

Quilt Guild of Metro Detroit

POLICIES AND PROCEDURES

In conjunction with the By-Laws of Quilt Guild of Metro Detroit, the Board maintains a set of Policies and Procedures, which guide guild activities and assist members in understanding how the guild operates.

BOARD MEETINGS

The Board will meet the second Tuesday of September, November, January, March, and May at a location determined by the President. The board may conduct board meetings with a majority (4 elected board members) in attendance. Board meetings are open to all guild members to voice opinions and discuss Guild business. Members must notify the President in advance of any topic to be addressed.

GENERAL POLICIES

1. General membership meetings: The general membership meetings will be held the third Tuesday of each month from September to May (except December) at Redeemer United Methodist Church, 20571 Vernier Road, Harper Woods, MI. Meetings begin at 7:00pm.
2. The meeting places and times may be changed by the guild executive board to adjust for special events and programs.
3. Members are requested to wear their nametags at meetings, workshops and special events of the guild. Individuals not wearing nametags at Guild meetings are ineligible to win door prizes.
4. All records, reports and documents are available to the membership for viewing upon request. The proceedings of all meetings of the guild, board and committees will be recorded through minutes.
5. In any Guild activity where attendance is limited, members shall have priority in registration over non-members.
6. Guests are welcome at most meetings and must pay a \$5 fee to attend that meeting. Guests may attend a speaker's class/workshop only if there is room in the class after all members have had the opportunity to enroll.
7. The Membership Directory is to be used for Guild related activities and to promote friendship and idea-sharing between members only. It is not to be used for business purposes.
8. The guild maintains a web site, <http://www.qgmd.org> which contains pertinent information about the Guild.
9. Membership dues are \$20 per year and are payable on joining the Guild and due thereafter before July 15 of each year. Dues for members who join in February are \$15, March \$10, and April \$5.

10. Sale of any merchandise at a guild meeting must have prior approval of the board.

FINANCIAL POLICIES

1. The fiscal year is defined as starting on June first and ending on May thirtieth.
2. The Executive Board must approve all expenditures not pre-approved in the budget.
3. Expenses in excess of \$500 must have the prior approval of the Board and membership.
4. To be reimbursed for Guild expenditures, a voucher and receipt for item(s) purchased must be submitted to the Treasurer.
5. All income received on behalf of the Guild must be turned in to the Treasurer and may not be offset by expenses incurred.
6. All checks for the Guild must be made payable to Quilt Guild of Metro Detroit or QGMD.
7. No Executive Officer may sign a check written to him/herself.
8. Charges for classes for participants will vary depending upon the instructor's fee and class location. Refunds will be given in accordance with the Class and Events Policies.
9. Annually a \$200 donation will be made to the Michigan State University Quilt Museum.
Annually a stipend of \$75 is paid to the member storing the trailer of quilt racks.

ELECTED AND APPOINTED POSITIONS

The Quilt Guild of Metro Detroit elects new officers at the annual meeting in May of each year. The President then appoints the committee chairpersons. The appointed positions and descriptions of those positions are listed below.

Appointed Committee Chairpersons (*Appointed by the current President*)

- 1) A member of the guild in good standing
- 2) Each Committee that collects monies on behalf of the Guild shall turn over all funds to the Treasurer.
- 3) Each Committee Chair is responsible for assuring that all expenditures made by the committee have been properly approved prior to the expenditure.
- 4) Each Committee Chair is responsible to provide a report to the board at each board meeting and for completing an annual report and sending a copy to the President before June 15 of each year.

The Committees and their ***descriptions and responsibilities*** are:

Audit Responsible for the annual review of the monetary transactions of the guild.

- a) Annually a committee of one board member and two general members reviews all bank statements, cash and checks received and bills paid.
- b) Voucher and Receipts must match checks issued. Bank statement balance must correspond with treasurer's ledger.

- c) The audit should be completed by June 30 or within 30 days after the close of the books following the annual May meeting and receipt of corresponding bank statement.
- d) The Treasurer should be present at the Audit to answer any questions but should not be one of the three committee members.
- e) Report to President.

Budget Responsible for drafting, presenting and monitoring budget of the guild

- a) Prepare and present a two year budget format at the September Board Meeting on the even numbered years.
- b) Monitor actual expenses against budget and present findings at board meetings.
- c) Prepare and present a revised budget at the September Board Meeting on the odd numbered years.
- d) Report to President.

Historian Responsible for keeping a documentation of all the Guild events.

