

The Grapevine Quilters of Mendocino County

POLICIES, PROCEDURES and COMMITTEES

January 1, 2025

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 in the Bylaws, these guidelines may be changed by informal vote of the members. Within this document there are positions that may or may not be in use all the time.

All committee chairpersons may attend and/or give reports in person or sent via email for the Executive Board meetings, general meetings, and submit information to the newsletter. The Committee Chairpersons are encouraged but not required to attend Board meetings.

Each Committee Chair is responsible for maintaining a record of its business and activities. In addition, each chairperson will provide an annual report of activities and expenses for the year to be presented at the January meeting. A proposed budget for the next year needs to be submitted to the Treasurer by October 1st. Committee chairperson will present a report on the committee’s activities at least twice a year to the Guild during a general meeting.

A chairperson’s term for a standing committee will be two years. The chairperson may continue their term unless otherwise stated in the bylaws and approved by the Board. 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 or reduced cost for classes, bus trips, retreat space, membership, quilts or receive compensation for time spent performing Guild activities.

POLICIES & PROCEDURES

Name Tags

It is strongly recommended that each member wear a name tag at all meetings and events. Name tags will be provided to guests by the Membership Committee. Members may obtain a paper name tag from the Membership Committee at any meeting, if needed.

Opportunity Quilts From Other Guilds

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

Redwood Empire Fair Quilt Award Sponsorship

The Guild will sponsor awards for the Best of Division winners in each Quilting division at the Redwood Empire Fair. The divisions receiving awards are Beginner Level, Intermediate Level, Advance Level and Professional Level. The Fair will provide the Guild a list of winners and the awards will be presented at the September Guild meeting. In June the Executive Board will decide on what the guild will be awarding each of the winning exhibitors, which can be monetary or non-monetary.

Suggestion Box

A suggestion box will be made available at the beginning of each General meeting. Suggestions or comments may be submitted anonymously. 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.

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 participation fee will be charged to non-members for a paid program. An Instructor Agreement will be signed by all speakers, (Attached as **Exhibit B-3**).

STANDING COMMITTEES

Opportunity Quilt Construction

The Opportunity Quilt is a quilt created annually by the membership to be raffled to raise money for the Guild mission. The committee will choose the pattern for the annual Opportunity Quilt. The committee chair will arrange and oversee the design and construction of the quilt. The Opportunity Quilt should be completed and presented by the May General Meeting as tickets go on sale June 1st. All guild members are invited to suggest quilt patterns for consideration for future Opportunity Quilts.

Opportunity Quilt Raffle

The committee is responsible for arranging opportunities to display the Opportunity Quilt and coordinate the sale of raffle tickets, coordinating with the Fundraising Chair as needed. The general membership is encouraged to suggest possible events to display the Opportunity Quilt. Each member is also encouraged to buy/sell a minimum of ten raffle tickets each year. The committee will set an annual ticket sales goal and report on progress at general meetings. The raffle winner will be drawn at the close of the annual quilt show or at the May general meeting.

Quilt Show

The position of Quilt Show chair will be appointed by the Executive Board and will be for a term of two years. The term for Quilt Show Chair will run from June 1 to May 31. Consecutive terms may be served with the approval of the Board and the membership. When a current Chair's term is ending, it will be announced at all first quarter regular meetings that anyone interested in being Quilt Show Chair should submit their name to the Executive Board for consideration. After approval by the Executive Board, the nominee will be presented to the Guild Membership at the May meeting for a vote of approval. The Quilt Show Chair is not an elected Board Member.

The Quilt Show Committee will be co-chaired by the Guild President to serve as a connection to the Executive Board. The Quilt Show Chair is responsible for overseeing the planning and execution of all aspects of the Quilt Show and will set and manage all necessary committees. The Chair will regularly report on the planning progress at all general membership meeting and Board meetings. The Chair is responsible for all expenditures and income related to the Quilt Show. The chair will keep detailed records of all expenditures and income and will provide the Board and the membership with a final accounting at the first general meeting following the Quilt Show.

