

Quilters Unlimited in Tallahassee Policies and Procedures

I. FISCAL MATTERS

A. Dues

1. Annual dues starting calendar year 2016 will be \$30, due January 1st each year.
2. Dues for members joining after June 30th will be 50% of the standard amount.

B. Fiscal Planning

1. At least once a year, but before the draft budget is presented, the President will appoint a Fiscal Planning Committee which includes: The President, President-Elect, Treasurer, Immediate Past President, and at least one other guild member. The Fiscal Planning Committee will present the Steering Committee:

- a) An analysis of the state of the organization's operating funds and reserve funds;
- b) An evaluation of the long-term soundness of the organization's budget; and
- c) A recommendation for the amount to be budgeted as the next year's total expenditures, as a starting point for the budgeting process.

2. If the Fiscal Planning Committee Chairperson is not already a member of the Steering Committee, they will be considered an ad hoc member of the Steering Committee for the length of time needed to compile their information and to deliver the report to the Steering Committee.

C. Handling of Money

1. When Steering Committee members or other representatives of the guild are in receipt of funds for guild matters, e.g., workshops, travel, dues:

- a) Any checks collected must be given to, or mailed to, the Treasurer no later than five days after receipt, or deposited into the guild's bank account.
- b) If cash is received, a personal check may be written to Quilters Unlimited for the amount collected, and the cash kept, unless the Treasurer is available during this event to receive the monies.
- c) No committee chairperson will hold more than \$50 cash on hand.
- d) Every committee chairperson will maintain the following fiscal documents in their Committee Notebook: The Treasurer's home address and email, the current bank account number so they can make deposits in lieu of pre-printed deposit slips and the guild "Check Request Form" available from the guild website.

D. The Audit Chairperson is an ad hoc member of the Steering Committee for the length of time needed to compile their information and report to the Steering Committee.

E. Allocation of Costs of Workshops, Workshop-Related Lectures, and Classes.

1. Definitions

- a) Workshops are taught by a guest teacher, with whom the guild enters into a contract. Typically, the teachers come from out of town and require transportation, lodging, and meals, in addition to lecture and teaching fees.
- b) Classes are taught by members of the guild. Typically, teaching fees may be required, but not transportation, lodging, or meals.

2. Workshops

- a) Income: All fees collected by the workshop will be credited against the workshop expenses.
- b) Expense: The division of the cost of the lectures at the guild meetings by guest teachers, and the cost of the workshops taught by these teachers, will be made in accordance with Table 1 below. It will be the duty of the Workshop Chairperson to notify the Treasurer of which cost fits into which component of the table for each guest teacher.

Table 1. Division of cost for lectures and workshops

Expenses	Lecture	Workshop
Travel Expense (plane, parking, mileage reimbursement)	80%	20%
Baggage/ Shipping	80%	20%
Lecture Fee	100%	0
Workshop Fees	0	100%
Kits	0	100%
Hotel	100% Night of lecture and any before	100% Nights of workshops and any other after conclusion
Meals	All up to and including night of lecture	All days of workshops and beyond
Rental of classroom	0	100%

3. Classes

- a) Any expenses such as teachers' fees and rental of classrooms will be calculated against the class fee income.

F. Special Compensation

1. Any committee member who has to pay expenses out of their own pocket should request reimbursement using the current form within 30 days of the event.
2. Workshop Committee expenses for a guest teacher may include transportation and dining companionship.
 - a) Reimbursement may be requested for travel to the airport, lodging, guild meeting, workshop, and/or dinner. The trips will be reimbursed at the current federal mileage rate.
 - b) For a companion dinner, a guild member may request reimbursement for the actual cost of the meal and tip on a receipt.
3. Workshop Committee expenses for classes by guild members may include travel reimbursement for a class supervisor, who is not taking the class and is responsible for opening the class space, setting up equipment, coordination with the venue, dismantling the space, cleaning, and closing the space.
4. The Opportunity Quilt Committee may request reimbursement for travel expenses to display the quilt and sell tickets at a location more than 25 miles one-way from the guild meeting location.

G. Challenge Quilt Finances

1. All fees collected from the sale of challenge rules will be used for prizes.
2. All Committee expenses will be covered by the general guild budget.

II. DIRECTORY. The directory is for members only and will not be distributed to non-members nor names sold or used for commercial purposes.

III. MEETING MINUTES

- A. Draft minutes of each steering committee meeting will be submitted by the Secretary to the President within two weeks of the meeting.
- B. The minutes will be available to the Steering Committee at least one week before any scheduled Steering Committee meeting.
- C. Minutes of General Membership meetings (if taken) and of the approved minutes of each Steering Committee meeting will be submitted for publication on the Quilters Unlimited website.

