

GWINNETT QUILTERS' GUILD, INC.

POLICY AND PROCEDURE MANUAL

INTRODUCTION: The purpose of this Policy and Procedure Manual is to aid and assist the Guild's Executive Board, Standing Committees and Ad Hoc Committee Chairperson(s) in their task to promote, and perpetuate the art of quilting. An organization's Policy and Procedure Manual is not required to be filed with the IRS, therefore, changes to this document will be determined by a fifty-one (51) percent quorum of current members. A two-thirds vote is required to adopt a motion. Any current Guild member may make suggestions for Policy and Procedure change by submitting proposals to the Executive Board.

Section I Meeting Protocol

- 1.01 The general Guild meeting will be held monthly on the third Tuesday unless otherwise noted in the newsletter. Current members may arrive at 9:30 AM for fellowship. Business meeting will begin at 10:00 AM. General Guild meetings may be open to guests who will be charged a fee as determined by the Executive Board.
- 1.02 The Board will meet at 10:00 AM on the first Tuesday of the month. The Board will be comprised of the Executive Board and all Standing Committee Chairpersons.
- 1.03 The Executive Board will meet at least 4 times per year and/or as deemed necessary by the President or two board members. The Executive Board of the Guild will be the President, Vice-President, Treasurer, Secretary and Program Chairperson
- 1.04 All business will be conducted according to Robert's Rules of Order.
- 1.05 All meetings will be held at Cannon United Methodist Church unless otherwise specified by the President.
- 1.06 Board and general Guild meetings may be cancelled for unplanned emergencies and/or when the Gwinnett County schools are closed for inclement weather.
- 1.07 Guild members are responsible to:
 - A. Bring refreshment(s) for the Fellowship table at least twice a year. Members may elect to pay \$7.00 twice per year in lieu of bringing refreshment(s).
 - B. During their birthday month, each member will bring a new item for raffle at the birthday table.
 - C. Wear their name badge at all Guild events and silence their cell phone.
 - D. Support Guild initiatives by helping with Community Service Projects as endorsed by the Guild and Community Service Committee.
 - E. Volunteerism is the heart of the Guild. Support the Guilds' mission by volunteering to serve on Standing Committees, become a Chairperson and/or an elected Officer of the Board.

Section II Powers and Duties of Officers

2.01 President

- A. Preside and serve as Chairperson over all general Guild meetings, Executive Board meetings and Board meetings.
- B. Administer the Guild Policies and Procedures as set forth in the Bylaws ~~and~~
- C. Manage ~~of~~ the Guild's business and financial affairs.
- D. Appoint Committee Chairperson(s) and Committee Members to all Standing Committees for his/her term of office.
- E. Create additional Committees and/or disband current Committees as necessary.
- F. Serve as an ex-officio member of all Committees.
- G. Review and sign all contracts proposed by all Committees.
- H. Maintain a log of responsibilities
- I. Serve as a consultant to the incoming President on all matters relating to the duties of the office.
- J. As the outgoing President is exempt from membership dues for one year and serves as an ex-officio advisor to the President and Executive Board without voting power.

2.02 Vice President

- A. Attend all general Guild meetings, Executive Board meetings and Board meetings.
- B. Perform the duties of the President in his/her absence.
- C. Coordinate and assure the completion of all community service projects undertaken by the Guild.
- D. Serve as the Chairperson of the Nominating Committee each year.
- E. Provide a remembrance to the outgoing President.
- F. Liaison with Cannon United Methodist Church regarding scheduling all Guild meeting or event.
- G. Maintain a log of responsibilities and serve as a consultant to the incoming Vice President on all matters relating to the duties of the office.
- H. Coordinate and administer the in-house education program.

2.03 Secretary

- A. Attend all general Guild meetings, Executive Board meetings and Board meetings.
- B. Record all votes and minutes of all proceedings and maintain Historical files.
- C. Supply a copy of the Board minutes to the Board before the next Board meeting and supply a copy of the general meeting minutes to the Newsletter Editor prior to the publication deadline.
- D. Oversee and conduct general correspondence for the Guild as needed and keep any books or records, as the Executive Board or President will require.
- E. Maintain, update and distribute the Bylaws.
- F. Maintain a log of responsibilities and serve as a consultant to the incoming Secretary on all matters relating to the duties of the office.
- G. Perform the duties of the President in the absence of both the President(s) and the Vice President(s).
- H. Create all written correspondence as directed by the President.

