

HEART OF OHIO QUILTERS GUILD POLICIES

1. MEMBERSHIP

- A. New members will receive a new member packet from the membership chair at the time of joining the Heart of Ohio Quilters Guild, which henceforth will be referred to as the Guild. Members will gain access to the website from the website committee.
- B. Members of the Guild are expected to willingly donate and participate in guild functions, help with service projects, and serve on committees. Donations may be in the form of time, supplies, or completed projects that benefit the goals of the Guild.
- C. A member may borrow books from the Guild library for a period of one month only. Non-returned items must be replaced or reimbursed to the Guild at the cost of current market value.
- D. Members may not use general membership e-mail, guild meetings, other guild functions or *The Thread Connection* to promote personal business. Except as addressed in 2B below.
- E. Photos of members relating to guild activities may be used for social media, publicity and the guild website, unless the member provides written exclusion.
- F. Members are responsible for providing current contact information to the Membership Chair.

2. MEETINGS

- A. Dates of guild meetings and executive board meetings will be posted on the website and published in *The Thread Connection*, the official Guild newsletter.
- B. Members may only advertise their own quilt related business/services with flyers or brochures on the sign-in table. These members are responsible for removal of all their material by the end of the meeting.
- C. Advertisements for non-guild quilt related activities may be displayed on the sign-in table and will be removed at the end of the meeting.

3. OFFICERS

- A. The duties of all officers will commence January 1.

4. CONFLICT OF INTEREST

- A. Whenever an officer, committee chair or committee member has a financial or personal interest in any matter coming before the board, the affected person shall:
 - 1. Fully disclose the nature of the interest and
 - 2. Withdraw from discussion, lobbying and voting on the matter.
- B. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested officers, committee chairs, and/or committee members determine that it is in the best interest of the Guild to do so.
- C. The minutes of meetings at which such votes are taken shall record such disclosure, abstention or rationale for approval.
- D. Each year officers and committee chairs shall sign a "Conflict of Interest" acknowledgement statement, which will be kept by the Guild president.

5. FINANCES

- A. Committees are expected to stay within the approved yearly budgets.
- B. The executive board has the authority to spend up to \$500.00 for a single expenditure for Guild business. If the expenditure exceeds the \$500.00 then the request for the expenditure must use the following process:
 1. Be discussed and be approved by the executive board.
 2. Be sent with *The Thread Connection* or e-mailed to members.
 3. Have an approval of a majority vote of the members present at the next monthly Guild meeting.
- C. Special Events
 1. A special event that can accommodate all Guild members may be wholly or partially paid for by the Guild with executive board approval. As with any special event, tickets will be restricted to Guild members until a period of time prior to the event.
- D. The Guild will carry liability insurance and treasury bonding insurance.
- E. The signer of any check returned to the Guild for insufficient funds will be responsible for the administrative fee charged by the bank to the Guild plus the amount of the check.

6. NOTEBOOKS

- A. All officers and committee chairs are charged with the responsibility of keeping a notebook, which is a necessary tool for maintaining the functions of the Guild. These notebooks should be kept for a minimum of three years.
- B. Each notebook contains a detailed record and summary of the current year's activities of the office or committee and instructions/ guidance on how to conduct the committee.
- C. Each notebook is passed to the next officer or chair at the December Guild meeting, except for those overlapping committees, which will turn over the notebook within thirty (30) days following the event. If there is no chairman for the next year, the notebook is turned over to the guild president.

7. RECORDS RETENTION

- A. The Secretary will be the custodian of the guild's permanent records, specifically meeting minutes and the monthly newsletters. These records will be stored in duplicate electronically on a thumb drive and a cloud.
- B. The Treasurer is the custodian of the guild's financial records, following the retention recommendations of the accountant. These records will be stored in the locked file cabinet in the guild storage unit and on a thumb drive.

8. COMMITTEES

- Current committee chairs are charged with presenting a detailed plan and budget for the following year to the executive board.
- Any changes to the plan or budget must be brought before the executive board. Committee chairs are expected to report to the executive board as needed.
- If for any reason a chairperson is unable to fulfill the duties of the position, the president of the Guild or the executive board has the authority to ask for the resignation of that chair and appoint a replacement.

- Committee chairs will be responsible for submitting income and expense reports according to the treasurer's specifications.
- The chair of a committee must be a member in good standing.
- If a Committee lacks a chairperson, that committee will be suspended for that year.
- Committee chairs are charged with providing current information about their committee activities to the Executive Board and the guild newsletter.

A. Banquet

1. The banquet committee is charged with the responsibility of planning a banquet with a guest speaker in celebration of National Quilt Day in March.
2. The banquet is funded in two ways:
 - a. One is the self-supporting meal and decorations as well as the rental of the hall or location of the banquet.
 - b. The second part is for the program expenditures, which would include lodging, transportation, meals and lecture fee. This is funded out of a specific line item in the budget.

