

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 members in attendance. Any current Guild member may make suggestions for Policy and Procedure change by submitting proposals to the Executive Board. A fifty-one percent (51%) affirmative vote is required to adopt a motion.

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 Each member in good standing shall have one vote.
- 1.08 Guild members are responsible to:
 - A. Bring an item to the guild meeting during their birth month for the birthday table
 - B. Wear name badge at all Guild events and silence all cell phones.
 - C. Support Guild initiatives by helping with Community Service Projects as endorsed by the Guild.
 - D. Support the Guild's mission by volunteering to serve on Standing Committees, become a Chairperson and/or an elected Officer of the Board.
 - E. Pay individual financial obligations
 1. Annual dues by October of each year.
 2. Fines for overdue library books (\$.50/per book/per month), failure to wear name tag (\$.25), cell phones ringing (\$1.00) during a meeting.
 - F. Responsible for assisting in the set up and take down of chairs and tables at each guild meeting and workshop.

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 management of the Guild's business and financial affairs.
- C. Appoint Committee Chairperson(s) and Committee Members to all Standing Committees for his/her term of office.
- D. Create additional ad hoc Committees and/or disband current ad hoc Committees as necessary.
- E. Serve as an ex-officio member of all Committees.
- F. Review and sign all contracts proposed by all Committees.
- G. Maintain a log of responsibilities and serve as a consultant to the incoming President on all matters relating to the duties of the office.
- H. Serves as an ex-officio advisor to the President and Executive Board without voting power. The out-going President is exempt from membership dues for one year.
- I. Present each outside guild speaker with a Gwinnett Quilters' Guild pin making them an Honorary Member
- J. Honor Standing Committee chairs with Leadership service pins annually.

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. Serve as liaison with Cannon United Methodist Church regarding scheduling any Guild meetings or events.
- 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.

2.03 Secretary

- A. Attend all general Guild meetings, Executive Board meetings and Board meetings.
- B. Record all votes and minutes of Executive Board, Board, and General Guild meetings and maintain Historical written documents. These documents shall be maintained for a minimum of seven (7) years.
- 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. Maintain a copy of 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 separate accounts for the guild and guild retreats, 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. Records should be maintained for a minimum of seven (7) years.
- 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.
 - 1. All assets of any Standing Committees are the property of the Gwinnett Quilters' Guild.
 - 2. Dispersal of any guild asset shall require prior written consent of the Board.
- H. Monitor for IRS Publications requiring changes in Fiscal Policy and Procedure annually.
- I. Responsible for filing all tax related forms required to maintain federal and state 501(c) (4) status.
 - 1. File form 990 by the 15th day of the 5th month after the end of the fiscal Year (September 1 - August 31).
 - 2. Complete and file annual registration form listing current officers with Georgia Secretary of State between January 1st and April 1st of each fiscal year.
 - 3. Complete and file form 8822-B to IRS when mailing address and/or responsible party (Board President) changes.
 - 4. Complete W-9 forms for each independent contractor paid \$600.00 or more in a calendar year.
 - 5. File IRS Form 1099-MISC for each speaker paid \$600.00 or more in a calendar year.
 - 7. Complete and File Form 4.14.16 Georgia Miscellaneous Sales Event to pay Georgia Sales Tax (0.6%) on profit made from fund raising events.
- J. Chair the annual Budget Committee. Provide for annual publication in the July Newsletter, the current year's budget and the expenses under each category for the current year.
- K. Maintain a log of responsibilities and serve as a consultant to the incoming Treasurer on all matters relating to the duties of the office.
- L. Perform the duties of the President in the absence of the President(s), Vice President(s) and Secretary.
- M. Maintain the Guild inventory
 - 1. Present each Standing Committee Chair with an inventory list to be kept by that committee. A signed copy will be kept by the Treasurer.
 - 2. Present each Standing Committee Chair with written instructions of how to turn in any monies collected by that committee and how to obtain reimbursement for any budgeted expenses.

