

The Grapevine Quilters of Mendocino County

POSITIONS, POLICIES and PROCEDURES

January 1, 2023

Guidelines

This document is not a collection of inflexible rules to which we must strictly adhere. Instead, it should be viewed as “guidelines” that have evolved from our past discussions and decisions. It should be understood that since we are a growing group, we probably have not addressed all unforeseen circumstances. Also, newer and better ideas that were not present in the past may be included. Except for what is mandated by the bylaws, these guidelines can be changed to include or better fit certain situations, or to accommodate changes we wish to adopt; however, those changes should be made carefully and with consideration, since much thought, time, and experience has made them what they are now.

POSITIONS

All committee chairpersons may attend and/or give reports at the Executive Board/Committee Chairperson meetings* and general meetings, and submit required information to the newsletter. (* All committee chairpersons may repost their progress or activities to the board via a report or by e-mail. They are not required to attend board meetings).

Each committee chair is responsible for maintaining a folder which contains a detailed description of the duties for that position and a record of its business and activities. In addition, each chairperson will provide an annual report of activities and expenses for the year. A proposed budget for the next year needs to be submitted to the budget committee by October 1st. These will be filed in their respective committee books. The proposed budgets will be given to the President, Budget Committee, and the Treasurer.

Committee Positions

A chairperson’s term for a standing committee will be two years. The chairperson may repeat their term unless otherwise stated in the Bylaws. If two people want to hold the same chairperson position there will be a vote by the general membership. All elected officers except the President may hold a committee chairperson position. Any committee chairperson can designate a co-chairperson.

No member shall receive monetary gain because of their position on a committee, i.e. free classes, free bus trips, free retreat space, free membership, free quilts.

STANDING COMMITTEES

Opportunity Quilt Construction

The chairperson and committee shall pick two patterns/kits for the Opportunity Quilt. The general membership will make the final decision for the pattern of the Opportunity Quilt. The committee will arrange and oversee the design and construction of the quilt. The Opportunity Quilt must be completed by the May General Meeting so raffle tickets can be sold as soon as the previous year's quilt raffle is completed.

Opportunity Quilt Raffle

This committee will display the Opportunity Quilt and sell the raffle tickets. The committee will find locations to display the Op Quilt and sell raffle tickets. The general membership needs to support the raffle committee by making suggestions on where the quilt can be displayed and taking turns sitting with the quilt to sell the tickets. **Each member is encouraged but not required to sell/purchase one book of tickets.** At the May Quilt show the Opportunity Quilt will be displayed and tickets sold. This quilt will be raffled off at the end of the quilt show or at the May meeting.

Quilt Show

This position will be co-chaired. The term of this position will run for 2 years, from July 1st to June 30th. The co-chairs will be appointed by the Board. It would be best if the Co-chairs term would end on alternate years. Anyone interested in being a co-chair of the Quilt Show will submit their name to the Board by the April Board meeting before the current co-chairs terms are up. It should be announced at the January, February and March general meetings that the nominations for quilt show chair will be due in April. The names will be reviewed by the Executive Board and will be voted on at the May Board meeting. The co-chairs are not an elected Board member.

The Co-chairs shall set the date, times and site of the Quilt Show, subject to approval by the Board. The co-chairs shall bring all contractual agreements concerning the Quilt Show to the Board for approval unless authorization is delegated by the President. The co-chairs will arrange for committee chairs needed for the Quilt Show and oversee these committees. The co-chairs shall oversee the soliciting, display and return of all quilts and other items used during the Quilt show. The committee shall prepare a budget for approval by the Board & Budget Committee. The Co-chairs will report back to the guild members with a financial report of the quilt show.

Community Outreach/Community Quilts

The chairperson and committee shall oversee the guild's charitable donations of quilts to people in the community. The committee will compose a list of organizations to receive quilts and ask the members to suggest additional charitable organizations. At the end of the year the committee will make a list of all quilt contributions for that year and report to the membership.

There will also be one person within the committee that will be responsible for keeping an accounting of all community quilts, who has the quilt, what is being done to the quilt, and the final destination of the quilt. Each month, in the newsletter, the chairperson will publish the number of quilts given out that month. The committee will develop a numbering system for each quilt that will stay with that quilt until it is disbursed.

The guild will also make additional items for the community which include but are not limited to doll quilts and pillowcases,

Retreat

The chairman will contact the hotel to make arrangements for our retreat. Currently our retreats are held in November and March . The chairman will negotiate the best price for the work room and hotel room accommodations for our members. The chairman will calculate all the costs involved in the retreat, determine the number of members that can be accommodated, insure that all expenses are covered and paid by the retreat's fees. The chairman will announce the dates and the price and will collect the deposit and final money from the members and give the money to the Guild Treasurer.