IV. NOMINATING COMMITTEE

- A. No later than June, the President-Elect will appoint one member of the Steering Committee and one member from the general membership to the committee. The committee will present a slate of officers for the upcoming year at the September meeting, at which time nominations may also be made from the floor. Election of officers will take place at the October meeting.
- B. The Nominating Committee members are considered ad hoc members of the Steering Committee for the length of time needed to compile their information and report to the Steering Committee.

V. DUTIES OF ALL OFFICERS AND STANDING COMMITTEE MEMBERS

- A. Officers and committee chairpersons will maintain records of plans, preparations, decisions, and recommendations related to their activities, to be passed along to future chairpersons. Special events and activities will be documented within 30 days of the conclusion of the event or activity.
- B. Officers and committee chairpersons will review all pages and posts on the website that have references to their programmatic area on a regular basis (at least monthly), to assure that there are no errors or duplication, and that the information has been published in a logical place on the website. If issues are noticed, they should work with the Website Coordinator to fix it.

- C. Starting with the election of officers in October, incumbent officers and chairpersons will train their counterpart for the following year so the future officer or chairperson will be aware of budget matters to be discussed at the budget approval meeting in November.

VI. Steering Committee Participation

- A. Attendance at Steering Committee meetings is expected for officers and chairpersons of Standing Committees. Attendance at Steering Committee meetings is recommended for chairpersons of Support Committees and Ad Hoc Committees when they have items to discuss. Chairpersons of all three types of committees may vote on items before the Steering Committee. Each person will have a single vote, even if chairing more than one committee. As new committees are created, their classification will be determined.

VII. STANDING, SUPPORT, AND AD HOC COMMITTEES

- A. The President and/or President-Elect may set up Ad-Hoc Committees as needed.
 - 1. The Annual Quilt Show Committee will make all arrangements for an annual show.
 - 2. The Equipment Committee will be responsible for storing, bringing to meetings, and assisting with the setup of the equipment necessary for Program presentations and Show and Tell.
 - 3. The Awards Committee will be responsible for selecting guild award honorees.
 - 4. The Block of the Month Committee will design and coordinate the monthly blocks with written instructions for assembly.
 - 5. The Challenge Committee will establish the rules, coordinate group purchases of materials (if any), set the criteria for voting, and award prizes for the guild's annual quilt design challenge. The challenge is related to the theme of the annual quilt show.
 - 6. The Door Prize Committee will coordinate the door prize(s) at each guild meeting.
 - 7. The Internet Committee will work with the hired professional web administrator to maintain the Quilters Unlimited website and related email services. The committee will also oversee the guild's social media pages.
 - 8. The Library Committee will manage a selection of quilting books, to be available to members to check out. The Chairperson will keep an updated list of books and acquire new books for the guild library.
 - 9. The Newsletter Committee will oversee the publication of the monthly newsletter, comprised of articles, calendar dates, notices, etc. The chairperson/editor will work with the Web Coordinator to publish the newsletter on the website, and with the Membership Chairperson for emailing the newsletter.

10. The two Opportunity Quilt Committees (current year and one year in the future) will design and complete the guild's opportunity quilts. The committee will assist in organizing promotional activities to solicit donations for opportunity tickets. Opportunity Quilts are created in conjunction with the annual quilt show.
11. The Philanthropic Committee will coordinate major guild-sponsored philanthropic activities for the year. It will also share information about these activities.
12. The Program Committee will schedule and arrange all monthly meeting programs and coordinate with the Workshop Committee regarding visiting teachers.
13. The Publicity Committee will promote and advertise guild activities and events, using any suitable media (print, electronic, social). It will coordinate with other affiliated organizations, the Newsletter Committee, and the Internet Committee.
14. The Quilter's Treasure Committee raises funds for the guild general fund by selling tickets for any Quilter's Treasure baskets during the year. They are allowed to use a percentage of collected funds to purchase "treasures" for future baskets.
15. The Silent Auction Committee will solicit donations and coordinate the Silent Auction held at the annual quilt show. The committee will bring the items to the quilt show for set up, monitor the bidding process during the auction, and deliver items to the highest bidders.
16. The Sit-n-Stitch Committee will maintain a list of all guild-affiliated Sit-n-Stitch groups and facilitate the establishment of new groups.
17. The Special Events Committee will make arrangements for events such as the COCA City Hall Show, Boutiques, Sewing Parties, End of Year Party, etc.
18. The Sunshine Committee will send cheer, well wishes, and condolences to guild members.
19. The Travel Committee will plan and execute trips for guild members.
20. The Welcoming Committee will arrange for greeters, who will personally welcome and assist visitors and new members at each monthly meeting. The Welcoming Committee will also assist in the distribution and collection of any polls or voting slips.
21. The Workshop Committee will schedule and arrange workshops and classes of interest to the membership. The Workshop Chairperson will finalize contracts with workshop teachers only after Steering Committee approval.

