

Bedford Friendship Quilt Guild Policies and Procedures

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1. General Information

1.1 Location

The Bedford Friendship Quilt Guild's monthly meetings are held at the Bedford Presbyterian Church, 4 Church Road, Bedford, New Hampshire.

1.2 Membership

Membership is open to anyone without regard to race, sex, religion or age, who has an interest in quilts and quilting. Upon payment of annual dues, members are entitled to all benefits of the Guild. Members are encouraged to participate in all activities of the Guild.

1.3 Dues

Dues are \$20.00 per year for anyone less than 62 years of age, and \$15.00 for those age 62 or older. They may be changed as specified in the Bylaws. Prior-year memberships expire in August. Annual dues for the new year are payable in September and are delinquent after the October meeting.

For new members who join in May through August, membership dues also cover the following year.

1.4 Meetings

Meetings are usually held on the third Tuesday of the month, twelve months a year. When the meeting hall has a last-minute conflicting schedule, the Officers will attempt to reschedule the meeting and notify the members by email and/or by telephone. "General Meetings," in which business is conducted and minutes are kept, are held September through May.

The monthly meetings shall be canceled or delayed when Bedford public schools are closed or have a delayed opening due to inclement weather. If school is canceled, then the meeting shall be cancelled. If Bedford school opening is delayed, the meeting shall be delayed until 10:30 AM.

The President may cancel a meeting when the Officers deem it appropriate. Members will be notified by email/telephone. If less than 24 hours notice is given, the President is responsible for posting a notice at the scheduled meeting site.

Guests are welcome at all meetings. When a paid speaker is on the program, each guest must pay a fee to attend that meeting. The fee will vary, depending on the program. Guests may attend a speaker's class/workshop only if there is room in the class on the day it is taught after all members have had the opportunity to enroll.

1.5 Communications

Mailing Address

The Guild's mailing address is:
Bedford Friendship Quilt Guild
PMB #108, 175 Route 101 – Unit B3
Bedford, NH 03110.

This address can receive packages (e.g., from FedEx or UPS) as well as standard mail. Mail is picked up at least once a week. Direct any mail to the chairperson you wish to contact, care of BFQG.

Internet

The Guild maintains a web site, <http://www.bfqg.org/>. It contains pertinent information about the Guild, including the Guild's current newsletter and up to 3 years of prior newsletters.

Contacting Guild Members

Guild updates and meeting reminders are sent via email to the BFQG Yahoo! group. Each new member is added to this group when he/she joins. If your email address changes, give Membership your new address or go to the web site and follow instructions at "Email List".

To send an email to the group, address it to "BFQG@yahoogroups.com". Only members of the group can send emails to the group.

To view sent messages which you may have deleted from your email inbox, go to the Guild's website, click on "Email List" and follow instructions.

For communication, the Guild relies heavily on the Internet and email. When there is important/urgent news, members without access to email are contacted by "telephone tree".

Membership List

In November of each year, a list of members who have paid their dues for that year is distributed to members at the General Meeting. Any active member may request a membership list at any time. Information includes each member's name, mailing address, telephone number, email address, and birthday. This list will be updated periodically. The membership list is for Guild members only. Use it only for Guild business and for matters of interest to members.

Newsletter

The Guild newsletter, *Strips and Pieces*, provides the membership with news and other items of interest to Guild members. It includes the minutes of the previous meeting. Meeting locations, dates and times are listed. Members are encouraged to submit articles, tips, photos, etc., for publication in *Strips and Pieces*. Please submit them no later than the due date specified in the previous newsletter.

The newsletter is posted to the Guild's web site about one week prior to each meeting 10 times a year, from September through June. If your email address is in the Guild's Yahoo Group, then you receive a notice when it is available.

.Membership dues do not include the cost of mailing the newsletter; if you wish to receive it by mail, you pay the cost. The amount is set at the beginning of each fiscal year.

1.6 Sunshine

Whenever you know of a serious illness or death of a Guild member or his/her immediate family member, please inform the Sunshine Committee. Sunshine will send a card and possibly a packet of fat quarters on behalf of the Guild.

1.7 Library

The Guild maintains a lending library for members and encourages members to take advantage of it. Library books are available for a one-month loan. You may borrow up to 2 library books or publications at a time. Please follow the Librarian's check-out procedures.