2.05 Program Chairperson

- A. Attend all general Guild, Executive Board and Board meetings.
- B. Arrange for programs each month, during their term of office.
 - 1. Assist contracted program presenters by:
 - a. Coordinating hotel room and transportation to and from the guild meeting and any meals as agreed with presenter.
 - b. Assisting with program equipment, quilts, sales items, table set up and technical needs.
 - 2. Guild members presenting a Program will be paid \$150.00.
- C. Arrange for workshops following some of the guild programs, as approved by the Executive Board.
 - 1. Assist contracted workshop presenters by:
 - a. Coordinating hotel room and transportation to and from the guild workshop location.
 - b. Assisting with workshop set up, equipment, and other needs as requested by the presenter.
 - 2. Determine Workshop fees per class, in conjunction with Executive Board, based on the teacher's fee.
 - 3. Guild members are given priority to attend workshops.
Non-members may attend a guild workshop for an additional fee of \$10.00 if space available.
 - 4. Refunds are not given unless a workshop is cancelled. A student may find a replacement to attend.
 - 5. In the event a workshop does not fill, the Guild treasury will cover the balance due on workshop expenses if approval is given by the Board.
 - 6. Guild members giving a demo for the In-House Education program will do so pro-bono and not receive any funds.
 - 7. The Executive Board must approve any additional expenses for programs.
- D. Schedule future speakers to accommodate long term plan. All contracts initiated by the Program Chairperson will be binding on future Chairperson(s). All program contracts must be signed by the Guild President.
- 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 Program inventory
- H. Serve as a consultant to the incoming Program Chairperson on all matters relating to the duties of the office.
- I. Perform the duties of the President(s) in the absence of the President(s), Vice President(s), Secretary and Treasurer.
- J. Coordinate and administer the in-house education program.

Section III Elections and Voting

- A. The nominating committee will be formed in March of each fiscal year.
- B. The nominating committee will consist of the Vice President, who will act as Chairperson, and four (4) Guild members appointed by the President.
- C. The March-newsletter will contain a form for written nominations from the members and should be returned to the Vice President by the March meeting.
- D. Members may also nominate individuals from the floor at the April meeting.
- E. A slate of officers will then be published in the newsletter the month prior to the election. A brief biography of each nominee will be included.
- F. The election of officers will be conducted no later than the June meeting 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. Appointed by the President, Each Chair shall attend all Board meetings or send a Committee representative.
- B. Maintain a log of responsibilities; as well as Committee Inventory.
- C. Serve as a consultant to the incoming Committee Chairperson.
- D. Enlist other Guild members to assist with the function(s) of their Committee.
- E. Submit receipts and documentation of expenses for reimbursement.
- F. Submit to Treasurer by the May Board meeting anticipated income and expenses for the upcoming year for their committee.
- G. Submit to Newsletter Editor their report for the monthly newsletter, no later than the day following each Board meeting.
- H. Maintain current website information about their committee. Chair should review website information at least on a bi-monthly basis.
- I. Responsible for setting up table/chairs for their committee at each meeting, and for take down after each meeting.
- J. All unbudgeted expenditures over \$100.00 must be submitted to the Executive Board. Upon their recommendation each expenditure will be presented to the membership in the monthly newsletter and voted on at the following general meeting.

4.01 Birthday Committee

- A. Responsible for coordinating the Birthday drawing held at the general monthly meetings.
- B. Collect monies to be remitted to the Treasurer by the end of the meeting.

4.02 Budget Committee

- A. Chaired by the Treasurer and include the President-Elect, Treasurer-Elect, Program Chairperson and three (3) board members appointed by the President.
- B. Collect proposed budgets from all Standing Committees, develop an estimated annual budget, and present that budget to the Board.
- C. Collect from all Standing Committee Chairpersons, prior to the July Board meeting, estimated annual budgets for the coming year.
- D. 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. Publish the proposed budget in the August newsletter and brought bring before the membership for a vote at the August general Guild meeting.

4.03 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 members in attendance. A two-thirds vote is required to adopt a motion.

4.04 **Community Service Committee**

- A. The Vice President will chair the Community Service Committee.
- B. Manage the Community Service Projects undertaken by the Guild and approved by the members.
- C. 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 4 You**. (see standing committees)
 - 3. **Quilts of Valor** (see standing committees)
 - 4. Additional community projects may be chosen by the membership annually.

4.05 **Friendship Committee**

- A. 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 children.

4.06 **Hospitality Committee**

- A. Greet and welcome all visitors at Guild meetings.
- B. Collect all applicable guest/visitor fees.
- C. Collect visitor fee of \$5.00 for maximum of 3 per visits per non-member each calendar year.
- D. Increase visitor fee at the discretion of Board for specific speakers.
- E. Remit visitor fees to the Treasurer by the end of the meeting.
- F. Send each visitor a "thank you" note for attending the monthly guild meeting.

4.07 **Just For You**

- A. Plan, organize and coordinate the Guild's efforts in making, collecting and distributing quilts for Children's Healthcare of Atlanta.
- B. Plan the annual program which features a display of all ~~these~~ quilts.

4.08 **Library Committee**

- A. Maintaining the Guild's library.
- B. Manage the system whereby members can check out and return books in a timely manner.
- C. Maintain an inventory of the Guild's books and ~~will~~ purchases. Additional books shall be purchased according to budget allotments.
- D. Monies collected will be remitted to the Treasurer by the end of each meeting. Monies resulting from overdue book fines and cell phone fines shall be collected at the time the fine is incurred.
- E.- Provide to guild members a digital inventory listing of books and other media are to on the guild website.