B. Classification of Committees

Standing Committees

Annual quilt show odd years

Annual quilt show even years

Internet
Newsletter
Opportunity Quilt odd years
Opportunity Quilt even years
Philanthropy
Programs
Publicity
Workshops

Support Committees

Equipment
Block of the Month
Challenge Quilt
Door Prize
Library
Quilter's Treasure
Silent Auction
Sit-n-Stitch
Sunshine
Welcoming

Ad Hoc Committees

Audit
Awards
Boutique Coordinator
City Hall Show
Fiscal Planning
Nominating
Special Events
Travel

VIII. OPERATING TIMELINE

For the guild to function in an orderly manner, the following timeline will be followed.

A. Late December–early January:

1. Audit Committee appointed by the President
2. Fiscal Planning Committee designated by the President

B. January, end of month:

1. Annual dues deadline

2. Challenge committee will start selling rules for the year's challenge quilt, usually themed with the annual quilt show theme.

3. Final statements on accounts for end of calendar year gathered and information provided to Audit Committee

C. March: Directory distribution

D. April 30: Deadline for Audit Report on previous fiscal year.

E. June:

1. June 1st: Distinguished Quilter nominations due

2. President-Elect appoints Nominating Committee

F. September: Nominating Committee presents slate of officers for voting; nominations can come from the floor

G. October:

1. October 1st: Volunteer of the Year nominations are due

2. Voting on next year's officers.

3. Reports are due to President from current officers and chairpersons

H. November:

1. Begin accepting dues for upcoming year

2. Steering committee meeting

3. Proposed Budget presented to Steering Committee for review and approval

4. Joint meeting of current and incoming officers and chairpersons

I. December:

1. Installation of officers will be at the end of the December meeting

2. End of Year party

IX. INDIVIDUAL COMMITTEE POLICIES

A. The Awards Committee.

1. The committee members will be: Committee Chairperson, the President, and one general guild member. No one will serve on the committee for more than three consecutive years.
2. The current awards are: Distinguished Quilter Award and Volunteer of the Year Award. For additional awards approved by the Steering Committee, the awards committee will develop guidelines, nomination forms, and nomination due dates.
3. The committee will decide whether an award will be presented in any year. A list of past honorees will be included on the website.
4. Committee Procedures for Nomination
 - a) The Awards Committee will solicit nominations from active Quilters Unlimited members through forms, published on the guild's web site.
 - b) A nominator and a co-nominator will both complete and sign the Nomination Form.
 - c) The Awards Committee Chairperson cannot be a nominator or co-nominator. In the case of any tie votes, the Chairperson will cast the deciding vote.
 - d) Any Awards Committee member who is nominated for an award will not participate in discussions or voting pertaining to that award.
 - e) The current President is not eligible for the Volunteer of the Year Award.
 - f) The committee will work with the President to find an appropriate time to announce recipients of the awards.
5. Distinguished Quilter Award Criteria
 - a) The Distinguished Quilter Award will be given to a participating guild member, who: supports the goals and purposes of Quilters Unlimited by promoting knowledge of and interest in quilting and the art of quilting; has outstanding quilting expertise and talent; shares by demonstrations, teaching, or writing; and enters quilts in local, regional, and national quilt shows.
 - b) The nominee may also: serve as an officer or committee chairperson, demonstrate areas of expertise in guild (programs, writing, other), and show initiative and/or assume responsibility.
 - c) The Distinguished Quilter Nomination Form is due to the Awards Committee Chairperson by June 1st of each year. The form is available on the QU website.
6. Volunteer of the Year Award Criteria
 - a) The Volunteer of the Year Award will be given to a participating guild member, who: supports the goals and purposes of Quilters Unlimited by promoting knowledge of and interest in quilting and the art of quilting; shows initiative and/or assumes responsibility

and leadership; is willing to help with routine tasks and unexpected needs; stimulates participation in guild activities and community-related activities; and gives unselfishly of their time and effort for the benefit of the guild.