2.04 Treasurer

- A. Attend all general Guild meetings, Executive Board meetings and Board meetings.
- B. Manage the financial affairs of the Guild and maintain accounts at a bank approved by the Executive Board.
- C. Collect all monies due to the Guild and deposit all monies belonging to the Guild in a timely manner. The Treasurer will keep an accurate record of all receipts and disbursements and make all disbursements approved by the Executive Board and/or the general membership.
- D. Provide a copy of the previous month's bank statement to the President and the Secretary at each monthly Board meeting.
- E. Provide a monthly written report for publication in the newsletter to the Newsletter Editor by 5 PM the day following the Board meeting.
- F. Have the books reviewed each year (by internal audit) by an Ad Hoc Committee appointed by the President.
 - 1. The audit should make a comparison of checking account records (receipts and disbursements) with actual bank statements for the fiscal year, September 1 to August 31.
 - 2. The auditor(s) must provide written report of findings to both out-going and incoming President(s) no later than August 31st of each year.
 - 3. Membership will be advised of findings at the September general Guild meeting.
 - 4. Copies of Annual Audits should be filed and maintained by the Treasurer for a period of seven (7) years.
- G. Maintain an inventory of the Guild's assets.
- H. Obtain a Guild Bank Debit Card to be registered with Guild's Website hosting and domain company for annual billing.

- I. Monitor for IRS Publications requiring changes in Fiscal Policy and Procedure annually.
- J. File all tax related forms required to maintain federal and state 501(c) (3) status.
 - 1. Complete and file electronic notice postcard form 990N to IRS.
 - 2. Form 990 is due by the 15th day of the 5th month after the end of the fiscal Year (September 1 - August 31).
 - 3. Complete and file annual registration form listing current officers with Georgia Secretary of State between January 1st and April 1st of each fiscal year.
 - 4. Complete and file form 8822-B to IRS when mailing address and/or responsible party (Board President) changes.
 - 5. Complete W-9 forms for each independent contractor paid \$600.00 or more in a calendar year.
 - 6. File IRS Form 1099-MISC for each speaker paid \$600.00 or more in a calendar year.
- K. Chair the annual Budget Committee.
- L. Maintain a log of responsibilities and serve as a consultant to the incoming Treasurer on all matters relating to the duties of the office.
- M. Perform the duties of the President in the absence of the President(s), Vice President(s) and Secretary.

2.05 Program Chairperson

- A. Attend all general Guild, Executive Board and Board meetings.
- B. Arrange for programs and workshops each month except May and December during their term of office.
 - 1. Guild members are given priority to attend workshops.
 - 2. Non-members may attend for an additional fee of \$10.00 if space available.
 - 3. Refunds are not given, however, a student may find a replacement to attend.
 - 4. In the event a workshop does not fill, the Guild treasury will cover the balance due on workshop expenses.
 - 5. Guild members presenting a trunk show at Guild meetings will be paid \$75.00. Guild members giving a lecture at Guild meetings will be paid \$200.00.
 - 6. Guild members giving a demo for the In-House Education program will do so pro-bono and not receive any funds. Guild members teaching a 2-4 hour class will be paid \$50.00.
 - 7. The Executive Board must approve any additional expenses for programs.
- C. Schedule future speakers to accommodate long term plan. All contracts initiated by the Program Chairperson will be binding on future Chairperson(s) and must be signed by the Guild President.
- D. Determine Workshop fees per class, in conjunction with Executive Board, based on the teacher's fee.
- E. Maintain a list of contacts, including past and potential speakers and workshop teachers.
- F. Coordinate special events such as the annual Christmas Party.
- G. Maintain a log of responsibilities and serve as a consultant to the incoming Program Chairperson on all matters relating to the duties of the office.
- H. Perform the duties of the President(s) in the absence of the President(s), Vice President(s), Secretary and Treasurer.

Section III Elections and Voting

- A. The nominating committee will be formed in April of each fiscal year.
- B. The nominating committee will consist of the Vice President, who will act as Chairperson, and at least four (4) Guild members appointed by the President.

- C. The May newsletter will contain a paper ballot form for written nominations from the members to be collected at the May meeting.
- D. Members may also nominate individuals to serve on the Executive Board from the floor at the May meeting.
- E. A slate of officers will then be published in the June newsletter. A brief biography of each nominee will be included.
- F. The election of officers will be conducted in July of each year.
- G. The elected officers will be inducted at the August meeting and assume office responsibilities on the first of September.

Section IV Standing Appointed Committee / Chairperson:

- A. The Chairperson of each Committee is appointed by the President and will attend all Board meetings.
- B. Each committee chairperson will maintain a log of responsibilities.
- C. He/she will serve as a consultant to the incoming Committee Chairperson.
- D. The Committee Chairperson may enlist other Guild members to assist with the function(s) of their Committee.

5.01 Birthday Committee

- A. The Birthday Chairperson will be responsible for coordinating the Birthday drawing held at the general monthly meetings.
- B. Monies collected will be remitted to the Treasurer by the end of the meeting.

