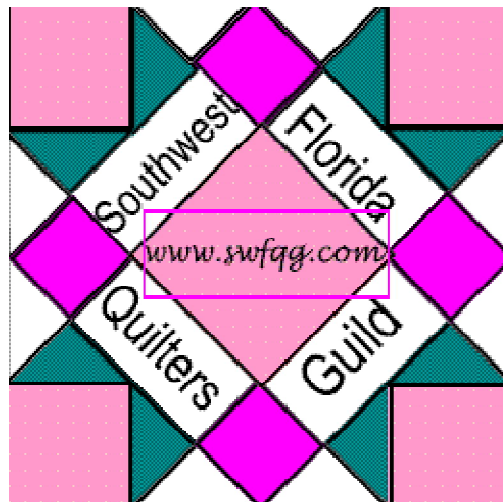


# **SOUTHWEST FLORIDA QUILTERS GUILD OPERATING POLICIES & PROCEDURES**



Revised at the August, 2018 Board Meeting  
Revised at the September 2022 General Membership Meeting  
Revised in December of 2022

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## **I. OVERVIEW**

### **A. Purpose of Manual**

The purpose of this Manual, hereafter referred to as the “Policies” is to collect in one location the Governing Documents of the Guild and to describe general policies and operations of the Guild that are not addressed in the Governing Documents.

### **B. Governing Documents**

These are the documents that prescribe the function and operation of the Guild. The method of amendment is described in the documents themselves. The order of precedence of these documents is as follows; the Articles of Incorporation, the Bylaws and Standing Rules and the Operating Policies and Procedures. Definitions set forth below shall apply to all Guild documents.

### **C. Elected Positions\***

The By-laws establish elected positions for governing the Guild.

### **D. Committees \***

The Board may establish committees, either on a permanent or temporary basis, to perform specifically-designated functions. Committees may include individuals who are not members of the Board. Required committees are established in the By-laws.

### **E. Appointed Positions\***

The President may create either a permanent or temporary position for performing a specifically designated function. Required appointed positions are established in the By-laws.

\*A listing of current officers, committee chairs and appointees, may be found on the Guild’s website at <http://swfqg.com>

## II. GENERAL

### A. Statements

**MISSION:** Southwest Florida Quilters Guild is a non-profit, educational corporation whose mission is to promote quilting through education and fellowship. Our members include a wide range of ages and quilting skill levels. Our monthly meetings are geared to be informative, encouraging and inspiring as well as an opportunity to see friends and socialize.

**PURPOSE:** The purpose of this Organization shall be to create, stimulate, maintain and record an interest in all matters pertaining to the making, collection and preserving of quilts and to establish and promote educational and philanthropic endeavors through quilts. The policies of the Southwest Florida Quilters Guild shall be in harmony with the policies of the National Quilters' Association. (Excerpted from the Articles of Incorporation)

**GOVERNANCE:** The Guild is governed by its elected Board and its governing documents.

**NON-DISCRIMINATION:** The Guild follows a non-discrimination policy as put forth in the By-laws.

**LEGAL DESIGNATION:** The Guild is a legally designated 501(c)(3) charitable organization.

**MEETINGS:** Regular Guild meeting shall be held monthly on the third (3rd) Tuesday of each month at the North Fort Myers Recreation Center located at 2000 North Recreation Park Way North Fort Myers, FL 33903 or as prescribed in the bylaws.

### B. Definitions

*“Administrative Policies”* are the rules included in the Policies and Procedures Manual which relate to the details of the administration of the Guild and which require membership approval to amend.

*Appointee* refers to a person(s) appointed by the President to provide a specific service to the members. The President may appoint co-appointees.

The *“Articles of Incorporation”* document is the basic foundation of the Guild which spells out the Guild's name, basic purpose, incorporators, and special characteristics such as being non-profit. The *Articles* have been filed with the Florida Secretary of State.

The term *“Board”* refers to the Southwest Florida Quilters Guild's duly elected Board as described in the By-laws..

*By-laws* prescribe how the Guild functions and include the rules the Guild considers to be so important that they cannot be easily changed. (Now that the Guild is an official corporation, we should avoid making changes to the By-laws. The By-laws are intentionally vague to enable flexibility. Most operational changes that may need to be made should be done in the “Southwest Florida Quilters Guild Board Operating Policies and Procedures” document.)

*“Classes”* are social events which are sponsored, hosted, and/or attended by Guild members and where the charges for the event are charged to the member.

The term *“Committee Chair”* refers to the Chair and/or Co-Chair of a committee or subcommittee who has been duly appointed by the President or other appropriate person.

*Forms* the Guild uses are also included in the Operating Manual. These may be updated by the appropriate person and approved by the Board.

The *Governing Documents* of the Guild are the Articles of Incorporation, the By-laws, the Standing Rules and the Operating Policies and Procedures.

A *Guest or Visitor* is any person who attends a Guild meeting, but has not paid membership dues.

“*Job Description*” is a formal account of the responsibilities of a member who fills appointed or elected positions. These descriptions will assist members currently holding these positions and assist other members in subsequently assuming these positions.

A *Member* is any person who is up-to date in his/her membership dues.

*Operating Policies and Procedures Manual* also referred to as the Policies Manual is this manual which contains the Administrative Policies, job descriptions, forms and other documents that the Board may prescribe to be included.

A *program* is the activity which occurs during the regular monthly business meeting. It may be a lecture, recreational activity, demonstration, or hand-on feature, but is open to all members and requires no registration or fee, but may offer a kit to be sold to members who wish to participate in a hands-on activity. There are two types of programs; the *Education Program* is arranged by the First Vice-President and is affiliated with a class being offered by the Guild. The *Independent Program* is not affiliated with any class being offered and is arranged by the Second Vice-President.

A *Speaker, Presenter or Teacher* is any person whether a member or guest who has been invited by the appropriate person to present a program or class to Guild members.

*Special Events* are any events, other than the regular monthly meeting, sponsored by the Guild. They include, but are not limited to; classes, Fun Day, retreats, travel excursions, and the Quilt Show.

*Standing Rules* are the rules which are related to the details of the administration of the Guild. The method of amending these is prescribed in the By-laws.

A *Workshop* occurs at a specified venue or a Saturday day-long meeting, may require preregistration and a fee, and generally includes a hands-on activity.

### III. ARTICLES OF INCORPORATION

#### ARTICLES OF INCORPORATION OF SOUTHWEST FLORIDA QUILTERS GUILD, INC. A FLORIDA NOT FOR PROFIT CORPORATION

The undersigned, acting as incorporators of a corporation pursuant to Chapter 617, Florida Statutes, adopt the following Articles of Incorporation for such corporation:

##### ARTICLE I. NAME

The name of the corporation shall be Southwest Florida Quilters Guild, Inc. The principal address of the corporation at the time of incorporation is 5875 Wild Olive Terrace, Ft Myers, Florida 33919, City of Ft. Myers, County of Lee, Florida.

##### ARTICLE II. DURATION

The duration of this corporation is perpetual unless dissolved according to law. Corporate existence shall commence on the date these articles of incorporation are filed by the Department of State.

##### ARTICLE III. PURPOSE

(a) The object (purpose) of this organization shall be to create, stimulate, maintain and record an interest in all matters pertaining to the making, collection and preserving of quilts and to establish and promote educational and philanthropic endeavors through quilts. The policies of the Southwest Florida Quilters Guild shall be in harmony with the policies of the National Quilters' Association.

(b) This corporation is formed and shall be operated exclusively for pleasure, and other nonprofit purposes. No part of any net earnings shall inure to the benefit of any member, trustee, or officer of the corporation except as provided by law.

(c) This corporation shall have and exercise all powers conferred upon not for profit corporations under the laws of the State of Florida generally, specifically as provided in Section 617.021 of the Florida Not For Profit Corporation Act, provided, however, that this corporation has no power to engage in any activity that in itself is not in furtherance of its purposes as set forth in subparagraphs (a) through (b) of this Article III.

##### ARTICLES IV. QUALIFICATION AND ADMISSION OF MEMBERS

The authorized number, qualifications, manner of admission of members of this corporation, the different classes of membership, if any, the property, voting and other rights and privileges of members, the liability of members for dues and/or assessments and the method of collection thereof, and the termination and transfer of membership shall be as set forth in the bylaws of this corporation.





ARTICLE V. REGISTERED OFFICE AND REGISTERED AGENT

The street address of the corporation's initial registered office is 5875 Wild Olive Terrace, Ft. Myers, Florida 33919, and the name of the corporation's initial registered agent at such address is Patricia Nuding.

ARTICLE VI. FIRST BOARD OF DIRECTORS

The following persons shall serve the corporation as directors until the first annual meeting called to elect directors:

NAME	ADDRESS
Patricia Nuding	5875 Wild Olive Terrace Ft Myers, Florida 33919
Vickie Oliver	18420 Deep Passage Lane Ft. Myers Beach, Florida 33931
Judi McCall	1373 Stadler Street Ft. Myers, Florida 33901
Cindy Rhoades	8308 Cypress Drive North Ft Myers, Florida 33912
Judith Sus	619 South East Second Avenue Cape Coral, Florida 33990

ARTICLE VII. BASIS UNDER WHICH CORPORATION ORGANIZED

This corporation is organized under a non-stock basis.

The corporation is a not for profit corporation as defined by the Not For Profit Corporation Act in Section 617.01 of the Florida Statutes. As such, it is not organized for the pecuniary gain or profit of, and its net earnings nor any part thereof is distributable to, its members, directors, officers, or other private persons except as specifically permitted under the provisions of the Florida Not For Profit Corporation Act.

ARTICLE VIII. MANAGEMENT OF CORPORATE AFFAIRS

(a) Board of Directors. The powers of this corporation shall be exercised, its properties controlled, and its affairs conducted by a board of five (5) directors. The number of directors provided for in these Articles of Incorporation may be changed by an amendment to the bylaws adopted by the members entitled to vote, as provided in the bylaws.

(b) Election of Directors. The method of electing the directors shall be as set forth in the bylaws.

(c) Elective Officers. The officers of this corporation shall be a President, First Vice President, Second Vice President serving as Program Chairman, Secretary, Treasurer. Other offices and officers may be established or appointed by the members of this corporation at any regular annual meeting or any special meeting of members called for such purpose. The qualifications, the time and manner of electing or appointing, the duties of, the term of office, and the manner of removing officers shall be as set forth in the bylaws.

#### ARTICLE IX. INCORPORATORS

The name and address of each incorporator are as follows:

NAME	ADDRESS
Patricia Nuding	5875 Wild Olive Terrace Ft Myers, Florida 33919
Vickie Oliver	18420 Deep Passage Lane Ft. Myers Beach, Florida 33931
Judi McCall	1373 Stadler Street Ft. Myers, Florida 33901
Cindy Rhoades	8308 Cypress Drive North Ft Myers, Florida 33912
Judith Sus	619 South East Second Avenue Cape Coral, Florida 33990

#### ARTICLE X. INCOME FROM PUBLIC EVENTS

If this corporation holds any events in which members of the general public are invited to participate for a fee, the net proceeds, if any, attributable to such participation by nonmembers will be paid over to an organization that is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 on an annual basis, unless this corporation itself is a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986.

#### ARTICLE XI. BYLAWS

Bylaws will be hereafter adopted at the first meeting of the board of directors. Such bylaws may be amended, repealed, in whole or in part, by the members in the manner provided in the bylaws. Any amendments to the bylaws shall be binding on all members of this corporation.

ARTICLE XII. AMENDMENT OF ARTICLES

Amendments to these articles of incorporation may be proposed by the resolution adopted by the board of directors and presented to a quorum of the voting members for their vote. Amendments may be adopted by a vote of at least two-thirds of a quorum of the voting members of the corporation.

ARTICLE XIII. DISTRIBUTION ON DISSOLUTION

In the event of dissolution, the residual assets of the corporation will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) or 170(c)(2) of the Internal Revenue Code of 1986 or corresponding sections of such code as subsequently amended, or to the federal, state, or local government to be used exclusively for public purposes.

ARTICLE XIV. UNINCORPORATED NAME

The name of the unincorporated association that is being incorporated is Southwest Florida Quilters Guild.

In witness whereof, the undersigned incorporators have executed these articles of incorporation on \_\_\_\_\_.

Patricia A. Nuding  
Patricia Nuding

Vickie Oliver  
Vickie Oliver

Judi McCall  
Judi McCall

Cindy Rhoades  
Cindy Rhoades

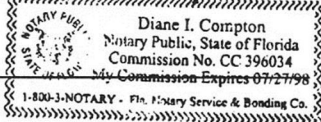
Judith Sus  
Judith Sus

STATE OF FLORIDA

COUNTY OF Lee

I, Diane I. Compton, a Notary Public, do hereby certify that on the 20<sup>th</sup> day of February, 1996, personally appeared before Patricia Nuding, who, being by me first duly sworn, declared that they are the persons who signed the forgoing document as incorporators, and that the statements therein contained are true.

My commission expires:



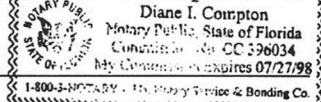
Diane I. Compton  
Notary Public

STATE OF FLORIDA

COUNTY OF Lee

I, Diane I. Compton, a Notary Public, do hereby certify that on the 20<sup>th</sup> day of February, 1996, personally appeared before Vickie Oliver, who, being by me first duly sworn, declared that they are the persons who signed the forgoing document as incorporators, and that the statements therein contained are true.

My commission expires:



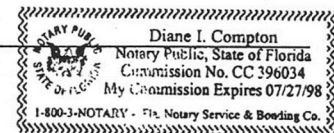
Diane I. Compton  
Notary Public

STATE OF FLORIDA

COUNTY OF Lee

I, Diane I. Compton, a Notary Public, do hereby certify that on the 20<sup>th</sup> day of February, 1996, personally appeared before Judi McCall, who, being by me first duly sworn, declared that they are the persons who signed the forgoing document as incorporators, and that the statements therein contained are true.

My commission expires:



Diane I. Compton  
Notary Public

# IV. AMENDMENT TO THE ARTICLES OF INCORPORATION

## ARTICLES OF AMENDMENT to ARTICLES OF INCORPORATION of

53 SEP 20 AM 11:35  
WILLIAMSON COUNTY, TENN.

Southwest Florida Quilters Guild, Inc. #51-1461946

Pursuant to the provisions of section 617.1006, Florida Statutes, the undersigned Florida nonprofit corporation adopts the following articles of amendment to its articles of incorporation.

FIRST: Amendment(s) adopted: (INDICATE ARTICLE NUMBER(S) BEING AMENDED, ADDED OR DELETED.)

*At the request of THE IAS*

*Deleted Article III, Section B*

*"This corporation is formed and shall be operated exclusively for pleasure, recreation, or nonprofit purposes"*

*- Repeal Article III with the following (Previous Article is attached)*

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

SECOND: The date of adoption of the amendment(s) was: Sept 17, 1996

THIRD: Adoption of Amendment (CHECK ONE)

☐ The amendment(s) was(were) adopted by the members and the number of votes cast for the amendment was sufficient for approval.

☒ There are no members or members entitled to vote on the amendment. The amendment(s) was(were) adopted by the board of directors.

Southwest Florida Quilters Guild, Inc.  
Corporation Name

Patricia A. Moring  
Signature of Chairman, Vice Chairman, President or other officer

PATRICIA A MORING  
Typed or printed name

PRESIDENT  
Title

9/18/1996  
Date

## V. BYLAWS

**Revised**

# **BY-LAWS OF THE SOUTHWEST FLORIDA QUILTERS GUILD, INC.**

Reviewed on April 30, 2007  
Reviewed on Marcy 29, 2011  
Reviewed on May 20, 2014  
Reviewed on November 14, 2016  
Amended January 17, 2022  
Revised and Amended December, 2022

**BY-LAWS OF THE SOUTHWEST FLORIDA  
QUILTERS GUILD, INC.**

**ARTICLE I –NAME**

1. The name of this organization shall be Southwest Florida Quilters Guild, Inc. (SWFQG)
2. The regular general guild meetings will be held monthly.
3. The mailing address shall be P.O. Box 2264, Ft. Myers, FL 33902-2264.

**ARTICLE II – OBJECTIVE**

The Southwest Florida Quilters Guild, hereinafter called the "Guild," was organized to foster the highest standards of excellence in the practice and preservation of the art of quilting through an active program of education and study.

**ARTICLE III - MEMBERSHIP, DUES, AND GUESTS**

1. Any person may become a member of this Guild upon registration and payment of dues, regardless of age, race, color, creed, gender, sexual orientation or national origin.
2. Annual dues are determined by the Board and approved by the membership.
3. Non-members may attend up to 2 meetings or Fun Days per calendar year.
4. The President or her designee may set a non-member fee for any meeting or Fun Day by providing at least a 7 day notice of such fee.

**ARTICLE IV - GUILD BOARD**

1. The Guild Board, hereinafter referred to as the "Board," shall have general authority over the Guild.
2. The Board shall be composed of the officers and two (2) Members at Large.
3. The officers shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.
4. Members at Large shall be elected for two (2) year alternating terms.
5. All Board members, including the president, shall have a vote in the decisions of the Board.
6. The Treasurer's voting privileges shall coincide with the fiscal year for which he/she was elected.
7. The Board shall meet at least four (4) times a year, and additionally as deemed necessary to conduct the business of the Guild.
8. Four (4) members of the Board shall constitute a quorum. A majority with a minimum of four (4) affirmative votes of those voting is required for passage of any business.
9. The Board shall meet with all standing committee chairpersons at the budget meeting and as requested.
10. Officers, except the treasurer, shall hold office for a term of one (1) year or until their successors are elected or until his or her resignation
11. No Board member shall be eligible to serve more than two (2) consecutive elected terms in the same office and no officer may hold more than one elected office at a time
12. A person running for office must be a member of the Guild for at least one (1) year and must maintain their membership for the duration of his/her term.
13. Board members' terms of office, except the treasurer, shall be January 1 through December 31. The treasurer's term shall be January 1 through February 1 of the following year (13 months).
14. If a vacancy in the office of President occurs, the First Vice President shall automatically become the President. All other Board mid-term vacancies shall be filled by a recommendation of the Board and approval by the general membership



11. Board members' duties are as follows:

**President:**

- 1) Preside over all Guild meetings, Board meetings and other meetings, as needed.
- 2) Appoint committee chairpersons and make appointments, other than Board vacancies, as needed.
- 3) May serve as ex-officio member of all committees except the Nominating Committee.
- 4) Custodian of non-financial records.

**First Vice President:**

- 1) Perform the duties of the President in his or her absence.
- 2) Assist the President in the performance of his or her duties.
- 3) Be the Education Coordinator.
- 4) Work cooperatively with the Program Coordinator.

**Second Vice President:**

- 1) Perform the duties of the President in his or her absence and the absence of the First Vice President.
- 2) Be the Program Coordinator.
- 4) Work cooperatively with the Education Coordinator.

**Secretary:**

- 1) Record all information at regular and Board meetings.
- 2) Submit record (the minutes) of the general meeting to the membership for approval monthly.
- 3) Handle all Guild Correspondence as deemed necessary by the President or Board.

**Treasurer:**

- 1) Conduct the financial transactions of the Guild.
- 2) Maintain accurate accounting records.
- 3) Submit a written financial report monthly to the membership.
- 4) Submit a proposed annual budget to the Board for approval prior to submitting to the membership for approval.
- 5) Custodian of financial records.

**Members at Large**

- 1) Liaison between general membership and Guild Board.
- 2) Receive and report to Board on any member concerns or suggestions for improvement.
- 3) Attend Board meetings.

## **ARTICLE V – NOMINATIONS AND ELECTIONS**

1. A nominating committee, consisting of one Board member and at least three (3) but not more than four (4) Guild members shall be appointed in February by the newly elected Board at a Board meeting and shall serve concurrently with the President's term.
2. The Nominating Committee shall nominate at least one candidate for each office to be filled and report the slate of nominees at the October meeting. The committee shall place in nomination any qualified member expressing an interest in an office. At this time, nominations for the Guild Board shall be open to the floor, consent to serve having been obtained from each nominee. Nominations will then be closed.
3. The election of the Board shall take place at the November business meeting.
4. Election will be by ballot and the results will be decided by the majority of votes cast.
5. Ballots may be distributed electronically.
6. In the event that there is only one candidate for each office, a motion to accept a clear majority verbal vote may be entertained as an alternative to a ballot vote.