4.09 **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. Monthly submit any changes or modifications of current membership information to the Newsletter Editor, President, Vice-President, Treasurer and Hospitality Chair.
- D. Oversee the compilation and publication of 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, Policy and Procedure Manual and Guild Directory.
- 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.
 1. Member fees are due and payable on or before the September guild meeting.
 2. Benefits include voting privileges, a membership pin and name badge, a membership directory and the monthly electronic newsletter.
 - a. Beginning January 1, Membership dues are adjusted monthly for new members and for returning members with a lapsed membership of one (1) year or more.
 - b. If a visitor joins the Guild during the meeting, the visitor fee will be applied to the new member fee.
- H. Create and distribute permanent name badges to each new member. 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.
- I. Maintain a list of all Honorary members.

4.10 **Newsletter Committee**

- A. Compose, publish and distribute ~~of~~ the monthly electronic newsletter.
- B. 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.
- C. All Committee Chairpersons will submit in writing their report for newsletter publication by 5PM the day following the Board meeting.
- D. Create and show PowerPoint before guild meeting each month as appropriate.
- E. Send e-mail blasts as appropriate (death of a member, cancellation/last minute change of guild meeting date or location, urgent matters as determined by the Executive Board.
- F. Publish in the newsletter, and/or PowerPoint appropriate Guild related items (sale of quilting related items, area quilt shows, other activities as approved by the Executive Board.

4.11 **Parliamentarian**

- A. Knowledgeable 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. Chairs the Bylaws Committee.

4.12 **Photography Committee**

- A. Responsible for taking photos of the members and providing them to the Editor of the Membership Directory.
- B. Take photos during Guild meetings to document special events programs, Show and Tell, and provide selected photos to the Newsletter Editor and/or the Website Editor.

- 4.13 **Quilts of Valor Committee**
- A. 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.
 - B. 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.
- 4.14 **Refreshment Committee**
- A. Responsible for coordinating the provision of refreshments at Guild functions.
 - B. Provide a list of members bringing refreshments to the Newsletter Editor for publication each month.
 - C. Monies collected will be Remit to the Treasurer by the end of the meeting
- 4.15 **Retreat Committee**
- A. Locate, host and facilitate all Guild retreats.
 - B. Collect a non-refundable le deposit from each attendee.
 - C. Funding for retreat is to be covered by the retreat registration fees.
 - D. Record and submit all funds to the Guild Treasurer ~~to be~~ for deposit into the Retreat bank account.
 - E. Submit all contracts to be reviewed and co-signed by the Guild President.
 - F. Purchase Venue Liability Insurance.
 - G. Provide up-to-date inventories ~~must be given~~ to the Treasurer annually.
- 4.16 **Show and Tell Committee**
- A. Manages the Show and Tell portion of the monthly Guild meeting
 1. Members must log in their item (s) prior to Show and Tell presentation.
 - 2.. Guild members are asked to briefly describe their quilted item.
 - 3.. Ribbon(s) will be awarded for each item shown and photo(s) taken by Photographer for display in guild Power Point, publication in Newsletter and/or on Guild Website.
 4. Members not wishing to have their photos/quilts displayed should not have them photographed by guild Photographer.
 - B. Assists members participating by directing order of presentation and holding quilts for display as the quilter gives a brief explanation about their qui
- 4.17 **Small Bee Group Committee**
- A. Help organize and coordinate Small Groups or Bees formed by the Gwinnett Quilters' Guild membership.
 - B. Maintain a current list of Bee group's name, contact person, meeting time and location, interest or focus, and open or closed to new member status.
 - C. Bee groups meet on a regular basis as determined by the group. Any guild member can form a new group.
 - D. New groups should notify the Small group/Bee Chair of their intention to form a Bee group so they can be listed in the guild directory and on the website with contact information.
 - E. Bee contact person must be a Guild member. Membership is not limited to Guild members. ~~only~~
 - F. Guild members may belong to as many Bees as desired.

4.18 **Website Editor**

- A. Edit, manage and update the Guild website on a regular basis.
- B. Requests to hire a Website Developer to write html code or to change/ alter the function of a web feature must have prior approval of the Board and if approved, any expenditure of over \$100.00 requires an affirmative vote of the general membership.
- C. 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.
- D. Responsible to update the web site within 7 days of written notification and details submitted by a Board Member.
- E. Publish on website, appropriate Guild related items (sale or quilting related items, area quilt shows, other activities) as approved by the Executive Board
- F. Submit annually to the Treasurer, payment notification for the website's hosting and domain fees.

4.19 **Ad Hoc Committees**

- A. Can be created by the Executive Board President.
- B. Continuation of an Ad Hoc committee will be reviewed annually.

Amended by Membership 1/15/2019

Approved by Membership

7/17/2018

7/17/2012

1/5/2016

5/31/2017