Whenever the library acquires a new book, *Strips and Pieces* will announce its arrival.

The library is maintained for all the members; please return books promptly. If you lose a book, please replace it or contribute its replacement value to the Guild. If you keep a publication for more than six months, the librarian may ask you to reimburse its cost.

1.8 Quilts for Charitable Organizations

The Guild has made a commitment to make a lap quilt for each child whose family enters the Families-In-Transition (FIT) program in Manchester, NH. All Guild members are encouraged to participate in this effort by making at least one quilt each year. Specific needs and construction guidelines are published in *Strips and Pieces*.

From time to time, the Guild may solicit member participation in other charitable projects.

1.9 Finances

Personal checks are accepted as payment for all Guild related functions. Each member is liable for all expenses incurred if his/her check is returned for insufficient funds. If a check is returned the Treasurer will contact the member and expect payment, including bank charges, to be made in cash or by bank check.

Any single, non-budgeted expense in excess of \$200 or any capital expenditure in excess of \$200 requires board approval. Submit requests for reimbursements of any type on a Guild expense form and attach receipts. All contracts or long-term commitments of Guild funds shall be approved by the board before signing.

1.10 Meeting Activities

General Meetings (September through May) begin with a formal business meeting, followed by a program, specific workshop or time to sew on your choice of project. At summer meetings, the Guild has no business meeting. Below are procedures for some of the Guild's standard activities at each meeting.

Arrival

When you arrive at a meeting, sign in at the Membership table. Membership will tell you of any special raffles; if you wish to participate, try to purchase tickets before the meeting starts.

Wear your nametag. If you turn in your nametag to Membership at the close of each meeting, then at the next meeting, you can pick it up at the Membership table.

Please turn off cellular phones, pagers and announcing devices or switch them to inaudible pulsation.

Door Prizes

Door prize(s) are awarded at some meetings. After you sign in, you will receive one door prize ticket. Sign it and place it into the appropriate container at the membership table.

Fat-Quarter Raffle

Each month, the Guild has a themed fat-quarter raffle. To learn the theme for the coming month, see *Strips and Pieces*. You may contribute fat quarters, and anyone can purchase tickets for the raffle. (A fat quarter is a half-yard of fabric cut down the middle, parallel to the selvage. It is about 18" by 22.") Fabrics may be washed or unwashed.

Everyone who brings a fat quarter receives one free raffle ticket for each fat quarter contributed. Put your FREE tickets in a container labeled **Donators of Fat Quarters**. One ticket will be drawn from this group so that someone who donates fat quarters is guaranteed to win a pile of fat quarters. After this drawing all these tickets (including the winner's) will be added to the container of purchased tickets for a second drawing. Depending on the number of donated fat quarters, there may be additional drawings.

Both members and guests may purchase fat-quarter raffle tickets. They are 50 cents each, or 3 for \$1. Get your tickets at the membership table and place them in the container labeled **Fat Quarter Raffle Tickets**.

Turn in your fat quarter(s), get your free raffle ticket(s), and buy raffle tickets when you arrive at the meeting.

Other Raffles

At meetings in which other raffles are held you will be so informed when you sign in. Purchase tickets at the Raffle table or Membership table. Occasionally, proceeds from a raffle will be designated in advance for a specific purpose. Otherwise, the proceeds go into the Guild's general fund.

Hospitality

At each meeting, refreshments are provided through volunteer efforts from the general membership. The Guild provides coffee, tea, and juice; Guild members bring food. Please volunteer to bring snacks for at least one meeting a year. Each issue of the Guild newsletter lists

volunteers for the coming month(s). Reminders for July and August will be in the June newsletter.

The volunteer sign-up sheet can be found at the Hospitality table.

1.11 Quilt Show

From time to time, the Guild will organize a quilt show. A show provides publicity for the Guild, gives members the opportunity to show their work, and raises funds for the Guild. Shows are scheduled by the Guild board, with the advice and consent of the members.

A Guild Quilt Show is a tremendous effort and requires every member's participation in preparing for and putting on the show. Plan to display at least one quilt in each show, make or donate other items (these may be different for each show), help with planning and publicity, and work at the show itself.

1.12 Copyright

All workshops, newsletter and Guild handouts will abide by the copyright laws of the United States. Copyrighted material will not be copied for distribution to members or included in any newsletter without the express written consent of the copyright holder. Consent authorizations should be forwarded to the Guild secretary for the Guild records.