The chairman with help of a committee will arrange for a group quilt block and demonstrations. The chairman will create and distribute a letter to attendees of all retreat information. The chairman and committee will transport all equipment to the retreat location and set up the work room for the members. The chairman committee will take down all the equipment at the end of retreat.

STANDING INDIVIDUAL COMMITTEES (STANDING COMMITTEES THAT FUNCTION WITH JUST ONE OR TWO MEMBERS)

Block of the Month

The chairperson shall prepare patterns and samples of "Block of the Month" to be shown at the guild meeting prior to the month the block is to be turned in. Patterns will be published in the newsletter. The blocks should all be the same size, so that sampler quilts could be made by the members. . Members will receive one chance, for each block they make, to win all the blocks. The winning name will be drawn at random.

Secret Pal/ Give a Gift/Take a Gift

The guild will have an optional gift exchange at the meeting and it could be either Secret Pal or Give a Gift/Take a Gift.

Secret Pal: This chairperson shall set up the Secret Pal information sheet for inclusion in the newsletter *in* September and October and shall communicate to participants the rules of the activity. The forms need to be returned to the chairperson by the November guild meeting so that they can start in the New Year. The chairperson shall collect and distribute the member's information sheets. The chairperson will maintain copies of the Secret Pal information sheets. After the Secret Pals are assigned the chairperson will keep at least two copies of the Secret Pal master list, giving one copy in a sealed envelope to the Secretary. The chair will facilitate delivery of packages/cards at the monthly meetings and keep the program running smoothly. The Secret Pal identities will be revealed at the December meeting.

Give a Gift/Take a Gift: At each regular meeting, a member can bring a quilting related gift worth between \$10 and \$15 dollars to exchange for a gift from another member. The gift should be wrapped with no name on the gift. Each person that brings a gift will have their name placed in a bowl and at the end of the meeting the names will be drawn. The order the names are drawn will determine the gift selection order.

Sharing and Caring

The chairperson will communicate information to the membership as needed concerning the welfare of our members always being mindful to respect the privacy of our members. Type of cards that might be sent are sympathy, congratulations, get well, or thinking of you. Any member may contact the Sharing and Caring chairperson to request that a card be sent to another member. Chairperson shall send monthly report to the newsletter.

Fat Quarter

The chairperson shall coordinate the "Fat quarter exchange" which will be part of the monthly guild meeting. For every fat quarter submitted the member will receive a chance in the drawing. All Fat Quarters received will be divided into three winning groups. Names will be drawn during the meeting. Currently Village Sewing gives us Fat Quarters for the meetings. The chairperson announces what the theme for the next months Fat Quarters will be.

Freebie Table

The chairperson will be responsible for organizing the freebie table and assisting members in removing their items unclaimed at the end of the meeting

Historian/Photographer

The chairperson shall document all programs, workshops, raffle quilts, and other special events. This person shall maintain the guild's photo album and bring it to occasional guild meetings. At the end of their term, the photo album should be returned to the president.

Librarian

The chairperson shall maintain the books in our library and keep records of who has borrowed which publications. The books can be checked out for one month. If longer than one month the member should make arrangements with the Librarian. After a month's grace period, if the books have not been returned the name of those responsible for overdue books shall be given to the newsletter for publishing. The Librarian shall have a budget for acquiring new materials. The librarian should have two copies of the inventory of books and one list should be filed with the secretary.

Marketing & Merchandising

The chairperson shall look for items which can have the guild logo applied and sold to members or others through the guild for fund raising. This committee will oversee the ordering, purchasing, sales, and distribution of items such as T-shirts, totes, and pins.

Membership

The chairperson shall greet members at the entrance, have them sign in and offer guests a guild membership form, and name tag. Introduce the guests to the members. The membership person shall look for ways to increase membership. The chairperson will select a committee to assist them as greeters at the door at the guild meetings. The chairperson will be responsible for collecting visitor's fees.

The chairperson shall give a package to all new members consisting of an official name tag, a copy of the Bylaws and Position, Policies and Procedures and a membership card. New members may join anytime during the year and their dues will be prorated dependent on the month they joined. Membership form and dues may be mailed to the permanent guild mailing address. The Chairperson will start collecting dues in October for the next calendar year. The chairperson will keep record of the paid dues and will hand out the new membership cards.

On March 15th and September 15th of each year the membership chairperson will publicize an updated membership roster. The membership chairperson will notify the membership with new member information via the newsletter . The chairperson will maintain a current list of all email address, phone numbers and physical address for all members and disseminate it to other chairmen as necessary for guild business. At the end of each monthly meeting the membership chairperson will collect and balance all money received and give to the Treasurer accompanied with an accounting of the money.