## **ARTICLE VI – MEETINGS**

1. Regular Guild meeting shall be held on the third (3rd) Tuesday of each month. The membership may vote to change the meeting day for a single month upon recommendation from the Board.
2. The quorum for all regular Guild meetings shall be 25 percent of all members. The quorum may be established through in-person attendance or written proxy.
3. Results of a vote are determined by a majority of members voting.

## **ARTICLE VII – COMMITTEES**

1. The President shall appoint appropriate standing committee chairpersons and presidential appointees for a one (1) year term except the Quilt Show Chair who is appointed for two (2) years. The Board shall approve appointments. Mid-term vacancies will be filled through appointment by the President and subject to approval of the Board.
2. The standing committees of this Guild shall be Audit, Community Service, Membership and Quilt Show.
3. Special Committees as needed shall be appointed by the President and approved by the Board.
4. The committee chairpersons shall be eligible to serve at the president's discretion with Board approval.
5. Presidential appointments shall include Librarian, Newsletter Editor, Retreat chair, and Webmaster.
6. Other positions as needed may be appointed by the President and approved by the Board.

## **ARTICLE VIII – OPERATIONS**

1. The fiscal year of the Guild shall run from January 1 - December 31.
2. The books and accounts of the Guild shall be kept in accordance with sound accounting practices. The books shall be audited annually by the Audit Committee consisting of three (3) or more members. The outgoing Treasurer shall be present during the audit.
3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or shall be distributed to the Federal, State or Local Government for a public purpose. Assets not disposed of by the Court of Common Pleas of the County in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said court shall determine which are organized and operated for such purposes.

## **ARTICLE - IX - PARLIAMENTARY AUTHORITY**

1. The rules contained in the current edition of ROBERT'S RULES OF ORDER. NEWLY REVISED, shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with the Guild By-laws and other rules of order which the Guild may adopt.
2. A Parliamentarian shall be appointed by the President. He/she or a designee shall attend all the Board and regular monthly business meetings, advise the President and membership, but shall have no vote on the Board.

## **ARTICLE X – AMENDMENTS**

1. These By-laws may be amended by the majority of members voting at any regular meeting of the Guild provided the proposed amendment is submitted in writing to the membership at least fourteen (14) days prior to the meeting.
2. The By-laws shall be reviewed at least every four (4) years by an ad hoc committee, which is composed of the President, the Parliamentarian and at least two (2) members from the general membership.

## **STANDING RULES OF THE SOUTHWEST FLORIDA QUILTERS GUILD**

1. **Dues:** Annual dues will be \$30.00, due in January. Dues not paid by January 31 will result in termination of membership.

2. **Audit:** A committee will be appointed at the February meeting and will receive the treasurer's records no later than March 31. The audit report shall be prepared by the April general meeting.
3. **Quilt Racks:** The Quilt Racks may not be rented or used by any member or for any event not sponsored by the Southwest Florida Quilters Guild.
4. **Policies and Procedures Manual:** The Board will make available to the membership a written collection of the Guild's policies and procedures.

## VI. ADMINISTRATIVE POLICIES

This Article was initially approved by a majority of those voting at a duly called Membership meeting. Amendments to “Administrative Policies” of the Southwest Florida Quilt Guild Operating Policies and Procedures Manual must be approved by a majority of the board unless required by statute, ordinance or other third-party regulation.

### A. Communication

The Board has approved the following methods for communicating official Guild information to the members. Promotion of any outside commercial interest in any of these communications is forbidden, unless the promotion has been purchased.

Regularly scheduled Membership Meetings

1. Special Events as defined in the “Definitions” Section
2. Electronic delivery of “The Newsletter”
3. Electronic delivery of “The Blip”
4. E-mail notices from Board members, Committee Chairs or Appointees
5. Guild Facebook Page: <http://facebook.com/SWFQGuild>
6. Guild Web site: <http://www.swfqg.com>

The recommended methods of communication from members to Board Members are as follows:

7. Attendance at Monthly Membership Meetings or Regular Board Meetings.
8. Written or verbal contact with one of the two elected Members at Large.

### B. Facilities

1. The Guild’s principal meeting place shall be the North Fort Myers Community Center located at 2000 North Recreation Park Way, North Fort Myers, FL 33903.
2. The Guild maintains a storage facility at 1865 North Tamiami Trail – Unit 1865-B in Driftwood Center, North Fort Myers, 33917
3. The mailing address shall be P.O. Box 2264, Ft. Myers, FL 33902-2264

### C. Financial policies

#### ANNUAL BUDGET

The Treasurer submits a proposed annual budget to the Board for approval. The approved budget is presented to the membership at the beginning of the fiscal year.

#### PURCHASING GOODS & SERVICES

1. All purchases exceeding the annual approved budget amount must be approved by the Board then brought before the membership for final approval.
2. Emergency Purchase. The Guild President may make an emergency purchase without complying with this section. The fact that an emergency purchase has occurred or is necessary should be noted in the minutes of the next Board meeting and ratified at that meeting.
3. *Continuing Contract.* Nothing herein shall prohibit a continuing contract between an entity or an individual and the Guild after its initial approval. The Guild has recurring contracts with:
  - a. Lee County Parks and Recreation (for the North Fort Myers Recreation Center).
  - b. Biennial Quilt Show venue
  - c. Annual Retreat Facility
  - d. Jones Mobile Park (Storage Unit)
  - e. Sun Biz (formalizes the legal status of the corporation)
  - f. US Post Office (PO box)
  - g. Small Charitable Organizations/sponsors Registration Application– This is from the Florida Department of Agriculture & Consumer Services for the ticket sales to happen for the Opportunity Quilt (Opportunity Quilt License).

#### CHECK SIGNING AUTHORIZATION

1. Checks for any amount for recurring vendors may be signed by the Treasurer.
2. Any checks written to the Treasurer must be signed by a Board member other than the Treasurer.

#### **COMMITTEE MEMBER OR APPOINTEE REIMBURSEMENT**

When a committee member or presidential appointee spends money on behalf of the Guild which is within the amount budgeted for their area and for which reimbursement is needed, the member must:

1. Prepare the Purchase/Reimbursement Form available on the website or in the Forms section of this manual.
2. Submit the form to the Committee Chair or Presidential Appointee for signature approval,
3. Make the purchase,
4. Attach receipts for all expenditures to the form, and
5. Submit the signed form with receipts within 60 days of purchase to the Treasurer for reimbursement. The exception to this time requirement is the Retreat Chair, who with the agreement of the Treasurer, may be allowed extended deadlines. Additional exceptions may be approved by the Treasurer.

#### **GENERAL MEMBER REIMBURSEMENT**

When a member makes a purchase on behalf of the Guild that is not part of an adopted committee or presidential appointee's budget and for which reimbursement is needed, the member must:

1. Prepare the Purchase/Reimbursement Form,
2. Submit the form to the Board for approval,
3. Make the purchase,
4. Attach receipts for all expenditures to the form, and
5. Submit the signed form with receipts within 60 days of purchase to the Treasurer for reimbursement.

#### **BANKING POLICY**

The Guild approves as the depository for Guild funds any institution qualified as a public depository and so approved by the state of Florida. The Guild treasurer is authorized and directed to deposit available funds of the Guild into such an institution. When changing officers, the Guild must document in Board meeting minutes that key executives for bank records are changing...for example: XXXXX is no longer President and has been replaced by YYYYY.

## **D. Job Descriptions**

Committee job descriptions may be amended by the Board with input from the appropriate Committee Chair or Appointee.

## **E. Keys**

The President will be responsible for assigning all keys.

## **F. Library**

It is the goal of the Guild library to own a sufficient number of informational resources with sufficient scope, depth, relevance, and accuracy in order to provide information, education and instruction to the Guild's members. It is also the goal to make these resources available to the greatest number of members possible by adhering to the Selection and Circulation Policies.

## **G. Member comfort**

1. No pets, with the exception of service animals, are allowed in any Guild meetings.
2. Members are to be thoughtful of others when applying scents.

## **H. Meetings**

Regular Guild meetings shall be held monthly on the third (3<sup>rd</sup>) Tuesday of each month or as prescribed in the Bylaws.

## **I. Nametags**

Members are asked to wear nametags at each meeting. Nametags may be purchased or hand-made using the Guild pattern. The pattern is to be included in the "Forms" section of this manual.

## **J. Opportunity Quilt Display**

Instructions for the Display of the Quilt are included in the Opportunity Quilt Coordinator's job description. These instructions must be followed anytime the Quilt is put on display.

## K. Property

The Guild owns numerous items including but not limited to

1. Quilt racks -- The Quilt Racks may not be rented or used by any member or for any event not sponsored by the Southwest Florida Quilters Guild.
2. Laptop computer – to be used as assigned by the President
3. AccuQuilt Go Machine
4. Public address system \$2,297.39 purchased 9/25/2020
5. Projector for \$599 on 3/14/21.

## L. Proxy

Proxy voting is a legal mechanism for an absent member of a voting body to establish his or her participation in the meeting. The membership approved form is included in the Forms Section of this manual.

## M. Quilt Show Admission

All Guild members are strongly encouraged to donate several hours during show week to the success of the Quilt Show. The Guild will accept a donation of time to assist with quilt judging, Quilt Show set up or work during the actual show, in lieu of the Quilt Show admission donation. Only Guild members are eligible to substitute work in lieu of the donation charge.

## N. Records

1. Minutes: The Board shall create minutes of all Board and membership meetings
2. Contracts: The Board shall maintain all contracts executed by the Board on behalf of the Guild.
3. Audits: The Board will cause the financial accounts of the Guild to be audited annually by the audit committee established by the Board as prescribed in the By-laws. During Quilt Show years, this committee will also audit the Quilt Show.

## O. Retreat

The Guild sponsors a retreat.

1. In odd-numbered years, (the year following the Quilt Show), the Guild helps underwrite the cost of an “After the Show” retreat.
2. This retreat features a professional teacher.
3. To attend, a person must have been a paid Guild member both during the year of the retreat and for 6 months during the previous year unless this membership requirement is waived by the board .
4. In addition to the membership requirement above, a member must have either volunteered to work in the biennial Quilt Show the preceding year OR have made two complete quilts for community service both of which were completed before the member registers for the retreat. This requirement may also be waived by the Board.
5. Attendees are responsible for their own housing fees and incidental expenses.

## P. Workshops

The Guild sponsors Workshops taught by individuals proficient in their area of instruction.

1. Workshop fees must be paid in full at the time of registration.
  - a. The First Vice-President (Education Coordinator) or his/her designee may attend all Guild workshops free of charge.
  - b. Upon hosting an out-of-town guest speaker, the hostess may attend the workshop free of charge.
2. Workshop cancellations with full refund will be allowed for the following reasons:
  - a. Cancellation given more than one month prior to workshop.
  - b. Cancellation because of illness or surgery of member [or spouse, parent or child needing care]. Refunds will not be given for cancellations within the month of the workshop except for the reasons listed above.
3. A waiting list will be kept to fill cancelled spots. If space is available, non-Guild members will be allowed to attend the workshop.

## VII. JOB DESCRIPTIONS -- ELECTED POSITIONS

### A. General statements pertaining to Elected Positions

1. Elected positions are prescribed by the Guild By-laws.
2. Officers may provide information to the membership using any of the approved methods of communication.
3. Officers may create documents to assist in fulfilling the position's responsibilities.
4. Officers may seek assistance from other Guild members to fulfill their responsibilities.

### B. Board Members' Common Responsibilities

#### MEETINGS AND EVENTS

1. Board Members are expected to be at Board Meetings. Please notify the President if you are going to be absent from a meeting.
2. Attend all special Guild meetings, attend as many workshops as possible, attend as many Fun Days as possible, etc.
3. Attend all Board meetings and other appropriate planning meetings of the Guild.
4. Wherever possible, come early to help with set-up at Guild meetings. If a set-up committee is not in place or is not able to perform the duties on a particular night, be sure to arrive early to accomplish set-up.
5. Accept additional assignments from the president
6. Be alert to and interested in Guild members' needs and interests, both individually and as a group. Be particularly aware of new members and visitors at monthly Guild meetings.
7. Stay after Guild meetings to help ensure all items are properly stored and room is in order.

#### COMMITTEES

1. Serve as a liaison with committees as assigned by the president. Contact the appropriate chairperson(s) periodically to offer support, respond to questions and to learn of any news or issues that might need to be brought to the attention of the president or the Board.
2. To help ensure the smooth running of Guild endeavors, the various committees are assigned a liaison on the Board. When a committee question, concern, or problem arises that should be escalated, the related committee head should contact the appropriate Board liaison.
3. Conversely, Board members are responsible for representing the related committees in Board meetings.
4. Appoint Nominating Committee in January.

#### COMMUNICATIONS

1. Maintain communication by checking e-mail and other approved means of communication on a regular basis (daily or at least twice-a week).
2. When sending e-mails to all members, protect the list by putting member e-mail addresses in the "BCC" window and put your own e-mail address in the "to" window

#### CONTINUITY

1. Contribute to the maintenance of Guild job descriptions that detail officer duties as well as committee responsibilities.
2. At the end of the term, schedule time with the person who will be taking on your job to orient them and hand over relevant files.

### C. President

Responsibilities are included in the By-laws. They are detailed below.

#### PRESIDE OVER MONTHLY GUILD MEETINGS & BOARD MEETINGS

1. Conduct monthly meetings.
2. Prepare an agenda for each meeting and provide it to the secretary before the start of the meeting.
3. Conduct Board meetings on a bi-monthly basis or a minimum of 4 per year.
4. Identify relevant issues and prepare an agenda to provide to Board members
5. Delegate responsibilities as appropriate.
6. Call special meetings as deemed necessary.
7. Ensure that camaraderie & harmony is present at Board meetings, and treat all Board members equally.
8. Utilize Roberts Rules of Order as a guide for conducting meetings especially for the procedural aspects (what's a quorum, how decisions should be made and in what venues, etc.).

#### **COMMITTEE AND APPOINTED POSITIONS RESPONSIBILITIES**

1. Appoint all standing committee chairs.
2. Appoint the Quilt Show chair as soon as the prior Quilt Show has ended.
3. Appoint chair of the Nominating committee.
4. Act as an ex-officio member of each committee. The president need not attend all committee meetings, but should attend Quilt Show committee meetings.
5. Oversee committees.
6. Delegate liaison responsibilities to the other Board members with respect to committees.
7. Monitor all approved methods of communications to membership to ensure that information is accurate and complete.

#### **COMMUNITY RESPONSIBILITIES**

Protect and/or improve the reputation of the Guild by ensuring that the Guild is represented appropriately to the public in terms of the way we treat outside speakers, our printed materials, our Opportunity quilt, etc.

#### **CORPORATE RESPONSIBILITIES**

1. Ensure that the Treasurer is prepared to submit the appropriate form(s) to the IRS by January 15th.
2. Ensure that the Secretary is taking minutes at Board and membership meetings.
3. Ensure that minutes are being archived.
4. Defend the By-laws and ensure that Guild operations are in keeping with the outlined parameters.
5. Changes to the By-laws should only be made when absolutely necessary. If and when changes must be made to the By-laws, the Board may vote to make such changes, and the president should coordinate the membership vote in accordance with the process outlined in the By-laws and Robert's Rules of Order.

#### **PLANNING & OTHER GENERAL RESPONSIBILITIES**

1. Assume responsibility for the annual update of the Policy Manual.
  - a. Make sure that committee chairs receive a copy of their respective job descriptions and request input in September.
  - b. Coordination of the document update may be delegated.
  - c. Following the update assure that the entire document is posted to the web site.
2. Assume responsibility for long range planning.
3. The President may designate a Vice President or another Board member to serve as contact person and liaison to any facility used by the Guild.
4. Protect against member burn-out by ensuring that member efforts are well worthwhile.
5. If requested to do so, write article for newsletter that's brief and motivational.
6. Ensure that all crucial Guild matters are appropriately accomplished.
7. Protect the Guild's "brand" by ensuring that the Guild logo, other graphic characteristics and our friendly nature as a group are maintained.
8. With the approval of the Board, recruit volunteers to serve on various ad hoc committees. Those committees include, but are not limited to: the Nominating Committee and the By-laws Committee.
9. Most important, orchestrate a friendly, harmonious atmosphere at events & inspire positive attitudes among all. Exercise great care to use tact and civility in all communications. Remember, in social organizations such as this Guild, feelings of people are usually far more important than procedural matters.
10. Attend to the common responsibilities of all Board members as outlined in this document.

## **D. First Vice-President**

Responsibilities are included in the By-laws. They are detailed below.

#### **PERFORM THE DUTIES OF THE PRESIDENT IN HIS/HER ABSENCE**

1. Conduct Guild meetings in the event that the president is unable to be present.
2. When filling in at monthly Guild meetings prepare an agenda and provide it to the secretary before the start of the meeting.

#### **ASSIST THE PRESIDENT IN THE PERFORMANCE OF HIS/HER DUTIES**

1. Be aware of needs and advise the president as appropriate.
2. Assist the president in identifying appropriate persons to fill vacancies in committee chairmanships
3. Serve as liaison with several of the committees as assigned by the president
4. Help to uphold and/or further the reputation of the Guild (e.g., by helping to identify venues where the Guild should potentially be represented, helping to ensure that the Guild flyer is appropriately placed and replenished, helping to identify appropriate opportunities for publicity).



5. Help ensure that committee chairs fulfill their obligations relative to external activities with respect to PR, fund-raising, charity, etc. (e.g., help to make sure that the Opportunity quilt representative does whatever is necessary to show the quilt and sell tickets at Quilt Shows and local appropriate venues).
6. Assist the president in orchestrating a friendly, harmonious atmosphere at events & inspiring positive attitudes among all. Exercise great care to use tact and civility in all communications. Remember in a social organization such as this Guild, feelings of people are usually far more important than procedural matters.
7. Help to ensure that all crucial Guild matters are appropriately accomplished.
8. The Vice President should be completely familiar with the Guild By-laws and the Policies and Procedures so that she/he may advise the President on matters addressed in these documents. She/he should also make note of any Board decisions that impact the By-laws or the Policies and Procedures and see that appropriate changes are made.

#### **SHARE IN THE DUTIES OF THE PRESIDENT**

1. If a need arises for which there is no logical jurisdiction, the vice president should volunteer to take charge of meeting the identified need (assuming the president does not otherwise assign it).
2. If an officer or committee chair is unable to carry out her obligations, it is the duty of the vice president to assume those responsibilities until the officer/committee chair can resume their effort or until the person is replaced.
3. Help ensure that the Treasurer is prepared to submit the appropriate form to the IRS by January 15th.
4. Help ensure that the Secretary is taking minutes at Board meetings and is keeping minutes on file.
5. Help ensure that Guild operations are in keeping with the parameters outlined in the By-laws. The By-laws are intentionally vague to enable flexibility. Changes to the By-laws should only be made when absolutely necessary. When changes must be made to the By-laws, the Board may vote to make such changes, and the president should coordinate the process in accordance with the By-laws and Robert's Rules of Order.
6. Create documents delineating procedures for fulfilling the duties of the office

#### **SERVE AS THE EDUCATION COORDINATOR**

The First Vice President, Second Vice President and other members may assist. The Education Coordinator has the responsibility of planning programs, and workshops to be conducted during the coming year.

