

# NORTHERN LIGHTS QUILT GUILD

## Policy and Procedures

### General Policies and Procedures

1. **Northern Lights Quilt Guild** dues structure:
  - a. Annual dues: full rate (September-August)--determined at the annual meeting.
  - b. Pro-rated rates based on when a new member joins and pays are as follows:
    - i. September-February: full rate
    - ii. March-June: two-thirds of the full rate
    - iii. July-August: full rate with an expiration of August of the following year
    - iv. Unpaid dues: Persons with unpaid dues on October 15 will no longer be considered members.
  - c. Levels of membership are as follows:
    - i. Regular member: 100% of the annual dues.
    - ii. Senior member: age 65 or over, 80% of the annual dues.
    - iii. Junior member: age 18 or under at the time dues are paid, 80% of the annual dues.
    - iv. Family member: any individual who is the 2<sup>nd</sup> (or more) member in the household to become a member, 80% of the annual dues.
2. The **Member-at-large** if dealing with conflict resolution/issues between members has the option of involving an officer(s) of the **Guild**.
3. No commercial activity should happen during a **Guild** meeting unless pre-approved by the **President** and/or **Program Committee**.

Officers – in addition to the duties listed in the By-laws the Officers are responsible for the following:

**PRESIDENT:** shall be responsible in all matters, stated or implied, that are related to safety, stature, and proper operations of the **Northern Lights Quilt Guild**.

Term: 1 year

Duties/Activities:

- Appoints an officer to collect the mail and to distribute mail to appropriate **Board** members.
- Submits the **President's** message to **Newsletter Editor**.
- Develops monthly meeting agenda and notifies membership.

- Coordinates unlocking the church doors at arranged time.
- Designates a person or personally oversees duties on church check-off list.
- Schedules at least 4 **Executive Board** meetings/yr.
- Sets agenda for **Board** meetings and arranges meeting place.
- Presides at **Board** meetings.
- Checks that all obligations and deadlines of **Bylaws** and **Policy & Procedures** are fulfilled.

**VICE PRESIDENT:** supports the President and serves as President when necessary.

Term: 1 year, becomes next **President**

Duties/Activities:

- Notifies the **NLQG** of upcoming quilt shows.
- Notifies the **NLQG** when a meeting is cancelled.
- Creates and distributes list of deadlines for members and committees.
- Responsible for keeping the **Policies & Procedures** notebook.

**TREASURER:** manages the **NLQG** finances.

Term: 2 years

Duties/Activities:

- Submits the **NLQG** financial report to the **Newsletter Editor**.
- Prepare a budget based on the submissions from committees for publication in the May and June newsletters, and for approval by the membership at the annual meeting in June.
- Maintains the list of paid memberships and distributes it to the officers, **Newsletter Editor**, and other members as needed.
- The **Treasurer** may designate an assistant to help with the membership list or other treasurer's duties as necessary.

**SECRETARY:** records **NLQG** minutes.

Term: 2 years

Duties/Activities:

- Submits minutes to **Newsletter Editor**.
- Maintains hard copy and digital version
- Responsible for **NLQG** email accounts.

**MEMBER-AT-LARGE:** represents the general membership and conveys concerns to the **Executive Board**.

Term: 2 years

## General Policies and Procedures – Standing Committees

1. **Standing Committees** appointed at the annual meeting in June, term begins September 1<sup>st</sup>.
2. Terms for **Committee** members will be 2 years with no more than 6 years consecutively.
3. It is suggested that the **Chair** of a **Committee** be filled by the longest serving member on that **Committee**.
4. If at any time a current **Committee** member is not willing, able or capable of performing duties of that **Committee**, the **Committee** member should request a replacement: or, the **Guild** can request to have another member volunteer added to the **Committee**.
5. **Committees** are responsible for making sure that at least one of their members (or a representative) attends each **Executive Board** meeting and each monthly **Guild** meeting.
6. Each **Committee** will submit a budget to the **Treasurer** by April 1<sup>st</sup>.
7. **Programs/Special Events** scheduled outside of the monthly meetings are required to have a cancellation statement and/or policy disclosed when program/event is announced.