Newsletter

The newsletter shall be printed or emailed on a monthly basis in conjunction with the monthly meetings. The newsletter editor will collect information for the monthly newsletter from the committee chairpersons and other individuals, who shall submit monthly reports to the newsletter editor. The editor will write and lay out the newsletter and oversee circulation. The editor will keep an updated email list to ensure that all members receive the newsletter. The newsletter shall be sent to the membership at least one week prior to the next Guild meeting. The newsletter shall publish names and addresses of new members. The chairperson shall submit costs for the newsletter to the Treasurer for reimbursement. It is hoped that all members will make an effort to receive the emailed version of the newsletter to conserve cost. For those members who do not have an email address or limited file size ability, upon request will receive a mailed newsletter in a condensed version.

An Affiliate member may place one business card size ad in the guild newsletter each month during the 12-month membership. In addition, each affiliate may place one specialty advertisement per calendar year in the newsletter.

Communications

This position is currently performed by the newsletter chairperson. The chairperson will receive an “up-to-date” email list from the membership chairperson for all members and affiliates. The chairperson will act as a central location for receiving and disseminating information to guild members. The chairperson will receive information that needs to be forwarded. At the board's direction, the chairperson will email or mail information to the members.

Parliamentarian

The Parliamentarian shall ensure that meetings are conducted in accordance with the terms of our Bylaws and Positions, Policies and Procedures. For those situations not covered in the Bylaws or Positions Policies, and Procedures the rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this organization. If no Parliamentarian has been appointed or is present, the Secretary shall act as parliamentarian.

The Parliamentarian shall be responsible for election of officers or other balloting deemed necessary by the President or Board. This includes but is not limited to: preparing ballots, verifying eligible voters, assuring no duplicate votes, counting ballots and assuring the integrity of the voting process.

Workshops & NCQC Representative

Workshop chairperson plans all classes, including arrangement for sign-ups for workshops/classes and collecting money for the fee of the class. The chairperson shall send contracts to the teachers of the class and arrange payment to the teacher through the treasurer. All teachers including guild members must sign a contract. All costs associated with the class will be covered by the fee

charged to the class attendees. If there are not enough people to cover the cost of the teacher and the facility, the class will be cancelled. Class fees are non-refundable unless class is cancelled.

The Workshop chairperson will be the NCQC (Northern California Quilt Council) and Guilds of the North Quarters representative. This guild member shall represent the guild by attending the Northern California Quilt Council meetings and will report back to the general membership. NCQC meetings shall be announced and published in the newsletter in advance.

Public Relations

The chairperson shall arrange for media outlets to announce our monthly meetings, send announcements to stores and organizations in the state for upcoming special events, and promote our guild at appropriate public venues. All the members should be responsible for outreach to our community.

Treasure Baskets

This person shall put together “Treasure Chest” baskets for raffle at the monthly meetings. Members may donate sewing items, fabric, etc. for the baskets. Treasure Chest chairman may buy items with budgeted money. The chairman collects the cash and presents to the Treasurer with an accounting at the end of the monthly meeting

Social Media Coordinator

This chairperson shall update and maintain the guild’s social media, including but not limited to facebook page, and web page. The Executive Board will approve items to be posted on the web page.

SINGLE PROJECT COMMITTEES (COMMITTEE IS DESIGNATED FOR A PROJECT NOT A TIME PERIOD)

Audit Committee

Within 60 days after the end of each fiscal year, an audit committee shall be appointed by the Executive Board to review the guild expenditures. This committee shall consist of the Vice President as chair, the Financial Officer, Treasurer, and at least two guild members. The Treasurer shall only act as an advisor to the committee. The audit committee shall look at and reconcile with receipts all guild expenditures. An annual fiscal statement, which shall include a current inventory of guild assets, will be prepared by the committee. The audit must be completed by March 15 and distributed to the members at the April monthly meeting.

By-Law Committee

The chairperson will be selected every other year (odd years) for possible additions or revisions to the by-laws. See bylaw Amendments under by-laws.

Budget Committee

Our fiscal year shall run January 1st through December 31st. A budget committee will be made up of volunteer/board appointed members, the Treasurer & Financial Officer. The budget committee, working with the budget information submitted by the committees, will assemble a proposed budget which covers all guild activities for the year, including the Quilt Show to be submitted at the November board meeting and presented to the membership for a vote at the November monthly meeting

Nominating Committee

The chairperson of the nominating committee can be a volunteer or appointed by the President at the May meeting. The nominating committee will be responsible for the board positions and the committee chairpersons for the Standing Committees. The chairperson will call members to ask for volunteers to be on the committee. At the June guild meeting, the chair will ask the general membership for nominees for each board position and standing committee chairman. In June and July, the committee will secure the nominees for the slate of officers and committee chairs for the next fiscal year.. The chairperson will submit of the slate of candidates to the newsletter chairperson to be published in the August and September newsletters. The candidates will be introduced at the August and September guild meetings. The chairperson will supply the newsletter chairperson with an absentee ballot to be published in the October newsletter. The officers will be voted on at the October guild meeting.