Community Quilts

The chairperson and committee shall oversee the guild's donations of quilts. The committee will maintain a list of organizations to receive quilts. Members may suggest additional recipients for donations. The committee 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 Chairman will present an annual report to the general membership at the end of each year including a specific list of recipients by category.

This committee will also coordinate other donation opportunities for the Guild including but not limited to Christmas items, e.g. toys, stockings, doll quilts and pillowcases.

Publicity/Fundraising/Community Outreach

The Committee is responsible for publicizing the Guild and the Guild's events, develop marketing outreach to promote all events, fundraisers, and recruiting of new members.

- **Marketing** - This Committee Chair is the liaison to the Ukiah Valley Business and Tourism Alliance [Chamber of Commerce]. The Committee will work to utilize the tools offered by the UVBTA including participation in events, utilizing the UVBTA social media to promote the Guild and the Guild's events, and working with the UVBTA director to learn of additional marketing ideas and opportunities.
- **Fundraising** - This committee is responsible for identifying fundraising opportunities for the Guild, including applying for grants. The committee will coordinate all fundraising opportunities, with the general membership's cooperation to staff as needed. The committee will work with other committee chairs with fundraising responsibilities.
- **Grant Manager** - The Chair of this committee is the Grant Manager for the Guild, who is responsible for identifying and applying for available grant opportunities. The Chair will act as the contact and liaison for all grant related communications, tracking, and reporting.
- **Publicity/Community Outreach**- This committee will work to keep the Guild in the public eye with the goal of promoting the Guild and events, gaining community support for our mission goals, supporting fundraising efforts, and recruiting new members. They will use local media, social media (working with the Social Media Committee), reaching out to local service groups and other community partners, posters, flyers, etc. to promote the Guild and our events and activities.

Mystery Quilt

The chairperson of the Mystery Quilt committee is responsible for organizing mystery quilt opportunities for the guild membership throughout the year. The intent is that a new mystery opportunity will begin within one month of the completion of each mystery quilt, with at least one Mystery every year. The Chair is responsible for

- choosing the mystery patterns
- developing the clues and providing clues to participating members
- collecting nominal participation fee
- This fee needs to cover prizes for three place awards and an administrative to the guild
- Organizing the final showing of quilts at a regular guild meeting and facilitating the voting for awards by the members present

Scholarship Committee

The guild will offer scholarships primarily for dues for those members unable to meet the dues requirement. To ensure confidentiality, the Scholarship Committee will consist of Executive Board members only – the Treasurer, the Financial Officer, and a Member Representative. To receive a scholarship, a member must complete an Application for Scholarship. All applications will be reviewed by the Committee, conducting interviews with the applicant if needed, to decide if a scholarship is applicable and will be awarded. As part of the process, the Committee will determine if the member is eligible for participation in the Grouper program. The Executive Board will determine, through the regular budget process, the amount of funds available for scholarships each year. The number of scholarships awarded will be determined by the amount of funds available. The committee, with the approval of the Board, will determine a set of criteria to determine eligibility for scholarship funds. These criteria will apply equally to every applicant.

STANDING INDIVIDUAL COMMITTEES

(Standing Committees That Function With Just One or Two Members)

Retreat

The Retreat Committee is responsible for the coordination and planning of at least two retreats each year. It is suggested that a retreat is held in March and November. The Committee will decide on the specific dates and location of each retreat and plan all related activities. The Committee will set the cost for the retreats to ensure all costs are covered, including a nominal administrative fee for the Guild. The Committee will arrange for the transport/return of all necessary equipment to the retreat location and will set up the retreat space to ensure a positive and productive experience for all attendees.

The Retreat Committee Chair is responsible for collecting all fees, arranging for necessary payments with Treasurer, submitting all collected fees to the Treasurer for deposit prior to the retreat, and ensuring all relevant information is communicated to members in a timely manner. The Chair is responsible for ensuring all Guild required documentation is completed and returned to the Board for filing with the Guild's permanent record including but not limited to any lease/rental agreements, expenditure accounting, and incident reports, if needed. The Chair will insure at least one Committee member is on site at the retreat at all times.

