

# **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 Refreshment Coordinator as needed to make sure everything is going smoothly.
- Meets with Facility Liaison as needed to make sure everything is going smoothly.
- Has a key to the storage unit and ensures that everything is safe and in place.
- Has a key to the storage cabinet at meeting facility and ensures that everything is safe and in place. Ensures that facility and facility liaison also have keys to the storage cabinet.
- Creates a committee to develop proposals for fundraising activities for the year.
- Creates an Audit Committee in December of each year. Ensures that audit committee completes the audit of the financial records and presents report at March board meeting.
- 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 before the October Board of Directors meeting.

## **Coordinators under President**

### **• Facilities Liaison**

- The President can act as the Facilities Liaison or appoints a Facilities Liaison.
- 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
- Works with President to prepare a budget for the following year.
- Informs President of anything that needs to be shared with the Board of Directors.
- 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 President of anything that needs to be shared with the Board of Directors.

### **• Refreshment Coordinator**

- The President can act as the Refreshment Coordinator or appoints a 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.
- 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 the following year.
- Informs President of anything that needs to be shared with the Board of Directors.

### **• Storage Facility Coordinator**

- The President can act as the Storage Facility Coordinator or appoints a Storage Facility Coordinator.
- Maintains a storage facility to store all Guild equipment and outdated records.
- Monitors the combination code or key for the padlock to the door of the unit. There are 2 keys, one should be in the possession of the Storage Facility Coordinator and the other in the possession of the Quilt Show Director.

- 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.
- Prepares a budget for the following year.
- Informs President of anything that needs to be shared with the Board of Directors.

### **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.
- Can serve as the Christmas Party Coordinator or appoints a Christmas Party Coordinator
- Works with Christmas Party Coordinator to ensure Christmas Party is on budget and is a success.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Does not need to prepare a budget for this position for the following year to be submitted at the October Board of Directors meeting.

### **Coordinators under First Vice President**

- **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 First Vice president to prepare a budget for the following year.
  - Creates and/or maintains a notebook that contains all pertinent information to this position.
  - Informs First Vice President of anything that needs to be shared with the Board of Directors.

## **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.
- Prepares a monthly program summary for the Board of Directors showing expected expenses for programs.
- 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 before 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 before the October Board of Directors meeting.

## **Operations Treasurer**

- Responsible to coordinate new signature cards for the bank. Bank account is currently at Texell Federal Credit Union. There are currently two sub-accounts, one for operating and one for the quilt show account.
- Stores and has available one year of past Treasury reports and substantiating material.
- Stores prior year financial statement information in a folder in the designated storage place for permanent records. Retention policy for financial information is 7 years.
- Maintains an adequate supply of expense and income forms and checks.
- Presents Operating Financial Statement reports at the Board of Directors meeting to include columns for monthly, year-to-date, and budgeted income/expenses/net income/bank balance as well as budget for the year. The Financial Statement will include Board members responsible for each budgeted line item.
- Processes all federal and state regulatory for prior year, this includes 1099' (due January 31<sup>st</sup>), 990N (due April 15<sup>th</sup>), and Franchise Tax (due May 15<sup>th</sup>). Copies of filings will be filed in a binder that is in the control of the Guild President.
- Deposits all income by the last day of each month.

- Balances the bank accounts monthly and submits a balanced financial report to be published in the monthly newsletter.
- Presents printed paper reports at the Board of Directors meeting to include all income and expenses and printed paper budget reports to include the monthly balance for each officer and director.
- Processes all federal and state regulatory for prior year (1099's, 990N, and Franchise Tax)
- Responsible for paying annual Guild expenses.
  - Must pay rent to Guild meeting facility (currently First United Methodist Church) by January 31<sup>st</sup>.
  - Must pay storage unit rent for the year (currently Storage 4-U) by January 31<sup>st</sup>.
  - Must pay copy vendor (currently Papergraphics) as needed.
  - Must pay meeting facility for refreshment supplies (currently First United Methodist Church (currently \$150 per year paid in June)
- Makes all Treasury information available to Audit Committee before January Board of Directors meeting and is available for any questions they may have. The format of the Audit Committee Report document is located in the Treasurer's notebook as well as the President's notebook.
- 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 before the October Board of Directors meeting.

