

**Kaw Valley Quilters' Guild
Lawrence, Kansas**

Policy Statements

Policy is a statement by the current Board with membership input as to how business is conducted. It can be changed by vote of the current Board. Policy is not reflected in the by-laws.

1. FINANCIAL ARRANGEMENTS FOR WORKSHOPS/PROGRAMS

Speakers' travel expenses are charged to programs.

Workshop fees include only instructor's fee, materials fee, room rental, etc., but not travel. Workshop fees are figured at 60% of capacity. Kit fees and material fees are payable to the instructor at the time of the workshop. Any profit or loss is accounted to workshops' budget. Workshops should be self-supporting; but if they are not, the loss at the end of the year is charged to programs.

Members shall be paid for giving a morning and/or evening program or a workshop of at least 3 hrs. The rate will be their usual lecture/workshop fees or honorarium.

Workshops will be announced in the newsletter, on the Guild website, and at meetings.

Members must pay to reserve their place when they sign up for a workshop. Signing up for a workshop is available at Guild meetings and via Pay Pal on the Guild's website. The Program Chair will not hold an attendee's place in a workshop without payment.

Gift Certificates for individual workshops will be available at meetings. If a recipient of a certificate cannot attend a specific workshop, the certificate may be applied to another workshop. A generic workshop certificate may be applied to any of the workshops. No refunds for certificates will be issued.

If an individual cancels participation in a workshop at least 30 days prior to the workshop, full cost of that workshop will be refunded.

Any exception to the refund policy must be approved by the Board.

Since the Guild is an educational non-profit organization, all programs, including workshops, must be open to the public. Non-members may sign-up for workshops, but fees will be higher.

It is up to the discretion of the Program Committee and the Board to cancel a workshop if the workshop is not at 60% capacity at least 30 days prior to the scheduled date.

2. SALES OF MERCHANDISE TO MEMBERS

The Guild does not compete with merchants and does not buy books or merchandise in quantity to sell to members.

The Guild allows the speaker to sell patterns, books, and other items to the members before or after the meeting and during the break on the day they are presenting the program or workshop. If the speaker sends kits and patterns for distribution to workshop signees, these will be sold only to those who sign up for the workshop, unless otherwise approved by the speaker.

3. PUBLICATION OF CLASSES IN NEWSLETTER

The newsletter does not publish information on regular classes in shops or education centers, but information on special speakers may be published.

4. MEMBERSHIP LIST

The membership list is compiled in January and is available to members by the February meeting. Those who have not renewed at or before the January meeting will be dropped from the mailing list.

The membership directory is for members' use only and is not to be used by organizations or individuals to solicit funds or to prospect for business.

At the discretion of the board, a supplemental list of new members will be compiled in July and will be available by the July meeting.

5. SALES OF MEMBERS' ITEMS

An annual sale (Country Store) of Christmas and other items (including craft items, patterns and books) will be sponsored by the Guild and held during the evening/morning meetings in November, provided a chairperson can be found to run it. Tables are only available to Guild members for their own items. Members are responsible for their own sales tax.

6. CHILDREN AT MEETINGS

Infants and young children may not be brought to meetings. It is up to the parent to decide if the child is old enough (school age) to sit quietly during the meeting. Babysitting services are not provided by the guild.

7. PATTERNS

The Guild will provide members a monthly quilting activity, which may include a block of the month pattern.

Members may not reproduce the pattern for sale or profit. The pattern may not be reproduced by any profit or non-profit organization or by any individual other than the designer(s), although people may make items such as quilts or pillows in the pattern.

8. ORDER OF MEETING

The evening meeting is held on the Monday evening preceding the third Tuesday of the month and commences at 7:00 p.m.

The morning meeting is held on the third Tuesday of the month and commences at 9:30 a.m.

Each meeting consists of a business meeting, show and tell, an appropriate break, and a program.

Minutes and Treasurer's report are available upon request.