## Committees

1. **Block of the Month**: selects quilt block patterns with the purpose of encouraging members to try a new pattern and/or technique.

Procedures:

- Submits a **Block of the Month** pattern to the **Newsletter Editor**.
- Tests each pattern for accuracy.
- Presents a sample of the next month's block along with piecing instructions.
- Draws and announces the **Block of the Month** winner(s).

Suggested number of members: 2

2. **Community Service**: provides **Comfort Quilts** to those in need or crisis. (Examples of "need or crisis": Some common examples are loss due to fire or natural disaster, death, illness, and general good will. The **Committee** is not limited to these examples.)

Procedures:

- Coordinate and maintain supplies and inventories, including the location of quilt tops, works in progress, kits and completed quilts.
- Plans and coordinates work days.
- Maintains written agreements for machine quilting services.

- Coordinates the distribution of quilts to those in need or crisis. The distribution of quilts can be through individual nominations to the committee or charitable organizations such as Good Beginnings and The Haven.
- The size and number of quilts given is determined on a case-by-case basis. Quilt distribution may also be coordinated with other guilds.
- Expenses for The Gingerbread House Quilt for The Family Place raffle should be included in the budget request.
- Provide a summary of committee activity to the **Newsletter Editor**.

Suggested number of members: 3

3. **Historian:** collects and maintains the **NLQG's** current and past records (digital and/or hard copy versions) to include but not limited to:

Procedures:

- Minutes of regular guild meetings and executive board meetings.
- Newsletters.
- Membership directories.
- News clippings.
- Correspondence.
- Photographs.
- Publicity materials.
- Other miscellaneous items.

Suggested number of members: 1

4. **Library Committee:** maintains a collection of books and DVDs that can be checked out by **NLQG** members.

Procedures:

- The **Library** collection is stored in a cabinet in the church conference room.
- Each book has a **NLQG** label on the cover and an index card with the books' title written on the top line.
- To borrow a book, a member signs her name and the date on this card. The cards for books are filed alphabetically by title in a box.
- Periodically the **Librarians** review the due dates and remind members about their outstanding books.
- **Library** materials may be borrowed for up to two months.
- The **Library** collection is displayed on tables in the main hall fifteen minutes before a meeting begins through the break time. Exception: the collection is not available during those meetings that include a potluck meal and at other times as circumstances indicate.
- Books and DVDs for the **Library** collection are purchased by the **Librarians**. Input from the general membership is welcome. **Librarians** are reimbursed for purchases, including shipping costs. The librarians discard items as needed.
- Before **NLQG** Quilt shows, the **Library** collection is reviewed and books no longer of interest to members will be offered on the book sale table at the show.

Suggested number of members: 2-3

5. **Membership Committee:** welcomes and assists new members and guests. Guests are expected to join the NLQG after attending three meeting in a year.

Procedures:

- Provides and receives membership forms.
- Collects dues and turns monies over to the **Treasurer**.
- Provides temporary nametags.
- Acquires and maintains membership raffle prizes.
- Issues membership cards upon payment of annual dues and provides informational kits to new members.
- Welcomes members at meetings.
- Arranges for a membership directory to be completed and distributed.
- Arranges for a brochure to be created.
- Confirms a quorum is present at meetings where one is required.

Suggested number of members: 3

6. **Newsletter:** edits and publishes the monthly **Newsletter**; manages and maintains the **NLQG Website**.

Procedures:

- Collects articles, makes copies of and distributes the **Newsletter** via email or the USPS according to member preferences.
- Maintains and updates **NLQG.org Website** as needed.
- Any **NLQG** member may submit articles for the **Newsletter** or **Website**.
- The **Newsletter Editor** and the **Website Manager** decides whether a submission is appropriate for publication and may edit any submissions.
- The **Newsletter Editor** provides a printed copy of the **newsletter** to the **Historian** and makes it available to the **Website Manager** for posting in the Members-only section of the **NLQG.org Website**.
- Both the **Newsletter Editor** and **Website Manager** may seek assistance as needed or desired to help with tasks.