- a) Maintain copies of all Guild news letters, speaker handouts, & other memorabilia.
- b) Include photo of each year's board & committee members ~~w/~~ with year of service & President's name.
- c) Include photos of activities. (Quilt show, speakers, show & tell, charity projects, retreats, ~~and~~ etc.)
- d) Add titles or comments to scrapbook pages as needed.
- e) Make current scrapbook available to members 2-3 times a year.
- f) Report to Recording Secretary.

Hospitality Responsible for the coordination of refreshments at guild meetings when needed.

- a) Maintains schedule for meeting refreshments. Sets up refreshments prior to meetings; prepares coffee and oversees prompt clean-up following the meeting.
- b) Recruits and organizes volunteers to help with set-up and take-down of meeting room and provide after meeting refreshments.
- c) Plans the May Potluck.
- d) Report to First Vice President.

Internet Website Responsible to maintain the guild website

- a) Download newsletter six times a year, email to the members when this is done
- b) Send emails to members when the site is updated
- c) Make yearly payments for the web hosting and submit this bill to treasurer
- d) Make sure the domain name does not expire
- e) Maintain list of library books on the website
- f) Maintain list of storybook quilts on the website
- g) Change passwords as needed

- h) Upload photos of guild events to the site
- i) Computer experience in publishing software, or Microsoft Word
- j) Computer and internet experience with Dreamweaver or similar program
- k) Create passwords for specific parts of site and get that password to members via monthly meeting
- l) Be capable of maintaining a spread sheet of members addresses
- m) Be capable of downloading/converting the newsletter into an Adobe PDF for online publishing
- n) Reports to President.

Library Responsible to assist the members in checking out and returning books to the library

- a) Keeps the books organized
- b) Maintains a collection of books for members.
- c) Selects and orders new books as needs are noted.
- d) Keeps a current printed inventory of all materials in the library. Provides a copy to Web Master. Provide copies to Membership for the “New Member” packets and to create a list of new books added the previous year, to all members at the September meeting.
- e) Reports to President

Membership Responsible for collecting all dues, maintaining and distributing a current membership roster.

- a) Enroll new members, renew existing members and collect dues
- b) Maintain a current data base of membership up along with a separate back up copy.
- c) Welcome new members with a membership folder
- d) Provide the Newsletter editor an updated mailing list for each issue.
- e) Publish and distribute the membership directory to all paid members at the November meeting.
- f) Maintain check-in table for meetings with a spread sheet of names
- g) Report number of members and guests at each meeting
- h) Distribute door prizes when available
- i) Assemble folders for new members with membership cards, directory, library listings and other information.
- j) Mail reminder postcards to members who have not renewed in the past year.
- k) Reports to First Vice President

Newsletter Editor is responsible for developing, printing and distributing the newsletter.

- a) The newsletter is published 6 times a year in January/February; March/April; May/June; July/August; September/October; November/December.
- b) A deadline is declared, usually 3 weeks before the next anticipated mailing date to allow time to get the hard copy to the printer for duplication. A reminder notice of the deadline is sent via e-mail and by telephone to those not on-line.

- c) The current edition has five and one half pages of copy, allowing one half page for mailing purposes.
- d) Information is then collected from various officers and committee members, as well as members who send product and book reviews, recipes, and occasional quilt shop reviews. Road trips to places of interest to quilters are also included.
- e) Computer experience in publishing software or be very capable in Microsoft Word
- f) Be willing to frequently check e-mail for articles and notices
- g) Have the ability to convert the newsletter into an Adobe PDF for on-line publishing
- h) Be capable of maintaining a spreadsheet of member addresses and the ability to create labels from list
- i) Be willing to prepare the newsletter for mailing; ie, folding, applying labels and postage and delivering to the post office.
- j) Make every effort to keep to an announced deadline
- k) Reports to President.

NQA and MQN(National Quilting Association and Michigan Quilting Network)

- a) Report on activities of each organization that would be of interest to our members at meetings and for our website/newsletter.
- b) Answer questions about membership, call attention to publications, and make membership forms and contact information available at our meetings.
- c) Make entry information available for NQA and MQN quilt shows, which are both open to entry by non-members, dates, classes, regional, state, and national meetings.
- d) Announce when MDQG members receive prizes at these shows, number of entries from our guild, and encourage our members to enter quilts.
- e) Encourage National Quilting Day activities with information, suggestions, and participation.
- f) Web sites for both organizations: www.ngaquilts.org and www.michiganquiltnetwork.com
- g) Maintain a list of current NQA members ID numbers with their expiration dates (for use when we apply to NQA for quilt show insurance)
- h) Reports to Corresponding Secretary.

