

POLICIES OF BOONESLICK TRAIL QUILTERS' GUILD

1 Annual Meeting

The Annual Meeting will be planned by a committee chaired by the immediate past CEO.

2 Elected Officers

To be eligible for an elected office, a member must have been a Guild member for at least one full year prior to the election of officers.

3 Guild Properties and Equipment

a Photo albums and other historical material assembled by the Historian may be viewed at meetings but may not be checked out. Requests to have albums at meetings must be made to the Historian prior to the meeting date.

b All Guild equipment is only for use at Guild activities. The guild equipment may not be loaned for use by individual members.

4 Library

a Purchase of library materials shall include books, media materials, visual tools and nonconsumable quilting aids.

b Only BTQG members may check out items from the library. Members may check out no more than four (4) items at a time, and all items are due two months after check out.

c Members who have books for more than two meetings after check out will have their names and the title(s) of the books published in the newsletter. For items four or more months overdue, a bill for replacement of the item will be sent to the member. Once a member's name appears in the newsletter in conjunction with delinquent library materials, library privileges of that member shall be suspended until the matter is resolved with the BTQG library.

d A book shall be purchased in memory of any current BTQG member who passes away, and the book shall be donated to a public library in that person's name. The book is purchased from contingency funds.

e Former members can have a book given in their name to a public library with funds donated by individual guild members. Any guild friend of the deceased former member can ask to select a book and collect the needed donations. Excess money collected above the price of the book will be donated to the guild library.

5 Membership

a Infants and small children may not be present during the program part of our meetings.

b If a member needs to carry a pager or cell phone, it should be set to vibrate. Members needing to answer a cell phone or pager during any part of the meeting should step out of the meeting room.

c Members may only be compensated for out-of-pocket expenses with prior approval of committee chairs. Proper documentation is required.

d Members of the Guild shall not be paid for program presentations at guild meetings. Members of the Guild may be paid to present workshops for Guild members for which a fee is charged.

e A Membership Directory and Handbook not picked up by October 15 will be mailed to out-of-state members. In-state members must get their copy from the Membership table during chapter meetings.

f A NEW member is a person who has never been a member of BTQG previously.

g. Members wishing to receive an extra Membership Directory and Handbook may purchase one at \$2.00 each. Officers and chairpersons may receive a second copy if desired.

6 Publications

a Members wanting a newsletter sent to a potential new member must provide the name to the Newsletter Editor with a complete address by the newsletter deadline. A guest may receive a copy of any current (or past) newsletter available at the membership table.

b BTQG will not use bulk mailing for the newsletter, due to inconsistent delivery schedules and item count restrictions.

c On a space available basis, a member may advertise quilt related services or sales in the monthly newsletter. Newsletter ads shall be NO more than two column inches and limited to no more than four times per fiscal year. Eblasts shall be quilt guild related only.

d Registration forms for workshops not sponsored by the Guild may not be published in the newsletter but may be posted on the website. The workshop presenter is entitled to the member privilege of advertising in the newsletter as stated above.

e Webmaster shall be responsible for maintaining current content of the website and updating said site as requested. Webmaster shall provide timely online access to the monthly newsletter as available from the Newsletter Editor.

f The Membership Directory and Handbook shall include member information, by-laws, policies, procedures, and chapter programs for the coming year. The Membership Directory and Handbook is for the personal use of members only, not for commercial use.

7 Quilt Show

a No quilt may be shown that has been in a BTQG show in the last five years, unless it was voted "Viewer's Choice" in the previous show.

b All quilts must have a sleeve to be eligible for inclusion in the show with exception of miniatures, i.e., less than 24 inches in any dimension.

c Quilts must be made by a current member or sponsored by a member, such as children's quilts. The exception would be the addition of a special exhibit.

d Names and addresses on raffle ticket stubs shall not be shared with any individual or group.

e Members who work on the quilt show, i.e., preparing for the show, setting up the show, working during the show and/or taking the show down and are on the volunteer list, will receive one complimentary ticket for admission to the quilt show.

f The admission fee shall be set by the Board of Directors.

g Proceeds from the sale of items placed on consignment with the Quilt Show Marketplace shall be divided as follows: 70% to the member; 30% to the Guild.

8 Retreats

a The Chairperson shall book the retreat facility for the retreat for up to two years in advance, propose rates, complete contract with retreat facility, make room arrangements, set workshops, coordinate meals and extra activities, and assume responsibility for registration and promotion of the event. All contractual arrangements must be pre-approved by the Board of Directors.

b The policy for BTQG retreats is as follows:

i Registration for the retreat shall follow workshop registration procedures. The Retreat Committee will maintain a waiting list of interested Guild members and attempt to fill vacancies from the waiting list.

ii Registrant who cancels may receive a refund if the cancellation does not result in a drop of registrations below the minimum required by the contracted facility and is made in writing a minimum of 21 days prior to the date of the retreat.

iii) If a replacement attendee is provided, a full refund shall be made to the cancelling party.

