

## **POLICIES OF BOONESLICK TRAIL QUILTERS' GUILD**

### **1. Membership Meetings**

- a. The Annual Meeting will be planned by a committee chaired by the immediate past CEO.
- b. Chapter meetings will be planned by the Program Chair in coordination with the Chapter President.
- c. Online meetings are allowed.
- i. If the Annual Meeting is to be held via an online meeting service, all voting will be done by mailed ballot. Members must mark their ballots and return them as quickly as possible to ensure receipt at least 2 days prior to the scheduled meeting. Ballots will have a unique identifying number to deter duplication of Ballots.
- ii. Chapter meetings and meetings of special interest groups may also be held via online meeting service or webinar. The chapter President or designated chairperson will ensure that the membership received the login information via email prior to the meeting.

### **2. Elected Officers**

- a. 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.
- b. Past CEO: In the absence of the Secretary, Past CEO shall perform the duties of the secretary at Board Meetings and Annual Meeting.

### **3. Guild Properties and Equipment**

- a. All Guild equipment is only for use at Guild activities. The Guild equipment may not be loaned for use by individual members.
- b. Guild program equipment is to be audited yearly and checked for service needs. Unused equipment will be deaccessioned. The Vice CEO shall be responsible for coordinating the yearly audit.

### **4. Library**

- a. Purchase of library materials shall include books, media materials, visual tools and non-consumable 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 (2) months after checkout.
- c. Members who have books for more than two meetings after checkout 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 BTQG member who passes away and the book shall be donated to the 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 who need 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.
6. Newsletter and Membership Directory
- 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 of 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 (2) column inches and limited to no more than four (4) 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. Website Chairperson shall be responsible for maintaining current content of the website and updating said site as requested. Website Chairperson 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 and a list of planned chapter programs for the coming year. Bylaws and policies may be published in the directory or posted on the Guild's website. The membership directory shall be prepared by an Ad Hoc committee.
  - g. The directory shall be ready for distribution by the October chapter meetings.
    - i. 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. Any remaining booklets will be mailed after December 15.

- ii. Members wishing to receive an extra membership Directory and Handbook may purchase one at cost. Officers and chairpersons may receive a second copy if desired.

## 7. Quilt Show

- a. No quilt may be shown that has been in a BTQG show in the last five (5) years, unless it was voted "Viewers' Choice" in the previous show.
- b. All quilts must have a sleeve to be eligible for inclusion in the show with the exception of miniatures, i.e., less than twenty-four (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 the raffle ticket stubs shall not be shared with any individual group.
- e. Members who work on the quilt show, i.e., prepare for the show, setting up the show, work during the show and/or take 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 Market 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 (2) 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. All retreat registrations will be received on a first come, first served basis. Registrations may be mailed or hand delivered.
  - ii. All retreat registrations must be made individually: one form, one payment
  - iii. The Retreat Committee will maintain a waiting list of interested Guild members and attempt to fill vacancies from the waiting list.
  - iv. 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 twenty-one (21) days prior to the date of the retreat.
  - v. If a replacement attendee is provided, a full refund shall be made to the cancelling party.
  - vi. Only members of the Guild may register for the retreat.

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 twenty-four (24) months following the Vice CEO's term of office.
- b. Each Chapter Program Chairperson shall be able to schedule speakers eighteen (18) months beyond their term of office.
- c. Reimbursement will be made for meals and tip for speakers, excluding any alcoholic beverages. Only instructor expenses shall be reimbursed. Guests traveling with instructor are responsible for their own expenses. 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 for Guild events must be made individually: one form, one payment.
  - ii. Members should state first, second, or third choice for workshops when applicable.
  - iii. BTQG will place members in at least one workshop of choice before placing any members into two (2) workshops.
  - iv. No refunds will be made for workshop fees. They may be transferred or reassigned.
  - v. 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 1 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. All bank deposits must be accompanied by a deposit summary form.
- d. Committee chairs or special event coordinators who have collected checks from members for an event shall forward all checks to the Treasurer in a timely manner regardless of the date of the event. No checks should be held by any member other than the Treasurer.
- e. The Treasurer shall deposit checks within thirty (30) days of receipt. Renewal funds received before July 1, or a new member joining after May 15, shall be deposited after July 1. The Treasurer shall notify the members that the checks will be deposited the first week of July.
- f. Members using a credit card for event registration (e.g., membership renewal, retreat, classes, etc.) will be assessed a transaction fee.
- g. Treasurer will provide current membership list to committees and/or members as needed.

## 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). The treasurer shall be chairperson.

## 12. Voting Procedures

- 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. A description of duties of each elected officer is in the Bylaws. 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 Website Chairperson for publication on the website.
- b. Chapters' Program Chairperson: The Chapters' Program Chairperson is responsible for scheduling programs for both day and evening chapters. The Chairperson will maintain a spreadsheet of all required information, including budget, for each day and evening meeting. The schedule will be from October through September, not including the June annual meeting and the December Holiday Programs. The Chairperson shall confer with the day and evening presidents during the selection process. They will contact and make a written contract with speakers, and, if necessary, make hotel reservations and schedule meals. They are responsible for communicating with the speaker regarding all necessary information, i.e., lodging, meeting location/directions, meal arrangements, etc. They are responsible for completing a Check Request for Speaker Form and assuring the speaker is paid.
- c. 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.
- d. Library: The Chairperson shall manage the BTQG Library, order new materials, and coordinate circulation of the library materials.

- e. 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.
- f. 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. The chairperson shall determine the distribution based on need.
- g. Hospitality: An ad hoc Chairperson shall work with program chairpersons to coordinate 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.
- h. Membership: The Chairperson shall provide the Treasurer with completed membership forms and dues in a timely manner – at the end of each meeting if the Treasurer is present or mailed within two (2) business days following the meeting. 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. The Chairperson shall report on membership attendance numbers at each Board Meeting.
- i. Newsletter Editor: The Newsletter Editor shall prepare and distribute a newsletter twelve (12) times annually to the members at least one week prior to the earliest scheduled meeting in each month.

#### 14. Inclement Weather Policy

- a. If the Columbia Public Schools close due to inclement weather, BTQG will not hold its monthly in-person meeting. In the event schools remain open, but weather conditions worsen during the day, notice of meeting cancellation will air when feasible on KBIA (91.3 FM), KPLA (101.5 FM), and KFRU (1400 AM) radio as well as KOMU, KMIZ, and KRCG television. Additionally, an eblast will be sent to members and notice of meeting cancellation will be posted to Facebook. An online meeting may be substituted.
- b. It is the responsibility of the Chapter President to notify the Social Media Chairperson, and radio and television stations, if a meeting cancellation occurs on a day Columbia Public Schools are open.

#### 15. Definitions

- a. Ad Hoc Committee – Ad hoc means “when necessary or needed.” Ad hoc committees can be formed at any time to handle specific projects or events (e.g., Holiday Luncheon). When an ad hoc committee completes the designated task, it immediately dissolves. The Chairperson of an ad hoc committee shall have a vote on the Board so long as the committee exists.