1. Plan programs and contact prospective speakers regarding subject matter, dates, times of both day and evening meetings, fees, housing, transportation, number of workshops with fees, supplies, student limit, and technical equipment needed, etc.
2. Arrange when possible, with neighboring Guilds to share expenses in securing out-of-town guests.
3. Plan a calendar as soon as possible after taking office and provide the newsletter editor with a copy for printing monthly.
4. Work with the program Coordinator to coordinate events.
5. Complete speaker contract and send to appropriate party. Monitor to ensure it is returned promptly. File copy in the Second Vice-President's notebook.
6. Determine a cost to individuals based on teacher fee and related expenses
  - a. Prepare suggested budget for speakers, give to Budget Committee for approval and operate with such established budget.
  - b. Obtain signed contract and Form W9 from each speaker, then, present these documents to the Treasurer for payment of speakers.
  - c. Provide Treasurer with advance information regarding fees, travel expenses, and other pertinent information needed to conclude the financial arrangements with the speaker.
7. Workshop fees must be paid in full at the time of registration.
8. The Guild President and First Vice-President (Program Chairman) may attend all Guild workshops free of charge.
9. Upon hosting an out-of-town guest speaker, the hostess may attend the workshop free of charge.
10. Workshop cancellations with full refund will be allowed for the following reasons:
  - a. Cancellation given more than one month prior to workshop.
  - b. Cancellation because of illness or surgery of member [or spouse or child needing care]. Refunds will not be given for cancellations within the month of the workshop except for the reasons listed above.
  - c. A waiting list will be kept to fill cancelled spots. If space is available, non-Guild members will be allowed to attend the workshop.
  - d. Requests for payment and reimbursements must be made to the Treasurer with signed receipt at the time the request is made. Checks will be issued at the monthly Executive Board meeting and at the monthly General Business meeting, or as needed. In case of emergency, the Treasurer shall make appropriate arrangements.
11. Follow-up with presenters frequently.
12. Schedule classes far enough in advance so classes that do not fill can be canceled 30 days prior to the workshop, thus avoiding an extra cost. Members can only hold class space by paying the stated class fee and registering with the education chair.
13. Use any of the approved communication methods to put out information on the classes.
14. Provide the newsletter editor with information on individual teachers before each workshop.

15. Make supply lists for classes available to class participants before each workshop as well as supply lists for classes.
16. Hold class space only for those members who have registered for the class and paid the stated class fee prior to the workshop.

#### **PRIOR TO THE WORKSHOP**

1. Have direct reporting responsibility of the Chairmen for Meeting Room Logistics, Publicity, and Social Committee's
2. Write an article, meeting newsletter deadline for publication, in advance of lectures and workshops, giving brief biography of speaker and details of workshops with list of necessary supplies. Also provide information to the Website for publication.
3. Arrange for media coverage in cooperation with the Publicity Chairman.
4. Arrange for accommodations if needed.
5. Find out the presenter's presentation needs (tables up front, A/V, etc.). Learn if the presenter is planning to use her/his own AV equipment. Notify set-up committee of all such needs/plans.
6. Serve as host to the presenter.
7. All Board members and Past Presidents are welcome to join the Vice Presidents and Speaker at dinner prior to the Guild meeting. Arrangements are made to arrive at the restaurant at 4:30 p.m. Location of restaurant will be emailed prior to the meetings. The goal is to return to the Rec Center by 6:00 p.m. when the doors will be open to the General Membership. Please contact the First Vice President if you plan to attend. You will be responsible for your own check.
8. Gather background information and prepare brief introduction to be delivered at the appropriate Guild meeting.
9. Ensure timetable as outlined in signed contract is adhered to.
10. Provide Newsletter editor with upcoming program information in advance of deadline
11. Provide Web master with program schedule and ensure that program information on the web is accurate.

#### **AFTER THE PROGRAM**

1. Within one week after program, write a thank you note and send any photographs, comments, etc., as may be appropriate.
2. Shall keep an up-to-date notebook and/or electronic file of all activities concerning this position which might prove helpful to his/her successor.

## **E. Second Vice President**

Responsibilities are included in the By-laws. They are detailed below.

#### **PERFORM THE DUTIES OF THE PRESIDENT IN THE ABSENCE OF THE PRESIDENT AND FIRST VICE-PRESIDENT**

See listing under the First Vice-President.

#### **COORDINATE MEETING SET-UP**

1. Preparation
  - a. Assume responsibility for set-up at monthly Guild meetings.
  - b. Assemble and maintain a set-up committee
  - c. Receive set-up instructions a few days before Guild meeting from the program chairperson (or from her designee) indicating the specifics of how the room should be set.
  - d. Maintain a collection of standard set-up floor plans from which to choose for each meeting. Assign each a name or number or letter to facilitate communication.
  - e. Provide instruction (verbally or via diagram), to the committee, of how the room should be laid out in advance of each Guild meeting
  - f. In the event that the set-up committee is unable to perform the task or is short staffed, recruit others to do the set-up
  - g. If possible, be present during set-up to supervise and to pitch-in (to the extent that you're physically able), unless you need to host a presenter at dinner in advance of the meeting.
2. Monthly Meeting Activity
  - a. Arrive early for Guild meeting with the committee.
  - b. Place tables & chairs as indicated on the floor plan.
  - c. Find ways to make set-up a congenial activity each month and be sure to thank committee members.

#### **SERVE AS THE ACTIVITY (INDEPENDENT) PROGRAM COORDINATOR**

1. Planning
  - a. Get the list of Education Programs from the Education Coordinator
  - b. Arrange a quilt related program for those regular membership meetings at which there is no Education Program.
  - c. Plan a calendar as soon as possible after taking office and provide the newsletter editor with a copy for printing monthly. Our recent practice has been to have half lecture and half activity (roughly speaking).
  - d. Provide the newsletter editor with additional information on upcoming Independent Programs each month
  - e. Use any of the approved communication sources to put out information on the program calendar
  - f. Determine whether or not a special Guest Fee is required for select programs.

## 2. Prior to the Meeting

- a. Follow-up with presenters frequently.
- b. Find out the presenters presentation needs (tables up front, A/V, etc.). Learn if the presenter is planning to use her/his own AV equipment.
- c. Notify set-up committee of all such needs/plans.
- d. Gather background information and prepare brief introduction to be delivered at the appropriate Guild meeting.
- e. Provide Newsletter editor with upcoming program information in advance of deadline
- f. Provide Web master with program schedule and ensure that program information on the web is accurate.
- g. Remember that the regular meeting space is not available one month in the spring due to the use of that space for primary elections. Experience suggests that if the primary election involves a presidential race, the primary is held on the third Tuesday in April. If not, the primary is held the third Tuesday in May. (Fall elections occur the first Tuesday of November—with no Guild conflict.) A call to the township may be required to confirm. Good Shepherd Lutheran Church has indicated no meetings may be held in the church sanctuary.

## F. Treasurer

Responsibilities are included in the By-laws. They are detailed below

### CONDUCT THE FINANCIAL TRANSACTIONS OF THE GUILD

1. Assume responsibility for retrieving mail from Post Office box on a regular basis and especially right before Board meetings (or retrieve it from whomever the Board determines should do post-office duty).
2. Pay bills promptly (Post Office Box, AQS, etc.).
3. Promptly reimburse expenditures submitted on signed Expense Reimbursement or Invoice forms after ensuring forms have been correctly completed, signed, and all receipts are properly attached. This is especially important now that the Guild is a non-profit organization and subject to audit.
4. Promptly deposit monies received in bank account.
5. Bring checkbook to all Guild functions.
6. Bring several copies of the expense reimbursement form to all Guild functions and make sure that the most current version is available on the web site.
7. Maintain a calendar detailing the timeframes of regular expenses of the Guild (e.g., the web site expenses and the post office box fee) and ensure that the related bills/contributions are paid on time.
8. Coordinate the Grocery receipt donation program.
9. Make sure that the President gets the Board to discuss and determine at the first meeting of the new Board the amount of money the Board will be allowed to approve without the approval of the general membership.
10. Make sure that all printed materials for the Guild have included all necessary & pertinent information as needed to comply with Corporate Rules and guidelines. Esp.” Donation on all show literature.
11. Maintain an inventory list of all Guild assets and their location, with a copy placed in the Guild Library. Any member wishing to borrow any Guild asset for a quilt related activity may do so through this officer.
12. Monitor the Post Office Box.
13. The Guild is currently depositing its funds with Wells Fargo.

### CORPORATE TAX RESPONSIBILITIES

1. Prepare and submit form 990-EZ (aka e-Postcard) to the IRS by May 15th of each year (this is the 15th day of 5th month after the close of fiscal year—December 31). This is the form used as long as annual gross receipts are \$50,000 or less. (Check with the IRS website to ensure that the (\$50,000) number remains the same)
2. Budget Tracking
3. Maintain and balance checking account
4. Track income and expenditures within the agreed-upon line-items (note that expense reimbursement forms may contain expenditures relating to more than one line-item).
5. Track money attributable to different fiscal years separately, and/or track money on a bi-annual basis.
6. Reporting
7. Prepare monthly line item reports and present a copy to each member at each Board meeting
8. Prepare budget summary and make available at Guild meetings.
9. Prepare and present a complete, written financial annual report at the end of the fiscal year.
10. Notify Board and/or president of any concerns regarding budget.
11. Common Responsibilities for All Board Members
12. Attend to the common responsibilities of all Board members as outlined in this document.

#### **SUBMIT A PROPOSED ANNUAL BUDGET TO THE MEMBERSHIP**

1. The committee budgets will be proposed by the Treasurer with input from the committee chairs and set by the Board of Directors. This budget will then be presented to the membership at the beginning of the new fiscal year.
2. Any expenditure above the approved budget must be approved by the Board of Directors.

#### **SUBMIT A WRITTEN FINANCIAL REPORT MONTHLY TO THE GUILD**

1. The Treasurer will report at every Board meeting the current monthly income, expenses, and balances in the Guild account(s). This may be in summary format.
2. Each month, the Treasurer will provide a statement of income and expenditures to be published in the Guild newsletter. This may be a summary.
3. Special fund-raising events will be given a separate budget, which will be maintained by the event chair or the designated treasurer for the event and will be reported separately in the Guild newsletter.
4. All books shall close by December 31 in preparation for the audit and the new fiscal year.
5. The Guild may establish a separate bank account and appoint a separate Quilt Show Treasurer. At the close of the show, enough money is retained in the Quilt Show account to avoid bank charges; but not to exceed \$10000. Signatories on this account should be the Guild Treasurer and the Quilt Show Treasurer. One month following the conclusion of the show, excess money and profits will be transferred back to the general account.
6. In general, all requests for reimbursement must be accompanied by receipts. The Treasurer may, at her/his discretion, accept a "lost receipt" form in place of a receipt provided the amount does not exceed \$20. Reimbursement requests should be reasonable and, if not clearly apparent from the receipt, should be accompanied by an itemized list of expenses.
7. All fund-raising activities should have separate budgets, with proposed expenses and projected income approved in advance by the Board members or committee chairs that submit expenses within the budget should be automatically paid.
8. Any expense item involving a long-term contract or commitment of Guild funds must be approved by the Board prior to signing. This will provide the Treasurer with adequate warning and documentation to payout the amounts due.
9. Expenses that are assumed to be a part of the normal Guild budget for a Board member (such as cups and coffee for Hospitality or speakers), should be automatically paid. Expenses should be reasonable and within the Guild's overall budget.
10. The general membership may not request reimbursement for Guild expenses without prior approval of the Board.
11. Any item falling outside these guidelines will require a two-thirds Board approval and may not be paid out for 30 days.

## **G. Secretary**

Responsibilities are included in the By-laws. They are detailed below

#### **RECORDS ALL INFORMATION AT REGULAR AND BOARD MEETINGS**

1. Record & Distribute Minutes
2. Record and maintain minutes at monthly Board meetings
3. Record decisions made (include rationale if needed) and record all action items along with responsible persons associated with each as well as any deadlines.
4. Distribute minutes (by electronic means) to Board members as soon after each Board meeting as possible.
5. Record and maintain minutes at monthly Guild meetings. – Provide summary of meeting highlights to newsletter editor each month by the required deadline.
6. Submit the minutes of the general meeting to the membership for approval
7. Ensure copies of all other minutes are archived appropriately.

#### **HANDLE ALL GUILD CORRESPONDENCE AS DEEMED NECESSARY BY THE PRESIDENT OR BOARD**

1. Handle all inquiries/requests from persons outside the Guild. Such inquiries/requests may come from the web site, e-mail, US mail, or telephone.
2. The Secretary will write thank-you notes for any donations of materials and/or time to the Guild. This includes the church where meetings are held and any janitorial staff involved. She/he will also send cards or flowers to Guild members as directed by the Board.

#### **BE THE CUSTODIAN OF THE RECORDS**

1. Maintain a historical record of all official changes to the By-laws including dates of voting. This can be as simple as filing a copy of the related minutes with the legal documents to be passed on to subsequent secretaries.
2. Maintain official minutes at Board meetings. As a corporation, this has more than procedural value. Corporations are obligated to have evidence of meetings of the officers.

3. Ensure a copy of the By-laws is available at all Guild meetings and Board meetings so as to respond to by-law-related questions
4. Work with the Parliamentarian to maintain an up-to-date copy of this “Policies & Procedures” document at all Guild meetings and Board meetings for ready reference.

#### **LEGAL RESPONSIBILITIES**

17. Document in Board meeting minutes that key executives for bank records are changing. e.g., xxxxx is no longer President, replaced by yyyyyyy.
18. Wells Fargo requires that the names in the minutes show exactly the same as the Key Executive names in the Bank records..

## **H. Member at Large**

1. Act as liaison between the Board and the membership
2. Each year one member at large is elected to serve a two-year term
3. Attends all Board meetings as a voting member

## VIII. JOB DESCRIPTION -- COMMITTEES

### A. General statements pertaining to Committees

The Standing Rules recognize a number of committees that provide specific services to Guild members and allow the President to create other committees as needed.

It is not required that all listed committees be created.

1. Committee chairs may provide information to the membership using any of the approved methods of communication.
2. Chairs may create documents to assist in fulfilling the position's responsibilities.
3. Chairs may seek assistance from other Guild members to fulfill their responsibilities.

### B. Terms

#### STANDING COMMITTEES

Chairs shall be appointed as prescribed in the By-laws. Each committee chair appoints the members and provides a listing to the President.

#### AD HOC COMMITTEES

Ad hoc committees and their membership are appointed as the need arises and are discharged after the task for which they were formed has been completed. The membership of an ad hoc committee is largely dependent upon its purpose. Serving on a standing committee does not preclude a person from serving on an ad hoc committee at the same time.

### C. Statements pertaining to all Committees

1. The Board will establish all committees according to the Guild By-laws.
2. The Board need not establish all committees listed in these Job Descriptions.
3. A committee may have a chair or co-chairs.
4. It is recommended that each chair appoints the committee members and provides a listing to the President.
5. The chair should provide input to the Treasurer for the Annual Budget
6. A committee chair should prepare a brief report that is submitted to the membership through the Newsletter.
7. A committee may recommend an Administrative Policy change. The committee chair should present this recommendation to the Board at a regularly scheduled Board meeting.
8. Committee chairs may provide information from their committee to the membership using any of the approved methods of communication.
9. If committee chairs need to be put on the agenda to speak at a General Meeting please advise the President at least three days prior. If a committee normally does not have a table set up for it and needs one (or more) please advise the week before the meeting as a diagram must be given to the Rec. Center prior to meeting day.

### D. Ambassadors

#### PREPARATIONS

Arrive at Guild meetings 20-30 minutes early and station yourself near the entrance while people are walking in.

#### BEFORE THE MEETING

1. In addition to your name tag, wear an "ambassador" ribbon to help new members know your role.
2. Create nametags for visitors and new members.
3. Provide visitors with a flower to alert members to their visitor status.
4. Provide new members with a ribbon (to be worn with their temporary name tag) to alert members of their new-member status.
5. Make yourself available to Membership Committee who will alert you to the existence of new members & guests.
6. Engage each new person in conversation and explain each activity around the room.

#### DURING AND AFTER THE MEETING

1. Introduce new members & guests to other Guild members and try to instigate conversations between them (so they'll feel comfortable interacting with more people than just you the next time they come).
2. Sit with the new person when the meeting begins (unless you're sure another member has taken that person under their wing).
3. Answer questions concerning the Guild as time permits.

#### PROSPECTIVE/NEW MEMBERS

1. Give copies of the "New Member Information" to new members.

2. If the person is joining the Guild, introduce her to the Membership Chair so that the initial administrative needs can occur. Either stay with the new member during that process, or meet up with her afterward.
3. Watch for recent new members at subsequent meetings to ensure they're not alone and feeling awkward.
4. If there are more new-members/guests than there are Ambassadors, seek help from some other out-going Guild members. And if all else fails, priority should be given to the new members.
5. Act as a liaison between new members/guests and existing members, to ensure that new people feel welcome (Buddy System).

## **E. Audit**

1. Three Guild members not serving on the Board are appointed. The Guild President appoints the chair and the chair selects two additional members.
2. This committee shall audit all books of the treasury and any other funds of the Guild.
3. If it is deemed necessary, a professional audit may be called for. If no professional audit is called for, the audit report will be presented at the April meeting.

## **F. Budget Committee**

1. This committee shall report directly to the President
2. The Treasurer shall act as Chair of the Committee which shall also include First Vice-President, Second Vice President and any other member the treasurer appoints.
3. This committee shall help with any and all duties as directed by the treasurer.
4. Chair shall obtain budget suggestions from elected officers and appropriate committee chairs and appointees.
5. Committee shall prepare and submit an annual budget for approval by the Executive Board in October of each year. Upon approval, the total shall be submitted for publication to the Newsletter.

## **G. Community Service Committee -- (Comfort Quilt Projects)**

### **PLANNING**

1. Serve as liaison for charities to which the Guild contributes.
2. Solicit assistance and supplies from members to complete comfort quilts
3. Form a core committee
4. Plan and organize comfort quilt workshops and other related get-togethers if needed –
5. Work with Fun Day Coordinator to identify appropriate dates if needed
6. Promote the events via the approved Communications.

### **DURING THE MEETING**

1. Set up a Service table at every meeting to provide kits and accept donations.
2. Give credit and recognition for any charitable sewing project donated by our members.

### **RECIPIENTS**

1. Present recommendations from members for charitable organizations to support in writing to the Board 30 days in advance of the Board meeting.
2. Bring to the membership meeting those organizations approved by the Board for membership approval.
3. Coordinate with chosen recipient organizations to ensure that their needs are understood.

### **MATERIALS**

1. Solicit help from members in terms of materials, kit making, and quilt making
2. Purchase materials and/or seek donations of materials for comfort quilt projects as needed.
3. Coordinate the preparation of kits for the comfort quilts.
4. Distribute /retrieve kits throughout the year at monthly Guild meetings and other Guild gatherings from members
5. Use approved communications to inform members of available materials
6. Organize and manage all related materials and ensure they are properly stored.

### **PREFERENCES**

1. Quilts may vary in size and design based on their intended recipients.
2. All sizes are welcome but recipients have expressed a preference for the following sizes and types:
  - a. Lap quilts appropriate for senior citizens -- approximate size 45x48 inches.
  - b. Children's quilts – approximate size 42 x 42 inches -- or 38 x 42
  - c. Other size quilts we encourage members to make are; NICU.

- d. Patriotic quilts are needed for our veterans – “Valor Program”.
3. We encourage members to participate in other projects such as making 55 x 65 inch pillowcases for the children’s ward of the hospitals.
4. NICU – 25 x 25, 30 x 30, 33 x 27 – Flannel, double-sided with no batting in the middle.

#### **COMPLETION**

1. Deliver completed quilts to the recipient organizations.
2. Provide photos and information about quilt donations to newsletter publisher, historian, and publicity chairperson.

## **H. Membership Committee**

#### **MEMBERSHIP CARDS AND PACKETS**

1. Organize and manage membership renewal and ensure timely distribution of membership cards.
2. Prepare membership cards signed by the membership chair, entitling paid members to all benefits of Guild membership.
3. When dues are paid, each member will receive a membership card.
4. Assemble “new member packets” containing pertinent information about the Guild and its activities. Packets may contain: a membership card, membership list, club pin, current newsletter, bio questionnaire, list of local quilt shops, Guild fact sheet, etc.

#### **NAMETAGS**

See that professionally created nametags are made and kept up-to-date. Inform members that they may make their nametag using the pattern in this manual.

