. Submit a budget in accordance with the timeline defined by the President.
  - c. Handle all revenue according to guidelines or appoint another committee member knowledgeable of the revenue handling processes.
  - d. Maintain an accounting of inventory.
  - e. Bring budget deviations to the attention of the Executive Board for approval prior to exceeding agreed on budget. See Expense section of Guidelines for additional guidance.
  - f. Maintain book for the committee outlining responsibilities and transition this book to new committee chair at the end of the year.
2. Managing Committees:
  - a. The Guild may approve the standing up of Special Events; an attempt will be made to align these events to an existing committee, i.e., Community Events, Programs, etc.
3. New Committees: A committee may be formed based on the following:
  - a. A special event, which does not align with any existing committee, exists after two years.
  - b. A proposal must be made to the Executive Board including name, purpose, goals and activities of the committee and a budget request.
4. Discontinuing Committees
  - a. A committee may be removed from the budget in any year that no volunteer can be found to manage the committee and a majority vote of the Executive Board approves the committee's standing down for the year.
  - b. After three years, the committee will be considered discontinued after majority approval by the Executive Board.

## STANDING COMMITTEES:

### B. PROGRAMS AND WORKSHOPS COMMITTEE

1. Guests will pay a fee to attend meetings with a paid speaker. Refer to Fee Schedule.
2. Workshop and retreat fees will be priced at a higher rate for non-members based on availability. Refer to Fee Schedule.
3. There must be a 60-day notice on cancellation in order to receive a refund.
4. There will be one prepaid space in each workshop for the Program chair or representative hosting the workshop.

### C. TRIPS COMMITTEE

1. Guild sponsored is defined as approved by the Board of Directors and the committee has submitted a budget request to the Board.
2. Trip will be priced at a higher rate for non-members, based on availability. Refer to Fee Schedule.
3. Trip coordinator will determine amount due at sign-up, depending upon the cost of the trip. This amount could be either the full cost of the trip or a deposit large enough to cover contractual obligations.
4. For cancellations up to 30 days before a trip, a partial refund may be allowed, depending upon contractual obligations.
5. For cancellations less than 30 days before the trip, no refunds are allowed.
6. Notification of this policy is to be given with registration.
7. There will be one prepaid space on each Guild sponsored trip for the Trip Coordinator.

### D. QUILT SHOW COMMITTEE

1. The Quilt Show Board consists of the Quilt Show Chairman or Chairmen, and all the quilt show committee chairs.

### E. COMMUNITY PROJECTS

1. This committee is a direct liaison between the Guild and the community.
2. Those seeking HAAQG sponsorship (money, fabric, materials, promotion assistance, time, use of HAAQG logo, etc.) for community projects must have approval by the Community Projects Committee. If benefit projects or special small shows are undertaken, this committee shall be responsible.
3. Items made through Community Projects shall never be sold to gain profit for member(s) of HAAQG.
4. The agency for which they are intended may use the items at their discretion.
5. Commitments to organizations must be based on approved budget.

### F. LIBRARIAN

1. The Guild library shall be held by a designated member.
2. There will be a fee for duplication of patterns, and a replacement fee will be charged for damaged or lost books or tapes.
3. A deposit of \$5.00 will be collected for each book checked out, with a maximum of three books at a given time. Deposit to be refunded upon return of the books.
4. Books may be checked out for a two-month period. If necessary, books may be renewed by notifying the librarian.

5. The title of overdue books will be published in the newsletter. Members with overdue books may not check out additional books until the overdue book(s) are returned, renewed, or replaced.

#### M. NEWSLETTER

It is recommended that:

1. Eleven newsletters will be published per year; one each month with the exception of July.
2. Forms will be included in the newsletter once and then can be obtained from the web site or from the committee responsible at the general meetings.
3. Articles will be submitted to the Newsletter committee by the Thursday following Guild meeting to be included in the newsletter.
4. The Newsletter committee and Vice President will have final say on content of the newsletter and will strive to keep the newsletter to no more than 6 pages printed front and back.
5. Members will receive the newsletter no later than the Saturday prior to Guild general membership meeting.

#### **Guideline to Article VII – AMENDMENTS**

1. Guidelines require ratification by a quorum of the General Board of Directors present at any given meeting (50% + 1 Member).
2. The Board of Directors has the authority to change the Guidelines at any of their monthly meetings. However, notification of the proposed change shall be made to the membership at least one month prior to the vote.
3. Guild By-Laws and Guidelines are available to all members on the website and will be included in new member packets

#### **Guideline to Article VIII - FINANCIAL PROCESSES**

##### **Section 1 – DEFINITIONS**

1. Significant Event:
  - a. When processing receipts for significant events (for example, the Quilt Show), there must be at least two individuals handling the receipts – the Treasurer plus one other Guild member, selected by the event chair.
2. Expenditure Authority: To be eligible for expense reimbursement:
  - a. An expenditure must benefit or be offered to the Guild as a whole, rather than to one member or a group of members.
  - b. Members assisting committee chairpersons must have the chairperson's authorizing signature on vouchers submitted for reimbursement.
  - c. Members are to use the Guild's tax-exempt number. HAAQG is under no obligation to reimburse sales tax on eligible purchases – i.e, supplies, copying, etc.
  - d. The Treasurer has authority to deny payment of vouchers, which do not comply with these guidelines.
3. Reserve:
  - a. In the process of developing a budget, the Guild shall strive to maintain a reserve equal to 40-50% of projected expenses to cover any anticipated budget deficit, obligations related to contracted programs and facilities, and to allow for necessary cash flow.

## Section 2 - BUDGET DEVELOPMENT

1. HAAQG holds membership in the following:
  - a. National Quilters Association Chapter 332
  - b. Land of Lincoln Chapter 10
  - c. Museum of the American Quilters Society

## Section 3 - BUDGET APPROVAL

1. The Executive Board shall have the authorization to approve up to 25% of a committee's previous year's budget to be used for expenses occurring before final approval of the budget at the August Board meeting.
2. Any expenses paid with the pre-approved amount will be treated as expenses occurring during the new fiscal year and deducted from the committee's budget at time of approval.
3. Asset Review: Each year, the President will form an Asset Review Committee following the Board's approval of the budget.
  - a. The committee will consist of at least 1 former treasurer, 1 or 2 board members, and 2 to 3 general members.
  - b. The committee will review the amount of Additional Reserve.
    - 1) If the Reserve is less than recommended by the Guidelines, the committee will suggest to the Board how additional revenue could be generated, such as fundraising and increasing dues and/or fees.
    - 2) If Additional Reserve exists, the committee may recommend the amount to reduce it by and how it would be spent, and present it to the Board for their approval.
      - a) The recommendation may include changes to current and future budgets as some committees plan one and two years in advance.
      - b) If the recommendation includes donations to specific outside organizations, the committee will coordinate a general membership vote to approve the donation.

## Section 5 – RECORDS RETENTION

1. Deposit Documentation:
  - a. Programs deposit documentation should include sign-up sheets per class for each month's activity.
  - b. Membership deposit documentation should include a spreadsheet with counts of members by type that reflects the deposit was reconciled. This spreadsheet should also include cumulative membership numbers.
  - c. Ways and Means deposit documentation for each month should include tallies of sold goods according to category.
  - d. Trips Committee deposit documentation for each trip should include the names of all participants for the trip.