Nominating Responsible for preparing slate of officers and committee chairs for annual election

- a) Will be formed in January consisting of at least two (2) members in addition to the President. and Past President.
- b) Provides the Board with the names of people running for elected positions by the March Board meeting.
- c) Publishes a slate of candidates to the membership in the May newsletter.
- d) Conducts the election of officers at the May general meeting.
- e) The new Board is presented to the membership at the May meeting/potluck.

Program Responsible for all programs and classes.

- a) Plans programs and classes for Guild members to foster the love of quilting, increase creativity, and help members improve their skills.
- b) Arranges the class time and place.
- c) Arranges for housing, meals and transportation of guest speakers/teachers as needed.
- d) Program information needs to be published in every newsletter January/February ~ March/April ~ May/June ~ July/August ~ September./October ~ November/December
- e) Create workshop form to be in Newsletter
 - 1. Photo, if possible
 - 2. Supply list
 - 3. Time, date and place
 - 4. Tear off form to be returned with check made out to the guild
 - 5. Workshop could be on Monday, Tuesday or Wednesday
 - 6. Teacher could be booked for more than one day/workshop
 - 7. Budget workshop fee to cover the cost of the workshop and room
- f) Lecture Workshop Program
 - 1. Contact teacher via phone or email
 - 2. Book and send out guild contract. Many have their own contract which they will send to us. Fill out and return as soon as possible. Most popular teachers are booked 2-4 years in advance
 - 3. Put in place travel plans, most book their own flights
 - 4. Make deposit, if required
 - 5. Request sample to show at the monthly meeting
 - 6. Book place for workshop
 - 7. Reserve members home* or hotel
 - 8. Pick up at airport
 - 9. Transport for meals and to meeting and workshop.
 - 10. Teacher's meals and those of **one** member are paid for
 - 11. Guild pays mileage .37 or current IRS rate and parking
 - 12. Keep track of all expenses for budget. Turn in receipts to treasurer for reimbursement
 - 13. The guild member housing the speaker/teacher receives a free workshop of her choice
- g) Local talent or guild member
 - 1. Sign guild contract
 - 2. Usual fee for guild members is \$75.00 for meeting, \$85 for demonstrations.
 - 1. Give addresses to corresponding secretary to write a thank you to all speakers and teachers.
- h) Helpful things
 - 1. The guild slide projector is stored in the guild closet.
 - 2. If doing a sit and stitch, check with membership on number of kits to be made. Make sure good instructions are included.
- i) Reports to First Vice President.

Quilt Show Chair/Coordinators responsible for organizing and operating the quilt show

- a) Arranges biennial quilt show to display members' achievements in quilting and to educate viewers about quilts and quilting.
- b) Arranges dates and location; verifies terms and conditions, including free admission for workers and signs contract.
- c) Arranges for award ribbons

- d) Organizes set-up and take down.
- e) Oversees storage and maintenance of quilt show equipment.
- f) Coordinates opening and closing of the show.
- g) Establishes security for quilts and cash box.
- h) Attend quilt show committee meetings during year to participate in team decisions.
- i) Reports to the second VP

Story Book Quilts Responsible for coordinating and maintaining the collection

- a) Purchases appropriate story books and makes accompanying quilts.
- b) Arranges schedules of loaning of collections
- c) Maintains collections in good working order
- d) GUIDELINES FOR CIRCULATING THE COLLECTIONS

1. In April each year a calendar is established for the following school year providing for two week borrowing periods for use of the quilts. The school calendar is common to the majority of the districts in the area. Letters are sent to all current borrowers notifying them that requests for use are accepted on May 1st for the upcoming school year. Requests are filled in order of receipt and a confirmation letter is sent out.
2. A card file of borrowers is maintained with the following information:
 - a. Name of borrower
 - b. Address of school, library, etc.
 - c. Phone number and e-mail address
 - d. Home address, phone number, e-mail address
 - e. On back of card, record is made of year, collection(s) borrowed and dates of use.
 - f. The collection is prepared for circulation with 2 copies of the inventory sheet listing contents of the collection. One copy is given to the borrower and one kept for the guild.
 - g. Borrower is responsible to arrange in advance to pick up collection(s) from the designated location. A call to arrange/confirm return of materials is to be made by borrower two days in advance.
 - h. An ongoing effort is made by committee members to expand use of the collections by sending letters to school and libraries and by offering to do presentations to these groups as well as to adult groups.

e) FINANCING THE STORYBOOK COLLECTIONS

- a) A designated fund is maintained by QGMD for expenses for Storybook Quilts. Donations to this fund have been spontaneously made over the years by school organizations, teachers, guild members and friends for the express purpose of maintaining and expanding the collections making this a self-supported program. Committee members and guild members have donated honorariums received for program presentations.
- b) New books considered appropriate for the collections are purchased upon publication. Ongoing searches for out-of-print books occasionally provide opportunities to secure additional desired materials.
- c) Purchase of stamps and envelopes for mailings is covered by the fund. The copies of materials for circulation have been donated.
- d) The committee votes on any large expenditure of funds for added materials, fabric for bags, or storage containers.