2. Officers and Board of Directors

The Board of Directors is comprised of the Officers and the Chairpersons of Standing Committees of the Guild. The purpose of the board shall be to decide all matters of policy and make preliminary decisions to be brought to the General Membership for final decisions.

2.1 Officers

The Officers of the Bedford Friendship Quilt Guild are the President, Vice-President, Secretary and Treasurer. They form the Guild's Executive Committee.

The Bylaws define general duties of the officers; the following descriptions provide additional details. In the event of a conflict between the Bylaws and this document, the Bylaws prevail.

President

The President shall preside over and direct all meetings of the Guild, call and preside over board meetings, coordinate all officers and committees and shall carry out any duties as assigned by the board. The President shall be responsible for negotiating a contract for space to hold the Business and General Meetings.

The President shall be an ex-officio member of all committees of the Guild. The President shall have the power to appoint chairpersons of ad hoc committees and to appoint a chairperson to fill any vacancy.

The President and the Secretary are responsible for checking the Guild's post office box at least once a week. He/she is responsible for all mail being forwarded to the appropriate Guild member in a timely manner.

Vice-President

The Vice-President shall assist the President as needed and preside over monthly meetings in the absence of the President. The Vice-President shall be chair of the Program committee and shall coordinate all programs and activities of the Guild. The Vice-President is President-elect and shall move into that position at the end of the President's term(s).

Secretary

The Secretary records the minutes of each General Meeting; the minutes include all decisions and announcements, and the winners of prizes or awards (door prizes, raffles, etc.) She/he submits the minutes to the Newsletter Editor within two weeks following the meeting. She/he records the minutes of the board's business meetings and distributes them to board members within one week following the meeting.

The Secretary maintains the Guild records. These records may include (but are not limited to) the Permanent Records Book which contains corporate seal in case, Certificate of incorporation and filing paperwork, non-profit status filing with State of NH, current copy of By-Laws, current copy of Policies and Procedures Booklet, insurance certificate, hall rental contract, each board member's position description and list of responsibilities, letterhead and envelope sample, signed Conflict of Interest forms, Dissolution Statement and the Minutes of Board and General Meetings.

The Secretary shares responsibility with the President for checking the Guild Post Office Box on a weekly basis and forwarding mail to the appropriate person in a timely manner.

Treasurer

The Treasurer receives and dispenses all monies for the Guild, keeps a record of all receipts and expenditures, balances the checkbook, receives dues from the Membership Chair, presents a financial report at monthly Guild meetings, and maintains petty cash, which is not to exceed \$150.00 at any given time. The Treasurer provides Income & Expense reports as well as a Balance Sheet for the board's review at their business meetings. The Treasurer is responsible for all filings with the IRS.

After books are balanced at the end of the fiscal year, the Treasurer provides to the board a report of each committee's budget and expenses from that year. The Treasurer shall present an annual budget for review by the board at the September Business Meeting, based upon budgets that Officers and Chairpersons submit to the Treasurer.

The Treasurer ensures that Guild policy on returned checks is followed. It is the Treasurer's responsibility to contact the issuer to collect all monies due the Guild. The Treasurer will make the books available for an annual audit. The Treasurer shall be responsible for timely and proper payment of all facility rentals, Post Office Box, insurance and bills for services.

2.2 Standing Committees

Each Committee Chairperson shall maintain a detailed description of his/her duties and responsibilities for the position. This description shall be filed with the Corporate Records maintained by the Secretary. This description shall be passed on to the incoming Chairperson at the first Board Meeting of the fiscal year.

Each Chair submits a budget to the Treasurer early in the fiscal year, after receiving (from the Treasurer) a report of budget and expenses for the previous year.

Expenses and Income must be turned in to Treasurer in a timely manner.

Each month, each Committee Chair submits pertinent information for publication in the newsletter.

All Committee Chairpersons may appoint committee members to assist them.

The specific duties of the standing committees are as follows:

Membership

The Membership Committee shall collect member applications and dues and issue membership cards. The Membership Committee is also responsible for selling raffle tickets, issuing tickets for door prizes, and conducting the Fat-Quarter raffle. The Committee shall turn all monies over to the Treasurer at the end of the meeting.