Non Guild members may attend guild sponsored retreats, but members will have priority. If an attendee must cancel, a full refund of the retreat fee will be provided up to two weeks prior to the retreat. If an attendee cancels within the two weeks prior to the retreat start date, they may arrange for someone else to take their place, with the new attendee paying the retreat fee to the cancelling attendee directly.

At the earliest opportunity, to allow for adequate planning, retreat information will be provided to the membership via email through the Communication Committee, with information included in at least two newsletters prior to the retreat start date.

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 during the general meeting.

Gift Exchange

The Chairperson will arrange for any agreed upon Gift Exchange events between the guild members. In the past the Guild has had a Secret Pal, Bring a Gift Take a Gift and a Christmas gift exchange. A renewal of these programs or a new program might be started and the Chairperson will facilitate the logistics of these programs.

Sharing and Caring

Any member may contact the Sharing and Caring Chairperson to request that a card be sent to another member. Type of cards that might be sent are sympathy, congratulations, get well, birthday or thinking of you. 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. Chairperson shall send monthly report to the newsletter with number of cards sent and details from members.

Fat Quarter Exchange

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. The chairperson shall check with local fabric vendors for donations of fat quarters for the exchange. The chairperson announces what the theme for the next months fat quarters will be the meeting and in the newsletter.

Freebie Table

The chairperson will be responsible for organizing the freebie table and has the authority to handle items as they see fit to best benefit the Guild.

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.

Membership

The Membership Chairperson's duties are as follows:

- This committee is responsible for gathering and maintaining the Guild's membership information.
- Will be the first point of contact at all meetings, greeting members and guests as they arrive.
- Will ensure all members and guests sign in, provide temporary name tags, Guild information for guests and new members, etc., utilizing the Guild's official sign in sheets that include the Release Information. (Attached as **Exhibit B-1**)
- Will maintain the official membership roster that includes all member names, contact information, and membership status. An updated roster will be provided to the membership twice a year, in the March and September.
- Will collect all related fees, including, but not limited to, membership dues, entry/participation fees, etc. and turn in fees and all accounting paperwork to the Guild Treasurer at the next general meeting.

- Will report out at each meeting, under Membership Report, how many members are in attendance and how many guests; will introduce new members and guests.
- New Members:
 - Create new member packets and have them available for distribution to new members upon joining. These packets will include the membership form, the current Guild Bylaws and Policies, Procedures and Committees the current membership roster, and membership card.
 - Provide new member information to have the name tag created and distribute name tag to new member upon completion.
 - Share new member contact information in the next newsletter, so member may update their rosters.
 - New members may join at anytime during the year.
- Membership Renewal/Membership Forms:
 - Will have membership forms available for members at the December and January general meetings.
 - Will collect completed membership forms and annual dues from all renewing members each January.
 - Will update roster with information provided on membership forms. The original membership form will be forwarded to the Guild Secretary where they will become part of the Guild's permanent record.
 - The Chair will send membership renewal letters to all affiliate members in December including a membership form.

Communications/Newsletter

The Communication 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. At the Board's direction, the chairperson will email or mail information to the members.

- The newsletter shall be printed or emailed on a monthly basis in conjunction with the monthly meetings.
- The Chairperson will collect information for the monthly newsletter from the Committee Chairpersons and other individuals, who shall submit monthly reports to the newsletter editor.
- The Chairperson will write and lay out the newsletter and oversee circulation.
- The Chairperson 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.

All members will make an effort to receive the emailed version of the newsletter to conserve cost. 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.

Parliamentarian

The Parliamentarian shall ensure that meetings are conducted in accordance with the terms of our Bylaws and Policies, Procedures and Committees. 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.

If directed by the Executive Board the Parliamentarian will perform a confidential investigation pertaining to a disciplinary action against an officer, chairperson or member and conduct an informal hearing in Executive Session, according to procedures as defined in the current edition of Robert's Rules of Order, Newly Revised.