9. BOARD MEETINGS

The Board meets once a month at a location and time determined by the President.

The Board meetings are open to members and the time and location will be announced. If a member wishes to present an issue to the Board, arrangements must be made in advance with the President.

The December Board meeting will be denoted as the Change-Over Board meeting, which should include the out-going Board members, in-coming Board members and committee chairpersons (at the invitation of the out-going Presidents).

10. QUILT SHOW

The quilt show is usually held annually at the discretion of the Board. Only work by members or, if appropriate to a theme, work owned by but not made by members may be displayed.

Unless appropriate to a theme, only work not shown at previous shows should be displayed.

A miniature quilt sale may be held with the donations going directly to charities selected by the Board.

An entrance fee, determined by the Board, shall be assessed for entrance into the quilt show. Children under 12 are free when accompanied by an adult.

11. QUILT RACKS AND POLES

Quilt racks and poles may **not** be loaned or rented.

12. SMOKING

Smoking is not allowed in the Plymouth Congregational Church building. This includes the restrooms, kitchen, hallways, etc. This is in keeping with the fire codes.

13. PROGRAM

The Program Committee makes decisions on speakers, programs, and workshops with approval from the Board.

The President may ask the Board and the membership to vote on whether to cancel the December meeting.

14. PURCHASING ITEMS FOR THE GUILD

The by-laws state that any non-budget item over \$200 must be approved by the general membership. The Board must approve other items aside from routine office supplies, postage, program expenses, etc.

Members may be reimbursed for Guild expenses, but receipts must be turned in to the Treasurer.

Members who make and/or quilt an opportunity quilt may receive partial reimbursement from the guild up to \$200 in total if receipts are turned into the treasurer and approved by the board.

Although the Guild is exempt from Federal income taxes, it is not exempt from sales tax. It must pay sales tax on items it purchases or sells.

15. WAYS AND MEANS COMMITTEE

If needed, a Ways and Means Committee, composed of a chair appointed by the Board and three other Guild members to be selected at the discretion of the chairman, will supervise projects to raise funds to support the operation of the Guild. These projects would be in addition to the opportunity quilt.

16. APPOINTED POSITIONS

Program Chair: Responsible for selecting appropriate speakers for each month's guild meetings with evening and morning having the same speaker. Also will set up workshops with some of those speakers. This committee's chairperson or designated committee representative is the only appointed position with a vote on the KVQG board.

Membership: Responsible for collecting dues and membership forms and maintaining current roster, including email addresses. Dues are to be given to treasurer immediately upon collection. Will prepare an annual roster each February and distribute it as directed by the Board. Will make available information from the membership forms to the various committees and officers having need of it. Will inform newsletter editor of all new members as they join.

Newsletter editor: Shall prepare a newsletter to be distributed at least 10 days before each scheduled meeting.

Newsletter mailing: Shall be responsible for electronic distribution of the newsletter and using US Postal Service for those who want it mailed.

Librarian(s): Shall maintain a collection of books, etc., for use of the guild, and operate a checkout and return service for members. Responsible for purchasing additions to the guild library within their budgetary limit.

Quilt Show chairperson(s): Organizes and supervises the annual quilt show, including appointing committees to carry out duties.

Warm Kids Quilts: Organizes and supervises the making of quilts for children of the community.

Hospitality: Responsible for organizing drinks and food, which is brought by members to monthly meetings.

Opportunity Quilt makers: Responsible for making the opportunity quilt top and supervising the quilting and binding.

Opportunity Quilt ticket sales: Responsible for distributing tickets to members and collecting sold tickets and money. Oversees the ticket drawing, and delivery of quilt to winner.

Block of the Month: Responsible for planning and executing the block of the month program.

Magazine and Fabric Exchange: Responsible for organizing and supervising exchanges.

Challenge: Responsible for planning, publicizing, and supervising any quilt challenges.

Website: Responsible for the timely updating of the website.

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