

# Loomis Quilt and Fiber Guild Guidelines and Policies

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## GUIDELINES AND POLICIES

Policies and guidelines are the rules that support the Guild's Bylaws and provide the parameters for this Guild. Policy is voted on by the Guild's Board of Directors. Policies can be changed as needed by the Board, whereas changes in the Bylaws require approval of the Guild membership as stated in the Bylaws (ARTICLE IV, SECTION 3 and ARTICLE X, Section 2).

### Meetings:

- General meetings are held the Third Wednesday of the month at the Veteran's Memorial Hall, 5945 Horseshoe Bar Rd. Loomis, Ca. 95650 at 6:30 PM.
- Board meetings are held monthly at the discretion of the Board's president. The minutes of the General meetings and the Board meetings will be published in the newsletter. They will be available at the General meeting in a file open to all members.
- Members are expected to wear a nametag at the general meetings.
- The abuse of any illegal drugs and/or alcohol will not be tolerated at Guild sponsored events or while representing the Guild at community events.
- Bringing animals to Guild sponsored events is not permitted unless the animal is a certified ADA Assistance or Companion animal.

### Guests:

- Guests are welcome at all General meetings.
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### Membership:

- Active membership in this Guild is limited to 175 members. Current active members may renew their membership beginning in May. The membership application form will be included in the May newsletter, and will also be available at the general meeting in May. The deadline for membership renewal is the June General meeting.
- There is no current limit on the number of inactive members. Inactive membership is only available to current members. For a definition of inactive membership see ARTICLE III, SECTION 1, PART ( C ) of the Bylaws.
- People interested in becoming members of the Guild must contact the Membership Chairperson. If there are currently fewer than 175 members the Membership Chairperson will provide the interested person with a membership application. If there are currently 175 active members, the Membership Chairperson will maintain a waiting list of interested persons, including their names, addresses, phone numbers and the date their names were first added to the list. Those on the waiting list must contact the Membership Chairperson or attend a meeting at least every four months in order to stay on the list. The waiting list will be available for review at the general meetings.

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- Once all active members who have renewed membership within the renewal period have been counted, those on the waiting list will be offered membership until the established ceiling is reached.

### **Special Event/Quilt Show:**

- The Guild hosts an annual event or show of quilt and fiber items. This is a major Guild event and all members are expected to actively participate.
- Active and inactive members may exhibit items at the show. The number of items each member may exhibit may be limited, at the Special Event/Quilt Show Chairperson's discretion.
- An Active member may sponsor a non-member if there is available space at the Quilt Show.

### **Programs:**

- The Guild shall offer a wide variety of programs and workshops for its members.
- Workshops are intended to be self-supporting.
- Fees will not be refunded unless the workshop is cancelled. However, if an enrollee is unable to attend, someone on the waiting list maintained by the Program Chairperson may fill the vacancy. If there is no waiting list, the enrollee may find a replacement. Refunds are at the discretion of the Program Chairperson.
- To avoid cancellation due to insufficient enrollment, enrollees may elect to divide and pay the teacher's fee that has not been covered by the normal workshop fees.
- If a workshop is not filled one month before it is scheduled, enrollment will be opened up to non-members. Non-members will pay \$5.00 more than the daily workshop fee for members.
- Teachers who have items they wish to sell at a General meeting or workshop must make arrangements to do so in accordance with their contract with the Guild.

### **Opportunity Quilt:**

A quilt will be designed and constructed each year by Guild members, to be shown and awarded to an individual. The Opportunity Quilt Chairperson is responsible for arranging for a picture of the Opportunity Quilt, printing of sequentially numbered tickets, distribution of tickets to the membership and the collection of money from members, from ticket donations and assuring that the Opportunity Quilt Travel volunteers have an adequate supply of tickets.. As well, the Chairperson will coordinate the travel of the latest Opportunity Quilt at other Quilt Guild meetings. The Chairperson will also facilitate the visitation of visiting Quilt Guilds to display their Opportunity Quilt. An accounting of the income and expenses will be provided to the Treasurer quarterly.. The Chairperson will work with the construction sub-committee to assure the design is approved by the Board and the pattern designer has approved the use of the pattern. The Opportunity Quilt Chairperson will keep Guild members apprised of the progress of the quilt.

### **Insurance:**

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- The Board of Directors shall purchase commercial general liability insurance for the Guild each year. As long as we use a Placer County facility, we will list Placer County on our Insurance Policy as an additional Insured.
- The Guild will obtain the appropriate coverage for any special event.

### **Committees:**

- See Exhibit A (Committees)

### **Funds and Finance:**

- A detailed budget for a major function (e.g., Special Event or Quilt Show, Challenges) will be presented to the Board prior to the event for review and approval.
- All expense reimbursements must be supported by receipts. If no receipts are available, then reimbursement must be approved by the President.
- All expenses exceeding the current approved budget must be approved by the membership.
- A review of the Guild's Treasurer's records will be made within ninety (90) days of the close of the fiscal year. The results of the review will be reported to the Guild membership at the next General membership meeting.
  - The Treasurer will recruit 3 members to review the financial records of the Guild.
  - The Treasurer must be present (not as a member of the audit committee) to clarify entries and answer any questions that may arise.
- The Board of Directors maintains the option to contract for professional services to assist the Treasurer with any and all duties as needed. Professional services for accounting, bookkeeping or assistance to the Treasurer will be paid with Board approval in accordance with the Guild budget process.

### **Newsletter:**

- A newsletter will be published each month. A copy of the newsletter will be emailed to all members with an email address. Members without an email address will receive a hard copy.
- All articles are due to the editor by the last of the month.
- The following positions may be responsible for a monthly article in the newsletter.
  - **President** – The President will write an article about his/her thoughts on our craft, upcoming events and/or something of interest to the membership.
  - **Treasurer** – The Treasurer will write an article outlining the current financial status of the Guild.
  - **Membership** – The Membership chair will write an article welcoming new members (including name, address, phone #, email, and birthdate) and any changes to a member's contact information. Also, included are the birthdates for the current and next month.

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- **Secretary** – The Secretary is responsible for submitting the minutes from the Board meeting and the last General meeting.
- **Programs** – The Chair will write an article detailing the upcoming program.
- **Quarter Master** – The Quarter Master will write an article notifying the membership; of the theme for the following month. Also, the winners of the last month.
- **Show & Tell** – The Chair will write an article detailing who showed and what the item was.
- **Pot of Gold** – The Chair will write an article detailing the winners of the POG at the last meeting. Pictures may be included.
- **Community Outreach** – The Chair will write an article with details regarding any quilts that were distributed with a running total for the year.
- **Retreat** – The Chair's article will give information on the status of the annual Retreat (cost, deadlines, signups, etc).
- **Block of the Month** – The Chair will provide information on the pattern and fabric for next month.
- **Merchandising** – Will provide information on how to order merchandise from the vendor.
- **UFO** – Will notify everyone of the next UFO number and date for completion.