



VQG Policy

January 2020

Board of Directors

1. Shall have been a guild member for six months before serving as a board member.
2. No one chooses their successor for their job. The choice is up to the new President.

Budget

1. No money will be spent before a Budget has been adopted.
2. Money spent above the budget is the responsibility of the board member if spent without prior approval of the board.

Community Service

1. It is recommended that all Guild members make at least one community service project, quilt, wheelchair bag or walker tote, annually.
2. When and if a designated donation or grant is received, the money will be used in ongoing community service projects as listed in the grant or donation proposal.
3. Community Service Quilts will be donated in blocks of 50 as a general rule. Special circumstances and/or requests may be accommodated upon the approval of the Board.

Elected Officers

1. It is suggested that a member shall have served on the board for one term before becoming an elected officer, and have attended a majority of the board meetings during their term.

Junior Members

1. Junior members ages 10 to 18, do not pay dues but receive all benefits.

Life Membership

1. A life membership may be bestowed upon a Guild member in recognition of outstanding service to the Guild. This person is to be selected by the Board upon the recommendation of any member.
2. Life members do not pay dues and this membership cannot be revoked.

Meetings – Board

1. All Board meetings are open to the general membership.

Meetings and Workshops – General

1. New members will make a nametag. Patterns will be provided by Membership.
2. The Christmas Party is a function of the Board of Directors, under the direction of the 1st Vice President. The Guild will combine the November and December meetings into one for the Christmas Party, exclusively for members, and is financed as a program. Dinner tickets are sold in advance of this event. A cancellation date will be established by the Board of Directors and there will be no refunding of ticket sales after this date.
3. The Guild will only host one Opportunity Quilt per meeting, whether the quilt comes from an outside Guild or is presented by a VQG member. All quilts must be scheduled in advance with the Quilt Marketing Chairperson. No Opportunity Quilt will be allowed at the December Christmas Party.
4. A member or Chairperson who needs a table at the General Meeting needs to contact the 1st or 2nd Vice President prior to that General Meeting. The member is also responsible for the setup and take-down of that table and

cleanup of the area. There are pre-designated table arrangements and the Vice President will inform the member where to place the table.

Members

1. Members should participate in the Quilt Show, and Yuba-Sutter Fair.
2. Members are expected to pick up all extraneous items they have brought to a meeting or class and dispose of them.

Newsletter

1. The Newsletter Chairperson shall not send out a mass Guild email without the approval of the Executive Board.

Non-Members

1. Prospective members are invited to attend two (2) meetings and then will be expected to join the Guild in order to continue their attendance.

Opportunity Quilt

1. Quilt Show Chair selects the Opportunity Quilt, and coordinates the pattern and colors to match the Quilt Show Theme.
2. Opportunity Quilt pattern, colors and size are subject to board approval.
3. As a general rule, the Opportunity Quilt shall be Queen Size, approximately 90x108, and this size shall appear on the raffle tickets.
4. The Opportunity Quilt will be ready to market 12 months prior to its raffle date at the Annual Quilt Show. (Example: the 2019 quilt will be ready to market and reveal at the March 2018 guild meeting)
5. If no person has volunteered to be Quilt Show Chairman by January for the following years' show, the Board assumes Quilt Show responsibilities and the Opportunity Quilt must be started ASAP.

Quilt Show

1. The Guild President cannot be the Quilt Show Chairperson, at the same time.
2. All members of the Guild will be asked to sell 4 books of tickets for the Opportunity Quilt.
3. Guild members who work on the Quilt Show and/or help with set up are not expected to pay admission to enter the show.
4. All members are asked and expected to serve on one or more of the Quilt Show committees, or work at the Quilt Show.
5. We charge admission to the quilt show. As a non-profit we can charge admission.
6. There is no discount to members or affiliates for booth spaces.
7. The Quilt Show books will have an internal review by the Review Committee at the same time the General books are internally reviewed.
8. Admission – children 12 and under, will be admitted free.
9. No group or individual may sell raffle tickets on a quilt or other item at the Quilt Show, as this competes with the Guild's raffles.

Retreats

1. The Guild does not sponsor retreats for profit. Any retreat must be approved by the Board of Directors.

Windsock

1. The Quilt Show Chairman will choose who makes the windsock.
2. Windsock will be coordinated with the Opportunity Quilt pattern and will use the fabric left from the quilt.

3. It will be the responsibility of the Windsock makers to complete the windsock and have it ready for the show 30 days prior to the Quilt Show date.

Workshops

1. All classes will be \$30, unless a special request is brought ahead of time to the Board by the First Vice President.
2. The First and Second Vice Presidents, while in office, may take the class but shall not be required to pay for classes, as he/she are there to facilitate the workshop, administer to the teacher, set up the room if necessary, and to be available for questions or concerns of the class attendees.
3. Members of the Guild who lecture will receive \$250 for the lecture, and another \$250 if they teach a class, (minimum six hours), plus a meal.
4. Sign-ups for workshops will begin 3 months in advance, with a waiting list to be established at that time. Fees are due at the time of sign up. Class handout information shall be given when the person has paid for the class.
5. Non-members may take workshops by paying an additional \$20.00 and the workshop fee.
6. It is the policy of the Guild not to refund workshop fees for any reason. It is up to the individual to get someone to take his or her place.
7. If the teacher supplies handouts, those who have paid for the class and then can't attend will be given the handouts.
8. If a member hosts a guest speaker and/or workshop leader the member will be able to take a free workshop. Priority should be for this speaker's class. If the speaker is not teaching a class, then this benefit should be used within the year of acting as a hostess.
9. A workshop may be cancelled, if there are not 10 or more members who have paid to take the workshop (based on the cost of the workshop to the guild.)