#### **DOOR PRIZES**

1. Acquire and/or purchase, in accordance with the approved budget, door prizes for each meeting, and wrap them appropriately. There should be two or three door prizes per meeting.
2. When President announces readiness for the Door Prize drawing to begin, coordinate the drawing of the winning tickets.
3. Announce the ticket number and when the winner is identified, announce the winner’s name ensuring the Secretary has clearly heard the name for recording in the minutes.
4. Give treasurer the door receipts, and account for the income separately (guest fees, etc.).

#### **PREPARATION**

Compile a roster of all members consisting of name, address, phone numbers, e-mail addresses and birthdates to be distributed at the February meeting.

#### **PRIOR TO THE MEETING**

1. Ensure each person signs in.
2. Bring a supply of new member packets to each Guild meeting.
3. Greet members and guests arriving at the monthly business meetings.
4. Collect dues from members and guest fees when applicable.
5. Handle the sale of Guild pins including quilt show pins.
6. Keep an accurate account of all money collected and turn it over to the treasurer in a timely manner.

#### **DURING THE MEETING**

1. Report the number of current members, new members and guests attending each meeting to the general membership.
2. Help ensure that all members—both new and old—feel welcome, needed, and well served. As a social organization, the camaraderie of the group is crucial.

#### **COMMUNICATIONS**

1. Provide newsletter editor and webmaster with any new member bio information before the newsletter deadline every month.
2. Chair will provide a written report of the meeting attendance numbers to the newsletter editor.
3. Review the website and make sure that all membership-related material on the web site is up-to-date.

#### **MEMBERSHIP DATABASE MANAGEMENT**

1. Maintain a database of all members (note: a database is defined as a detailed list).
2. Maintain the member e-mail list on the official communication systems. Make additions, deletions, and corrections as soon as they occur.
3. Distribute complete updated membership list to members as soon as possible after the close of the renewal period.



4. Provide member birthday information on a regular basis as needed to newsletter editor by the deadline date (be sure to include any and all new members).
5. Protect the list to ensure that it is not used inappropriately (e.g., must not be used as a mailing list for any commercial concern).

## **I. Nominating Committee**

### **PURPOSE**

1. To present a list of candidates from which the members may choose.
2. The Slate of candidates includes the following elected officers: President, First Vice President, Second Vice President, Treasurer, Secretary, and Member at Large.

### **MAKE-UP OF COMMITTEE**

The Board shall appoint the Committee per the By-laws.

### **QUALIFICATIONS FOR NOMINATION**

1. Must have been a Guild member for at least a year
2. Must have enthusiasm for Guild activities
3. Must have an aptitude or required skill to perform the particular duties in question (per the respective job descriptions)

### **OTHER CONSIDERATIONS**

1. Have an interest in and concern for Guild members, and a commitment to the Guild's efforts toward camaraderie among Guild members.
2. Have an ability to work as an effective team member.
3. Have flexibility (relative to other responsibilities outside the Guild) to enable them to contribute the time
4. Have a track record of effective follow-through.
5. Build leadership "bench strength" by including some relatively new members in the mix.
6. Maintain links to the past by including long-standing members.

### **THE NOMINATING COMMITTEE SHALL PREPARE A SLATE OF NOMINEES**

1. The Committee shall attempt to obtain at least two (2) nominees for each office.
2. The Nominating Committee may use the services of a Telephone Committee.
3. The Committee shall submit its slate of nominees for office to the Board of Directors at the October Board meeting.
4. The list of nominees shall be filed with the President and the Secretary and shall be presented to the members in the November newsletter.
5. Members may nominate from the floor.

### **SCHEDULE**

1. In January, the Board should appoint the committee and schedule the first meeting.
2. Nominations from the membership sought.
3. At the first meeting of the committee discuss membership nominations and other possible candidates.
  - a. Go over procedures and determine process for meeting.
  - b. Discuss the nominations from the membership and discuss other possible people for the various positions in accordance with the criteria above.
  - c. Come up with an ideal slate of nominees and back-up slates.
  - d. Agree that the committee chair and/or certain committee members will seek input from top nominee possibilities to determine if they'd be willing and able to assume the responsibilities if they were to be included on the slate.
  - e. Make sure the candidates have a chance to view the job description located on the Guild web site.
  - f. Set time for next meeting
4. Receive input from top candidate possibilities
5. At the second meeting of the committee develop the final slate in order to:
  - a. Report findings;
  - b. Re-strategize as needed;
  - c. Develop final slate of candidates.
6. Report findings of the committee to the Board. Confidentiality should be maintained until announcement of the slate.
7. Confirm with nominees and notify them to be ready to take a minute to talk to the membership at the October meeting.
8. Confirm slate to final nominees.
9. Coordinate presentation of the slate to membership at October meeting.

10. Coordinate election at November meeting including preparation of the ballot.

## J. Quilt Show Committee

The Quilt Show Committee is comprised of the Chair and/or Chairs, the Quilt Show Secretary, the Quilt Show Treasurer and the committee leads. The Quilt Show Chairs will decide on the show organization and which of the committees described below are needed. Any committee can have more than one lead:

### **CHAIR AND/OR CO-CHAIR PREPLANNING FOURTEEN MONTHS TO ONE YEAR:**

1. Be familiar with all aspects of the show as documented in this manual.
2. Verify a venue.
3. Decide on a show theme
4. Appoint an Opportunity Quilt Construction lead to begin work on the Opportunity Quilt.
5. Identify committee structure and define roles.
6. Recruit other subcommittee leads.
7. Ensure that each subcommittee has information detailing the procedures and background information needed to complete their jobs.
8. Identify possible quilt show judges in conjunction with the Judging subcommittee if a committee has been formed and contract with the chosen judge.
9. In conjunction with the Judging subcommittee, determine the quilt categories, the judging criteria and judging methodology
10. Develop and manage a timeline for the show.
11. Determine major milestones which would include but not be limited to the following and establish target dates for completion.
  - a. Door prize requests out—
  - b. Notify Guild organizations in writing—
  - c. Print flyers—
  - d. Budget determinations for committees—
  - e. Vendor agreement(s)—
12. Hold first committee meeting—January-March
13. Ensure that flyers go to Quilt Shows—(check specific dates,)
14. Distribute quilt registration form (put on web)—April
15. Begin staffing for on-sight roles—June
16. Deadline for registration—6 months prior to the show
17. Quilt check-in—2 days prior to the show
18. Conduct regular meetings of the Quilt Show committee.
19. Oversee the progress of Quilt Show planning.
20. Provide encouragement, advice and support to the members of the subcommittees.
21. Bring the event dates, times and location as determined by the Quilt Show Co-chairs to the membership.
22. Attend SWFQG Board/Executive meetings and report on Quilt Show Committee progress, submitting written reports to the secretary.
23. Present Quilt Show Committee financial requests to the Quilt Show treasurer for payment
24. Confirm insurance for current show with the Guild treasurer.
25. Organize and meet with subcommittee leads, prepare budget, report to the Guild Board monthly about progress and needs,
26. Work with each subcommittee, assuring that it operates within its designated budget. Assist the Quilt Show Treasurer in accounting for each subcommittee budget and payments made thereto, and in making deposits in a timely basis.

### **CHAIR &/OR CO-CHAIRS DURING SHOW WEEK:**

1. Attend all activities during show week
2. Provide oversight for the event for times when you won't be there in person, designate another person to provide oversight and make sure the staff knows who that is. If co-chairs, try to have one co-chair on site at all times.
  - a. Periodically visit the various venues to foresee any potential problems
  - b. Be available in the event of problems & mitigate any problems that arise
  - c. Pay particular attention to shift changes to ensure that each role is being filled - Serve as liaison with facility for any issues that arise
3. Event schedule:
  - a. Sunday or Monday – Drop Off quilts
  - b. Tuesday & Wednesday – Judging
  - c. Thursday set-up 9:00 start (take photos of rooms prior to set-up)
  - d. Show—Friday & Saturday

- e. Take down—start 4pm Saturday
- f. Quilt check-out & pick-up— at completion of show on Saturday

**CHAIR &/OR CO CHAIRS AFTER THE EVENT:**

1. Prepare a summary report at the conclusion of the event and submit it to the Executive Board.
2. Support the check-out or repatriation of quilts and other materials to their owners.
3. Work with Guild treasurer to finalize financial matters. See to the payment of any subsequent bills and make an accounting of all income and expenditures.
4. Hold post-event meeting to review what went well and any improvements for subsequent shows.
5. Update job description at the end of the term
6. Submit financial report to the licensing authority at the conclusion of the Quilt Show.
7. Identify exact date & reserve facility for the next Quilt Show. (Two years in advance)

**QUILT SHOW SECRETARY:**

1. Take the Minutes of Quilt Show Committee meetings and be responsible for any needed correspondence from the committee.
2. Work with the vendor chair and other chairs as needed.

**QUILT SHOW TREASURER**

1. All financial commitments must go through the Quilt Show Committee Chairs
2. Maintains a checking account separate from the main Guild Checking Account
3. Retains \$5000 seed money in the Quilt Show Account for the next show.
4. Turns over the show proceeds less \$5000 to the Guild Treasurer.

## K. Quilt Show Subcommittees (Alphabetically)

**ADMISSIONS:**

1. This subcommittee greets show visitors when they arrive, takes their admission donations, and assists visitors with their wrist bracelets. Even though you are in one place, this is a fairly physically demanding job.
2. Must be able to handle money, and have good people skills.
3. Responsible for the sales of tickets/wristbands and the influx of cash until it is turned over to the Treasurer.
4. Follows cash control policies and monitors the security of the cash and the ticket booth staff.
5. Keeps track of numbers of tickets as they are acquired from Center, and ending numbers at end of show.

**ANGEL MEMBERS:**

1. Responsible for the documentation of Guild members who passed since the last show.
2. Do a write-up describing the quilter's interests and accomplishments.
3. Sets up a display of Angel Members' quilts etc.

**BASKET RAFFLE:**

1. This subcommittee contacts quilt shops, book publishers, etc. for basket prize donations. As donations are promised, the subcommittee follows-up, collects the items, keeps a list of prizes and donors, and keeps the website person up-dated with the information.
2. This subcommittee sorts items, fills and decorates baskets for the show drawing.

**BOOKS & MAGAZINE SALES:**

1. Work in conjunction with the Boutique Production subcommittee.
2. Organize the magazines, patterns and books; if desired for the boutique.

**BOUTIQUE PRODUCTION**

1. Should start shortly after each show for the next show.
2. The Boutique is our hand-made store. All items for sale are donated by our Guild Members. .
3. Responsible for soliciting items for sale made by our members.
4. It is strongly suggested each member donate six items to the Boutique.
5. This subcommittee designs specifications for what will be sold in the boutique, designs the boutique submission forms, and determines the schedule for the boutique items drop-off and pick-up.
6. Presents ideas for boutique items to members, encourages them to start making things early, and sets and labels prices for the items.
7. Sets up Fun Day sork sessions.
8. This subcommittee operates prior to the show.

### **Boutique Donations**

- a. You can work alone or in a group and make any quilt related item to donate.
- b. If you don't have time to sew, you can donate sewing aids, kits, rulers, quilt frames, or anything quilt related as long as it is clean and in good condition.
- c. Donated items can be turned into Boutique Production lead throughout the year.
- d. The lead will keep a record of all donated items and price each item.

### **BOUTIQUE SALES:**

1. During the show, this subcommittee manages the boutique –selling items, collecting money and tracking sales by member and tearing down.
2. This subcommittee determines how many volunteers they need and notifies the volunteer coordinator.
3. Maintains computer records of items for inventory control.
4. Staffs the booth space during the show working with customers and processing sales.
5. Responsible for deposits and reporting as necessary during & at the end of the show. Responsible for the claiming and storage of items not sold.
6. Follows cash control policies and monitors the security of the cash and the marketplace staff.
7. A sign stating, "Sales Tax Included" should be posted.

### **BOUTIQUE SET-UP AND TEAR DOWN**

1. Designs booth space and is responsible for setup of that space.
2. Tears down and packs up at the end of the show.
3. Drops off unsold items to a local charity.

### **BUDGETS:**

1. The Quilt Show Committee will be given \$5000 seed money for required up-front payments.
2. The subcommittee budgets will be set by the Quilt Committee Chair(s) and approved by the Guild Board of Directors.
3. Any subcommittee expenditure above the approved budget must be approved by the Committee Chair(s).
4. Any expenditure above the total approved budget must be approved by the Board of Directors.

### **COMMUNITY SERVICES:**

1. Lead by the Community Service Committee Chair
2. Organize and run Guild charity activities at the show.
3. Set-up an attractive display area with good signage showcasing ALL of our Community Service projects and recipients..

### **FABRIC REMNANTS:**

This is not scraps or a scrap table. This consists of like fabric bundled by color or design, charm squares, jelly rolls, layer cakes

#### **Prior to the Show**

1. Fabric remnants are requested from members for about 18 months.
2. A laundry basket and sign are provided at the meeting.
3. Remnants are made into charm squares, jelly rolls, small bundles of fabrics sorted by color, motif, Christmas, etc or just a small stack that looks nice and is tied with a ribbon.
4. Also roll, tie and mark ¼ yds., ½, yds., etc.

#### **Pricing**

1. Price marking is difficult.
2. One option is to weigh the fabric and price by the ounce.
3. It is much easier to bundle, cut, price and get it out of the way as received rather than to save it to the month before the show.

#### **What Sells**

1. Sticking to cotton is best.
2. Upholstery fabric or fleece does not sell well.
3. Almost a Quilt projects have sold well.
4. Partial projects such as blocks, pillow fabric etc sells well.

#### **Finalizing**

1. The remnants should be processed, packed with Dryer Softener Sheets, put in storage and marked BOUTIQUE REMNANTS which helps the day of the show when the truck delivers the remnants. The see through plastic zip bags are perfect.
2. The remnant table does better if someone is there to "Hawk" it!

### **FACILITY LIAISON**

1. Quilt Show chair serves as lead or the Guild President until a Quilt Show Committee has been appointed.

2. Responsible for all issues related to the venue and the Quilt Show.
3. Is the point-persons with venue during the show.
4. Works with venue to specify requirements for space, AV support, Security, maintenance, etc. Check with subcommittee leads for their needs..
5. Includes Security and Concessionaire as necessary.
6. Keeps track of hours worked by venue employees, if Guild is being charged hourly for them.
7. Keep track of extra items acquired by show from venue; tables, drapes, etc.
8. Presents Questions and issues to venue as needed and reports back to the committee.
9. Responsible for overseeing all activities during the setup and show days of the Quilt Show.

#### **FOOD:**

1. Check with venue for food policy
2. Solicit members for donations of food for the workers and vendors on set-up day.
3. Keep a record of who is bringing what and insure that food is adequate
4. Purchase needed supplies for this luncheon, plates, cups. Coffee, etc.
5. Prepping food, setting up of and clean-up of the kitchen for the set-up day luncheon. (Thursday)

#### **GROUP SALES –BUSES**

1. This subcommittee collects contact information for quilt Guilds, and corresponds with the Guilds about our show.
2. Collect group reservations and payments, make arrival packets, answer group questions.

#### **JUDGING:**

1. Works in conjunction with the Quilt Show Chairs to find a judge for the show.
2. Assists the Show Chairs in determining the quilt categories, the judging criteria and judging methodology.
3. Pre-prints the labels for the judging sheets.
4. Works with the Show Chair and the judge to create a judging sheet.
5. Runs the quilt judging process, including taking care of the judge's needs, and preparing the judges' comments to be returned to the quilters at the end of the show.
6. Oversees the scribes who use the agreed upon judging sheet and write down everything the judge says exactly as said.
7. Records all awards and communicates these to the Quilt Show Program Design subcommittee.

#### **LAY OUT & HANGING THE SHOW**

1. Responsible to approve the floor layout of the display racks and the vendor booths, also any additional racks as needed.
2. Responsible for the planning and paperwork in determining the placement of all of the entries in the show.
3. Responsible for overseeing the hanging/display of the entries.
4. The actual set-up of racks and the hanging of the quilts is handled by a paid third party.

#### **MEMBERSHIP TABLE**

1. Membership Committee chair serves as lead.
2. Responsible for the design and setup of the Guild's welcome table at the entrance in the Main building of the show.
3. Coordinates with the Opportunity Quilt subcommittee in sharing the space.
4. Answers questions for our guests.
5. Sells Guild memorabilia.
6. Maintains a cheerful and upbeat attitude.

#### **OPPORTUNITY QUILT CONSTRUCTION**

1. The Opportunity Quilt Construction lead is appointed by the President or the Quilt Committee chair as soon as the prior Quilt Show has ended.
2. Coordinates the production of the quilt
3. Researches possible designs and gets input from others in the Guild.
4. Proposes designs to the Quilt Show Chair for approval.
5. Purchase the required fabrics, after the design has been approved,
6. Organizes member volunteers to complete quilt.
7. Assures completion of the quilt no later than 18 months prior to the show.

#### **OPPORTUNITY QUILT TICKET PRINTING AND SALES WITHIN THE GUILD**

1. Confirm that the Guild treasurer has renewed the "Solicitation of Contribution" (raffle license).
2. Oversee the printing, sale and accounting of Opportunity Quilt tickets. See the "Quilt Show History" tub in the Guild Storage closet for information and ticket samples.
3. Opportunity Quilt tickets, for sales tax purposes, must have printed on them the following:

- a. The word Donation,
  - b. The Registration number and
  - c. The official paragraph printed in CAPS.
4. Responsible for the design, printing, and distribution to the membership of the Opportunity Quilt tickets.
5. Provide an allotment of tickets to each member.
6. Organize the tickets that members are obligated to sell.
7. Write each member's name on individual envelopes and insert tickets in each.
8. Record the ticket numbers that are being disseminated to each member
9. Provide the ticket envelopes to members and collect the money at the time the members receive the tickets.
10. Keep good records of who has received their envelopes.
11. Provide additional tickets to members as requested and keep track of the ticket numbers of the tickets provided.
12. Provide an allotment of tickets to the Quilt Show Tour committee.
13. Keep track of all monies received from members and from the Tour Committee and provide it along with the related accounting to the Quilt Show treasurer.
14. Account for moneys from different sources separately.
15. It answers questions about the Opportunity quilt and ticket sales. The subcommittee reports ongoing tally of income at monthly Guild meetings

#### **OPPORTUNITY QUILT TICKET SALES TOUR**

1. Get an allotment of tickets from the Ticket Printing Committee.
2. Seek possible new venues for selling tickets, but be sure to protect the quilt from any possible harm
3. When selling Opportunity quilt tickets outside the Guild, there are 2 options for showing the quilt:
4. Print out the Opportunity quilt photo/sign (on high-quality smooth paper or photo-quality paper) and either frame it, insert it in a Plexiglas stand, mount it on cardboard, or insert into a plastic sleeve.
5. Borrow the quilt itself—there is a risk every time the actual quilt is exhibited. A Quilt Show or fair would be an appropriate venue to display the quilt itself. See the following guidelines for displaying the quilt.
6. Responsible for selling tickets during the show, for seeing a winning ticket is drawn, and for getting the quilt to the winner.
7. Responsible to turn all money into the Ticket Printing and Sales Committee for accounting.
8. Responsible for the care of the Opportunity Quilt from the time it is completed until a winner is selected.
9. Solicits volunteers for the events and makes sure that they have all of the proper materials and supplies.
10. Arranges for Opportunity quilt appearances at local quilt shops; contact shops, create schedule, get the quilt there and back, and track sales.
11. Become acquainted with the "Opportunity Quilt Display Guidelines" included in this document under "Miscellaneous Documents Section". Included in this document are instructions for displaying the quilt

#### **PROGRAM ADVERTISING**

1. Solicit advertising for the Quilt Show Program from show vendors, Guild members and others.
2. Get contracts with advertisers..
3. Work with Program Layout committee to communicate requirements.
4. Sets the prices of advertisements in the show program, collects ads and ad revenue.
5. Keeps financial records and turns all monies over to the Show Treasurer.

