

TRI-CITY QUILTERS' GUILD POLICIES

The Tri-City Quilters' Guild is a nonprofit group organized exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

In conjunction with the Bylaws, this manual of policies and procedures assists members in understanding how the Guild operates, guides Guild activities, and provides job descriptions for elected and volunteer positions.

Any portion of this manual may be added to, amended, or repealed at a regular Board meeting.

Business Policies/Asset Management

The Guild

1. Maintains a mailing address at PO Box 215, Richland WA 99352.
2. Holds checking and savings/money market accounts.
3. Pays for liability and bonding insurance.
4. Belongs to Visit Tri-Cities.
5. Donates annually to White Bluffs Quilt Museum.
6. Owns an internet domain, www.tcquilters.org.
7. Locates space for member meetings and pays rent/donations.
8. Owns physical assets:
 - a. Large items are stored at 108 Wellsian Way #10, Richland WA.
 - b. Library and other guild items are housed at White Bluffs Quilt Museum
 - c. Items for sale at the quilt show are stored at members' homes.
 - d. Supplies for community service quilts are stored at members' homes or workplaces.
 - e. Supplies for retreat are stored at venues or at members' homes.

Financial Policies

1. The main sources of financial support for the Guild are membership dues and revenue from the raffle quilt and the quilt show.
2. All checks to the Guild must be made payable to the Tri-City Quilters' Guild or TCQG. Checks intended for deposit by TCQG that have been made payable to a member must be endorsed by that member before submitting to the Treasurer.
3. All fees charged to the Guild for NSF or stop payment checks will be borne by the check writer.
4. All money collected on behalf of the Guild should be submitted directly to the Treasurer with the appropriate forms.
5. Members may request reimbursement for budgeted purchases made on behalf of the Guild within 45 days of the expenditure with the appropriate form; after 45 days, the request must be submitted for Board approval.

6. No Executive Officer may sign a check to which he/she is the Payee.
7. Checks for \$500 - \$1,000 will need two signatures, with the following exceptions:
 - a. Budgeted, recurring operating fees (rent, insurance, etc.)
 - b. Budgeted, committee approved expenditures (batting, etc)
 - c. Budgeted, board approved contracts.
 - d. Board approved unbudgeted items.
 - e. Refunds approved by committee chair.
8. All checks \$1,000 or more will require two signatures.
9. Charges for retreats, workshops and other activities should be priced at the best estimate to break even: activities should be self-supporting.
 - a. Professional speakers will be paid their contractual rate.
 - b. Members may be paid up to \$150 per day for workshops or \$50 per day for programs.
10. Refunds for activities –
 - a. Will be made if the event is cancelled by the Guild or presenter.
 - b. Will not be given if a participant cancels (unless the event chair determines there are extenuating circumstances)
11. If a member hosts a visiting instructor, the price of the workshop will be waived.

Membership Policies

Membership

1. Confers these benefits: priority registration and sometimes reduced rates at workshops and other activities; participation in the annual Guild Challenge; permission to enter additional quilts in the annual Quilt Show; opportunities to join small groups of like-minded sewists; discounts at some area retailers.
2. Terms run from January 1 through December 31; if dues are delinquent after March 1, members will be dropped from the roster. New members joining during the year and membership renewals will pay the current membership fee. Current members dues paid after December 31 will incur a \$5 late fee.
3. Member contact information will be used only to announce Guild activities and to promote friendship and sharing between members, it is not for non-Guild purposes.

Meeting Policies

Meetings

1. Start and end as scheduled.
2. Are cancelled if weather has closed the schools in the town where the Guild meeting is scheduled.
3. Are safe, supportive spaces: members are encouraged to -
 - a. Mute cell phones.
 - b. Wear their logo nametags.
 - c. Share their quilting projects.
4. Permit photography, video, or audio recordings if pre-approved by the presenter and/or presiding officer or program chair.
5. Permit sales if approved by the presiding officer.

Board Policies

The Board

1. Determines the fee for membership for the following year at the September meeting.
2. Sets the calendar for meeting times and places and sets the schedule for important deadlines for the following year at the November meeting.
3. Approves the budget for the following year at the November meeting.
4. Approves all contracts in advance. A bonded officer must sign for the Guild; the Secretary keeps copies on file.
5. Pre-approves any unbudgeted expenses.
6. Approves reimbursements requested more than 45 days after the expenditure.
7. Approves the Raffle quilt design by the February meeting in the year prior to the drawing.
8. Recruits volunteers for guild positions; encouraging two-year terms.
9. Reminds each officer or committee chair to maintain a notebook that contains
 - a. A detailed job description.
 - b. Financial records of the business and activities related to the position.
 - c. Other notes and comments that will be helpful to their successors.
10. Encourages individual members to
 - a. Participate in the annual quilt raffle and quilt show.
 - b. Complete one community service quilt annually.
 - c. Volunteer for a committee.

Quilt Show Policies

1. Each year, Guild volunteers produce a two-day quilt show, typically in March, to fulfill all three of the Guild purposes.
2. Members and non-members are invited to exhibit quilts and quilted items; no registration fee is charged.
3. There will be a Guest Featured Artist at each show in a designated area.
4. There will be a Member Featured Artist (MFA) at each show in a designated area.
 - a. Any member in good standing may nominate one or more members for MFA.
 - b. Nominees for MFA must be current members in good standing and must have been members for at least one year prior to the show in which they would be featured.
 - c. Selection of MFA will be by vote of the membership. Balloting will take place at the September meetings, where MFA candidates will display some of their quilted projects for consideration. Members must be present to vote – there will be no proxy or absentee voting.
 - d. The MFA is encouraged, but not required, to create at least one item especially for the show in which they will be featured.
 - e. The MFA is encouraged, but not required, to create an entry for the Guild Challenge.

- f. Individuals who are honored as MFA may be considered again after a passage of 5 years.
5. Every year, there will be a Guild Challenge.
6. Every year, there will be a Raffle Quilt; it will be the only quilt raffled at the show.
7. Members involved in the planning, set-up, execution, and clean-up for this event attend free; other members and guests pay an admission price set by the Board.

Approved August 14, 2023