President's Quilt

It has been the tradition of the guild to present the outgoing President with a quilt at the end of their term. The Vice President shall appoint a chairperson in January of the President's last year. The chairperson will assemble a committee and decide on a theme and block pattern for the quilt. The block will be given out to the guild members in March with instructions. Blocks will be returned to the committee by June. The committee will monitor the progress by the members on completing the blocks. The committee will then oversee the assembly and quilting of the quilt. The finished quilt will be presented to the outgoing President at the December guild meeting.

P.I.Q.F. Bus Trip

The Pacific International Quilt Festival is held each October in Santa Clara. The chairperson will contact members starting in July to determine if there are enough members interested to charter a bus. The chairperson will arrange for a bus dependent on the needs of the members, determine the price, contact the festival to arrange for group pricing and collect money from the members. The chairman will calculate all the costs involved in the bus trip and insure that all expenses are

covered and paid by the bus trip fees. If there is room on the bus the Chairperson will contact neighboring guilds to notify them of available seating. If free tickets are given to the guild from PIQF, the tickets will be given as a drawing on the bus to the participants.

POLICIES & PROCEDURES

Membership/Guests /Speakers

The **membership roster** is for active members personal use only. Any use of the membership roster for commercial use or solicitation will result in reprimand from the board with the possible expulsion of that member from the guild.

Visitors May attend two general meetings free. If a visitor attends more than two meetings and doesn't wish to join the guild a \$5.00 donation will be requested. If a paid speaker is presenting a program during any meeting, all non-members will pay \$5.00.

Name tags

Each member shall wear a name tag at meetings. Name tags will be provided to guests by the Hostess/Front Desk chairman. Members may also for a donation of 25 cents get a paper name tag from the front desk person. During the meeting the Financial Officer will collect a fine of \$1.00 for any member not wearing a name tag.

Opportunity Quilts From Other Guilds:

We will allow other organizations to sell raffle tickets for their opportunity quilts as part of their fund-raising at our guild meetings as long as they are willing to reciprocate.

Financial

In the absence of an approved budget, no money may be paid from the Treasury without membership approval. Any bill not covered in the budget must be approved by the Executive Board. Whenever possible an estimate of the costs should be submitted.

All bills submitted for reimbursement shall be presented to the Treasurer with a voucher and supporting documents. There will be no reimbursements or fees paid without supporting documents. If a person needs the original receipt for her/his records, i.e. credit card statements or phone bills, the person may submit a photocopy of that statement or bill.

The President can delegate the ability to sign contracts on behalf of the guild, to the chairperson of committees. A copy of all signed contracts must be given to the Secretary for filing.

Redwood Empire Fair Quilt Award Sponsorship:

The Guild will sponsor awards for the best of division winners in each division of Quilting at the Redwood Empire Fair. The divisions receiving awards are Beginner level, Intermediate level, Advanced level and Professional level. The Fair will give the guild a list of the winners and the recipient's award will be presented at the September monthly guild meeting. In June the Executive Board will vote on what the guild will be awarding each of the winning exhibitors which can be monetary or nonmonetary.

Suggestion Box

A suggestion box should be made available at the beginning of each meeting for all members. The placing of the box shall be such that members can remain anonymous when they enter their suggestions. The Suggestion Box will be the responsibility of the Member Representatives and they will read all suggestions and act accordingly. Appropriate suggestions will be published in the newsletter.

Meetings

We shall have a minimum of 10 guild meeting *a year*.

Currently the general meetings are held at 6:00 p.m. at the Holy Trinity Church 640 S. Orchard Ave. Ukiah, California. During each General Meeting, the Member Representatives will be introduced to members to facilitate communication between the members and the Member Representative. New members and visitors will be introduced at the meeting.

The Executive Board/Chairperson meetings are currently held on a monthly or as needed basis, with the date, place and time agreed on by the Board and published in the newsletter.

Programs

We agree that we shall incur the expense of as many instructors as budget will allow, and will try when possible to coordinate these with neighboring guilds. A \$5.00 fee will be charged for non-members for a paid program. Contracts will be sent to all speakers. If a guest speaker is also an author, the speaker will be asked to donate a book, or whether we may buy it at a discount for our Library. If a speaker has goods to sell or show, someone will be assigned by the chairperson to safeguard those items.

Prepared By the Bylaws Committee

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