



Champlain Valley Quilt Guild of Vermont, Inc.

GENERAL GUIDELINES AND POLICIES

AND RESPONSIBILITIES

To be remembered at all times the purpose of our Guild:

The Champlain Valley Quilt Guild of Vermont, Inc. (CVQG) is a volunteer organization that promotes and teaches the art of quilting including its history and origination in the United States and the history and study of textiles.

DUTIES OF THE OFFICERS

President

- preside at all general and Executive Board meetings
- call the meeting to order at the appointed time
- announce business to the membership
- state and put all questions properly brought by the membership
- decide all questions of order
- appoint Chairpersons as necessary
- appoint a Nominating Committee of at least three members no later than the March meeting
- appoint a representative to Green Mountain Guild
- must appoint auditor to review financial records annually
- present the findings of the Auditor of Accounts by either presenting a report at Guild meetings or publishing a report in the newsletter
- be informed of communications
- preserve order and decorum
- be an ex officio member of all special committees
- provide signature when necessary and be a cosigner of checks
- store the Guild banner and bring it to meetings
- maintain the key to the meeting hall
- maintain an extra key and code to the storage units for the show and the community quilts
- serve as a spokesperson for the Guild to the larger community

Announcements

Following the parliamentary authority of Roberts Rules of Order New Revised (the governing authority of this Guild), the President may make, or call upon other officers or members, to make any necessary announcements; or, if the practice of the guild permits it, members can obtain the floor for such a purpose. All announcements must first be approved by the Presidents (or in his/her absence the presiding Officer.) The placing of general announcements at any point in the Agenda (or order of business of the Guild) does not prevent the President (or her/his designee) from making an urgent announcement at any time. Important announcements should be available in printed form for the full membership's review.



Vice President/President Elect

- preside and perform the duties of President in the absence of the President
- schedule use of the meeting hall as far in advance as possible (At the Essex Alliance Church we are only allowed to schedule one year in advance (July to June). Starting in 2002 and future years the church is not available to us for the month of December. **The Church in Williston has accommodated the Guild for the December meeting.** Email both churches in Jan/Feb. to schedule for the following year.

Program Chairs

- assist the vice-president for the set-up and breakdown at the regular meetings
- develop and schedule programs for the monthly meetings (October, November, January, February, March, April, May)
- schedule and coordinate workshops to be given by our guest lecturers
- arrange housing, meals, and transportation for the guest speakers and instructors
- arrange for any items needed by the speakers/instructors.
- keep the membership informed about the upcoming programs and workshops through the newsletter and website
- represent Programs on the Board (each co-chair has a vote.)
- monitor the page on the website that has vendor information and send necessary updates to the webmaster

Speaker/instructor payment

All speakers will sign a contract with CVQG that state their fees for speaking and scheduled workshops. A Report Form (available on the website) will be submitted to the treasurer requesting a check for payment to the speaker. This reimbursement voucher will include speaker's fees, travel expenses, housing and meal reimbursement incurred by the speaker. Receipts are requested. The Programs co-chair will submit a reimbursement voucher for those expenses paid by her, which may include lecturer's airline ticket, hotel room, meals. Payment would then proceed based upon appropriate documentation. Speaker is usually paid at the end of the engagement.

Lectures/Workshops

The Programs co-coordinator presents to the membership well in advance a list of lectures and workshop offerings. Speakers are usually contracted 12 to 18 months in advance. (Some renowned speakers have a waiting list of national guilds that can be 36 months in advance.) It is the not the intention of the guild that the workshops will generate income. An appropriate workshop fee will be from \$25 to \$45 based upon the workshop fees. Any member may sign up for the workshops. Payment is due at the time of sign-up. If the planned workshop becomes full, a waiting list will be established. Prior to the workshop, the programs coordinator will distribute to the paid students a list of supplies that must be brought with them at the time of the workshop. If the workshop still has openings after the previous month's meeting, the workshop may be opened up to non-members in order to fill those slots. There will be no extra charge for non-members. *Workshop Cancellation Policy:* A refund will be given only if a) the paid student cancels one month or more before the workshop or b) the slot this person has paid for can be filled from the waiting list or c) the workshop is canceled.