- b) The nominee may also: serve as officer or committee chairperson and demonstrates areas of expertise in guild (programs, writing, other).
- c) The Volunteer of the Year Nomination Form is due to the Awards Committee Chairperson by October 1st of each year. The form is available on the QU website.

7. There may or may not be a nominal monetary presentation allowed in the annual budget. Certificates will be presented as created by the Awards Committee.

B. Challenge Committee

1. The Challenge Quilt Guidelines are related to the theme of the annual quilt show.

2. Entrant Guidelines

- a) The challenge is open to all current members of the guild. Entrant may also be a Challenge Committee chairperson or committee member.
- b) There is a \$5.00 fee to purchase Challenge Rules. If rules allow two-person teams, each team member must pay \$5.00.
- c) Only one entry per member. If Challenge Rules allow two-person teams, there is a limit of one entry per team.
- d) Entrants remain anonymous and do not share their project with anyone prior to judging.
- e) If the quilt is not present at the meeting for voting by guild members, it may still be exhibited at the annual quilt show in the Challenge category, providing an entry form was completed by the deadline.

3. Quilt Construction

- a) Design: Quilt must be an original design by the entrant and not be a copy of an existing work or the direct result of a class, workshop, or published pattern.
- b) Construction and quilting: Each entry is to be newly constructed and quilted by the entrant for that year's quilt challenge.
- c) Size: Each entry must follow the challenge rules for final size.
- d) Style: Quilt may be traditional, modern, and/or art style. All quilts must be new and have a quilt top, batting, and backing. Entries may be either machine or hand quilted, but not tied.
- e) Techniques: Entrants are encouraged to try new techniques, which may include hand dyeing, embellishments, fabric manipulations, new ways of incorporating traditional blocks into a more modern style, photo transfer, fabric painting, etc.

- f) Hanging Sleeve: A four-inch, hanging sleeve, shall be added on the back, if needed, based on the requirements of hanging at the annual quilt show. See directions on guild website under the “Activities/Projects” tab in “Workshops & Classes.”
- g) Label: A label must be sewn onto the back:

“Quilt Title”
 Quilters Unlimited Challenge
 “theme of challenge”
 Name of Quilter
 Tallahassee, Florida
 20__

- h) Completion: Quilt must be completed at time of voting by guild members at a regularly scheduled guild meeting to qualify for an award.
- i) Entry Form: An entry form for the annual quilt show must be completed by the deadline. The entry form will be posted on the guild website. The form requires accurate quilt dimensions, a photograph of the quilt, and a short statement (50 words) describing how the entry expresses the theme.
- j) Quilts will be suitable for public display. Challenge committee reserves the right to not display any quilt which may be deemed inappropriate.

4. Specific Challenge Rules

- a) The Challenge Committee creates yearly rules, which are sold for \$5, and are based on the theme of the quilt show.
- b) There may be specific challenges or elements of surprise related to the theme in the rules.
- c) The Challenge Rules contain categories and criteria for judging.

5. Voting and Awards/Prizes at Quilters Unlimited Meeting

- a) Voting will be held at the guild meeting preceding the annual quilt show. Votes will be tallied by guild members who did not enter a challenge quilt.
- b) Using printed ballots, guild members will vote on the quilts based on the categories and criteria in the rules.
- c) A quilt may only receive one award. If a quilt receives the most votes in two or more categories, the Challenge Committee Chairperson will look at the number of votes received by second-place quilts in those categories and determine the award recipients. The chairperson will vote to break any ties.
- d) After voting is complete, entrants will stand by their quilts and announce their names and the titles of their quilts. If there is time, they may be asked to describe how their quilts express the theme.

- e) Money collected from the sale of rules funds the awards. Committee expenses are covered by the general guild budget under Challenge Committee.

C. Door Prize Committee

1. The Door Prize Committee coordinates the door prize giveaways for each meeting. All attending members may enter their name in the drawing before the regular meeting starts and have a chance to win.
2. The Door Prize Committee may accept donations from members of new quilting-related items such as thread, rulers, kits, books, and notions. They are also authorized to accept fabric yardage and fabric cut in fat quarters, charm squares, or sets of jelly roll strips.

D. Internet Committee

This Committee is comprised of three co-chairpersons, one of whom will attend the Steering Committee meetings on behalf of this committee. These Chairpersons are:

1. The Website Coordinator. The Website Coordinator coordinates with the paid Web Administrator and provides editorial oversight of the guild's WordPress account.
2. The Social Media Coordinator(s). The Social Media Coordinator(s) posts interesting items about the guild to the guild's Facebook account. No posts to sell items will be permitted on the guild Facebook page.
3. The Email Coordinator. The Email Coordinator works with the Membership Vice President to keep the MailChimp "email blast system" updated with the addresses of new members and changes to addresses for existing members. All requests for "Email Blasts" are submitted through the President or through the Email Coordinator. The Email Coordinator also helps users of the @quilttallahassee.com email accounts as needed.