5.02 Budget Committee

- A. The Budget Committee will be chaired by the Treasurer and include the Treasurer-Elect, Program Chairperson and three (3) board members appointed by the President.
- B. The responsibility of the Budget Committee is to collect proposed budgets from all Standing Committees, develop an estimated annual budget, and present that budget to the Board.
- C. All Standing Committee Chairpersons will be required to submit, prior to the July Board meeting, estimated annual budgets for the coming year.
- D. The Budget Committee will develop the proposed budget using these estimates and present the proposed budget for the coming year to the Board at the August Board meeting.
- E. Once ratified by the Board, the proposed budget will then be published in the August newsletter and brought before the membership for a vote at the August general Guild meeting.

5.03 Bylaws Committee

- A. The Parliamentarian will chair the Bylaws Committee.
- B. This committee will review the Guild's Bylaws and make recommendations to the Executive Board regarding any proposed amendments or modifications.
- C. The bylaws will be reviewed annually and revised as necessary by the Bylaws Committee.
- D. The committee will be responsible for seeing that the changes are presented to the Guild membership for approval and for providing an updated copy for publication. Adoption of changes will be determined by a fifty-one (51) percent quorum of current members. A two-thirds vote is required to adopt a motion.

5.04 Community Service Committee

- A. The Vice President will chair the Community Service Committee.

- B. He/she will manage the Community Service Projects undertaken by the Guild and approved by the members.
- C. The Committee Chairperson will submit receipt(s) and documentation of expense(s) for reimbursement.
- D. The community service projects include but are not limited to:
 - 1. Cannon Cause** - Cannon Cause supports other service non-profit organizations in the community. Each month focuses on a different need in the community. The Vice President works with Cannon United Methodist Church in coordinating these efforts.
 - 2. Just For You** - The Just For You Chairperson shall organize and coordinate the Guild's efforts in making, collecting and distributing quilts for Children's Healthcare of Atlanta. The Just For You Chairperson shall be responsible for the annual program which features display these quilts over the pews in the Cannon Church.
 - 3. Quilts of Valor** - The Quilts of Valor Liaison shall be responsible for coordinating the Guild's involvement in the activities of the Gwinnett Quilts of Valor Quilters, a local group registered with the national Quilts of Valor Foundation. The Quilts of Valor Liaison shall coordinate the use of monies and/or supplies donated by the Guild to the Gwinnett Quilts of Valor Quilters and shall report to the membership on their activities and accomplishments.
 - 4. Holiday Placemats** - Each December placemats are donated to the Friends of Gwinnett County Seniors. These placemats are given to seniors in need at holiday meals and other times throughout the year.
 - 5. Breast Cancer Pillows** – These are special formed pillow made and donated to local breast cancer centers in April and October to aide patients in recovery.
 - 6. Mommy Pads** – These 4 inch square pads are used to comfort infants who must be separated from their parents while in hospital.

5.05 Friendship Committee

- A. The Friendship Chairperson will collect friendship information regarding the health and well being regarding Guild member, member's spouse and/or immediate children.
- B. Send get well and sympathy cards to member(s) as needed.
- C. Keep the membership informed both at Guild meetings and by publishing friendship concerns in the monthly newsletter.
- D. Responsible for any memorial gifts of \$25.00 for charity named for deceased member, spouse and/or immediate children.

5.06 Historical Committee

- A. The Historian will be responsible for taking photos of the members and providing them to the Editor of the Membership Directory.
- B. The Historian will take photos during Guild meetings to document special events programs, Show and Tell, and may provide selected photos to the Newsletter Editor and/or the Website Editor.

5.07 Library Committee

- A. The Librarian will be responsible for maintaining the Guild's library.
- B. The Librarian will enforce the system whereby members can check out and return books in a timely manner.
- C. The Librarian will maintain an inventory of the Guild's books and will purchase additional books according to budget allotments and Board approval.
 1. An inventory listing of Books and other media are to be available to the Guild members for check out.
- D. The Librarian will remit Monies collected to the Treasurer by the end of the meeting.

5.08 Membership Committee:

- A. Notify the President of the current number of members in attendance at each Guild meeting as recorded on the Sign In sheet to determine if a Quorum is met for adoption of motions before the members.
- B. Maintain a current record of Guild members, including name, address, email, Telephone number, emergency contact, birth month and day.
- C. Submit any changes or modifications of current membership information to the Newsletter Editor, President, Vice-President, Treasurer, Hospitality Chair, Historian and Refreshment Chair.
- D. Compile and publish an annual Directory of current Guild membership.
- E. Enroll New Members and maintain New Member packets consisting of an application form, general meeting information, Guild pin, name badge, Guild Bylaws and Policy and Procedure Manual.
- F. Meet and greet all members and visitors and refer all visitors to Hospitality.
- G. Collect annual dues of \$30.00 from Guild members and remit funds to the Treasurer. Benefits include voting privileges, a membership pin and name badge, a membership directory and the monthly electronic newsletter.
 - 1. Beginning October 1, Membership dues are adjusted by \$2.50 per month for new members and for returning members with a lapsed membership of one (1) year or more.
 - 2. If a visitor joins the Guild during the meeting, the visitor fee will be applied to the new member fee.
- I. The purpose of the Guild issued name badge is to validate the membership and to ensure the voting rights of the wearer. The badge shall contain the Guild's logo and member's name. Replacement name badges can be purchased for \$6.00 each.

