

PIONEER QUILTERS' GUILD

POLICIES AND PROCEDURES

1. There are two dues categories, Membership and Newsletter Subscriber. Membership dues are \$35.00 annually, which include 18 opportunity quilt tickets. Newsletter subscriber's dues are \$15.00 annually.
2. A \$3.00 admission fee will be charged to non-members for all general meetings.
3. The Executive Board will meet prior to each general meeting or unless otherwise designated by the Executive Board.
4. General meetings shall be held the first Monday of each month, except July when there is no meeting, and September's meeting, which is held the last Monday of August to avoid the Labor Day Holiday, or unless otherwise designated by the Executive Board.
5. Privileges and Responsibilities of Members:
 - A. Members may participate in non-fundraising guild activities, i.e., block-of-the-month, raffle, challenges, and secret pal.
 - B. Members shall have priority in registering for guild activities where attendance is limited.
 - C. Members shall participate in community service projects either by attending a Guild workshop; attending the community service night during the scheduled Guild meeting, or by finishing a community service project.
6. Non-members may place their name on a waiting list for specific Guild activities.
7. Fee for guild-sponsored events (i.e. workshops, retreats, etc) must be paid at the time of registration. Refunds may be given under the following circumstances:
 - A. Cancellation of the event,
 - B. Event minimum expenses have not been met, or
 - C. The attendee finds a replacement.
8. Members must wear a nametag at all general meetings or be fined \$0.50.
9. A current membership list will be made available to members at the March general meeting.
10. Where appropriate, committees shall have a chairperson and a co-chairperson.
11. Newsletter advertisements may be purchased per issue as follows:

Business Card	\$6.00
Quarter Page	\$12.00

Half Page	\$20.00
Full Page	\$35.00

- A. The Executive Board shall establish advertisement fees.
- B. Newsletter articles and advertisements must be submitted for approval to the newsletter editor by the first Friday following the general meeting for publication in that month's issue.

12. Library use:

- The Guild library is available for members only.
- Items may be checked out for a period of one month. If another member does not wish to check out the returned item, it may be checked out for a second consecutive month.
- A maximum of three items may be checked out at any one time.
- A \$1.00 per month fine will be assessed for each overdue item.

13. Amendments to the Policies and Procedures document shall be approved by the Executive Board.

14. The use of the Guild's PVC display frames shall be limited to Guild events or upon approval of the Executive Board. There will be no rental to outside organizations.

15. Display and marketing of opportunity quilts from other Guilds at Pioneer Quilters' Guild meetings shall only be allowed by recognized organizations with which a reciprocal agreement exists or upon Executive Board approval.

16. Reimbursement for travel expenses for the NCQC Chairperson, Program Chair and Program Chair Elect to attend quarterly NCQC meetings will be paid at a rate set by the Executive Board.

17. All Executive Board members and Committee Chairs must complete the appropriate financial forms to the Treasurer when submitting or requesting funds. All requests for reimbursements or revenue submittals must be submitted by the Committee Chair to the Treasurer.

18. All budget requests must be submitted with a completed Budget Request form to the Treasurer by January 15th. The Treasurer shall prepare a Proposed Budget to present to the Executive Board at the January Board Meeting for approval.

19. The logo for the Pioneer Quilters' Guild shall be a covered wagon on a trail facing the setting sun.

These Policies and Procedures shall be reviewed as needed and any changes shall be approved by the Executive Board and shall take effect immediately.

Adopted 2/5/90

Rev. 2/5/96, 3/3/97, 4/6/98, 4/5/99, 4/3/00, 4/2/01, 5/4/02, 4/03, 5/05, 5/01/06, 10/06; 8/07