E. Newsletter

- A. The Newsletter Chairperson is responsible for putting together the guild's electronic newsletter, which is emailed to all members monthly. The newsletter is no longer printed. If a current member would like a printed copy mailed to them, they must cover all printing and mailing costs.

3. Classified Ads

- a) Ads are published solely as a courtesy to members, and may or may not be published in each issue of the newsletter, even if timely requested.
- b) The Newsletter Editor will have sole authority setting requirements for Ads, including but not limited to submittal deadlines, and limitations on number, file type, and size of any accompanying photographs.

c) A new request is required to be submitted each month for publication about an item advertised in a previous month's newsletter.

d) Ads will only be published for members. If a member desires to have a "public benefit" item posted "on behalf" of another person, the member must be the listed contact person.

F. Opportunity Quilt Suggested Timeline for the annual quilt show

1. Adjust dates if show opens earlier in year than August.
 2. January is the suggested completion date for the year's Opportunity Quilt.
- **Two years before annual quilt show opens in August:**
 - October:
 - new committee chairpersons meet with previous committee chairperson to go over notebook
 - November:
 - decide on quilt design and fabric related to show theme
 - write newsletter announcement requesting donated fabric
 - December:
 - design kits for individual blocks or sections of quilt
 - collect donated fabric at December guild meeting.
 - **One year before annual quilt show opens in August:**
 - January
 - make kits for blocks
 - February
 - guild members sew blocks
 - March & April
 - work on construction of quilt top from sewn blocks
 - May & June
 - complete construction of quilt top
 - make decision about machine/hand quilting
 - July & August

- prepare quilt sandwich with batting and backing
 - long-arm quilting completed; add hand quilting, if needed
 - hand quilting completed
 - September & October
 - sew on binding, sleeve, and label
 - November & December
 - create marketing plan and order tickets
- **Year of annual quilt show opening in August:**
 - January
 - display quilt at quilt shops, quilt shows, and retreats to request donations
 - Donation price is \$2.00 per ticket and \$5.00 for three tickets
 - February
 - photograph quilt for website and program
 - March- August (until show opens)
 - sell tickets before each QU meeting from 6:30-7:00 pm

G. Quilter's Treasure

1. The Quilter's Treasure committee creates the Quilter's Treasures for the year, sells tickets before each guild meeting, and gives the money collected to the treasurer to deposit each month.
2. The committee organizes and creates one to four Quilter's Treasures for the year, depending on member interest.
3. Of the money collected during the previous year, 25% may be used to purchase items to round out donations and the rest will remain in the guild treasury.
4. Drawings will be part of the agenda during regular membership meetings.

H. Silent Auction Committee

1. The Silent Auction occurs in conjunction with the annual quilt show.
2. Items to be auctioned are donated by guild members. No quilt show application form is needed for these items.
3. Any sewn or quilted item is accepted; i.e., quilts, wall hangings, clothing, bags, purses, pillows, potholders, place mats, table runners, notebook covers, necklaces, ragdolls. Baskets

of themed items are also accepted, i.e., movie night, wine time, kitchen gadgets. Donations do not have to be quilted.

4. Donated items should be brought to a regular monthly guild meeting. The deadline is the last meeting before the annual quilt show.
5. Bidding methods and times will be selected by the chair.
6. High bidders may pick up their items on a scheduled pick-up day, usually the Saturday after the show ends. Florida sales tax is collected on final bids.
7. The QU member responsible for bringing in the most money for a single item donated to the Silent Auction receives their next year's QU dues gratis. The QU Sit & Stitch responsible for bringing in the most money for a single item will receive a gift card. This is based on a single donation, not the total of any one person's donations.

I. Sunshine Committee

1. The Sunshine Committee sends cheer, well wishes, and condolences to guild members.
2. Guild members are encouraged to make the Sunshine Chairperson aware of any events that warrant a response from the guild.
3. All cards are sent from Quilter's Unlimited.
4. For the death of a guild member or former guild member, a sympathy card will be sent to the member's family.
5. For the death of a guild member's spouse, child, or parent, a sympathy card will be sent to the member.
6. For the hospitalization, surgery, or extended illness of a guild member, a card will be sent to the member.