

POLICIES AND PROCEDURES OF THE WILDFLOWER QUILT GUILD

The Wildflower Quilt Guild was established in 1991 and is a recognized 501(c)4 under the Internal Revenue Code.

Membership

- Annual dues are \$30.
- Annual dues may be paid from November 1 – February 28 to be effective January 1 of each year.
- Dues will be half of the regular annual amount beginning in July of each year and for the remainder of that fiscal year.
- No member will be permitted to chair more than one committee at a time but may serve on more than one committee.

Duties of the Officers, Directors, Coordinators

President

- Sends agenda for Board of Directors meeting 3 to 5 days prior to meeting.
- Submits information to be included in the monthly newsletter by Friday following each guild meeting.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Meets with other pertinent officers to sign signature card for bank account.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

First Vice President

- Submits program and workshop information to be included in the monthly newsletter by Friday following each guild meeting.
- Contacts presenters 2 to 3 months ahead of program time to confirm schedule. Answers any questions and arranges meals and location directions. If presenter has agreed to lead a workshop, a sample of the project must be obtained and shown a month in advance.
- Makes lodging reservations for out-of-town presenters.
- Arranges workshop room reservations.
- Collects workshop fees from members and submits to Treasurer.
- Submits expense vouchers to Treasurer to pay presenter for fees, travel expenses, and meal expenses and for room fees and other expenses.

- Ensures that each presenter completes and submits a form W-9 to obtain Taxpayer ID# so Treasurer can send a 1099 at the end of the year.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Second Vice President

- Creates a budget for this term as 1st Vice President that will not exceed 50% of the guild's annual operating budget.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Secretary

- Completes and emails minutes from Board of Directors meeting to all Board members within one week.
- Stores and has available one year of past Board minutes and substantiating material.
- Organizes and places all documentation 2 years or older in storage facility.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Treasurer

- Meets with other pertinent officers to sign signature card for bank account. Bank account is currently at Texell Federal Credit Union.
- Stores and has available one year of past Treasury reports and substantiating material.
- Organizes and places all documentation 2 years or older in storage facility.
- Maintains an adequate supply of expense and income forms and checks.
- Prepares an itemized record of all expenses and income to give to Co-Treasurer for budget purposes.
- Obtains a copy of the sign-out sheet from the copy provider (the guild is currently using Paper Graphics) and gives to the Co-Treasurer for budget purposes.
- Makes all Treasury information available to Audit Committee before January Board of Directors meeting and is available for any questions they may have.
- Submits expense vouchers for reimbursement for any expenses incurred within this position within one month.

- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Co-Treasurer

- Meets with other pertinent officers to sign signature card for bank account.
- Obtains all expense and income information from the Treasurer to maintain a current budget report.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Facilities Director

- Obtains a report from each Coordinator to take to the Board of Directors meeting.
- Assists Coordinators in preparing a budget for their activity.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Coordinators under Facilities Director

- **Facilities Liaison**
 - The President can act as the Facilities Liaison or
 - A Facilities Liaison can be selected with approval of the management of the meeting location and in cooperation with the WQG Board to serve an indefinite term. *(While we are meeting at the church, this person must be a church member and must be approved by the church.)*
 - Handles all communication with the meeting place.
 - Coordinates meeting times and use of space
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Facilities Director to prepare a budget for the following year.
 - Informs Facilities Director of anything that needs to be shared with the Board of Directors.
- **Christmas Party Coordinator**
 - Plans Christmas party.