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. The Parliamentarian will be the Bylaws Committee Chair.

Guideline for any vote that requires a ballot: All ballots will be counted; this includes absentee ballots received before the October general meeting. The member should place their absentee ballot in a sealed envelope with their name and the term BALLOT clearly marked on the outside of the envelope. The sealed envelope should be presented to the election counters still sealed. The election will be decided by a majority of ballots cast.

Workshops

The Workshop Chair is responsible to plan, schedule, and coordinate workshops to meet the goals of the Guild's mission and purpose.

For each workshop, the responsibilities of the Workshop Chair are:

- Secure a signed Instructor Agreement (Attached as **Exhibit B-3**) for all instructors.
- Determine instructor travel and per diem costs using the current rates set by the GSA for California, at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Ensure all related costs for each workshop are covered by the participation fee collected by attendees, including an administrative fee for the Guild.
- Provide all workshop information to Guild members in a timely manner, including that fees are non-refundable unless event is cancelled.
- If there are not enough attendees to cover the cost of the workshop, the event will be cancelled and all fees returned.

In the event the Guild receives grant funds for education, the Workshop Committee Chair will work with the Guild Grant Manager to ensure all funds are expended per grant protocols and all required supporting documentation is provided in a timely manner.

Treasure Baskets

This Committee shall put together Treasure Baskets for raffle at the general meetings. Members may donate sewing items, fabric, etc. for the baskets. Treasure Basket Chairperson may buy items with budgeted money. The Chairperson collects the cash and presents to the Treasurer with an accounting at the end of the meeting.

Social Media Coordinator

This Chairperson shall update and maintain the Guild's social media, including but not limited to Facebook page, and website. The Chairperson will work with the Executive Board on the content for the website.

Guild Regional Representative

The Guild Regional Representative will be the Guild's representative at all regional meetings, including, but not limited to, Northern California Quilt Council (NCQC) and Quilt Guilds of the North Quarter. Whenever possible, the Representative will take the Opportunity Quilt to regional meetings and sell raffle tickets. While all members are welcome to attend, the Guild Regional Representative is required to attend all meetings. In the event the Representative is unable to attend, they will work with the President to arrange for an alternate attendee. Regional meetings will be announced to the members in advance, in the newsletter and/or at general meetings. The Representative will report back to the general membership after each meeting.

SINGLE PROJECT COMMITTEES

(Committee Is Designated For A Specific Project Not A Time Period)

Audit Committee

An annual audit shall be conducted within the first quarter of the fiscal year and report to the membership at the following General meeting. The Audit Committee shall be appointed by the Executive Board. This Committee shall consist of the Vice President as chair, the Financial Officer and at least two guild members. The Treasurer shall act as an advisor to the committee. The Audit Committee shall review and reconcile with receipts all guild expenditures. The committee will sign an annual Audit Report Verification Form, (Attached as **Exhibit B-2**), to become part of the permanent record.

Bylaws Committee

Per article XIII of the Bylaws a committee will be formed every other year to review the Bylaws and Policies, Procedures and Committees for possible additions or revisions. This review is conducted every other year with approvals occurring in odd years. The Parliamentarian will be the committee chairperson.

Budget Committee

A Budget Committee will be set by the Board in August of each year, consisting of the current Treasurer and Financial Officer and member volunteers. Using information submitted by the Committee Chairs and the current year's total expenditures, this Committee will create a proposed budget for the upcoming fiscal year. The proposed budget will be presented to the general membership at the November guild meeting and voted on at the December guild meeting.