Suggested number of members: At least one for the newsletter and one for the website.

7. **Programs:** enriches, teaches and shares information with members about quilting techniques, tools, and the work of different quilters through programs and workshops.

Procedures:

- Proposes special workshops, classes and/or lectures to **Executive Board**.
- Submits program descriptions to the **Newsletter Editor**.
- Arrange a minimum of one special workshop class/lecture per year.

- Members who teach or present an approved program to the **Guild** will be allowed to be compensated.

Suggested number of members: 2

8. **Refreshments:** coordinates refreshments for monthly meetings including pot luck suppers when scheduled.

Procedures:

- Manages signup of volunteers to bring refreshments.
- Volunteers bring a 2 liter bottle of cold drink and two dozen servings of finger food with ingredients listed.
- Coordinates setup and cleanup including sharing detailed description of process with volunteers. Detailed process is on clipboard with supplies in basement.
- Manages inventory of supplies.
- Edits as needed detailed description of process.
- Informs **Newsletter Editor** of volunteers for publication in newsletter.
- Emails volunteers a week before meeting.
- Volunteers and at least one **Committee** member arrive at 6:15 for setup.
- Volunteers and at least one **Committee** member are expected to stay for cleanup.

Suggested number of members: 3

9. **Special Events:** provides opportunities for **NLQG** members to participate in quilt related activities. **Special Events** have included an annual retreat at Geneva Point, bus day trips, and sew together; but are not limited to these activities.

Procedures:

- All funds budgeted and amounts received shall be used toward the intended purpose.
- **Special Events** must be self-supporting unless otherwise approved by membership or **Executive Board**.
- Submit to the **Newsletter Editor** an announcement of the event and the date at which people need to be registered for that event. Begin registration on that date, and register only people who have paid the full amount.
- Maintain a waiting list after the event has filled up, on a first-come-first-serve basis.
- The **Committee** shall contact individuals on the waiting list when openings become available.
- Sew together is an informal gathering to quilt, receive and offer advise.

Trips:

- The **Committee** organizes bus trips to attend shows or other special events. These are open first to members and then, if there is room, to guests.
- Preferences are gathered from **NLQG Members** for a potential trip then a date set after consultation with any outside vendors such as a motor coach company and/or museums or other quilt venues.

- Announcements of a scheduled trip are submitted to the **Newsletter Editor** at least 2 months in advance of the planned trip.
- A date for payment is announced, no later than the last **NLQG** meeting prior to the event.

Geneva Point Guild Retreat:

- The **NLQG** supports one retreat per year at the Geneva Point Center in Moltonborough, NH. This retreat is limited to members only.
- The Geneva Point Retreat usually occurs in October with a date set one year in advance.

Suggested number of members: 3

**10.Sunshine:** sends out notes or cards to members in case of illness/injury, new baby, moving away, or a death in the family, etc. In the event of a death in a member's immediate family, a memorial gift of a book may be given to a public library of the family's choice.

Suggested number of members: 2

**11.Nominating Committee:** solicits volunteers for open officer and committee positions.

Procedures:

- Identifies which officers' and committee members terms are up.
- Identifies rotating membership on committees with more than one member.
- Solicits volunteers to fill open positions.
- Inform **NLQG** of slate of officers and committee members.

Suggested number of members: 3

### Quilt Show

1. An important goal of the **NLQG** is to present a **Quilt Show** in alternate years in order to finance its activities over a two year period.
2. The show is dependent upon members to volunteer in order for it to be a success.
3. Planning must begin at least 1 year in advance in order to secure a venue.
4. Members and seniors will be offered a discounted admission price to the **Quilt Show**.
5. Children under 12 will have free admission.
6. Any member who places a quilt in the **Quilt Show** is expected to volunteer or contribute to the show.
7. The **Quilt Show Chair** will oversee specific procedures and sub-committees.

### Strategic Planning – Ad hoc