#### **PROGRAM LAYOUT:**

1. Responsible for the design and construction of the program given out to guests at the Quilt Show
2. Designs labels for quilts to be hung in the show, and the viewer's choice ballots..
3. Responsible for data-entry from the quilt submission forms and for proof-reading the data-entry,.
4. Works with the show program printer to set the quantity of programs to be printed, and to set-up the printing schedule.
5. Stuffs the programs with the viewers' choice ballots, and any other inserts on the day before the show so that the programs are ready for the admissions subcommittee.
6. Works closely with all other subcommittees to solicit information to complete the program.
7. Coordinates with the printer and sees that the programs are delivered to the show when required.

#### **PUBLICITY (MEDIA, SIGNS, POSTERS, BOOKMARKS)**

1. This subcommittee designs pre-show publicity post cards, posters, and other items, and works with a printer to produce items needed. Ideally this subcommittee should work closely with the Program Layout Subcommittee so all promotional materials will have a consistent look.
2. Make sure that all printed materials include the Donation required wording.
3. Responsible for all media relations connected to the Quilt Show (includes written, internet, radio, TV, etc.). This includes design and execution.

4. Puts together a schedule for sending Quilt Show information in the format required for each media outlet.
5. Works closely with all subcommittees to get the information necessary to publicize our show.
6. Informs the Signage subcommittee of needed signage for Boutiques, Silent Auction and other areas of the show.
7. Coordinate with website manager to ensure current information is on the website about the show.
8. As needed, assist with communication to people who e-mail for information about the show.
9. Post current information on Facebook.

#### **QUILT BAZAAR**

This is an opportunity for members to sell some of their work on hand by paying a 20% commission to the Guild.

1. Pre-Show
  - a. Work with Registration to create a list of Show Quilts that are for sale.
  - b. Solicits member quilts not in the Show that will be available for sale at the Show.
  - c. Designs a form required for members to complete in order to enter quilts into the bazaar.
  - d. Determines the number of quilts each member may submit for sale.
  - e. Creates a process and criteria for members to place quilts in this booth
  - f. Places prices on those quilts in the Sale booth. Members determine the price placed on their quilt.
2. During the Show
  - a. Designs booth space and is responsible for setup of that space.
  - b. Staffs the booth space during the show and works with customers processing sales.
  - c. Displays a list of Quilts entered in the show that are for sale and their prices.
  - d. Maintains a list of member quilts not in the Show but submitted for sale.
  - e. Maintain a record of items submitted for auction, record sales, account for all monies,
3. After the Show
  - a. Create a process for quilters to claim quilts displayed in the booth that were not sold.
  - b. Provide safe return of all unsold items, distribute to treasurer a list of members' items sold and amount of payment due.
  - c. Regularly submit to the Quilt Show Treasurer monies collected..

#### **RAY'S OF SUNSHINE.**

1. Assists the Rays of Sunshine with the selection of quilts to be displayed and is
2. Responsible for the décor, setup, and takedown of the booth space.
3. Pick-up gifts, flowers, etc. when appropriate.

#### **RECEIVING QUILTS (DROP OFF)**

1. This subcommittee accepts the quilts, making sure that they are labeled and sorts the quilts into show-location categories for the quilt hanging subcommittee. All quilts should be folded with front side toward the inside and labels and tags visible for easy identification.
2. Responsible for the delivery of the entries to the Quilt Show if Show is not at the drop-off location.
3. Work with the venue availability to determine schedule for quilt drop-off,
4. Create a system for quilt arrival (let the volunteer coordinator know how many volunteers are needed).
5. Inform the volunteer coordinator of staffing needs.
6. Verifies that all entries are in good condition when received, are checked off our lists, tagged for hanging, and stored

#### **REGISTRATION**

1. Responsible for the design of the entry form to enter quilts into the show.
2. Ensures all information on the form is understood by the membership.
3. As soon as the categories and criteria are determined, this subcommittee sends a write up to the Newsletter.
4. Processes the forms as received and maintains an accurate computer records of entries.
5. Prepares deposits of any monies received.
6. Prepares Entry cards to be displayed with each quilt and other reports as needed for the other committees.
7. This committee runs the submission process, collecting the quilt submission forms (that were designed by the Judging Committee), making sure that all the information is filled in completely and accurately. Photos must accompany submission forms. Any missing or illegible information must be checked with the quilter.
8. Once the forms are collected, and the information verified, the submission form information is recorded in an Excel spreadsheet, and the forms are duplicated and distributed to: (1) The quilt set-up committee (quilt size calculations); (2) The quilt lay-out committee (uses the original photographs); (3) The Show Program Committee (enters the quilter and quilt description information); (4) The volunteer committee (to line-up volunteers); (5) The Guild website.

#### **RETURNING QUILTS TO THE EXHIBITORS (TAKE DOWN)**

1. Responsible for the coordination of returning the entries to the entrants at the end of the show.

2. Works in close relationship with the Receiving Committee
3. Responsible for collecting the entries as they are taken down and bringing them to a central location for claiming.
4. Tables are to be lined up along the side of room. They are to be covered with clean sheets and quilts are to be taken down in order and set on tables.
5. Quilts should be folded with the design side inside. Label and tags should be visible for easy identification by those handing them out to quilters.
6. The washing of any sheets, drapes, etc. that need laundering.
7. Deconstruction of the booths is currently handled by a paid third party.

#### **RIBBONS, AWARDS, AND LABELS**

1. This subcommittee works with the Judging subcommittee to determine what ribbons will be given for the various show awards.
2. After the quilts are hung, this committee is responsible for attaching labels on the quilts.
3. Accuracy of labeling is a primary concern.

#### **SILENT AUCTION**

1. Integrate the Silent Auction with items of interest to men.
2. Encourage members to contribute items for this sale.
3. Set a minimum value on items accepted.
4. Set criteria for auction donations and inform membership of this criteria.
5. Plan an attractively decorated area.
6. Work with indoor signage committee for signage.
7. Responsible for display of items for auction.
8. Maintain a record of items submitted for auction, recording of bids, accounting of all auction monies, safe return of all unsold items, distribution of items to winning bidders and submission to treasurer a list of members' items sold and amount of payment due.

#### **SIGNAGE**

1. Indoor – Boutique, Silent Auction, Quilt labels and indoor directions
2. Outdoor – Parking, Directional signs and Handicap access.

#### **SIT ‘N’ SEW:**

1. Come prepared to do hand work, examples: appliqué, binding, quilting, embroidery, embellishments, etc. Bring your own projects with notions and tools, including special lighting if needed.
2. Responsible for the recruitment of volunteers necessary to man the entire show.

#### **VENDORS**

1. Responsible for soliciting vendors, communicating with them in the months prior to show (in writing, by phone, and by email), and establishing what size booth space they will occupy.
2. Works with Facility Liaison to arrange the vendors’ floor plan.
3. Receives rental fees, and be certain sales tax is added to all vendor bills.
4. Ensure that the vendors’ requirements are met during the show.
5. Supports vendors during the setup and show.
6. Helps arrange for a Pot Luck lunch on set-up day of the Quilt Show if allowed by venue.
7. Maintains a vendor list of all who were contacted, those chosen for this show, and potential vendors for the next show.
8. Keep track of all extras needed by vendors and charge accordingly.
9. Submit itemized income report to chairman at final show meeting.
10. Keep a Journal of all activities encountered by this position with suggestions for improvement for our next show.

#### **VISITORS’ CHOICE AWARDS**

1. Responsible for conducting the voting by visitors for their choice of best depiction of Show Theme.
2. Designs and constructs ribbons for displaying on the Visitors’ Choice winning entries. May work in conjunction with Ribbon Subcommittee to purchase commercial ribbons.

#### **VOLUNTEER STAFFING**

1. Creates an overall work schedule of volunteers for the set-up, show and take-down.
2. Responsible for being present for every volunteer shift change and for making sure that those volunteers understand their responsibilities.

#### **WEBSITE & FACEBOOK COORDINATOR**

1. Coordinate with web master to ensure current information is on the website about the show.
2. As needed, assist with communication to people who e-mail for information about the show.



3. Post current information on Facebook.

**WHITE GLOVES**

Move throughout the quilts, answering questions, displaying quilt backs if needed; discourage attendees from touching quilts.

## **L. Show and Tell Committee**

**PRIMARY RESPONSIBILITIES:**

Conduct the Show and Tell portion of the general membership meetings during which members may briefly display and/or talk about their quilts, quilt related projects or quilt news.

**DUTIES**

1. Recruit volunteers to help hold the quilts during the Show and Tell part of the program and to otherwise assist with the Committee.
2. Provide signage and a signup sheet at each Guild meeting where members may sign up for Show and Tell, giving their name and the name of the quilt(s).
3. Moderate the Show and Tell segment of the Guild meeting so that members display and describe their quilt(s) from the podium.
4. As quilters finish at the podium, direct them to the area designated by the Photographer for their photos. Have assistant keep a record of members who are photographed. This list is to be submitted to the Guild Photographer.
5. Prepare a Newsletter article that lists the names of the quilter and her quilt(s), taken from the sign-up list. Submit the article to the Newsletter Editor each month by the deadline set by the Editor.

## IX. JOB DESCRIPTIONS -- APPOINTED POSITIONS

The Standing Rules recognize a number of appointed positions that provide specific services to Guild members and allow the President to create others appointed positions as needed. It is not required that all listed appointed positions be filled.

### A. Terms

The terms for appointees are prescribed in the Bylaws.

### B. General statements pertaining to all Appointed Positions

1. Appointed positions are allowed by the Guild Standing Rules.
2. The position may be filled by an appointee or co-appointees.
3. An appointee may prepare a brief written report dealing with his/her area of service. This written report may be presented to the membership in the next regularly scheduled Newsletter.
4. An appointee may provide information to the membership using any of the approved methods of communication.
5. An appointee may recommend a Board policy change. The appointee should present this recommendation to the Board at a regularly scheduled Board meeting.
6. An appointee may create documents describing procedures for fulfilling his/her responsibilities.
7. The budget will be set by the Board of Directors and membership at the beginning of each new fiscal year. Any expenditure above the approved budget must be approved by the Board of Directors. Items purchased on behalf of the Guild are reimbursable following the guidelines under Member Reimbursement in the Financial Policies section of this document.

### C. 50/50 Drawing Coordinator

#### PRE-MEETING

1. Arrive at Guild meetings 20-30 minutes early and station yourself near the entrance while people are walking in.
2. Gather needed materials from the closet;
  - a. Pens/pencils,
  - b. Container to receive sold tickets and
  - c. Envelope or other means to place winnings to present to winning ticket holder.
3. Sell tickets before the meeting and at break - One ticket for \$1.00 or six tickets for \$5.00.
4. Ensure purchaser writes name on back of ticket before placing in container.
5. Stop selling tickets a few minutes before start of meeting.

#### DURING THE MEETING

1. Count total amount received for tickets and determine winnings (one-half of the intake).
2. Ask new member or guest to pull the winning ticket(s).
3. Announce the winner and the dollar amount of winnings.
4. Ensure the Secretary has recorded the name of winner and amount won.
5. Give the Guild's one-half of intake to the Treasurer which is deposited in the AccuQuilt income category.

### D. Accu-Quilt Coordinator

#### STORAGE

1. Properly store all components of the Accu-Quilt cutting system.
2. Maintain/clean dies as directed by the manufacturer.

#### USE

1. Oversee and train members to use the cutting system according to manufacturer's directions.
2. Coordinate with Workshop chair and make the unit available at Guild workshops, Fun Days or events (workshops, retreats, etc.).
3. Transport the unit and dies to Guild events.
4. Provide container for donations by members for using the cutting system.
5. Coordinate member cutting time if requested.
6. Collect/count all monies received and give promptly to Treasurer.

## E. Airing of the Quilts Coordinator

### **PRIOR TO THE AIRING**

1. Request volunteers to assist.
2. Remind members at the Meeting
3. Place announcement in the Newsletter and on FaceBook

### **THE DAY OF THE AIRING**

1. Set up two tables.
2. Station at least three Volunteers at each of the tables
3. Table one is the sign-in table and should be equipped with forms, pencils and white gloves.
  - a. Volunteer assignments are handed out from this table.
  - b. Forms are filled out here and should include the displayer's name and phone number and the quilt name and size.
  - c. Quilts will be taken in at this table
  - d. Quilts without forms will not be hung.
4. Table two is for separating sizes to determine placement on the lines.
  - a. These volunteers will also assist the office staff in hanging the quilts.
  - b. Volunteers will be stationed every few hung quilts in case there are questions from visitors. These volunteers will need white gloves and should make an effort to handle the quilts as little as necessary.

### **AFTER THE AIRING**

1. After 2 PM, quilts will be returned to the tables, separated, folded and sized for members to pick up.
2. Quilts, are to be returned to the tables and not to individual members.
3. Those displaying quilts must pick up their quilts from the table and sign out.

### **SELLING QUILTS**

1. Members may sell their Quilts or boutique items at the airing.
2. Contact the Sales Coordinator if you wish to sell any of these items.
3. The Sales Coordinator will explain how to receive the proceeds from any sales you may have.

## F. Block of the month Coordinator

### **PROCESS**

1. Determine a format for the quilt/project —spanning a 12-month period—for a monthly quilt block project to be made by participating Guild members.
2. Distribute detailed instructions for each month's block on a monthly basis or,
3. If providing material on a monthly basis, do so via the approved communication methods.
4. Make copies available at Guild meetings for the next month's block (for those who don't have electronic access).

### **PRIOR TO THE MEETING**

1. Arrive about 20-minutes early for each Guild meeting to set-up.
2. Make sure that a table has been placed for the block of the month.
3. Set up display back-drop.
4. Set out small pieces of paper and pencils for the drawing.
5. Set out a container into which participants can place their entries.
6. As people arrive and deliver their completed blocks, see that they're arranged appropriately.

### **DURING THE MEETING**

1. Coordinate drawing among the names of the participants and award the prize, when requested to do so by the President.
  - a. Have the winning ticket drawn by a new member or guest.
  - b. Announce the name of the winner (distinctly enough for Secretary to capture it).
2. Following the drawing, show an example of next month's block.
3. Document responsibilities and/or ensure the passing of information and "learning's" from prior event to current event.

## G. Challenge Coordinator

Member competition to create a quilted project fulfilling the pre-set requirements for that challenge year, historically September through September.

#### **DEVELOP THE CONCEPT**

1. With an ad-hoc committee (or with the Board), brainstorm possible challenge possibilities, commencing no later than July.
2. Get Board approval
3. Develop the rules and get final Board approval by August
4. The new challenge should be announced at the September meeting right after the winners of the prior challenge have been announced.
5. Prepare a summary of rules and have printed copies available at meetings and on the web site.

#### **YEAR LONG COORDINATION**

1. Promote interest with periodic announcements at meetings and in the newsletter
2. Serve as arbiter when questions arise regarding the rules.

#### **FINALE**

1. Coordinate with program chairman and president for special requirements at September Guild meeting:
2. Create ribbons (or have someone create ribbons and ensure their readiness)
3. Prepare Instructions for submission to be announced at meetings & detailed in newsletter (see prior newsletters for past details)
4. Notify person supplying quilt racks (Donna LeBlanc) how many racks will be needed - Get the help of people not entering the competition to set-up and pin up the quilts
5. Coordinate voting process including ballot prep. (Remind voters to draw a line under a 6 or a 9.) - Orchestrate the counting of votes (delegation is fine). Should be done by more than one person. - Orchestrate the subsequent announcements or provide information to president to do the honors.
6. Chair will appoint Quilt Show subcommittee chairs
7. Chair will bring recommendations made by the committee to the Board for final approval.
8. Chair may create documents delineating procedures for fulfilling the charge of the committee.

## **H. Facebook Editor-in-Chief**

1. Fulfill the job of administrator as Facebook defines it.
2. Assure that all postings meet the standards of the Guild.
3. Assign editing duties to specific committee chairs, appointees and others to enable them to properly post to the site.
4. Set up training sessions for committee chairs and appointees to enable them to properly post to the site.
5. Disable Tagging.

#### **CURRENT INFO**

1. Maintain the Guild Home page.
2. Post photos from events and Guild functions.
3. Recruit others to post appropriate items.
4. Scan and post newspaper articles, flyers, programs, and pictures, relating to the Guild's activities.
5. Promote Guild events such as the Quilt Show or travel opportunities.
6. Coordinate with the publicity chairperson to become aware of potential flyers etc.
7. Take photos at Guild events.
8. Consideration should be given to displaying the Facebook Page at Quilt Shows, special events and other such times as may be deemed appropriate.
9. Do not include names or addresses of members on any photos.

#### **GENERAL**

1. Create and maintain an oral history of the Guild for posting.
2. Operate within a budget approved by the Executive Board.

## **I. Fat Quarter Drawing Coordinator**

#### **PREPARATION**

1. Determine a format and/or theme for the drawing. For every fat quarter donation, member puts an entry in the container.
2. Present format/theme and guidelines for each drawing; .
  - a. To members at monthly Guild meeting.
  - b. To newsletter editor.

#### **GUIDELINES**

1. Fabric should be washed and pressed.
2. Fabric must keep with the theme.

3. Fabric must be “quilt-shop” quality.

#### **PRIOR TO THE MEETING**

1. Arrive about 20-minutes early for each Guild meeting to set-up.
2. Make sure that a table has been placed for the Fat Quarter Drawing
3. Provide container for fat quarters.
4. Set out paper and pencils for members to write their names for entry into drawing... - Provide container for participants entries.
5. As people arrive and deliver their fat quarters, see that they are put in proper container.

#### **DURING THE MEETING**

1. Coordinate drawing of among the names of the participants and award the prize, when requested to do so by the President.
2. Have the winning ticket drawn by a new member or guest
3. Announce the name of the winner (distinctly enough for Secretary to capture it).
4. Following the drawing, present guidelines for next quarter drawing.

## **J. Front porch quilters Coordinator**

Arrange for members to have the opportunity to sit on the porch of the Edison or Ford homes the last Saturday of each month and work on personal quilting projects.

## **K. Fun Day Coordinator**

Fun Days are held on Saturdays that are set aside (usually one per month) at North Fort Myers Community Recreation Center as an informal work day. Members may work on Guild or individual projects or use the day for committees or classes.

#### **GUILD FUN DAY PLANNING & SCHEDULING**

1. Maintain the schedule of Guild Fun Days including those involving: outside experts, Guild members, comfort quilts, etc.
2. Plan special projects specifically designed for Fun Day.
3. Arrange for presenters if needed
  - a. Complete contract and send to appropriate party.
  - b. Monitor to ensure it is returned promptly.
4. Follow-up with Fun Day presenters frequently
5. Coordinate the distribution of any supply lists, patterns, etc.
6. Monitor the web site to ensure that all Fun Day-related information is accurate and up to date.
7. Provide the newsletter editor with information about Fun Day activities.
8. Post information on upcoming Fun Days on Facebook.

#### **FINANCIAL ARRANGEMENTS**

1. Determine if there will be a cost to participants.
2. Coordinate dispersal of refunds if appropriate.
3. Coordinate with treasurer to ensure that Fun Day presenters are paid in accordance with contracted parameters.
4. Guild members leading Fun Days will be paid in accordance with level of expertise leading Fun Days. Generally, we pay about \$100.
5. Complete Invoice form for speaker and provide to Treasurer.

#### **BUILDING & ROOM ARRANGEMENTS**

1. Determine the location where the Fun Day should take place, schedule it, and arrange for payment of use fees or donations if required.
2. Complete Invoice form and provide to Treasurer.
3. Determine set-up requirements & coordinate the acquisition of needed items (e.g., extension cords, irons, etc.).
4. Solicit help for set-up and ensure that all is ready in time
5. Solicit help for clean-up and ensure that all is left properly

## **L. Librarian**

#### **MAINTAIN THE GUILD’S LIBRARY**

1. Set up the library prior to each meeting
2. Maintain the catalog of materials
3. Purchase new books periodically within the constraints of the budget and the Selection Procedure
4. Add donated materials in accordance with the adopted Selection Procedure

5. Withdraw materials in accordance with the Withdrawal Procedure
6. Withdrawn materials may be offered for sale at a meeting or contributed to the Guild Quilt Show.
7. Circulate materials in accordance with the adopted Circulation policies
8. Monitor and maintain record of circulating materials
9. Gently notify members of overdue materials
10. Collect fees for lost items.
11. Include a copy of the Southwest Florida Quilters Guild Policy Manual in the Collection.