B. Block of the Month

1. The block of the month chair is charged with the responsibility of presenting a block pattern that will encourage each Guild member to participate. No copyrighted material may be used without permission.
2. The chair will make the pattern available on the Guild website.

C. Challenge

1. The challenge committee is charged with the responsibility of planning and executing a contest among participating Guild members to produce a finished quilt project using specified material and criteria.

D. Communications

1. Newsletter

- a. The Newsletter committee is charged with the responsibility of publishing *The Thread Connection*.
- b. This committee consists of an editor and at least one mailer.
- c. The newsletter will be distributed the week after the executive board meeting and will be placed on the Guild web site as a restricted item.
- d. The editor will set the deadline day for information to be included in *The Thread Connection*.
- e. *The Thread Connection* will contain the minutes of both the general guild meeting and the executive board meeting, and is the official source record for the decisions made by the board and Guild members.

2. Web Site

- a. Two super administrators will be designated and will be responsible for:
 - (1) Maintaining web site and structure, including back-up.
 - (2) Renewal of the web site's domain name and contract with contract host.
 - (3) Training and support for general membership.
 - (4) Training current officers and chairs of all committees how to place content and pictures on the site. Content will be the responsibility of the officers and chairs.

E. Community Service Projects

A major focus of our guild is to administer service projects that give to our community.

1. Quilts for Kids Committee

- a. The Quilts for Kids committee is charged with the responsibility of distribution of quilts to those charities that donate the quilts to children in crisis.
- b. Collection of donated fabric and assembling kits for guild members to complete will be the basis of this committee.

2. Hugs from the Heart

- a. The Hugs from the Heart committee is charged with the responsibility of the production of quilts for individuals in crisis.
- b. Collection of donated fabric and assembling kits for guild members to complete will be the basis for this committee.
- c. Guild members may request a quilt for an adult in crisis. For confidentiality, it is not necessary to reveal the recipient's name when requesting a quilt.

3. Quilts of Valor

The purpose of this committee is to coordinate the production of quilts for wounded service persons that are distributed through the Quilts of Valor Foundation.

4. Community Care Quilts

The purpose of this committee is to coordinate the production of quilts that will be distributed to community care programs as needed.

5. Other projects

Groups or individuals may approach the executive board with ideas or a request to establish a group as needed.

F. Education

The purpose of this committee is to create, schedule and present educational programs to the public.

G. Fabric Exchange

1. The committee is charged with the responsibility of administering the fabric exchange.
2. The committee selects a fabric theme and the methods for the exchange and communicates that information to the Guild.

H. Featured Artist

1. The featured artist is an honored Guild member, in good standing, selected by the Guild members.
2. The featured artist receives a free one-year Guild membership, a \$50 gift certificate and a framed certificate.
3. The featured artist's work will be shown as a special exhibit at the quilt show.
4. The current featured artist will chair the selection process for the next featured artist.

I. Goodwill Angel

The goodwill angel is charged with the responsibility of sending get-well wishes and/or sympathies to guild members.

J. Historian

1. The historian is charged with the responsibility of maintaining the history of the Guild.
2. The chair will store the completed history and make it available.

K. Hospitality

1. The vice president or designee will serve as the hospitality chair and is charged with the responsibility of greeting members and guests at the Guild meeting.
2. The vice president or designee registers those in attendance, announces guests and moderates the "show and tell," portion of the program.

L. Librarian

1. The librarian is charged with the responsibility of the guild library, which includes maintaining an inventory of the guild library books and other guild property.
2. The library will be open thirty (30) minutes prior to most meetings, for the borrowing and returning of books unless otherwise announced.
3. The librarian will contact members with overdue books for the return of said book or reimbursement for replacement of that book's current market value.
4. The librarian will present the inventories for audit at the end of the year. Two volunteer members will perform this audit.

M. Membership

1. The membership chair will be responsible for collecting dues.
2. The membership chair will maintain a list of all paid members. A Guild roster will be made available to all members. This roster will contain members' birthdays, phone numbers, e-mail addresses and mail addresses.
3. The chair is responsible for updating all appropriate committee chairs of all changes to the roster. Changes to the roster will be officially posted on the Guild website as a restricted item.
4. The chair is responsible for preparing and distributing new member packets.

O. Programs and Workshops

1. The program and workshop committee is charged with the responsibility of planning and executing programs to educate, inform or entertain Guild members at the monthly Guild meeting. This committee is also charged with the responsibility of planning and conducting special classes or lectures, and is encouraged to draw upon current member talent or local community teachers for the workshops.