5.09 Newsletter Committee

- A. The Newsletter Editor will be responsible for the composition, publication and distribution of the monthly electronic newsletter. Concurrent with the distribution of the electronic newsletter, the NL editor will mail, by USPS, a printed copy of the NL to guild members who do not have an e-mail address.
- B. All Committee Chairpersons will submit in writing their report for newsletter publication by 5PM the day following the Board meeting.
- C. The Newsletter Editor will include additions or changes to member information provided by the Membership Chairperson.

5.10 Parliamentarian

- A. The Parliamentarian will be an expert in Robert's Rules of Order and the proper procedures for the conduct of meetings.
- B. Assist in drafting and interpretation of Bylaws, rules of order, and the planning and conduction of all Guild meetings.
- C. Ensure that meetings are orderly and civil, and offer procedural opinions when asked by the President or Chairperson.
- D. Chair the Bylaws Revision Committee.

5.11 Refreshment Committee

- A. The Refreshment Committee Chairperson will be responsible for coordinating the provision of refreshments at Guild functions.
- B. The Chairperson will consult with the Program Chairperson to determine when additional refreshments might be needed.
- C. The Refreshment Committee will provide a list of members bringing refreshments to the Newsletter Editor for publication each month.
- D. Monies collected will be remitted to the Treasurer by the end of the meeting.
- E. All checks from members to the Refreshment Committee will be written out to Gwinnett Quilters' Guild.

5.12 Show and Tell Committee

- A. Manage the Show and Tell portion of the monthly Guild meeting.
- B. Ensure the “Quilter of the Month” leads off the presentation(s).
 - 1. The Quilter of the Month is randomly chosen by selection of a numbered spool chosen by the member at the Membership table.
 - 2. Members must log in their item (s) prior to Show and Tell presentation.
 - 3. Guild members are asked to briefly describe their quilted item.
 - 4. Ribbon(s) will be awarded for each item shown and photo(s) taken by Historian for publication in Newsletter and/or on Guild Website.
- C. Assist members participating by directing order of presentation and holding quilts for display as the quilter gives a brief explanation about their quilt.
- D. Maintain log of member and quilt item shown.
- E. Award ribbons for each quilt shown by a Guild member.

5.13 Website Editor

- A. Edit, manage and update the Guild website on a regular basis. A Website Developer may be hired to write html code or to change/ alter the function of a web feature.
- B. Website information includes but is not limited to Guild contact information, history of the Guild, membership requirements, program and event schedules, library inventory, event photographs, and other Guild or Quilting information.
- C. Responsible to update the web site within 7 days of written notification and details submitted by a Board Member.
- D. Submit annually, payment for the hosting and domain fees via Guild Bank debit card

5.14 Small Bee Group Committee

- A. The Bee Committee will help organize and coordinate Small Groups or Bees formed by the Gwinnett Quilters’ Guild membership.
- B. The Bee Committee will maintain a current list of Bee group’s name, contact person, meeting time and location, interest or focus, membership list and open or closed to new member status.
- C. Bee groups meet on a regular basis as determined by the group. Anyone can form a new group. Guild members may belong to as many Bees as desired.
- D. The Bee contact person must be a Guild member. Membership is not limited to Guild members only.
- E. Encourage Bee groups to serve as “Bee Ambassadors” to welcome visitors and new members by giving them a tour of the Guild meeting room and introducing them to Guild members.

5.15 Retreat Coordinator

- A. Form a committee to locate, host and facilitate an Annual Day and Overnight Guild retreat.
- B. All funding for the retreats are to be raised by the coordinator and retreat committee members.
- C. Funds must be recorded and turned into the Guild Treasurer to be deposited into the Retreat bank account.
- D. All contracts must be reviewed and co-signed by the Guild Executive Board President
- E. The retreat committee will meet multiple occasions prior to the event.
- F. An equipment inventory consisting of ironing boards, flannel design walls, irons, cutting Mats, electrical cords, etc. purchased with Retreat Funds must be given to the Treasurer annually.

5.16 Hospitality Committee

- A. Greet and welcome all visitors at Guild meetings.
- B. Collect all applicable guest/visitor fees.
- C. Visitor fee of \$5.00 for maximum of 3 per calendar year.
- D. Visitor fee may be increased by Board for specific speakers.
- E. Remit collected monies to the Treasurer by the end of the meeting.

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