- Informs members of food choices, times, and any activities planned.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Works with Facilities Director to prepare a budget for the following year.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Informs Facilities Director of anything that needs to be shared with the Board of Directors.
- **Refreshment Coordinator**
 - Encourages members to sign up at least once a year to provide refreshments for the guild meetings.
 - Reminds guild members by phone or email the week prior to the guild meeting that they are responsible for refreshments.
 - Submits information about refreshments to be included in the monthly newsletter by Friday following each guild meeting.
 - Instructs the guild members providing refreshments on proper set-up and clean-up of the kitchen area.
 - Purchases necessary paper goods and maintains cabinet.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Facilities Director to prepare a budget for the following year.
 - Informs Facilities Director of anything that needs to be shared with the Board of Directors.
- **Storage Facility Coordinator:**
 - Maintains a storage facility to store all Guild equipment and out-dated records.
 - Monitors the combination code for the padlock to the door of the unit
 - Keeps an ongoing inventory of items contained in the storage unit, this location and who enters the unit and for what purpose.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Facilities Director to prepare a budget for the following year.
 - Informs Facilities Director of anything that needs to be shared with the Board of Directors.

Membership Director

- Presides at the membership table prior to each guild meeting.
- Greets members and visitors and directs them to sign the attendance sheet.
- Directs new members to the New Member Coordinator.
- Keeps an accurate record of all members and member contact information.
- Prepares a membership roster to be sent to all members of the Board of Directors, the Newsletter Editor and the Yearbook Editor each month.

- Compiles and distributes informational packets to new members.
- Announces the current number of members, new members, and guests at the monthly guild meetings.
- Submits membership information to be included in the monthly newsletter by Friday following each guild meeting.
- Secures door prizes to be distributed at the monthly guild meetings.
- Makes all membership forms available to any board member.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.
- Obtains a report from each Coordinator to take to the Board of Directors meeting.

Coordinators under Membership Director

- **Community Services Coordinator**
 - Coordinates the guild's community service projects and notifies members of opportunities to give back to the community.
 - Distributes donated community service items to the appropriate entities
 - Orders labels to be applied to donated items and brings to each meeting.
 - Keeps a monthly list of donated items
 - Submits donation information to be included in the monthly newsletter by Friday following each guild meeting.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Membership Director to prepare a budget for the following year.
 - Informs Membership Director of anything that needs to be shared with the Board of Directors.
- **New Member Coordinator**
 - Greets new members, answers any questions they may have and introduces them to current members. Finds a current member to sit with new member and make them feel welcome.
 - Places a follow-up call or email within a week to see if they have any questions.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Membership Director to prepare a budget for the following year.
 - Informs Membership Director of anything that needs to be shared with the Board of Directors.

- **Yearbook Editor**
 - Obtains membership info from the Membership Coordinator.
 - Obtains program, hostess, and any other pertinent information from those directors/officers and makes changes to the yearbook every year.
 - Has yearbooks printed and distributes to members no later than the March meeting each year
 - Notifies members throughout the year of any changes to the yearbook.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Membership Director to prepare a budget for the following year.
 - Informs Membership Director of anything that needs to be shared with the Board of Directors.
- **Mentorship Coordinator**
 - Maintains forms of members willing to be mentors and members who would like mentorship.
 - Matches mentors and mentees and notifies both parties.
 - Monitors mentors' and mentees' participation and satisfaction.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Membership Director to prepare a budget for the following year.
 - Informs Membership Director of anything that needs to be shared with the Board of Directors.
- **Sunshine and Shadow Coordinator**
 - Sends a card to all active or non-active Wildflower Quilt Guild members or their immediate family member in the event of an illness, accident, or death of a member.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Membership Director to prepare a budget for the following year.
 - Informs Membership Director of anything that needs to be shared with the Board of Directors.
- **Bee Keeper**
 - Serves as liaison between all Bees and guild to make membership available to any interested guild member.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.

- Informs Membership Director of anything that needs to be shared with the Board of Directors.
- **Hospital Quilt Coordinator**
 - Obtains quilts from members on a quarterly basis and hangs in the appropriate area at Baylor Scott & White Hospital.
 - Prepare signage to go with each quilt.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.