### **Fundraiser Treasurer**

- Meets with other pertinent officers to sign signature card for bank account.
- Maintains a current budget report for the quilt show and any other fund raising activities.
- 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 to be submitted at the October Board of Directors meeting.

## **Activities Director**

Ensures that Coordinators have 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.
- Creates and can chair a committee to select a gift for the outgoing President each year.
- Obtains annual list of Challenges and Charm Squares from each pertinent Coordinator to submit to Newsletter Coordinator at the beginning of January of each year.
- Receives activities information from each Coordinator to be included in the monthly newsletter by Friday following each guild meeting and submits to the Newsletter Coordinator.
- 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 before 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 (one ticket for each block entered). 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. The number of winners is decided by the Coordinator based on the number of blocks received.
  - Sets up display area.
  - Creates and/or maintains an annual notebook containing each original pattern and a sample made by that pattern.
  - Coordinator will submit future BOM pattern and construction information to Activities Director no later than the preceding guild night.
  - Submits block of the month information to the Activities Director 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. Collects ½ yd pieces, jelly rolls, or layer cakes of good quality quilting fabric from guild members each month.
  - Maintains supply of paper slips and pens/pencils for drawing.
  - Sells chances to win the donated fabric for 25 cents per chance. Members who have a birthday and bring fabric will receive one free ticket that month.
  - Draws winning names and announces winners 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 the Activities Director to be included in the monthly newsletter by Friday following each guild meeting.
  - Coordinator will submit a list of challenges, the months each challenge is due, and the description of each challenge to the Activities Director no later than the preceding guild night.
  - 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 the Activities Director to be sent to the Newsletter Coordinator at the beginning of each year included in the monthly newsletter by Friday following each guild meeting.
- Coordinator will submit future charm squares color and/or theme to Activities Director no later than the preceding guild night.
- 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
  - Coordinator will periodically submit a list of each member's UFO to Activities Director.
  - Submits UFO Challenge information to the Activities Director 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 before 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 coordinator/director 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.
- **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.

**Social Media 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.
- Ensures that photographs are taken of guild activities and posted on social media and Website.
- 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.

**Community Service Director**

- Coordinates the guild’s community service projects and notifies members of opportunities to give back to the community.
- Presents a monthly report to the Board of Directors of ongoing balance of funds for batting and number of items donated.
- Can serve as Donations Coordinator or appoints a Donations Coordinator.
- Presents an annual report of donated items at the December guild meeting.
- Creates and/or maintains a notebook that contains all pertinent information to this position.
- Submits expense vouchers to the Treasurer for reimbursement for any expenses incurred within this position within one month.
- Prepares a budget for this position for the following year to be submitted before the October Board of Directors meeting.
- Obtains a report from each Coordinator to take to the Board of Directors meeting.

**Coordinators under Community Service Director**

- **Donations Coordinator**

- Presides over donation table at each guild meeting to receive donated items.
- Keeps a tally of all items donated.
- Answers all questions about Community Service efforts.
- Distributes donated community service items to the appropriate entities.
- Maintains a monthly list of donated items.
- Orders labels to be applied to donated items and brings to each meeting.
- 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.

## **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 before the October Board of Directors meeting.
- Obtains a report from each Coordinator to take to the Board of Directors meeting.

## **Coordinators under Membership Director**

- **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.
- **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.

## **Quilt Show Director**

- Oversees all aspects of the biennial quilt show.
- Works closely with the Board of Directors while planning the quilt show.
- Can serve as Quilt Show Coordinator or assign a Quilt Show Coordinator.
- 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 before 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 (see Fundraiser Treasurer)**
- **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.

2019 By-laws Committee:

Lisa Martin

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Jamie Williams

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Edited 9/10/2019

Approved by board – 10/8/2019

Approved by membership – 11/19/2019