Mini-workshops

A mini-workshop program may be held instead of a speaker, usually for one of the bad weather months. We try to arrange for 8-12 guild members to give a 45 minute demonstration or hands-on activity after the business meeting and show & tell. The mini-workshops are described in the newsletter prior to the meeting but there are no sign-ups. The guild should reimburse the instructors for their out-of-pocket expenses. In order to thank the instructors, a \$25 gift certificate is given to each. We rotate the shops from which we purchase the gift certificates so we give equal business to guild members who are shop owners. If pins and needles are used they should go home with the user or be disposed of. They should not be reused for sanitation purposes.

Vendors

Vending is not allowed at any meeting that is held in a church.

Secretary

- keep minutes of general meetings and the Executive Board meetings
- present the minutes in printed form or verbally as directed by the membership
- preside in the absence of the President and Vice President
- maintain a list of all Executive Board members, Chairs and Committees.
- conduct correspondence as directed
- communicate with the local media in publicizing monthly meetings

Treasurer/Financial Section

- Maintain books of account and provide bimonthly and annual financials to the Executive Board and other committee chairs and publish financials in the newsletter
- deposit all funds to checking or savings account promptly
- disburse funds by paying all bills timely and after proper authorization
- authorization shall mean that committee chairs have orally authorized payment or done so in writing with documentation and copy of receipts
- make sure the program expenditures are within the budgeted outlines provided in the planning stage and approved by membership, include a copy of the contract and receipts as necessary for travel and reimbursed expenses of the speakers
- reconcile all bank accounts on a regular basis
- answer questions about books of account upon request from the Board or from the membership
- maintain documentation for disbursements and deposits in chronological order or by vendor
- maintain the proper insurance coverage for the Guild events
- file reports to tax authorities as required by law
- perform other financial tasks upon direction from the President, Board or by vote of membership
- prepare a written budget with the assistance of the Executive Board and Chairpersons for presentation and adoption at the Annual Meeting in June
- submit books and records to auditors spring of even years or upon request by the Executive Board

Controls in place

- A second signature required on checks over \$350



Cash Balance Maintenance

We need to maintain a sustained sum of monies at the very minimum \$7000 at each year-end in order to contract national speakers a year in advance. The executive board agreed to this in May 2000.

Contribution re: member or family member death

In the event of a CVQG member's death, a memorial donation of \$50 will be given, to the charity of choice.

In the event of a death of a CVQG member's spouse or child, a donation of \$25 will be made to the charity of the member's choice and a card will be sent to the member.



APPOINTED POSITITONS AND COMMITTEES, ETC.

Committees – Financial Matters

Three people have to be on committees that have expenditures. The expenditures have to be approved by the committee for payment.

Receipts of monies for guild functions are to be turned over to the treasurer as soon as the event is confirmed. (For example with a bus trip when the final check is due to the bus company the checks are to be sent to the Treasurer.)

Cancellations and paybacks after the date the checks are sent to the Treasurer require approval of the board. The individual always has the option to find a replacement to fill their spot. (The Program Chair and workshop policies are separate from this) Approved October 21, 2001

Bus Trips (Road Trips)

- arrange for a bus trip by contacting the bus company for the membership to a quilting related event (fabric shopping, quilt show, etc.) two times a year or as membership request.
- collect the monies
- participants should cover the cost of the trip

Community Quilts

- collect, sort and organize fabric for our community quilt stash
- create kits from the stash for members to work on (a sign out sheet is provided at each guild meeting. Members sign out kits and bring them back when the project is completed.
- hold a community quilt workshop twice a year
- deliver quilts to local organizations. Distribution of community quilts is at the discretion of the community quilts team, depending on needs and quantity of quilts available. Major request should be requested at the general meeting.
- provide a monthly newsletter article of needs, thank yous, and to inform members, where the quilts are being delivered, etc.
- handle use of the SuperQuilter(SQ).

Community Super Quilter User Guidelines (9/2002)

The SuperQuilter (SQ) is the property of the community quilt team and they are the primary user of the frame. The SQ is the frame used to hold the parts of the quilt to be assembled. It does not include a sewing machine.