#### **OTHER**

1. Write occasional articles for approved communication sources.
2. Help to ensure that members are aware of the availability of the library and that all know what to do to check out books.
3. Maintain a posted electronic listing of the Guild's library holdings and make the membership aware of the listing.
4. Work with the Board to create and implement the Selection and Circulation Procedures

## **LIBRARY SELECTION PROCEDURE**

This procedure is intended to guide the librarian in the selection of materials of current significance and lasting permanent value for inclusion in the collection. It is also the purpose of this procedure to guide the librarian in selecting materials for withdrawal from the collection.

#### **RESPONSIBILITY FOR SELECTION**

The Librarian will establish, (with input from the board), the library selection procedure.

#### **BUDGET ALLOCATIONS**

The Board will establish, subject to the approval of the membership, the annual allocation of funds for purchasing library materials.

#### **PRINCIPLES OF SELECTION**

The Librarian(s) will be guided by two basic principles when selecting books for the collection: the desires of Guild members as evidenced by the circulation of materials and the scope of the collection to ensure that core subject areas and works considered classic are represented. As one of our guiding principles is the education of our members, works of fiction will not be included.

#### **SELECTION CRITERIA FOR PURCHASED MATERIALS**

Materials are to be selected in accordance with one or more of the following criteria:

- Contemporary significance or permanent value.
- Scope and authority of the subject matter.
- Reputation or authority of the author or editor.
- Relationship to the existing collection.
- Price and availability.

#### **CRITERIA FOR COLLECTION MAINTENANCE**

The librarian will be responsible for reviewing the library collection for the purposes of weeding or repairing materials. Materials no longer useful to the library's collection will be offered for sale at a regular meeting, donated for sale through the Quilt Show boutique or discarded as having no value.

The following general criteria will be used to select items for removal:

- Material more than 15 years old with little or no permanent value (not considered a classic).
- Rarely used or duplicate titles.
- Materials worn beyond reasonable mending or repair.
- Material superseded by a new edition or a title covering newer techniques.
- Trivial material of little or no permanent value.
- Damaged items (Missing or badly torn pages.)

#### **GIFTS AND DONATIONS**

- The library welcomes donations that improve the collection with the understanding that donated material becomes the sole property of the library which makes the final decision on the disposition of the donation.
- The decision to include a donated book in the library collection shall be made by the librarian. The librarian will be guided by both the criteria used to purchase an item as well as the criteria used to maintain the collection.

## LIBRARY CIRCULATION PROCEDURE

### PURPOSE

The purpose of this policy is to guide the librarian in assuring equitable use of the library by all Guild members.

### RESPONSIBILITY

The Librarian will establish, with input from the board, the library circulation procedure.

### BORROWER'S RESPONSIBILITY

By signing the check-out card borrowers accept the responsibility for any use of Guild library materials and agree to abide by library procedures and loan schedule. Borrowers must pay for lost or damaged materials or any other fees incurred. Materials may be checked out to every current Guild member subject to the limitations of the Circulation Policy.

Loan Period	3 months or until the November meeting. All items must be returned or renewed in November.
Number of Items	6 total
Renewals	One
Renewal Time	3 months or until the November meeting. All items must be returned or renewed in November.
Fines per month	No monetary fine, but members with overdue items may not check out additional items.
Lost item	Item is considered lost if not returned 7 months from initial check-out or in November.
Lost item charge	Replacement cost as listed for new item by Amazon or another vendor

### OVERDUE MATERIALS

- The Library may, but is not required to send the member a notification of overdue materials.
- The Library revokes borrowing privileges when a borrow has overdue items or unpaid replacement charges.
- Librarian may “forgive” replacement cost for “claims returned” items at her discretion.
- Borrowing privileges are promptly restored when materials are returned, found, or paid for and accounts are settled.
- Members may not renew a book that is “Lost”.

### LOST MATERIALS

- Items that have been checked out for 7 months or more are considered “Lost”.
- At that time, the replacement price of the item is posted to the member’s record and forwarded to the Membership Chair.
- Once an item posts as lost to the member’s record the librarian will adjust all lists to reflect the change in the status of the item.
- The Library revokes a member’s borrowing privileges when a lost item is posted to that member’s record.
- Borrowing privileges are promptly restored when materials are paid for and accounts are settled.
- If the member later finds the item after paying for it, the item becomes the property of the member.

### HANDLING FUNDS

- The member pays all library charges at the library table.
- The Librarian deposits all funds with Guild Treasurer for posting as a credit to the Library Committee budget.
- The Librarian informs the Membership Chair of the change in the member’s status.
- There are no refunds.

## M. Newsletter Editor / Publisher

Gathers and Assembles the written information and creates the Newsletter

### INFORMATION DEVELOPMENT

1. Establish and communicate a deadline for the receipt of articles

2. Seek and receive articles, photos and information from Guild officers, committee heads, and lay members regarding Guild endeavors and quilting-related items of potential interest to the Guild.
3. Seek other quilting-related information that would be highly pertinent to Guild members, e.g.: – Quilt Shows
4. Evaluate for inclusion info from other quilt Guilds
5. Weed out inappropriate items, if any, and tactfully notify related contributors as appropriate. – Inappropriate items include political advertisements and religious articles
6. Apply editing as needed to article so as to include new or omitted information or to correct any obvious grammatical problems or misspelled names.
7. Organize the articles in a single file format within 2 or 3 days after the deadline, or right after the Board meeting, whichever is later.

#### **DEVELOP AND PUBLISH THE FINAL FORM**

1. Design an overall format for the newsletter that represents the Guild well and presents the material in an easily accessible way. The design should be in keeping with the “brand” established for the Guild.
2. Receive “copy” from editor and seek art that will relate to the various articles (use art as needed to facilitate the layout).
3. “Layout” the articles in a way that will:
  - a. be visually pleasing,
  - b. utilize an economy of file space (in terms of the electronic aspect) so members won’t have difficulty downloading it.
4. Maintain the original copy for a minimum of 60 days
5. E-mail the completed newsletter to the webmaster within 3 or 4 days..
6. The newsletter should be available to the members at least a week-to-ten-days before Guild meeting (earlier if possible).
7. The newsletter distribution is electronic. It’s published to the web site and a posting goes on the Facebook Page to notify them that it’s available.
8. Maintain an electronic archive of distributed Newsletters

## **N. Parliamentarian**

1. Advises the president and other officers on matters of Parliamentary Procedure.
2. Serves a purely advisory role during Board meetings.
3. Uses parliamentary procedure with common sense and logic in order to protect:
  - a. The right of the majority to decide;
  - b. The right of the minority to be heard;
  - c. The rights of individual members; and
  - d. The rights of absentees
4. Parliamentary procedure should be used to help and not hinder decision making.
5. Remember that:
  - a. The rights of the organization supersedes the rights of individual members.
  - b. The organization has the right to make its own rules, which then must be observed by all members.
  - c. Should a conflict arise between the rights of a member and the right of the organization to do its business, the right of the organization shall prevail.
  - d. An organization’s own rules prevail.
  - e. An organization’s rules do not have to conform to Robert’s.
6. Right of members to speak:
  - a. A member must be recognized by the chair before speaking.
  - b. Generally members may speak twice to each issue only for three minutes.
  - c. Generally members may NOT give their time to another member.
  - c. These rules, may be modified by a group to suit purpose of the group to conduct business.
7. Work with the Secretary to maintain an up-to-date copy of this “Policies & Procedures” document at all Guild meetings and Board meetings for ready reference.
8. Provide an up-to-date copy of this document to the librarian for inclusion in the Guild Library.

## **O. Publicity Coordinator**

#### **GENERAL**

1. Acquire and maintain an appropriate list of media outlets.
2. Send notices of educational opportunities to media outlets.
3. Be alert to other circumstances that may be appropriate for publicity.



4. Notify the Board of your publicity intentions.
5. Arrange for event flyers to be placed in appropriate stores.
6. Prepare pre and post event news releases, including photos, (the guild Historian and newsletter publisher may be good resources for photos).

#### **EVENT-RELATED**

1. Upon request, assist the event chairman.
2. Serve as Publicity person for the Quilt Show
3. Arrange for event flyers to be placed at appropriate stores (unless being done by others).
4. Identify appropriate community calendars (print, web, TV, etc.) and submit event information in accordance with required deadlines.
5. Place ads in appropriate publications to advertise the event.
6. Prepare post event news releases, including photos, (the guild Historian and newsletter publisher may be good resources for photos).

## **P. Retreat Coordinator**

#### **GENERAL**

1. Gather input from members and plan Guild retreats to occur as often as Guild members are interested in supporting.
2. Utilize co-chairs or committee members to head up various aspects as needed.
3. Monitor the web site to ensure that all Retreat-related information is accurate and up to date. Provide Webmaster with updated information if needed.
4. Assure that retreat registrants meet the Administrative Policy requirements.

#### **PRE-EVENT**

1. Coordinate with the appropriate venue to reserve space and accommodations.
2. Identify all applicable deadlines
3. Promote the event with all appropriate information to membership through:
  - a. Newsletter
  - b. Website
  - c. Flyers
4. Maintain list of interested members and coordinate the gathering of appropriate funds
5. Make rooming assignments
6. Provide participants with information that will help ensure the event will be successful for all:
  - a. Assignments
  - b. Schedules
  - c. Food plans (if any)
7. See to all financial arrangements, e.g., paying any needed deposits to venues, transportation, etc.

#### **DURING EVENT**

1. Serve as liaison between venue (and other event-related entities) and members to ensure that all have an enjoyable time.
  - a. Accommodations
  - b. Electrical, AV and other equipment
2. Troubleshoot any foreseeable difficulties.
3. Mitigate any problems that arise.
4. Communicate any changes to participants & others.
5. Ensure that participants are having an enjoyable experience.
6. See to the payment of services as agreed.

#### **POST-EVENT**

1. Work with Guild treasurer to finalize financial matters.
2. See to the payment of any subsequent bills.
3. Make an accounting of all income and expenditures.

## **Q. Secret Pal Coordinator**

1. Organize & Coordinate Secret Pal Program among members
2. Develop questionnaire, distribute it among members who wish to participate, and gather them back. Do this in time for making the new assignments in June.

3. Using the information provided, match up the participants with each other, making sure to not duplicate prior matches.
4. Notify each participant of the secret pal to whom they're to provide gifts on a monthly basis.
5. Maintain the list and keep it confidential.
6. As needed, remind secret pals to keep the exchange regular (monthly), and gifts appropriately priced (\$5-to-\$10).
7. Coordinate the secret pal reveal at the end of the secret-pal year (June).

## R. Travel Coordinator

### IDENTIFYING EVENTS

1. Gain input from the events listed in the newsletter as well as from the Board and Guild members to determine which excursions to organize.
2. Notify the Board of the plans.
3. Such outings could include:
  - a. Trips to museums,
  - b. Outings to Quilt Shows, and
  - c. Visits to quilt shops for special sales.

### PRE-EVENT

1. Utilize co-chairs or Guild members to head up some events or aspects of events.
2. Post pertinent information under "Events" on FaceBook.
3. Coordinate with the appropriate venue to make any needed reservations, obtain tickets as needed.
4. Coordinate transportation if appropriate (bus, car pool, etc.).
5. If renting transportation, ensure a firm commitment from attendees planning to attend (with nonrefundable deposit).
6. If coordinating carpools:
7. Provide each driver with maps/directions.
  - a. Make sure all cars have access to a cell phone number in the other car(s).
  - b. Ensure that participants contribute to gas/toll expenses of the drivers.
  - c. Identify all applicable deadlines.
8. Promote the event with all approved communication sources.
9. Create a flyer, if appropriate.
10. Maintain list of interested members and coordinate the collection of appropriate funds as needed.
11. Provide participants with any all information that will help ensure that event will be successful for all.
12. See to all financial arrangements, e.g., paying any needed deposits to venues, transportation, etc.
13. Provides a sign-up sheet for participants to register.
14. Collects fees from participants at the time of registration.

### ASSIGNMENTS

1. Schedules
2. Food plans (if any)

### DURING EVENT

1. Serve as liaison between venue (and other event-related entities) and members to ensure that all have an enjoyable time.
2. Anticipate any foreseeable difficulties and troubleshoot in advance.
3. Mitigate any problems that arise.
4. Communicate any changes to participants & others.
5. Maintain schedule.
6. Ensure that all participants are having an enjoyable experience.
7. See to the payment of services as agreed.

### POST-EVENT

1. Work with Guild treasurer to finalize financial matters. See to the payment of any subsequent bills and make an accounting of all income and expenditures.
2. Items purchased on behalf of the Guild are reimbursable following these guidelines: - Obtain receipts for all purchases.
3. Complete, sign, and attach receipts to the appropriate form. This form should be completed within 30 days of the incurred expense.
4. Give completed form to Treasurer.

## **S. Web Master**

### **GENERAL**

1. Has the authority to decide what is or is not posted on the site, subject to final oversight by the Board.
2. Maintains the Guild's website at [http:// swfqg.com](http://swfqg.com).
3. As needed, design new features into the website and/or discontinue elements that are less useful
4. Ensure that the functioning of the web host is effective and that all related fees are paid on a timely basis (coordinate with Guild Treasurer for actual payment).
5. Maintain the look and functioning of the site and keep as consistent as possible
6. Exercise creative control over the site
7. Re-design as deemed necessary or appropriate.

### **MAINTENANCE**

1. Assist the Guild Treasurer in timely payments to the respective entities to ensure that we don't lose our domain name or our service provider. When the service contract is up for renewal, determine whether we should keep with the current provider or migrate to another that might be more advantageous. Complete any and all technical material related to the service and domain name.
2. Keep administrative elements of the web up to date.
3. Keep the various aspects of the site that require information from others up to date. If updated information isn't submitted on a timely basis, seek it out from the newsletter editor or publisher or from the respective chairpersons.
4. If someone requests putting something on the web that you think may be questionable, seek approval from the Board.
5. Keep the web site visually appealing by updating photos at appropriate intervals

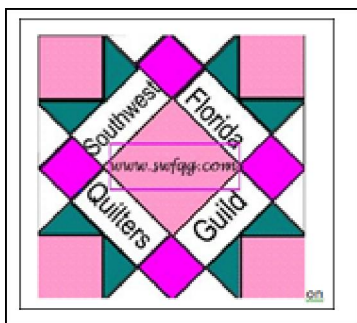
### **NOTIFICATION**

1. Assume responsibility for notifying members through approved methods of communication of appropriate updates or changes to the web site.
2. Most importantly, notify members as soon as the newsletter becomes available.

## X. APPROVED FORMS

These forms may be amended or updated by the appropriate person.

## A. New Member Information



### Southwest Florida Quilters Guild (SWFQG)

**Welcome!** We are so pleased that you have joined SWFQG.

SWFQG is a non-profit, educational corporation whose mission is to promote quilting through education and fellowship. Our members include a wide range of ages and quilting skill levels.

### The Purpose of the Guild

- Preserve the heritage of quilting
- Be a source of information and inspiration for quilters
- Encourage excellence in quilting
- Be of service to the community
- Provide fellowship to people with a common interest

### About the Guild

The Southwest Florida Quilters Guild was founded in 1993 and traditionally has over 150 members from at least five Southwest Florida counties.

SWFQG is run by a Board of elected officers. Board meetings are generally held on the Saturday preceding the monthly Guild meetings. SWFQG members are welcome to attend Board meetings.

Our annual dues are \$30 and our year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.

Nonmembers pay \$5 a meeting,

We request that you wear a name tag (available through membership) at all Guild meetings and activities.

Each member receives a Membership Directory. Other information such as newsletters, upcoming classes, bylaws, etc. are on the website [SWFQG.com](http://SWFQG.com) Password (Terrypark) w/a capital T.

### Membership Benefits

- The Patchwork Primer, a monthly newsletter (via email) detailing all the activities meeting topics, workshops, and events
- The “Blip”, another email for distributing time-sensitive information
- Guild workshops often provided by national teachers
- Knowledge and experience shared with fellow quilters
- A membership card for discounts at some area quilt shops
- A yearly retreat
  - 1) During the Quilt show year, there is a UFO retreat with no national teacher but where members may work on their own projects.
  - 2) In the year following the quilt show, a national teacher is brought in to teach classes for which the cost is covered by the Guild and there are special requirements to attend.

### Activity Opportunities

- Attend monthly Guild meeting with programs and fellowship
- Make and donate quilts for children and adults through our Community Service program
- Enjoy educational workshops and programs
- Participate in the Front Porch Quilters. Guild members have the opportunity to sit on the porch of the Edison home the last Saturday of each month and work on personal quilting projects
- Showcase your works in our biennial Quilt Show
- Participate in ongoing activities such as Block of the Month, fat quarter exchanges, etc
- Borrow books from the Guild library
- Attend Fun Day, held from 9:00am – 4:00pm, on the Saturday preceding the monthly Guild meeting

**As a member of the Southwest Florida Quilters Guild, in addition to paying your annual membership fee, you are encouraged to:**

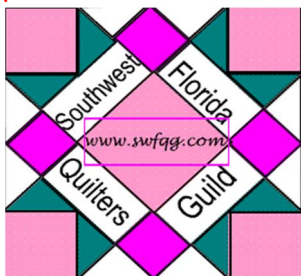
- Participate in the education programs offered by the Guild. Education is the Guild's way to encourage, promote and preserve the art of quilting
- Support and uphold the Guilds by bylaws and policies
- Volunteer to make at least two comfort quilts per year. These quilts are donated throughout the year to various community organizations that work with people in crisis.
- Be a part of fund raising efforts that the Guild sponsors. This includes selling tickets for the Guild's opportunity quilts, making items for our quilt show boutique and sometimes includes other fund raisers
- Participate in the Guild's quilt shows. You will be asked to sign up for at least one task at the quilt show, such as assisting with judging, setup, breakdown, or manning the show in two hour shifts etc. You are also encouraged to show your work in the Quilt Show, but you are not required to do so
- Take an active and interested part in Guild affairs.
- Observe courtesies.

**The Southwest Florida Quilters Guild** is made up of many people with many personalities and skill levels. The Guild makes every effort to encourage inclusion and friendliness. We hope that we have made you feel welcome and that you will soon feel comfortable enough to engage members in conversation, take a class, join a committee, and be an active part of the Guild.

So once again welcome to the Southwest Florida Quilters Guild. We hope you will be with us for a long, long time. If you have any questions please feel free contact any of the officers or committee chairs listed on the attached sheet.

**WELCOME to SWFQG!**

## B. Membership Application



**Southwest Florida Quilters Guild**

**P.O. Box 2264**

**Fort Myers, FL 33902**

**[www.swfqq.com](http://www.swfqq.com)**

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

(All communications are sent via email only)

Birthday: \_\_\_\_\_ / \_\_\_\_\_

(Month/Day)

Annual dues are \$30.00 due at the January membership meeting.

Name badges; with detachable enamel pin \$11.50, **or** as an all-in-one \$5.00.

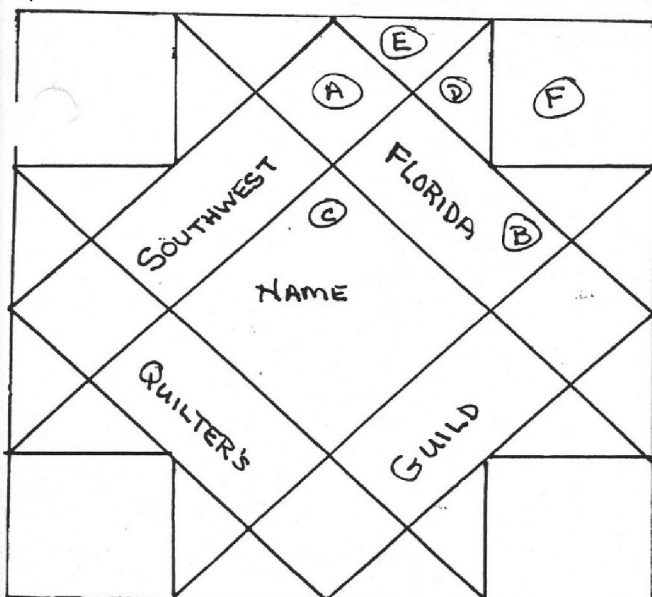
Please make check for dues and badge payable to **SWFQG** and mail completed form and check to above PO box.

