

VI. ADMINISTRATIVE POLICIES

Amendments to “Administrative Policies” of the Southwest Florida Quilt Guild Operating Policies and Procedures Manual must be approved by the membership.

Communications

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

Special Events as defined in the “Definitions” Section

Electronic delivery of “The Newsletter”

Electronic delivery of “The Blip”

E-mail notices from Board members, Committee Chairs or Appointees

Guild Facebook Page: <http://facebook.com/SWFQGuild>

Guild Web site: <http://www.swfqg.com>

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

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

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.

Financial policies

ANNUAL BUDGET

The Treasurer submits a proposed annual budget to the Board for approval at the October Board meeting and to the membership at the November regular Guild meeting.

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. Lee Civic Center (for the biennial quilt show).
 - c. Annual Retreat Facility
 - d. Driftwood Center (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.

Job Descriptions

May be amended by the Board with input from the appropriate Committee Chair or Appointee.

Keys

The President will be responsible for assigning all keys.

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.

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.

Meetings

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

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.

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.

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. Drapes, and rods on which to hang the drapes – to be used at the Quilt Show
3. Laptop computer – to be used as assigned by the President
4. AccuQuilt Go Machine

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.

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.

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.

Retreat

The Guild sponsors two different retreats.

1. In odd-numbered years, (the year following the Quilt Show), the Guild helps underwrite the cost of an “After the Show” retreat.
 - a. This retreat features a professional teacher.
 - b. To attend a member must have been a paid Guild member both during the current year and for 12 months prior to the date of the retreat.
 - c. 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 registration for the retreat is opened.
 - d. Attendees are responsible for their own housing fees and incidental expenses.
2. In even-numbered years, (the year of the Quilt Show), there is a UFO retreat.
 - a. Guild Members who have been a member of the Guild for at least six months prior to the date of the retreat are invited to attend.
 - b. Attendees are responsible for their own housing fees and incidental expenses.

Workshops

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

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.

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.

A waiting list will be kept to fill cancelled spots. If space is available, non-Guild members will be allowed to attend the workshop.

Adopted at the General Membership meeting on April 18, 2017