

# VILLAGE QUILTERS POLICIES AND PROCEDURES

## GENERAL

Policies are rules for the smooth and consistent operation of the Guild. These *Policies and Procedures* may be revised by a majority vote of the directors present at any official meeting of the Board of Directors.

## MEETINGS

Regular meetings of the guild typically will be held at 7:00 p.m. on the second Monday of the month, September through June, at the Blanchard Alliance Church, 1766 South Blanchard Street, Wheaton. Informal summer meetings in July and August may be held at the same location.

The regular Guild meeting typically consists of a brief business meeting, special features, a get-acquainted break, show-and-tell, and a program.

## MEMBERSHIP PRIVILEGES/RESPONSIBILITIES

The Guild's annual membership fee is \$25. Dues for existing, renewing members are payable at the September meeting. First-time members may pay \$12.50 for a half-year if joining the Guild after February 1. Membership must be current for eligibility to vote on any Guild business or to submit a Quilt Show entry.

The Guild membership roster will be distributed at the November meeting.

Each member is expected to contribute a minimum number of six hours to assist with the Guild Quilt Show.

Any questions about or disagreement with a decision or policy should be brought to the attention of a member of the Board of Directors at the earliest opportunity. To avoid undercurrents and factions developing within the Guild, it is strongly encouraged that opposing viewpoints be brought to the Board's attention.

## GUESTS

Guests are welcome to attend meetings of the Guild. A nominal guest fee may be charged for any program as provided for by the *Bylaws*. All non-members are considered guests.

## **OFFICER RESPONSIBILITIES**

The Secretary will write thank you notes, as appropriate, for any donations of materials and/or time to the Guild.

The Treasurer will reimburse pre-approved expenditures. Receipts must accompany all requests for reimbursements. Expenses should be reasonable and (if not clearly apparent from the receipt) should be itemized.

## **WORKSHOPS**

Workshops should be announced and registration opened three months in advance. Registration should be available to members only in the first month and open to the general public the second month. If at the end of the second month minimum enrollment requirements are not met, the workshop must be cancelled according to the contract with the workshop presenter or teacher.

The Program Chair shall set fees for the workshops, in accordance with a budget that has been submitted to and approved by the Board of Directors. Workshop fees shall be set to cover all expenses of the workshop.

Payment of the workshop fee must accompany each registration to hold the participant's place in the class. Registrations are transferable to another Guild member or to someone on the waiting list.

Workshop fees may not be refunded unless a workshop is cancelled or a substitute is found. If a person is unable to attend a workshop, the Program Chair should be notified as soon as possible.