Activities Director

- Ensures that activities are planned and carried out to provide learning experiences and entertainment for guild members.
- Obtains a report from each Coordinator to take to the Board of Directors meeting.
- Assists Coordinators to prepare a budget for this activity.
- Submits activities information to be included in the monthly newsletter by Friday following each guild meeting.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Coordinators under Activities Director

- **Block of the Month Coordinator**
 - Presents a block of the month pattern at the monthly guild meeting and has paper patterns available for participants.
 - Provides a sign-in sheet and paper slips so each person who completes a block can enter a drawing for the blocks. Each person making a block is responsible for adding name to the drawing. There is only one winner of all the blocks made unless there are enough blocks entered (20 or more) to have two winners.
 - Sets up display area
 - Creates and/or maintains an annual notebook containing each original pattern and a sample made by that pattern.
 - Submits block of the month information to be included in the monthly newsletter by Friday following each guild meeting.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Activities Director to prepare a budget for the following year.
 - Informs Activities Director of anything that needs to be shared with the Board of Directors.

- **Birthday Fabric Raffle Coordinator**
 - Collects donated fabric from members who have a birthday each month.
 - Maintains supply of paper slips and pens/pencils for drawing.
 - Sells chances to win the donated fabric for 25 cents per chance.
 - Draws winning names and announces at guild meeting.
 - Completes income form and turns in to the Treasurer after each monthly meeting
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Activities Director to prepare a budget for the following year.
 - Informs Activities Director of anything that needs to be shared with the Board of Directors.
- **Challenge Coordinator**
 - Chooses the color scheme, theme, or fabrics (and other specific instructions) for the annual guild challenge.
 - Provides specific written instructions for those guild members who wish to participate in the judged challenge and is available at guild meetings for guidance.
 - Prepares the area for the judged entries at a fall quilt meeting.
 - Provides ballots for guild members to vote
 - Select prizes for the judged entries
 - Selects two non-biased judges to count ballots and awards the prizes.
 - Submits Challenge information to be included in the monthly newsletter by Friday following each guild meeting.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Activities Director to prepare a budget for the following year.
 - Informs Activities Director of anything that needs to be shared with the Board of Directors.
- **Charm Squares Coordinator**
 - Determines the size, color, and/or theme for each month's blocks and informs members of the number of squares to bring each month.
 - Sorts charm squares and packages in each participant's bag to be picked up by participant.
 - Submits charm square information to be included in the monthly newsletter by Friday following each guild meeting.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Activities Director to prepare a budget for the following year.

- Informs Activities Director of anything that needs to be shared with the Board of Directors.
- **UFO (Un-Finished Object) Challenge Coordinator**
 - Create rules for the annual UFO challenge including deadline for completing UFOs, level of completion required, entry requirements, penalty requirements, and any other pertinent information
 - Submits UFO Challenge information to be included in the monthly newsletter by Friday following each guild meeting.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Activities Director to prepare a budget for the following year.
 - Informs Activities Director of anything that needs to be shared with the Board of Directors.
- **Quilter Pals Coordinator**
 - Creates, copies, and distributes a Quilter Pal Sign-Up Form in October each year.
 - Provides the form and instructions to the newsletter.
 - Collects forms in November and facilitates the exchange of forms in December. Maintains a master list of all participants.
 - Is responsible for unclaimed gifts.
 - Contacts members if problems arise.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Activities Director to prepare a budget for the following year.
 - Informs Activities Director of anything that needs to be shared with the Board of Directors.

Communications Director

- Ensures that information regarding all guild activities and meetings is distributed to all members.
- Is the point of contact for the general public and media
- Obtains a report from each Coordinator to take to the Board of Directors meeting.
- Assists Coordinators to prepare a budget for this activity.
- Submits pertinent information to be included in the monthly newsletter by Friday following each guild meeting.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Coordinators under Communications Director

- **Newsletter Coordinator**

- Compiles monthly newsletter with the assistance of the Communications Director and sends to all current members at the beginning of each calendar month.
- Collects information/articles from each chairperson for publication.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Works with Communications Director to prepare a budget for the following year.
- Informs Communications Director of anything that needs to be shared with the Board of Directors.