At meetings, the Membership Committee greets members, offers a name tag, and asks members and guests to sign in, and keeps a record of attendees. It informs attendees of special raffles and door prizes, accepts applications from new members and presents them with a Welcome Package which includes a Membership Card.

At the Membership table, copies of recent newsletters and of the membership list (which is for distribution only to members) are available at each meeting.

The Committee maintains the current master list of members, their addresses, phone numbers, email addresses, and birthdays. It is responsible for maintaining the Guild's Yahoo! group. After each meeting, it provides new or updated mailing addresses to the Newsletter editor.

Program

The Program Committee is responsible for scheduling the programs and activities for the monthly meetings, coordinating the arrangements for teachers, slide presentations, workshops, guest speakers, etc. The Chairperson will submit details regarding programs for publication in *Strips and Pieces*.

For each workshop, the Program Committee shall supply a list of equipment, tools, and supplies that members will need. The Program chairperson is guaranteed a spot in each workshop. If the chair decides to participate, the normal workshop fees apply.

Community Services

The Community Services Committee coordinates the Guild's charity projects. For "Families-In-Transition," an ongoing Guild project, it collects and delivers FIT quilts made by Guild members. The committee keeps members informed of current needs and progress of charity projects.

Hospitality

The Hospitality Committee makes all the arrangements for coffee and refreshments for the General Meetings. At each meeting the committee sets up tables for refreshments and, when required, sets up special seating arrangements. The Committee solicits volunteers to bring food at each meeting, maintains a list of the volunteers, and provides the list and any revisions for publication in *Strips and Pieces*.

Publicity/Historian

The Publicity/Historian Committee is responsible for preparing and submitting news releases of Guild activities for all area newspapers each month and for maintaining historical information about the Guild. The committee maintains the Guild scrapbooks, adding to them news clippings, photos, Guild newsletters and all other articles pertaining to the Guild. The committee is responsible for taking photos at meetings and Guild events and receiving information, etc. from Guild members.

Library

The Library Committee oversees all aspects of maintaining the Guild's library and maintains a list of all books and publications the Guild owns. The Committee makes the library contents available at every meeting. The Librarian keeps lending records and may request that a member reimburse the Guild for any book that is more than 6 months overdue.

Sunshine

The Sunshine Committee is responsible for sending appropriate cards or gifts to members who have an illness or death in their immediate family. Upon being notified of the death of an immediate family member or serious illness of the Guild member, the Committee may send a card and a pack of fat-quarters of quilt fabric. At the discretion of the President and board, a book may be donated to the Guild library or another specified library in memoriam or in special recognition of a member.

Quilt Show

Periodically, the Guild sponsors a Quilt Show. The Quilt Show Committee serves until the quilt show is completed. The Committee is responsible for all aspects of the Quilt Show. It organizes and coordinates those in charge of the various subcommittees of the show to provide one cohesive event.

Newsletter

The Newsletter Committee collects articles and information from other Guild members, edits this information into the Guild newsletter, *Strips and Pieces*, and arranges for distribution to each

Guild member. The deadline for entries to a newsletter is published in the previous newsletter issue. The newsletter shall be posted on the Web no later than one week prior to the meeting and mailed on that day to members who make provision for this service.

Strips and Pieces is published 10 times a year, from September through June.

Web Master

The Web Master maintains the Guild's web site, <http://www.bfqg.org/>. He/she posts each issue of *Strips and Pieces* immediately after its release.

2.3 Ad Hoc Committees

Audit

An Audit Committee, consisting of three volunteer members of the Guild, shall meet after the May monthly meeting and audit the books of the Guild for the previous year. The committee shall present a written report to the board prior to the September General Meeting.

Nominating

The Nominating Committee is responsible for compiling and presenting the members with a slate of officers for election. This slate shall be presented at least one month prior to the annual meeting, which is held in May, and shall be published in the May issue of *Strips and Pieces*. Election of Officers takes place at the annual meeting. All elected officers and committee members are sworn in at the end of the meeting.

Raffle Quilt

From time to time, Guild members will construct a quilt and sell raffle tickets for it. Net proceeds will be used to benefit the Guild and a charitable organization to be specified for each quilt. All Guild members are asked to contribute to this effort.

Other Committees

The President, the Executive Committee, or the board may form other committees from time to time.