

POLICIES OF THE PRAIRIE STAR QUILTERS GUILD

Effective June 1, 2017

Policies are guidelines to be followed to allow for the smooth management and operation of the Guild. Policies exist in addition to the Bylaws, but differ from the Bylaws in that they may be changed by a majority vote of the Board of Directors and then presented to membership at the Guild's Annual Meeting. Policies will be reviewed annually, and in years that the Bylaws are reviewed, the Bylaws Review Committee shall also review the Policies.

BOARD RESPONSIBILITY

Detailed responsibilities for each Board position are listed in in the Job Description for that position. These documents may be changed by a majority vote of the Board. The Secretary will be responsible for keeping the Job Descriptions.

MEMBERSHIP DEFINITIONS

1. To be a member in good standing, an individual must uphold the objectives of the Guild and be current in payment of annual dues.
2. An active member in the Guild participates in at least one of the following, 1) assisting with at least one charity quilt, 2) signing up to bring refreshments to at least one monthly chapter meeting, 3) supporting the biennial quilt show by volunteering time, selling opportunity quilt tickets, contributing to the boutique and show giveaways, etc., and 4) any other opportunities offered by the guild.

MEMBERSHIP

- 1) Annual member dues are payable beginning in April and through the end of May in order for a member to be in good standing. During a year in which the guild is holding a quilt show, members who wish to exhibit quilt(s) must have joined the Guild by the quilt entry date deadline which will be determined by the Quilt Show Chair. The membership year shall run from June 1 through May 31.
- 2) Membership dues will be \$35.00 annually, payable on the schedule listed above. Membership dues shall be reduced to \$20.00 as of the January meeting for the remainder of that membership year.
- 3) A membership directory will be provided to current members in a printable online

format and will be available by the end of July and an updated list by the end of January. The directory is to be used exclusively by members to 1) contact a member or 2) for attendance at an event at a member's home, etc. The directory shall **not** be distributed to non-members or businesses, or used by a member as a mailing list or for solicitations.

GUESTS

1. Guests are welcome to attend a Chapter meeting and will be charged a \$10 guest fee. This guest fee will be applied to membership dues if the guest joins by the end of the next meeting.
2. The President may issue a "President's Guest Pass" to special guests.

MEETINGS

1. The Evening Chapter meets at 7 p.m. on the fourth Monday of the month and the Daytime Chapter meets the following morning at 9:30 a.m. both at the [Congregational United Church of Christ](#) 40W451 Fox Mill Blvd. St. Charles. Exceptions to these meetings dates and times such as the Annual Meeting, Summer Gathering, and Banquet will be noted in the newsletter and on the website. If St. Charles District 303 schools are closed due to inclement weather, the chapter meeting will be cancelled.
2. During Guild meetings and/or workshops all cellular phones, pagers, etc. should be silenced. Fragrances of any type should not be worn.
3. The Chapter Vice Presidents will recognize all visiting Guilds showing their opportunity quilts.
4. Members are invited to show a maximum of three quilt related projects.

PROGRAMS

1. A listing of program for the upcoming year shall be presented at the annual meeting. Earlier presentations may be necessary to help promote workshops for the earlier part of that year.
2. The Contracts Chair or Programs Vice President must obtain Board approval before

becoming a speaker or workshop teacher, whether contracted or not, even if a fee is not requested for their presentation(s).

3. Speakers travel expenses and arrangements will be managed by the Programs Chair. A convenient hotel, when necessary, will be reserved for the speaker. No more than 2 guild members will be reimbursed for hosting a meal with the speaker. Mileage reimbursement charged by a speaker, Program Vice President, or guild member shall be paid according to the IRS rate at time of service.

WORKSHOPS

1. Workshops will be announced at least three months in advance. A workshop will be open to non-members once members have had at least two meetings to sign-up for the workshop. After that, non-member sign ups shall be at the discretion of the Program Vice-President.
2. Fees for workshops will be set by Programs Chair and approved by the Board. Workshop fees should cover all workshop expenses and a portion of the travel fees. Enrollment of three-fourths of the workshop should cover expenses and the Board can approve deviation on a case-by-case basis. The Programs Chair will determine the minimum enrollment which will be based on several factors. A workshop may cancel if the minimum enrollment is not met. Any cancellation due to enrollment should be announced 30 days prior to the scheduled workshop date.
3. Workshop fees must be paid at the time of registration.
4. When a person is unable to attend a workshop, she/he must notify the Programs Chair as soon as possible. A refund will be given if the notification is received at least 45 days prior to the workshop. After that 45 days, the registrant must find a replacement for their spot or forfeit the cost of the workshop. If there is a waiting list, those names will be shared with the registrant.
5. Workshop Quilt Angel(s) will be provided-lunch on the day of assisting, at no charge to them.

GIFTS AND MEMORIALS

1. A quilting book will be donated in memory of any deceased member to the

member's local library or the Guild library. The suggested amount is \$25.00 to \$30.00.

LIBRARY

1. Up to 5 items per person may be checked out per month.
2. Check-out will only be before the meeting and/or during the break. No library business will be conducted during a meeting.
3. Materials are on loan for one month or until the next Chapter meeting unless otherwise noted.
4. An overdue fine will be \$3 per item, per month, payable at the time the item(s) are returned.
5. If materials are returned damaged and must be replaced, the borrower will be charged the cost of replacement.
6. All repairs to books will be made by the library committee only.
7. A member may renew books/DVDs at the meeting, via phone call or an email to the Librarian a maximum of 2 times.
8. All books/DVDs must stay at the library table until a member checks item(s) out.
9. A wait list is available for checked out books or DVDs
10. Any pattern, applique design, etc. traced from a book must be done so there are no marks left on the page.
11. Copyright laws must be observed when using books, patterns, and DVDs from the library.

COMMUNITY PROJECTS

1. Members are also encouraged to make suggestions as to where these quilt related items may be donated.