Office Use Only	Member Number _____	Dues Period _____
Amt. Paid	Check No.	Cash
New Member	Badge Fee Paid	Newsletter Mail Fee Paid
Renewal	Member Roster	G-Mail Account

MEMBER NAME	MEMBER NUMBER	Dues Period _____
Amt. Paid	Check No.	Cash

Revised 4/17/2018

## C. Pattern for Quilt Guild Name Tag



### CUTTING DIRECTIONS

(includes 1/4" seam allowance)

Cut 4 of A = 1 1/4" square

Cut 4 of B = 1 1/4" X 1 7/8"

Cut 1 of C = 1 7/8" square

D - cut 2 of print 2 1/4" square then cut

E - cut same as D from muslin

F - cut 4 - 1 1/2" square

Recommended Colors:

light rose  
dark rose  
teal/dark green

### PIECING SUGGESTIONS:

Stitch together center Nine-Patch by joining A's to each end of 2 B's, and 2 B's to opposite sides of C. Sew the three rows together and press

Construct 4 triangular corner sections. Sew pairs of print and background triangles together for points. Join them to adjacent sides of corner square. Press.

Stitch corner section to each side of center Nine-Patch. Press top and finish as desired.

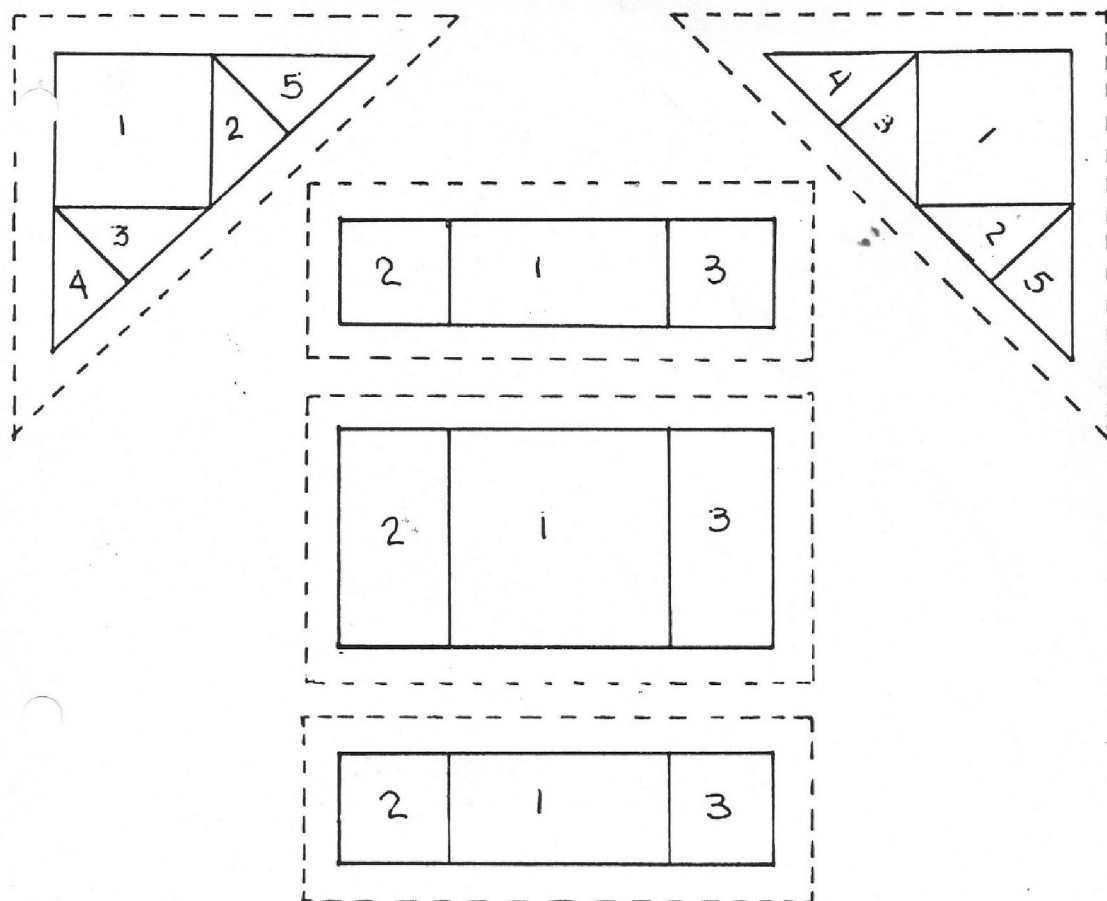
### FINISHING SUGGESTIONS:

1. Layer right sides of Top toward backing and stitch to batting around edge, leaving opening to turn right side out. Sew up opening. Quilt as desired by hand or machine.
2. Layer right sides out and quilt through Top, batting and backing fabric. Quilt as desired by hand or machine. Bind sides then top and bottom.

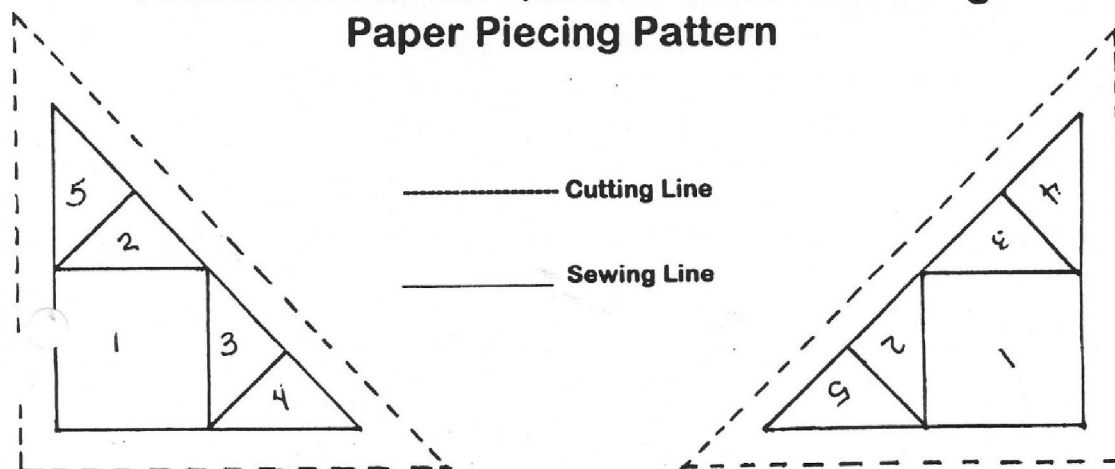
### FINISHING TOUCHES:

- Ribbons may be added to accommodate souvenir pins.
- Ribbon or band may be attached to go around neck, creating a chatelaine.
- Get creative...prairie points anyone???
- Be sure to sign your name or incorporate cross-stitch fabric for your name.
- Wear your quilter's nametag proudly.





# **Southwest Florida Quilter's Guild Name Tag Paper Piecing Pattern**



## D. Vendor Application & Contract



### Southwest Florida Quilters Guild Florida Celebrates Quilts

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Website: \_\_\_\_\_  
Type of Merchandise: \_\_\_\_\_

\_\_\_\_\_ Number of Booths @ \$250 each. Booths are 10' x 10' \_\_\_\_\_

*Booths include (2) 8' tables and (2) chairs*

\_\_\_\_\_ Extra tables \$12 \_\_\_\_\_ Extra Chairs \$3 \_\_\_\_\_

\_\_\_\_\_ Number of Drapes at \$6 each \_\_\_\_\_

*You will need 6 for a single booth or 8 for a 10' x 20' double booth.*

\_\_\_\_\_ Number of Poles at \$6 each \_\_\_\_\_

*You need 3 for a single booth and 5 for a double.*

\_\_\_\_\_ Total \_\_\_\_\_

**50% deposit must be paid at time of application to reserve your booth space.** Upon receipt of deposit, confirmation will be sent with all information regarding your registration.

\_\_\_\_ I am interested in advertising in the program

\_\_\_\_ I will donate items for the shows raffle baskets

\_\_\_\_ I am willing to do a demonstration

(If yes to any of the above, you will be contacted at a later date by the responsible committee.)

The Vendor agrees to be responsible for their own insurance coverage on all persons and goods related to their assigned booth space. The Vendor agrees to hold harmless the Southwest Florida Quilters Guild from any and all liability for personal injury, and loss or damage to goods from any cause, including display and sale of goods in connection with the use of the assigned space in this show.

## E. Vendor Invitation Letter



FEBRUARY 11 & 12, 2022

Presented by SOUTHWEST FLORIDA QUILTERS  
GUILD

*"Colors of the Sea"*

We invite you to participate as a vendor in our SWFQG Quilt Show.

Our 2022 quilt show will be held on **Friday and Saturday, February 11 &**

**12, 2022**, at the Fort Myers Event Center, 1900 Park Meadows Dr., Fort Myers, Florida, 33907. We are excited that the new show venue located in central Fort Myers just west of US 41 and 8 miles west of Interstate 1-75 & Daniels Pkwy (exit 131) will provide easy access for the entire Fort Myers and surrounding areas. We are confident that this location will be a better draw to our winter visitors and we anticipate a very busy show!

Vendor set up will be on **Thursday, February 10, from 12 pm to 8 pm.**

This judged quilt show will provide two days of dazzling quilts on display, our extremely popular Basket Raffle, and a spectacular Opportunity Quilt. Our show attracts year-round and seasonal residents alike. Many of our potential attendees have missed in-person quilt gatherings during the pandemic and can't wait to visit the Show. Let's not forget all the shopping offered by vendors like you!

There are several booth options to choose from to enable you to find the most effective way to showcase and promote your products. We will do our best to accommodate your

booth location preferences, however, booths are assigned on a first come first serve basis, so it is important to register early. There will be no more than 20 vendors accepted for the Merchant Mall. Please review the options on the next page and send in your reservation form today! Send your completed reservation form with a check for your deposit to the address provided on the enclosed reservation form.

If you have any questions or special requests, please feel free to contact me. Looking forward to hearing from you soon.

Carol Krohse, Vendor Coordinator, [SWFQG@comcast.net](mailto:SWFQG@comcast.net) cell: 651-764-4413

### Booth Options:

10' x 10' \$250 includes 1 8' table, 2 chairs, pipe & drape, wi-fi and electricity

10' x 20' \$500 includes 2 8' tables, 2 chairs, pipe & drape, wi-fi and electricity

(additional tables \$9.00, no charge for additional chairs)

- All vendor booths will have access to electrical outlets and wi-fi.
- All vendors reserving a booth will have their company name included on our website.
- Our Show will be advertised in bulletins of local quilt guilds, in flyers to local retailers, and in local and regional newspapers and websites.

Hotel information will be available mid-summer.

We are anticipating another successful event, and we hope you decide to join us!

*Carol Krohse Vendor Coordinator*

*Southwest Florida Quilters Guild PO Box 2264*

*Fort Myers, FL 33902*

# Southwest Florida Quilters Guild Quilt Show

February 11 & 12, 2022 - Ft. Myers, FL

## Vendor Reservation Form

Your company name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact name \_\_\_\_\_

Phone\_\_

\_\_\_\_ Email \_\_\_\_\_

Website\_\_ Items/products displayed in booth \_\_\_\_

---

10' x 10' Booth \$250.00 \_\_\_\_\_ (includes 1 8' table and 2 chairs)

additional 8' tables @\$9\_\_\_\_\_ additional chairs  
(no charge) \_\_\_\_\_

10' x 20' Booth \$250.00 \_\_\_\_\_ (includes 2 8' tables and 2 chairs)

additional 8' tables @\$9\_\_\_\_\_ additional chairs  
(no charge) \_\_\_\_\_

Special Booth Requests, i.e. open aisle end, no drape  
or no pipe & drape, no tables,  $\frac{1}{2}$  wall at booth end, etc.

There is no booth location guarantee but is based on

date of deposit receipt and booth size availability.  
Vendor space is very limited in 2022.

Please don't delay.

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Total payment due     \$     \_\_\_\_\_

A 50% payment will hold your spot with balance due by **December 15, 2021**.

Deposit checks can be made payable to **SWFQG Quilt Show** and mailed along with this reservation form to:

**Carol Krohse**

**Vendor Coordinator**

**Southwest Florida Quilters Guild**

**PO Box 2264     Fort Myers, FL 33902**

## IMPORTANT DATES

Now - Reserve your spot in the Merchant Mall at the 2022 SWFQG Quilt Show with a 50% deposit.

Wednesday, Dec. 15, 2021 - Balance due for booth(s) reservation.

Thursday, Feb. 10, 2020 - Set-up will begin at 10 am at Fort Myers Event Center, 1900 Park Meadows Dr, Ft. Myers, FL 33907. Guild volunteers will be available to assist you with unloading your vehicle. Please plan to finish set-up by 8 pm.

Friday, Feb. 11 - Show hours are **10 am - 5 pm**. Access to your booth will be available at 9 am.

Saturday, Feb. 12 - Show hours are **10 am - 4 pm**. Access to your booth will be available at 9 am.

## PLEASE NOTE:

Booths are expected to remain open for the entire Show.

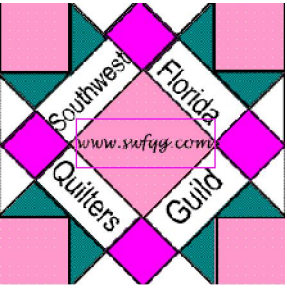
SWFQG will be unable to provide change to vendors during the Show.

Please bring a cash drawer/change for your booth.

There is no refund of deposit or booth fees unless a comparable replacement is secured by Feb. 7, 2022.



## F. Vendor Contract



### Southwest Florida Quilters Guild 2018 Quilt Show "Pieces from Paradise"

Show hours will be from 9am to 5pm. Set-up will begin at approximately 10am on Thursday, January 11<sup>th</sup>, 2018. You must be out by 5pm on that date. Access to your booth will be available at 8am on Friday, January 12<sup>th</sup>, and Saturday 13<sup>th</sup>, 2018. No booth will close early. Refunds will only be issued if the show is cancelled by SWFQG or if we are able to resell your space.

Vendors agree to be responsible for their own insurance coverage on all persons and goods related to their assigned booth space. The vendor agrees to hold harmless the SWFQG from any and all liability for personal injury, and loss or damage to goods from any cause, including display and sale of goods in connection with the use of the assigned space in this show.

As a vendor, you are responsible to collect and pay Lee County Sales Tax: it is 6%

I have read the application and understand and agree to all rules stipulated.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

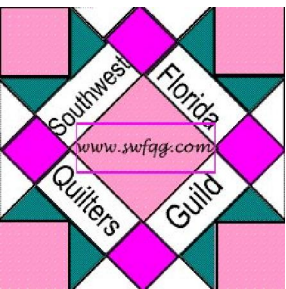
Booth/Store Name: \_\_\_\_\_

Please sign and return this contract and your deposit to:

Sandy Stergulz, Vendor Chair

8428 Lemon Rd.

Ft. Myers, Fl. 33967-2654



## **Donation Form**

**Southwest Florida Quilters Guild  
P.O Box 2264  
Fort Myers, Florida 33902  
SWFQG.com**

**Date:** \_\_\_\_\_

**Donor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Items:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Tax ID # 85-80149537370-2**

**Amt. \$** \_\_\_\_\_

Southwest Florida Quilters Guild is a non-profit organization operating under section 501(c) (3) of the IRS code. Your contributions are deductible for tax purposes to the extent allowed by law.

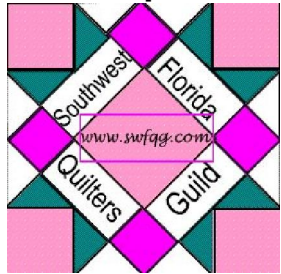
Thank you so much for supporting the Southwest Florida Quilters Guild with your donation.

**Southwest Florida Quilters Guild**

\_\_\_\_\_  
**Guild Representative**

\_\_\_\_\_  
**Position**

## G. Deposit Slip



**Southwest Florida Quilters Guild**  
**P.O Box 2264**  
**Fort Myers, Florida 33902**  
**SWFQG.com**

Deposit Slip

**Committee:**

**Chairperson:**

From	Budget Item	Check #	Cash	Total

**Total:** \_\_\_\_\_

\*\*\*\*\*

**Date:** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Second Count** \$ \_\_\_\_\_

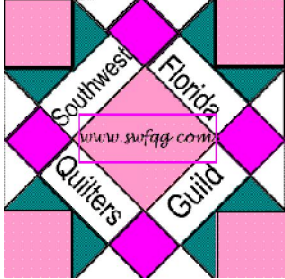
**Received by:** \_\_\_\_\_

*Make copies of all checks before depositing. Staple with deposit slip on a copy of this form. File*

**Deposit Date** \_\_\_\_\_ **Account Bal.** \_\_\_\_\_

**Signed** \_\_\_\_\_

## H. Southwest Florida Quilters Guild Proxy Form



Name \_\_\_\_\_  
(Please print)

This is to inform you that I am naming the Guild Secretary to abstain on my behalf on all issues properly brought before the membership.

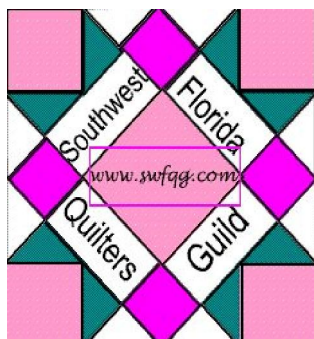
My proxy establishes my participation in the meeting as if I was personally present for the purpose of establishing a quorum only and is a vote to abstain. My presence at the meeting will automatically revoke this proxy. I may also revoke this proxy at any time by sending a letter to that effect to the Guild Secretary.

This general proxy shall expire on December 31<sup>st</sup> of the year in which it was executed, unless revoked by me sooner.

IN WITNESS WHEREOF, I have executed this proxy on \_\_\_\_\_

***By signing my name below, I confirm that I accept the terms and conditions set forth above.***

\_\_\_\_\_  
Signature



## Southwest Florida Quilters Guild

**Committee** \_\_\_\_\_

**Annual Budget** \_\_\_\_\_ **Year** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Budget Amount Remaining:** \$ \_\_\_\_\_

**Expenditure Amount:** \$ \_\_\_\_\_

**Budget Balance:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Signature of Chairperson:** \_\_\_\_\_

**\*BOARD APPROVAL NEEDED ONLY FOR ADMINISTRATIVE AND/OR OVER EXPENDED BUDGET. \***

*Date Board Approved	Item / Description / Purpose	Amount	

**Pay to the Order of:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone #** \_\_\_\_\_

\*\*\*\*\*

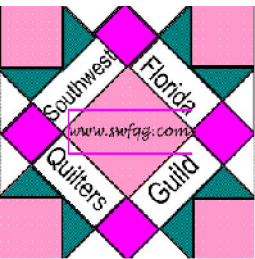
**For Treasurers Use:**

**Date:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

**Attach all receipts to the back of this form.**

Original for the Treasurer, **make a copy for your records.**

## I. Advertising Renewal



Southwest Florida Quilter' Guild  
NQA Fl. 597  
Fort Myers, Florida

May 1, 2016

Dear Gloria,

Just a note to let you know that your advertising expired in May

We appreciate your business and hope that you will choose to continue to advertise with us. Included below, is our current advertising charges for your review.

Ads may be changed monthly, at no extra charge, if you wish to feature a "**Special Sale**" or other event. We also have a weekly **BLIP** and your ads may be included in that. You may send them to me or to [Blips@quiltchat.com](mailto:Blips@quiltchat.com) They go out whenever there is information.

Currently your ad is for a business card size and the cost is \$108.00 a year.