9 Special Workshops and Speakers

a The Guild shall have a special workshop and special speaker at the discretion of the Board of Directors. The Vice CEO shall serve as Special Programs Chairperson and may contract with special speakers, while in office, for dates effective up to 24 months following the Vice CEO's term of office.

b Each Chapter Program Chairperson shall be able to schedule speakers 18 months beyond their term of office.

c Reimbursement will be made for meals for speakers but not for any alcoholic beverages. Guild members will not be reimbursed for meals with the guest speaker.

d Workshop registration procedures: In order to give each member an equally fair chance to enroll in workshops, BTQG will observe the following procedures.

i All registrations must be received by mail and be postmarked on or after the specified date or delivered to the workshop chairperson at a chapter meeting or in person after the postmark date.

ii All registrations for Guild events must be made individually: one person, one form, one check per envelope.

iii Members should state first, second, or third choice for workshops when applicable.

iv BTQG will place members in at least one workshop of choice before placing any members into two workshops.

v No refunds will be made for workshop fees. They may be transferred or reassigned.

vi Supply lists for workshops will be published at the same time as workshop information and registration forms, allowing enrollees to know costs involved in addition to the registration fee as part of their decision to enroll in the class or workshop.

10 Treasurer

a All funds collected shall be given to the Treasurer for deposit in a timely manner.

b An audit committee shall meet and complete the audit before July 1st each year. The committee shall be appointed by the CEO, and the immediate past CEO shall chair the audit committee.

c The Treasurer will only issue payments or reimbursements with proper documentation, including invoices or receipts accompanied by a completed check request form.

11 Budget

An Ad Hoc Budget Committee Chairperson in conjunction with the Budget Committee will prepare a comprehensive budget for review at the May Board of Directors meeting. The final proposed budget shall be published in the June newsletter. The budget committee shall be the treasurer, CEO, and chapter president(s).

12 Voting Procedure

a Every member is entitled to one vote per issue. Said vote may be cast in person or in absentia.

b Mailed ballots, to be eligible for the count, must be received at the post office box, BTQG, P.O. Box 542, Columbia, MO 65205-0542 no less than two (2) days prior to the date of the meeting when the vote will be taken. Ballots not received in time will not be counted. Ballots may also be delivered in person at the annual meeting.

c The CEO or the Treasurer of the Board of Directors shall be responsible for retrieving all mailed ballots.

d All ballots shall be counted at the annual or special meeting.

13 COMMITTEE RESPONSIBILITIES

A description of duties of each elected officer is in the By Laws. For continuity between years, it is essential that a detailed description of officer and of committee responsibilities be passed on to successors. Therefore, in May, the elected officers and committee chairpersons shall submit to the CEO an updated detailed written description of how their office or committee functions. By July, each committee chairperson and officer shall also give said written description to their successor, along with any materials or forms related to that office or committee. The CEO shall submit this update of each office and committee description to the webmaster for publication on the web site.

Chapter Program Chairpersons: Each chapter shall have a Chapter Program Chairperson who shall be responsible for and prepare a calendar of programs for the Membership Directory and Handbook. These chairpersons shall contact and make a written contract with speakers for chapter meetings and events. The chairpersons shall work with the hospitality chairperson on special hospitality events, such as chapter meetings with special guest speakers. The chairperson shall work in conjunction with the chapter president to build a volunteer system of members for needs of specific chapter meetings, such as helping with set up of equipment and room and holding quilts for viewing and to secure a guild member or two to act as hostess for the guest speaker.

Quilt Show: The Chairperson shall propose the date, location, arrange for entry forms, organize preparation for the show, coordinate preparation of the show program, coordinate setup and strike, coordinate hostesses and assume responsibility for the publicity and promotion of the event.

Library: The Chairperson shall manage the BTQG Library, order new materials, and coordinate circulation of the library materials.

Special Programs: The Vice-CEO shall serve as chairperson of Special Programs and shall propose and coordinate guest speakers and special workshops for the general membership, including arrangements for receptions and accommodations for guest speakers. Special programs should be scheduled at times other than regular Chapter meeting times.

Historian: The Historian shall keep a record of all Guild events including chapter meetings, maintain photograph collection, take photos of meetings and activities, and maintain scrapbook and ephemera.

Service Project: The Chairperson shall coordinate all materials for construction of service projects and orchestrate the work sessions and shall see to the delivery of completed items and shall maintain contact with the current chosen organizations. All recipients of quilts must be 501(c)(3) organizations.

Hospitality: The Chairperson shall coordinate with program chairpersons to provide social functions such as luncheons, potluck meals, receptions and coffees. The chairperson shall supervise the hospitality budget and supplies and shall develop a calendar of volunteers to set up and take down the hospitality area for events.

Membership: The Chairperson shall provide the treasurer with completed membership forms and dues in a timely manner. The chairperson shall develop a calendar of volunteers for each chapter meeting. These volunteers will greet members, introduce guests and manage the related functions of the membership table.

Newsletter Editor: The Newsletter Editor shall prepare and distribute a newsletter 12 times annually to the members at least one week prior to the earliest scheduled meeting in each month. The Newsletter Editor shall provide notifications to the media regarding monthly meetings.

Membership Directory and Handbook Editor: The Membership Directory and Handbook Editor shall prepare the Membership Directory and Handbook and have it available to members at chapter meetings by October.

Webmaster: The Webmaster shall maintain the email list. Webmaster shall make monthly updates to the website including but not limited to information about upcoming programs and workshops, photos of activities, and such information as needed to present the guild to the quilt world.

Revised and approved by the Board of Directors on April 14, 2014, and May 12, 2014.