- e) One committee member maintains an annual record of donations and expenses.
- f) **GUIDELINES FOR BUILDING AND MAINTAINING THE STORYBOOK QUILT COLLECTIONS**
 1. Select appropriate books. Stories must be about quilts/quilting, not just illustrations with quilts. Stories must be quality literature appropriate for age levels of collections. Lengthy novels without illustrations are not appropriate for school or library use with children.
 2. Books must be marked with Guild identification and book jackets must be laminated or have plastic covers applied.
 3. Inventory card is made for each book with the following information:
 - a. title, author, illustrator, publisher, copyright date, price, ISBN, and annotation.
 - b. When quilt is completed, this additional information is added to the card:
 - c. Name of maker of quilt, year, measurement of quilt in inches, description of quilt, picture of book and quilt mounted on back of card.
 4. Books are distributed to volunteers in Guild to make an accompanying quilt that may be from an illustration or an interpretation of the story or a portion thereof. A record is kept of who took the books and the date. Member is given written information on attaching proper label and sleeve when the quilt is completed.
 5. Committee members make bags of quilted fabric for the individual book and quilt. Each bag has an outside label with the Guild name, title and author. The finished product is assigned to the appropriate collection and the information is added to the inventory list for that collection. The completed inventory card is typed up and added to the master file.
 6. Periodically, committee members meet to examine the collections for needed repairs to books, bags or quilts. Replacement copies are ordered for worn books when available.
 7. Duplicate copies of books, fabric for bags and sample activities are stored at homes of committee members.
 8. Collections A, B and C are each stored in two large suitcases on wheels and Collection D is stored in a duffel bag. Two committee members have the responsibility for circulation of two collections each.
- g) Reports to second VP

Recognitions and Awards

President's gift

The gift for the outgoing President shall be purchased or arranged by the first Vice President. Monetary allocation shall be set in the annual budget.

Pat on the back Award

The award is presented annually upon recommendation of guild members to a guild member. It recognizes outstanding service and dedication to the goals of education and service as set forth in the by-laws of the organization.

Free classes

Member storing the clothing racks will be given a free class of their choice annually.

Member hosting a guild speaker will be given a free class of their choice annually.

Member housing the Story Book Collections will be given a free class of their choice annually.

Hospitalizations, Illnesses and Deaths

Cards shall be sent to all hospitalized members by the corresponding secretary.

In the event of a member's death, A Board Member will represent the Guild at the visitation when possible and a note will be sent to the family by the corresponding secretary. A book will also be purchased in the Guild members name and placed in the Story Book collection with a note in the book.

Quilt rack Storage

The quilt racks are contained in a closed trailer that is stored by a Guild member on their property. All contact for rental shall be directed to the second Vice President. A rental agreement is completed and signed by both Guild representatives, the lending and borrowing guilds. A copy of the rental agreement is in Addendum B.

The V.P. will contact Ray Rivard for transportation 810-602-2832 or 586-781-5932.

ONLY guild members or spouses are allowed to tow the trailer. Any towers should comply with the following requirements:

- car insurance must be current
- 2"sq. receiver
- previous experience (i.e. Boat, travel trailer or oversize item)
- breaking system

Our trailer is 7 x 16 feet with a double axel. A \$25 towing fee will be paid by the guild to the tower each way.

Notes to the borrower:

It is the borrowers' responsibility to load and unload any rented/leased items as guided by the tower/driver. These items are all breakable **PLEASE HANDLE WITH CARE!**

Current fees for items:

\$25 Ticket tumbler

\$50 26 Clothing racks – 14 hanger style 12 peg style ***Borrower will pick up, no deliveries***

\$400 Includes 64 Quilt racks, 26 clothing racks & 120 muslin drapes ***Racks will not be split***

64 Quilt racks consist of the following sizes:

13 – 94 wide x 111 tall

13 – 90 wide x 111 tall

34 – 72-76 wide x 107 tall

4 – 110 wide x 125 tall (can hold 8 quilts)

1 – 93 wide x 114 tall

1 – 78 wide x 111 tall

1 – 67 wide x 114 tall

Reviewed and Revised September, 2010