Nominating Committee

The Member Representatives are the co-chairpersons of the Nominating Committee. The Nominating Committee is responsible for:

- Recruiting for all Board positions.
 - In June and July, the committee will secure nominees for the offices up for election for the upcoming year.
 - The committee will submit the slate of candidates to the Communication Chair to be published in the August and September newsletters.
 - The candidates will be introduced to the members at the August and September general meetings.
 - The committee will provide the Communications Chair with the ballot to be included in the October newsletter.
 - Election of officers will be held at the October general meeting, by secret ballot. (See Parliamentarian)

- Recruiting for all Committee Chairpersons.
 - In the fourth quarter of each fiscal year, the committee will confirm with all Committee Chairs that they are continuing in their positions.
 - The committee will report to the general membership in November and December, in the newsletter and at general meetings, all chairperson vacancies.
 - If a chairperson vacates their position before the end of the year, the committee will recruit for a replacement as needed.
 - The committee will report the names of all chairperson volunteers to the Board

President's Gift

It has been the tradition of the guild to present the outgoing President with a gift at the end of their term. The Vice President shall appoint a chairperson in January of the President's last year to procure the Gift. If necessary, the chairperson will assemble a committee. The gift will be presented to the outgoing President at the December guild meeting.

Attachments to these Policies, Procedures and Committees:

Exhibit B-1	Official Sign-in Sheet
Exhibit B-2	Audit Report Verification Form
Exhibit B-3	Instructor Agreement
Exhibit B-4	Scholarship Request Form

Prepared By the Bylaws Committee

Liz Finn, Chairperson
 Ginny Leber
 Wilma Keeney

Leanne Thompson
 Pamela Parrish
 Dee Pallesen

Grapevine Quilters Member Sign-In Sheet

Date: _____ Event: _____

Release: Per the terms of our insurance, members of the Guild are not covered in the event of any injury. Therefore, members shall assume all risk of loss, damage, liability, injury, cost or expense that may arise or be caused in any way, at any facility where Guild functions are held.

All Members must sign in....

1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

Exhibit B-1

Grapevine Quilters Guest Sign-In Sheet

Date: _____ Event: _____

Release: Per the terms of our insurance, members of the Guild are not covered in the event of any injury. Therefore, members shall assume all risk of loss, damage, liability, injury, cost or expense that may arise or be caused in any way, at any facility where Guild functions are held.

All Guests must sign in....

1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

Exhibit B-1



Audit Report Verification

This committee has reviewed the fiscal records of the Grapevine Quilters Guild of Mendocino County for the year _____, reconciling receipts for each expenditure. This committee certifies that all records are properly reconciled, and all funds are accounted for.

Signatures:

Vice President: _____ Date: _____

Printed Name: _____

Financial Officer: _____ Date: _____

Printed Name: _____

Guild Member: _____ Date: _____

Printed Name: _____

Guild Member: _____ Date: _____

Printed Name: _____

Guild Member: _____ Date: _____

Printed Name: _____

Guild Member: _____ Date: _____

Printed Name: _____

Exhibit B-2



Grapevine Quilters of Mendocino County

PO Box 1825 Ukiah CA 95482 grapevinequiltersmendoco@gmail.com

Instructor/Workshop Agreement

Date: _____

This agreement for lecture/workshop/class ("Services") is made between Grapevine Quilters of Mendocino County and _____ ("Instructor/Presenter"), as follows:

I. Instructor/Presenter Information

Instructor/Presenter: _____

Contact Name (if different): _____

Address: _____

Phone: _____ Email: _____

II. Class/Workshop/Presentation Details:

Title/Description: _____

Date(s): _____ Time: _____

Location: _____

III. Payment for Services: Full payment will be made in full upon completion of services.

Cost of Class/Workshop/Presentation: _____

Cost of any supplies/kits/patterns required: _____

IV. Payment for Travel Expenses: Per diem will be paid at the current rate established by gsa.gov for Ukiah CA upon completion of services.

Lodging: No. of Nights _____ Mileage: No. of miles round trip _____

Date/Time Travel Begins: _____ Date/Time Travel Ends: _____

No. of Meals: B _____ L _____ D _____ Total Per Diem: \$ _____



SCHOLARSHIP REQUEST

Name

Address

Phone

Email

I am requesting assistance with my Grapevine Quilters Guild annual dues.

_____ Full amount (\$40)

_____ Partial amount: I can afford to pay \$_____ and am requesting help with the balance.