- the borrower must be a CVQG member
- SQ can be signed out in 2 week increments but no longer than one month per borrower
- Requirement of renting the SQ is quilting one community quilt for every two weeks the SQ is signed out by the borrower
- user must use their own sewing machine for quilting purposes (understand that your machine will be tied on the SQ until finished). Thread is provided by the borrower for quilting
- recommend a six foot table to place SQ on
- setup diagram will be provided with the SQ as well as a large box of straight pins when it



is picked up

- if any parts of the SQ are accidentally broken, borrower must notify a community quilt team member so parts can be replaced. The user is responsible for payment of broken parts
- community quilt team will maintain the reservation book so they know where the machine is at all times

Newsletter

- prepare a newsletter which contains the dates of meetings, the scheduled programs and other pertinent information
- prepare the newsletter prior to the regular monthly meetings or as needed except for holiday months (September, October, November, December/January, February, March, April, May and June)
- keep records of the old newsletter
- Distribute the newsletter by sending it to the webmaster for publication and mail to those who do not have internet access.
- Knowledge of Microsoft Publisher, Microsoft Word and Excel and Adobe Writer. Collecting articles from guild members via email and written articles.
- Distribution of newsletter includes converting Publisher files into a PDF file using Adobe Writer. The PDF file is emailed to the printer and to the www.cvggvt.org webmaster. The newsletter then has to be picked up from the printer and mailed out to members. Extra copies of the printed newsletter are given to the Membership Chair.
- Costs for placing an Ad in Newsletter
 - ❖ Business card size 2"x x 3 1/2"h= \$20
 - ❖ 1/4 page 5"w x 4"h = \$40
 - ❖ 1/2 page 7 1/2"w x 5"h = \$55
 - ❖ Classified ads are \$10 but are free for members
- Other methods of selling items – place an ad at the information table on the information board.

Photographer

- maintain the Guild camera
- take pictures of the "show and tell" quilts at the monthly meetings
- have an assistant write down the names of the people showing quilts
- label and date the pictures (with names)
- provide pictures to the quilt show registrar
- provide some pictures to the historian for her use in the scrapbooks, etc.
- take the show quilt pictures

Membership

- compile a list of members names, addresses, telephone numbers and e-mail and distribute by the November meeting (mail with newsletter)*
- provide an update to the membership list as needed
- collect membership dues at the meetings, etc.
- notify members who are in arrears with their dues
- maintain the name tags
- order and sell promotional items pertaining to the Guild and as approved by the membership and Executive Board



- maintain the membership packets primarily for new members
- deposit dues in Guild bank account and mail receipts to treasurer
- greet members, answer questions at each meeting
- occasionally sign members in and report on meeting attendance/membership numbers.
- The CVQG membership list is intended for two purposes only – for official Guild business and to make it easy for individual members to contact new friends made through the Guild. I want to assure everyone that it is a CVQG policy not to share the membership list with any outside organizations, and neither do we provide sets of labels for members who have businesses of their own, so you should not receive solicitations or advertisements because you have joined our group. We do provide a membership list to our members, but it is expected and requested that individual members use this list only in appropriate ways.
- If a CVQG officer or other member wants to send an e-mail to a group of members it is requested that the long list of recipients be hidden as "blind" copies. In most computer mail programs this means that only one person is listed in the "To" field and the others in the "Bcc" field. Various e-mail programs may handle it differently, but if you look in your "Help" section I'm sure you can learn how to accomplish keeping the list of recipients confidential. Besides the annoyance of having to page down through a long list to find the message, this makes it more difficult for one of the recipients (or someone else who intercepts the message at hotmail.com or wherever) to reuse the list.
- In addition, if a member wishes to pass along a chain letter, joke, petition, or such, whether via e-mail or snail mail, she should confine this to people with whom she really is friends and those she knows wouldn't mind being included in such mass mailings, and not involve others whose names she has gotten off the CVQG membership list.