- **Historian**

- Maintains written and photographic documents of guild activities.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Works with Communications Director to prepare a budget for the following year.
- Informs Communications Director of anything that needs to be shared with the Board of Directors.

- **Website Coordinator**

- Updates the website on a monthly basis making corrections or additions as necessary.
- Posts the following information on the website:
 - History of the guild.
 - Calendar of events and programs.
 - Date and time of monthly meeting.
 - Place of monthly meeting.
 - Description of Quilting Bees
 - Information of community service projects.
 - List of board members and committee chair persons.
 - Links to forms such as quilter pal, quilt entry, and new member.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Works with Communications Director to prepare a budget for the following year.
- Informs Communications Director of anything that needs to be shared with the Board of Directors.

- **Public Relations Coordinator**

- Works with the media to promote all activities of the guild

- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Works with Communications Director to prepare a budget for the following year.
- Informs Communications Director of anything that needs to be shared with the Board of Directors.

Facebook Coordinator

- Monitors Facebook activity to assure accurate, well-meaning and informative posts.
- Approves or disapproves any requests from members or others seeking to join the page.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Works with Communications Director to prepare a budget for the following year.
- Informs Communications Director of anything that needs to be shared with the Board of Directors.

Quilt Show Director

- Oversees all aspects of the biennial quilt show.
- Works closely with the Board of Directors while planning the quilt show.
- Forms committees when needed to assist them in running the quilt show.
- Obtains a report from each Coordinator to take to the Board of Directors meeting.
- Assists Coordinators to prepare a budget for this activity.
- Submits pertinent information to be included in the monthly newsletter by Friday following each guild meeting.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Prepares a budget for this position for the following year to be submitted at the October Board of Directors meeting.

Coordinators under Quilt Show Director

- **Quilt Show Coordinator**
 - Begins working at least 12 to 18 months prior to the show to determine the date and venue for the show. If possible, the next show date should be booked 2 years in advance.
 - Solicits and coordinates all volunteers for board approved events that will occur during the show, including but not limited to quilt entry, admission tickets, raffle quilt, vendors, and judging.

- Promotes and publicizes the show with the assistance of the Communications Director.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Works closely with the quilt Show Director to create/maintain/update a notebook that contains all pertinent information to this position.
 - Works with Quilt Show Director to prepare a budget for the following year.
 - Reports status of event to Quilt Show Director and board.
- **Quilt Show Treasurer**
 - Works closely with the Guild Treasurer to monitor budget for Quilt Show.
 - Stores and has available two years of past Quilt Show Treasury reports and substantiating material.
 - Organizes and places all documentation 3 years or older in storage facility.
 - Maintains an adequate supply of expense and income forms.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Quilt Show Director to prepare a budget for the following year.
 - Informs Quilt Show Director of anything that needs to be shared with the Board of Directors.
- **Quilt Show Secretary**
 - Keeps accurate minutes of all Quilt Show meetings.
 - Distributes minutes to all Quilt Show Committee members within one week following the meeting.
 - Handles all correspondence for Quilt Show.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Quilt Show Director to prepare a budget for the following year.
 - Informs Quilt Show Director of anything that needs to be shared with the Board of Directors.
- **Quilt Show Publicity Coordinator**
 - Works with the media to promote the quilt show, including advertising in local newspapers, posters, brochures, etc.
 - Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
 - Creates and/or maintains a notebook that contains all pertinent information to this position.
 - Works with Quilt Show Director to prepare a budget for the following year.
 - Informs Quilt Show Director of anything that needs to be shared with the Board of Directors.

2017 By-laws Committee:

Louise Oldham

Mary Ann Everett

Cindy Moore

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Edited 5/30/2017

Edited 6/14/2017

Approved by board -10/3/2017

Approved by membership – 11/14/2017