2. The committee operates for a two-year cycle. During the first year the committee will plan the programs and workshops. During the second year the committee will execute the programs and workshops. The current committee is encouraged to communicate with the incoming committee to share procedures.
3. Contracts for speakers and workshops must be written in compliance with the Guild's not-for-profit status under 501 (c)(3) of the Internal Revenue Code. The board must approve any changes to contracts.
4. Workshops are funded in two ways:
 - a. The first is the collection of workshop fees from attendees.
 - b. The second is for workshop expenditures, which would include advertising; teacher lodging, transportation and meals; and facility rental. This is funded out of a separate line item in the budget.
5. Workshop instructors determine class guidelines and specifications.
6. The program committee, with Executive Board approval, may choose to charge a fee for non-members when a guest speaker is scheduled for a general meeting or at any other guild activity.
7. The committee must report to the executive board, monthly.

P. Publicity

1. The publicity chair is charged with the responsibility of promoting the Guild activities, by the submission of announcements and articles to newspapers, magazines, and other appropriate sources, including Internet sites, working in conjunction with the event or activity's chair concerning events and activities of the Guild.
2. Special event committees should appoint their own publicity person to work in conjunction with the publicity chair.

Q. Quilt Show

The quilt show chair is charged with the responsibility of planning, organizing and implementing the Guild's biannual quilt show. Because this is such a large undertaking, the chair will form a committee sufficient to meet all aspects of this endeavor, i.e. raffle quilt, publicity, vendors, facilities, food and others.

R. Refreshments

1. The refreshments committee is charged with the responsibility of any and all food related activities.
2. This committee performs the set up and cleans up snacks at Guild meetings.
3. The refreshments committee will plan and provide for the table service, beverage, decorations and food as necessary for special events as designated by the executive board. Plans and requirements for those events will be published in the newsletter prior to the event.
4. The chair will solicit volunteers to furnish snacks for each Guild meeting.

S. Retreats

1. Retreat committees are charged with the responsibility of administering quilting getaways. Retreats are expected to be totally self-supporting.

2. To attend a retreat, you must be a member of the Guild to sign up and a current member to attend. Retreat attendees must be age 18 and older at the time of the retreat.
3. Priority for retreats will be given to guild members.
 - A. An initial period of time will be allotted for members to sign-up for retreats. If after a time, determined by the committee, there are still open spaces, the committee may choose to open registration for non-guild members.
 - B. Non-members will be charged an additional fee, equal to a year's guild membership and they may choose to become guild members.
 - C. Committees are encouraged to maintain a waiting list.

T. Sewing Days

Members come together as a group several times a year to work on service projects or their own projects. Non-members are welcome.

U. Friendship Groups

1. Friendship groups are formed by a small group of members that meet separately from the Guild with a common goal of sharing the joy of quilting. Non-members are welcome.
2. These groups will support the purposes of the Guild. Each group will determine how many members it can accommodate. An "open" friendship group may be attended by any member at any meeting.
3. A "closed" friendship group's membership is limited by goal or meeting space.
4. The Friendship group coordinator is responsible for facilitating new groups, collecting and maintaining group information and representatives.

V. Fundraising

1. This committee is responsible for planning and executing activities to raise funds.
2. The committee will maintain a list of all donations during the calendar year. This list will be forwarded to the Treasurer along with all requests for a donation receipt letter.
3. Guild members are expected to willingly donate and participate in fundraising.

9. GUILD PROPERTIES

A. Quilt Racks

1. The quilt racks can be loaned with the approval of the executive board.
2. Quilt racks may be loaned to other organizations by entering into an agreement with the Guild which includes the dates of use (when to be borrowed, when they will be returned), a pre-inventory checklist to be completed before racks are borrowed, a post inventory checklist to be completed when returned, date of payment of deposit of \$100.00 and signatures, addresses and phone numbers of two individuals of the borrowing organization.
3. All signed agreements will be given to the treasurer.

4. If the quilt racks are not returned, or some missing, the borrower will be billed for the replacement value.

B. Storage Lockers

1. A committee will be appointed by the executive board to inventory the contents of the storage locker and purge non-essential records, misc. property, etc. This inventory shall occur no less than every other year.
2. The inventory list is forwarded to the librarian.
3. There is a sign-out clipboard kept in the storage unit for members to register items being removed and returned.

10. MISCELLANEOUS

A. Address

1. The Guild's official address is P.O. Box 128, Granville, Ohio 43023

B. Keys

1. P.O. Box - treasurer and assistant treasurer.
2. Library - librarian, president and vice president.
3. Equipment Cabinet - president, vice-president and refreshment chair.
4. Churches - president.

C. Nametags

1. Those members not wearing their nametags to Guild meetings are assessed a fee of 25 cents.

D. Internet Access

1. The Guild's website is heartofohioquilters.com
5. The Guild's email address is heartofohio@gmail.com

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