Raffle Blocks

- select a pattern monthly October thru May
- provide it, with directions to the Newsletter Chair, 6 weeks in advance of the meeting date, i.e. the pattern for October block is in the September newsletter, which is pulled together mid-august.
- create a display board advertising at least one sample of the next months raffle block
- at each meeting, collect the blocks and provide papers and pencils for participants to enter their names in the raffle
- conduct the drawing for the winner of the blocks
- have fun with the raffle blocks

Teacup Auction

- at the April and May meetings announce the event and remind members to think about donations for the auction (items they would want to have)
- provide details in the newsletter
- have several people prepared to help with set up of food, tables, distribution of items, bags and selling of tickets
- arrange items in somewhat equitable piles
- count money and give to treasure (deposit and send her the receipt)
 - distribution of money is designated by vote of the membership or adds to the general fund
- general Guidelines
 - goal is to raise around \$700



- purchase two rolls of 2-part tickets.
- sell tickets as follows: 4 for \$1.25, 25 for \$5, and 60 for \$10.00
- ahead of time put together 400 for \$10 sales – 3 stripes of 10 – fold in half and they stay together well. 300 at \$5, one strip of ten folded in half and a strip of five papers clipped together for 25 tickets
- have a few four tickets
- have people use address labels or they need to write their name on each part of the ticket
- use bags (not teacups) because of their size. The purchaser puts their tickets in the bag of the items they would like.
- drawing – one ticket is drawn per item and then the item is given to the winner. If the name is not legible then draw another.
- supply list:
 - tickets, paperclips, 100 lunch bags, masking tape or painters tape, pencils 6 or more, change money \$5 in \$1s, \$20 in \$5s, \$10 in \$10s for a total of \$35.00

Quilt Frame Rentals

- pickup from the CVQG Storage Locker is to be at the mutual convenience of those picking up and the CVQG representative that has the key. Storage unit is on Swift Street off Shelburne Road in South Burlington. Get off Rte I-189, turning left on Route 7. Take the first left onto Swift Street. Storage Unit office is on the left (north) side of the road but our unit is on the right (south) side. The CVQG rep will have combination to get through the gate.
- please note the condition of the storage unit and how poles and feet are stored for when they are returned.
- frame feet are now in wooden boxes that are quite heavy. It is the renter's responsibility to bring enough people for pickup and return to handle them. We recommend 2-3 people capable of lifting. Our guild member is NOT responsible for loading or unloading. It is required that the racks be protected from the weather at all times under your care, including during transportation.
- we recommend that your transport vehicle be a pickup or large van. The poles are 8 foot and longer, a 6 foot bed is OK with the tailgate down.
- don't forget the hooks. They are in separate small plastic tubs.
- poles must be grouped by length and taped approximately 8 per bundle. Duct tape and others that leave a residue ARE NOT PERMITTED. Acceptable tape will be provided for your use. Using a tape with residue poses a risk of damaging quilts and is a huge problem to remove. NOT BUNDLING POLES OR USING A TAPE WITH RESIDUE WILL BE GROUNDS FOR NOT RENTING TO YOU IN THE FUTURE!
- frame feet must be repacked in the wooden boxes in which they came. Hooks also should be in same boxes you received them in.
- please be considerate when returning frames and poles to the locker. We really appreciate your keeping it at neat as you found it. For example, do not 'bury' boxes of hooks underneath the poles/feet. It is a real problem to get to them when we only need the hooks.
- payment is required no later than return of the racks after your show and should be sent to our 'treasurer as noted in the attached letter.

Stocking Raffle

- Run a raffle several months each year at Guild Meetings to provide funds to pay for gifts to be put in the Christmas stockings.
- Provide a prize for each raffle....a donation from a member, a small group donation, a



collection of items from the board...eg. a holiday themed collection, a fat quarter collection, (can be opened up to donations from whole guild), Quilters treat basket , or a fifty/fifty prize.

- Set up before Guild meeting and sell again during the break
- Provide double tickets
- Write a description of the prize for the newsletter
- Let the president know the prize to be announced before the break
- Deposit the money in the guild account or send to the treasurer
- Items needed; prize, sign, tickets (helpful to have six tickets already detached), basket to hold tickets, change and box to hold it.

Historian

- preserve and keep old records of minutes, committee reports, scrapbooks and slide collection.
- preserve the photos from the photographer in an orderly manner.