Please return to us your business card or other ad copy if it has changed and your check in the self-addressed envelope made out to SWFQG.

### Rates for the Patchwork Primer

Business Card	\$10.00 one time	6 months	\$60.00	12 months	\$108.00
$\frac{1}{4}$ Page	\$20.00 one time	6 months	\$120.00	12 months	\$216.00
$\frac{1}{2}$ Page	\$40.00 one time	6 months	\$240.00	12 months	\$432.00
Full page	\$80.00 one time	6 months	\$480.00	12 months	\$864.00

Please note: Yearly rate reflects a 10% discount if paid in full in advance. Placing a  $\frac{1}{2}$  or full-page ad for one year includes 1 (one) special ad during the year at no additional charge

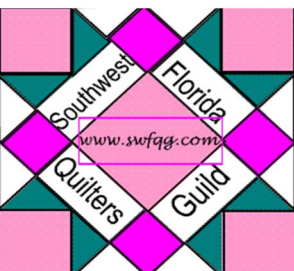
Thank you for allowing us to advertise your business!

Gayle Edwards  
16185 Edgemont Drive  
Fort Myers, Fl. 33908

Mreds025@aol.com

239-826-4103

## J. Advertising Letter & Form



*Southwest Florida Quilters' Guild, Inc.*

*NQA FL 597*

*Post Office Box 2264*

*Fort Myers, Fl 33902-2264*

*Dedication to Education*

October 31, 2016

Dear Tracie,

The Southwest FL Quilters Guild newsletter the **"Patchwork Primer"** is published and distributed to our 200 or so members, near the 1<sup>st</sup> of each month.

Advertising in our newsletter assures that you will reach a targeted segment of our quilting community who love to shop! You will find our rates are very reasonable; your ad copy is always showcased in color and will catch the eye.

Ads may be changed monthly, at no extra charge. You may also feature a **"Special Sale"** or other event by sending me an e-mail announcement. We are doing Friday e-mails now and you can include information in **THE BLIP** ( [blips@quiltchat.com](mailto:blips@quiltchat.com) ) for special sales and promotions.

1. Choose the ad size you would like us to publish for you.
2. Fill out the information sheet.
3. Return to us your business card or other ad copy, your check and information sheet in the included addressed envelope. Please make checks payable to **SWFQG**.

You may also send your ad as an attachment in an e-mail to me at  
[mreds025@aol.com](mailto:mreds025@aol.com)

Please feel free to call me with any questions you may have.

Gayle Edwards

16185 Edgemont Drive  
Fort Myers, Florida 33908

267-1694 home or 826-4103 cell  
[mreds025@aol.com](mailto:mreds025@aol.com)

Please remit payment by the 20<sup>th</sup> of the month (for the following month's newsletter).

Rates for the Patchwork Primer

Business Card	\$10.00	one time	6 months	\$60.00	12 months	\$108.00
¼ Page	\$20.00	one time	6 months	\$120.00	12 months	\$216.00
½ Page	\$40.00	one time	6 months	\$240.00	12 months	\$432.00
Full page	\$80.00	one time	6 months	\$480.00	12 months	\$864.00

Please note: Yearly rate reflects a 10% discount.

Included with the cost of the ad is a complimentary copy of the Patchwork Primer ----

Thank You!



***PATCHWORK PRIMER NEWSLETTER***

Name of Business \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_

Contact Person \_\_\_\_\_

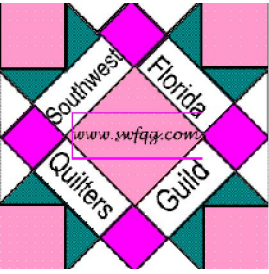
Size of ad and amount paid \_\_\_\_\_

Months paid:

Jan   Feb   Mar   Apr   May   June   July   Aug   Sept   Oct   Nov   Dec



## K. Thank you letter for advertisers



*Southwest Florida Quilters' Guild, Inc.  
NQA FL 597  
Post Office Box 2264  
Fort Myers, FL 33902-2264*

*Dedication to Education*

January 30, 2016

Jackie,

Thank you for placing an ad with the Southwest Florida Quilters' Guild Newsletter, Patchwork Primer.

Your business card size advertisement will continue to run in the SWFQG Newsletter.

We are in receipt of your check #1053 for \$108.00

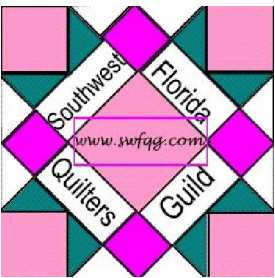
Thank you very much, we appreciate you!

Sorry for all the confusion, Jackie. I put your check in the mail to the treasurer today---hopefully she is back from her quilting cruise and your check will finally be on its way to the bank.

Sincerely,

Gayle Edwards and Southwest Florida Quilt Guild  
239-826-4103  
Mreds025@gmail.com

L. Deposit Slip



Committee;  
\_\_\_\_\_  
Chairperson:  
\_\_\_\_\_  
\_\_\_\_\_

Southwest Florida Quilters Guild  
P.O Box 2264  
Fort Myers, Florida 33902  
SWFQG.com

From	Budget Item	Check #	Cash	Total

Total: \_\_\_\_\_

\*\*\*\*\*

Date: \_\_\_\_\_ Amount; Second Count\$\_\_\_\_\_

Received by: \_\_\_\_\_

Make copies of all checks before depositing. Staple with deposit slip on a copy of this form. File

Deposit Date;\_\_\_\_\_ Account Bal.\_\_\_\_\_

**Signed;**\_\_\_\_\_

## XI. LEGAL DOCUMENTS

### A. Note Re Filing of Bylaws

Good Afternoon,

Bylaws are not filed with this office and should be maintained internally within the records of the corporation.

Westlee  
Internet Access  
Division of Corporations

-----Original Message-----

From: Karen Mars [<mailto:karen.mars01@gmail.com>]  
Sent: Monday, April 17, 2017 9:38 AM  
To: corphelp  
Subject: Change of bylaws

Hi,

Our non-profit corporation has just completed a Revision of our Bylaws. Do these revised bylaws need to be filed with you and if so, to what address or email do we send them.

Thank you,  
Karen Mars

--  
Karen Mars  
239.707.3899

The Department of State is committed to excellence.  
Please take our Customer Satisfaction  
Survey<<http://survey.dos.state.fl.us/index.aspx?email=corphelp@DOS.MyFlorida.com>>.

## B. Raffle Permit

DIVISION OF CONSUMER SERVICES  
(850) 410-3800



THE RHODES BUILDING  
2005 APALACHEE PARKWAY  
TALLAHASSEE, FLORIDA 32399-6500

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FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
COMMISSIONER NICOLE "NIKKI" FRIED

---

February 7, 2021

Refer To: CH16047

SOUTHWEST FLORIDA QUILTER'S GUILD, INC.  
PO BOX 2264  
FORT MYERS, FL 33902-2264

RE: SOUTHWEST FLORIDA QUILTER'S GUILD, INC.  
REGISTRATION#: CH16047  
EXPIRATION DATE: February 1, 2022

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Tianna Baity  
Regulatory Consultant  
850-410-3770  
Fax: 850-410-3804  
E-mail: tianna.baity@fdacs.gov

## XII. MISCELLANEOUS

### A. Opportunity Quilt Display Guidelines

#### **WHEN YOU'RE GOING TO SELL OPPORTUNITY QUILT TICKETS, THERE ARE 2 OPTIONS FOR SHOWING THE QUILT:**

1. Print out the Opportunity quilt photo/sign that's available on the web site (on high-quality smooth paper or photo-quality paper) and either frame it, insert it in a Plexiglas stand, mount it on cardboard, or insert into a plastic sleeve.
2. Borrow the quilt itself—there is a risk every time the actual quilt is exhibited. A Quilt Show or fair would be an appropriate venue to display the quilt itself. See the following guidelines for displaying the quilt.

#### **INSTRUCTIONS FOR DISPLAYING THE QUILT**

1. To schedule the quilt, contact the Opportunity Quilt Coordinator.
2. To receive an allotment of Opportunity Quilt tickets as well as the appropriate materials (see inventory below), contact the Opportunity Quilt coordinator.
3. The Guild quilt rack should be used when displaying the quilt whenever possible.
4. Do not display the quilt near food or any other substance that could harm the quilt (i.e., a booth or table next to the quilt using paints—especially spray paints).
5. Do not expose the quilt to the elements (i.e. sun, rain), or display where birds could contribute their “adornments.” Prior to being hung outside, consult with the Board of directors.
6. Drape the pillowcases/shams artfully over the horizontal rail of the quilt rack, if applicable.
7. At the close of an exhibit, fold the quilt in thirds to avoid creating a permanent crease).
8. Replace all materials in the containers provided and return to Opportunity Quilt coordinator.

#### **DO NOT LEAVE THE QUILT UNGUARDED.**

1. Do not display the quilt over-night unless it is hung at an actual Quilt Show in a locked room with 24- hour paid security.
2. The quilt may not be kept overnight in a house where someone smokes
3. The quilt may not be stored in a car overnight unless the car is inside a locked garage.

#### **INVENTORY OF OPPORTUNITY QUILT MATERIALS — ENSURE ALL ITEMS ARE ACCOUNTED FOR**

1. The quilt
2. Quilt stand (When packing up the quilt stand after the exhibit, be sure to replace the cardboard protectors on the spindles and replace each stand in the plastic sleeves before packing in black bag)
3. Sheet or muslin to spread on floor to protect quilt while hanging
4. Opportunity tickets (sold and unsold)
5. State raffle license (copy)—enclosed with this copy of instructions in a plastic sleeve
6. Cash box
7. Container for ticket stubs
8. Guild logo sign—framed
9. Opportunity quilt information sign—framed
10. Quilt Show flyers (or Guild flyers if Quilt Show flyers are not yet available)
11. Business cards of the person who did the long-arm quilting
12. Pens (the nice ones)
13. Opportunity ticket selling tips—two copies in plastic sleeves
14. Guild table cloths (2) with logo or Guild name banner (when available)—to attach to front of table
15. This instruction sheet—in plastic sleeve.



## B. Categories for 2018 SWFQG Show

Large Appliqué – Circumference of 181” or more. Predominately appliquéd by hand or machine. Quilted by the maker (hand or machine).

Small Appliqué – Circumference of 180” or less. Predominately appliquéd by hand or machine. Quilted by the maker (hand or machine).

Extra Large Pieced – circumference 290” or more. Predominately pieced. Quilted by the maker (hand or machine).

Large Pieced – Circumference of 240” - 289”. Predominately pieced. Quilted by the maker (hand or machine).

Intermediate Pieced – Circumference of 161” to 239”. Predominately pieced. Quilted by the maker (hand or machine).

Small Pieced – Circumference of 160” or less. Predominately pieced. Quilted by the maker (hand or machine).

Large Mixed – Circumference of 181” or more. Combined appliquéd by hand or machine and pieced. Quilted by the maker (hand or machine).

Small Mixed – Circumference of 180” or less. Combined Appliqué by hand or machine and pieced. Quilted by the maker (hand or machine).

Scrap – Any size and any construction method. Must be 100 or more different fabrics, excluding change of color or in same fabric. Quilted by the maker (hand or machine).

Modern - Any size and any construction method. These quilts typically have high contrast and graphic areas of color and expansive negative space.

Large Wall Hanging – Circumference of 170” to 250”. Any technique and may be embellished. Quilted by the maker (hand or machine).

Intermediate Wall Hanging – circumference 120”-169”. Any technique and may be embellished. Quilted by the maker (hand or machine).

Small Wall Hanging – Circumference less than 120”. Any technique and may be embellished. Quilted by the maker (hand or machine).

14. Art Quilts – Any size. These are quilts of original design or an original interpretation of a design through the use of color and/or construction techniques. Quilts shall not be a copy of an existing work or a commercial pattern. There must be at least two layers and quilted by the maker (hand or machine).

15. New Quilter – Any size and any construction method. Must be quilting 3 years or less and never have entered a quilt show. Quilted by the maker.

16. Miniature Quilts - Circumference of 100” or less. All aspects are in scale with a full size quilt; Block size may not exceed 4” on any side. Quilted by the maker (hand or machine).

17. Wearable Art - Articles of clothing using any combination of piecing, appliqué, and/or embroidery. Must be at least 2 layers with visible quilting. No purses. Quilted by the maker.

18. Other Techniques – any size. Quilts included in this category would be whole cloth, tied, redwork, trapunto, stenciled, crazy quilts, yo-yo quilts, hand-embroidered quilts, machine embroidered quilts, heavily embellished quilts, cathedral window quilts and quilts with very special techniques. Must be at least 2 layers. Quilted by the maker (hand or machine).

19. Group - Any size. This category is for a quilt on which three or more people have worked such as bee quilts, round robin or block of the month quilts

The following Partner Categories are defined as: two people have worked on a quilt in any capacity. For example: one person constructs the quilt and one person does the quilting or two people collaborate on the quilt in anyway. The quilting can be professionally quilted or not. Quilted by hand or machine.

20. Large Partners, Appliqué, Mixed or Other Techniques – Circumference of 281” or more. Appliquéd by hand or machine; hand or machine embroidery; other techniques.

21. Small Partners, Appliqué, Mixed or Other Techniques – Circumference of 280” or less. Same rules as Large Partners #20.

22. Extra Large Partners, Pieced – Circumference of 320” or more. Predominately pieced. May have some appliqué. Predominately pieced. May have some appliqué.

23. Large Partners, Pieced – Circumference of 261” to 319”.

24. Intermediate Partners, Pieced – Circumference of 221” to 260”. Predominately pieced. May have some appliqué.



Small Partners, Pieced – Circumference of 220” or less.  
dominately pieced. May have some appliqué.

5. Scrap Partner - Any size and any construction method.  
Must use 100 or more different fabrics, excluding change  
of color in same fabric.

## **Best of Awards:**

Best of Show  
Best Representation of Show Name  
Best Hand Quilting  
Best Stationary Machine Quilting  
Best Track Mounted Machine Quilting

## C. 2018 QUILT SHOW RULES

SOUTHWEST FLORIDA QUILTERS' GUILD presents: 'Pieces from Paradise'

1. Registrations are due by the November 21, 2017 guild meeting. Each entry requires a completed 2018 Registration Form and an attached color photo. The photo is for identification purposes only and need not be professional quality. Write your name and quilt name on the back of the photo. We do not accept EQ renditions.
2. Quilts should never have been displayed in Southern Florida – coast to coast from Orlando south.
3. All quilts must be at least 3 layers and quilted by hand, by machine, or both, except for quilts in the "Other Techniques" category or 2 layers in the Wearable and Art Quilt categories. Embellishments must be securely attached; SWFQG is not responsible for embellishments. Quilts must be in excellent condition: undamaged, clean, and free of stains, odors, and (pet) hair.
4. Quilts must have been completed within the last two years.
5. The quilt must be constructed and quilted by person(s) named on the entry blank.
6. Southwest Florida Quilters' Guild members may enter up to seven quilts NOT including challenge or special exhibit entries.
7. Quilts may not be an intact cheater cloth panel, pre-quilted fabrics or framed with wood, metal, etc.
8. Each quilt should have a fabric label with the maker's name(s), and quilt name attached to the back. With the wrong side of the quilt facing up, attach the label to the bottom left corner. A piece of fabric must be thread basted over the name(s) of makers. NO PINS and NO TAPE!
9. All show quilts will be insured for the cost of fabric replacement only.
10. Each quilt MUST have a 4" finished sleeve sewn on the upper back of the quilt, the full width of the quilt. Miniatures should have a hanging sleeve appropriate to the size of the quilt.
11. The Show Committee reserves the right to accept, reject, or reclassify quilts if rules are not followed or if another category is more applicable. The show committee has the right to combine or separate categories if one is too small or too large.
12. All decisions of the judge will be final. The judge will determine the number and level of ribbons awarded.
13. Completed registration forms with photo may be turned in to Joyce Grande in person at a guild meeting or mailed and must be received by the deadline date of November 21, 2017. Emailed registrations and photos will not be accepted.
14. You must be a member of Southwest Florida Quilters' Guild when registration is due in November and when the quilts are turned in the following January. There will be a membership person available at quilt turn-in to accept 2018 dues.
15. This is a closed show and only members of SWFQG may enter quilts. You may enter a quilt that has been quilted (machine or hand, paid or not) by a nonmember.
16. Only quilts that have been pieced & quilted by guild members are eligible for any 'Best of' awards

## D. AccuQuilt Go Cutter -- Inventory

Three Go Cutters (A and B) – Large size

Dies – 55001 5 ½ inch triangle  
55000 6 ½ inch square (2)  
55001 6 ½ inch HST for 6 inch finished square Block C  
55002 4 7/8 inch triangle  
55004 3 ¾ x 3 ½ parallelogram  
55005 3 ½ x 6 ½ rectangle  
55006 3 ½ square  
55009 3 inch ½ sq. triangle  
55010 5 inch square  
55011 2, 3, 5 hexagons  
55017 2 ½ inch strip  
55018 value die  
55019 4 ¾ square  
55020 6 ½ inch tumbler  
55021 Value Die 4” Finished square, 2” finished HST, 2” Finished square  
55024 1 ½ inch strip  
55029 2, 3, 4 hearts  
55032 3 ½ inch strip  
55053 2 ¼ inch strip  
55316 ¼ sq. 4 inch finished triangle  
55341 2.5, 3.5, 4.5 inch bow  
55372 Kay’s bouquet  
55042 funky flowers  
55332i flower bunch  
55390 rustling leaves #2  
55351 cardinal  
55359 snowflake  
55350 dove  
55327 daisy  
55775 Mix & Match 6” block  
55xxx Mix & Match 12” block

### MATS:

6 inch mat  
6 x 12 x 2 mat  
12 inch mat  
55113 12 x 24 mat  
55017 2 ½ strip mat

10 x 10 mat

## E. Style Sheet for this Manual

### Book Title

Font: Times New Roman Bold, 22 pt, Bold, No underline, Font color: Auto, Small caps, Expanded  
Not All caps, by 0.25 pt, Style: Quick Style, Priority: 34  
Based on: Default Paragraph Font

### Default Paragraph Font

Style: Hide until used, Priority: 2

### Footer

Tab stops: 3.25", Centered + 6.5", Right, Style: Linked, Hide until used, Priority: 1  
Based on: Normal

### Header

Tab stops: 3.25", Centered + 6.5", Right, Style: Linked, Hide until used, Priority: 1  
Based on: Normal

### Heading 1

Style for Next Paragraph: Normal

Font: Cambria, 17 pt, All caps, Level 1, Style: Linked, Automatically update, Quick  
Style, Priority: 10  
Based on: Title  
Following style: Normal

### Heading 2

Style for Next Paragraph: Normal

Font: (Default) +Headings (Cambria), 16 pt, Bold, Expanded by 0.75 pt, Indent:  
Left: 0"  
Hanging: 0.25", Centered, Space  
Before: 6 pt  
After: 6 pt, Level 2, Style: Linked, Automatically update, Quick Style, Priority: 1  
Based on: Normal  
Following style: Normal

### Heading 3

Style for Next Paragraph: Normal

Font: 14 pt, Not Expanded by / Condensed by , Left, Space  
Before: 12 pt, Keep with next, Level 3  
Tab stops: -0.69", Left, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start  
at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25", Style: Linked, Automatically  
update, Quick Style, Priority: 1  
Based on: Heading 2  
Following style: Normal

#### Heading 4

Style for Next Paragraph: Normal

Font: (Default) +Body (Calibri), 12 pt, Bold, Small caps, Indent:

Left: 0.25", Space

Before: 6 pt, No widow/orphan control, Keep with next, Level 4, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Style: Linked, Automatically update, Quick Style, Priority: 1

Based on: Normal

Following style: Normal

#### Hyperlink

Underline, Font color: Hyperlink, Style: Hide until used, Priority: 1

Based on: Default Paragraph Font

#### List Paragraph

Indent:

Left: 0.25"

Hanging: 0.25", Don't add space between paragraphs of the same style

Tab stops: -0.25", Left + -0.13", Left, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Style:

Automatically update, Quick Style, Priority: 35

Based on: Normal