Librarian

- make library materials available for the members use at each meeting or as needed.
- oversee crate hosting program.
- can purge the library of items that have not been taken out within the previous two years.
- maintain a current list of books for the website
- spend the budget money as provided
- keep minutes of general meetings and the Executive Board meetings

Weekend Chair

- twice per year (Spring & Fall) the guild has a representative that organizes our weekend retreat at Camp Abnaki in Grand Isle, VT.
- this is an opportunity for members to get together for 2 1/2 days of un-interrupted quilting. On Friday participants bring their sewing machines and projects to work independently.
- there are group activities such as a mystery block, block swaps, yard sale, show and tell, and a Saturday evening activity such as Yankee swap, Quilto, or a story. All activities are voluntary and are done in the dining hall.
- with the facility comes a wonderful cook, who loves to cook for our group. She cooks good meals that always leave us stuffed.
- the fee we individually pay allows us to sleep over in the cabins on site. Quilters essentially check in with the guild organizer, set up their work area, select their sleep quarters, and get busy, sewing and visiting with fellow quilters. Checkout time is Sunday afternoon.
- the guild has been doing this camp for 8 years now. It began as an experiment back in 2000, and as of spring of 2008 has been expanded to include an all day Thursday session.

Sunshine Chair

- send cards to members on behalf of the guild – sympathy, congratulations, get well, etc.



- communicate with treasurer in cases of death of a member or family of a member to provide gifts.

Website and Webmaster duties

PRIVACY: As the one responsible for the assembly of the website, the Webmaster is the only one whose name appears in full permanently on the Homepage (i.e. the page that comes up first on the website). No members names will appear in full on the Homepage. The only exception to full names is that of speakers or workshop leaders for whom the publication of information about them is to their advantage. Member's full names and e-mail addresses may appear in pages linked from the Homepage where it is necessary for them to be contacted, and where permission is implicit. First names are placed beneath Show and Tell quilts but one will be omitted if there is a problem for the maker.

- Periodic updating of the website should include:
 - ❖ monthly guild meetings with date, time, place and program. Notice of cancellation when necessary.
 - ❖ monthly newsletter
 - ❖ secretary's minutes – last two versions
 - ❖ committee meeting announcements including executive committee, quilt show and community quilts
 - ❖ monthly raffle block instructions
 - ❖ mystery quilt instructions
 - ❖ annual quilt show announcement including registration, etc.
 - ❖ workshop announcements
 - ❖ quilt camp announcements
 - ❖ christmas stocking information (pattern included)
 - ❖ quilts with winning ribbons from the recent quilt show*
 - ❖ a sample of monthly show and tell quilts**
 - ❖ listing of community quilt contributions
 - ❖ list of Vermont quilt shops, and quilting businesses run by guild members
 - ❖ list of library books and instructions on how to borrow them
 - ❖ treasurer's report form
 - ❖ membership application
 - ❖ access to Quilt Fun, a newsletter of activities for quilters in the New England area.
 - ❖ archive files that can reasonably be saved, especially pictures of quilts and files used annually for the quilt show
 - ❖ attend monthly guild meetings and when possible executive and quilt show meetings.
 - ❖ It is the responsibility of all officers, committee chairs and persons responsible for any other programs to provide announcements for the website, preferably in PDF form.
 - ❖ receive promptly the new fall address list and lists of committee chairs and those involved in the quilt show
 - ❖ forward or answering, to the best of her knowledge, all e-mail messages which come to her address



Show Chair(s)

- plan and coordinate an Annual Quilt Show
- compile a complete written report following the show to be presented to the membership
- work for the profitability of the show to extend and build on the purpose of our Guild
- provide written policies and procedures for the continued success and continuity of future quilt shows

Across the fence

- recruit two Guild members to be “actors”
- arrange and produce segment with Will Michaels to showcase what and who we are
- show should be aired the week of or the week before our show.

REPRESENTATIVES TO OTHER ORGANIZATIONS

Green Mountain Guild

- inform membership of the Green Mountain Quilt Guild meetings and programs.
- attend the Green Mountain guild meetings twice a year in May and October
- provide an item for their auction at the May (fro CVQG) meeting

National Quilting Association

- maintain chapter membership
- serve as liaison with the national organization (communicating projects, special dates of interest to local guild)
- verifying membership of individual member (must have 5 individual members)
- receiving NQA Quarterly magazine and forwarding to Librarian.