

TIDEWATER QUILTERS GUILD, INC. (TQG, Inc.)
POLICIES AND PROCEDURES

Revised September, 2007

I. GENERAL POLICIES AND PROCEDURES _____	2	VII. LIBRARY - STENCILS _____	6
A. BROCHURES _____	2	A. POLICIES _____	6
B. CARDS _____	2	B. RULES _____	6
C. CHAPTERS _____	2	VIII. MEMBERSHIP _____	6
D. COLORS _____	2	A. ADDRESS CHANGES _____	6
E. COMMITMENTS _____	2	B. DUES _____	6
F. GIFTS _____	2	C. MEMBERSHIP ITEMS _____	6
G. GUESTS _____	2	D. PROFESSIONAL ADVERTISER _____	6
H. HONORARIUMS _____	2	IX. NEWSLETTER _____	7
I. MAGAZINE SALES _____	2	A. ADVERTISING _____	7
J. MEETINGS _____	3	B. BOARD MEETINGS _____	7
K. PATTERN SALES _____	3	C. CLASSES _____	7
L. PROPERTIES _____	3	D. COMMUNICATION _____	7
M. SMOKING _____	3	E. DEADLINES _____	7
N. WEATHER _____	3	F. MAILING RATES _____	7
II. ADVERTISING _____	3	X. PROPERTIES _____	7
A. POLICIES _____	3	A. PROPERTIES CHAIRMAN _____	7
B. ADVERTISING RATES _____	3	B. PROPERTIES OF TQG, INC. _____	7
III. BLOCK OF THE MONTH _____	4	XI. QUILT SHOW _____	8
A. DEFINITION _____	4	XII. RAFFLE QUILT _____	8
B. GUIDELINES _____	4	XIII. SHOW AND TELL _____	8
IV. ELECTED OFFICER QUALIFICATIONS _____	4	XIV. VIRGINIA CONSORTIUM OF QUILTERS - VCQ _____	9
V. INTERNAL CONTROLS _____	4	XV. WORKSHOP RULES _____	9
VI. LIBRARY - BOOKS _____	5	A. TQG, Inc. Rules _____	9
A. POLICIES _____	5	B. TQG, Inc's. FLING _____	10
B. RULES _____	5		

I. GENERAL POLICIES AND PROCEDURES

A. BROCHURES

For quilt related activities may be made available during the meetings at the bulletin board/sign-in table.

B. CARDS

The Executive Secretary and the Chapter Secretaries send greeting cards to TQG, Inc. members for various reasons, e.g. illness, death, birth, farewell, etc. Contact the President or Chapter Coordinators.

C. CHAPTERS

There are two Chapters: a Day Chapter and a Night Chapter. Each has its own board.

D. COLORS

The official colors of the TQG, Inc. are Williamsburg Blue and Beige.

E. COMMITMENTS

Any commitment requiring sponsorship and/or support on behalf of the TQG, Inc. must have prior Executive Board approval.

Second Vice President in charge of programs, will submit a written proposal, with all expected expenses, for all visiting teachers, to the Executive Board for approval prior to negotiating a contract with that teacher. A copy of the contract, after Executive Board approval, will be provided to the Executive Board Treasurer.

F. GIFTS

A gift for the outgoing President of TQG, Inc. shall be arranged for by the Executive First Vice President. Said gift shall not exceed \$50.00 and will be purchased with funds from the Executive Treasury.

A gift for each of the outgoing Chapter Coordinators shall be arranged by the appropriate Chapter Vice Coordinator/Program Director. Said gift shall not exceed \$25.00 and shall be paid with funds from each appropriate Chapter treasury.

G. GUESTS

Guests are welcome to attend their first meeting free and are encouraged to join when they attend their second meeting.

H. HONORARIUMS

1. An honorarium will be paid to a teacher/speaker of a program/workshop if it is instructional or educational.
2. Any TQG, Inc. member teaching a workshop or presenting a program at any scheduled Chapter meeting shall be given an honorarium of \$50.00, paid from the Chapter Treasury, provided the program is a minimum of 30 minutes.
3. Any non-member of TQG, Inc. or national teacher presenting a program at the regularly scheduled Chapter meetings shall be paid according to their established fees.
4. Non-budgeted Chapter programs must be approved by the Executive Board.
5. A TQG, Inc. member may present a program at each Chapter only once a year. Any exception must be approved by the Chapter Board.

I. MAGAZINE SALES

Funds from magazine sales at Chapters meetings are submitted to the respective Chapter Treasurer monthly. Funds are then submitted semi-annually (December and June) to the Executive Treasurer for the Executive Account to disburse into the Library budget.

J. MEETINGS

1. Meetings are held at a location to be published in the monthly newsletter.
2. A coordinator leads the Chapter meeting. Most Chapter meetings have a business portion, show and tell, a break, and a guest lecturer and/or member program.
3. Children under the age of 12 years are not permitted at Board or Chapter meetings.

K. PATTERN SALES

Funds from patterns sales at Chapter meetings are submitted to the respective Chapter Treasurer monthly. Funds are then submitted semi-annually (December and June) to the Executive Treasurer for the Executive Account to disburse to the Virginia Quilt Museum annually.

L. PROPERTIES

The Properties Chairman, President, 1st VP, 2nd VP, Quilt Show Officer and Community Service Officer will keep keys to the storage shed. Any other member who needs access to the shed should contact the Properties Chairman.

M. SMOKING

Smoking is not permitted at meetings or workshops.

N. WEATHER

If inclement weather causes the City Public Schools of the city where the meeting is to be held to close, the meeting will be canceled. Every attempt will be made to reschedule the meeting.

II. ADVERTISING

A. POLICIES

The Guild recognizes the value of local teachers and shops and would like to make information about them available to the members. However,

1. The Guild does not recommend any particular shop or teacher over another. It is the responsibility of the individual member to determine the value of a shop or a teacher.
2. Getting information concerning the classes, etc., to the Newsletter Editor or the Shop Liaison in a timely manner is the responsibility of the individual shops and teachers.
3. A Guild member or a shop may place a quilt-related ad in the TQG, Inc. newsletter and/or roster.
4. A non-member may place a quilt-related classified ad in the newsletter.
5. The deadline for advertising copy will be the day 2nd Wednesday of the month. All ads must be properly formatted and submitted to the Newsletter Editor.
6. As a service, individual members may have a line of advertising for their quilting related business listed in the roster.
7. Anonymous, religious or political statements will not be published.

B. ADVERTISING RATES

	<u>Newsletter</u>	<u>Roster</u>
Business Card	\$10.00	\$10.00
One-Fourth Page	\$15.00	\$15.00
½ Page (5" x 7")	\$30.00	\$20.00
Full Page (7" x 10")	\$50.00	\$40.00
Classified Ad Members	Free (30 words max.)	
Classified Ad Non-Members	\$10.00 (30 word max)	

III. BLOCK OF THE MONTH

A. DEFINITION

1. Chapters are encouraged, but not required to have a block of the month for educational purposes.
2. Chapters are encouraged to purchase fabric from quilt shops throughout Hampton Roads.
3. Chapter boards are responsible for determining their budgets for block drawings. Funds will be provided from Chapter treasuries. At the end of each month, the cash on hand and the monthly expense log will be turned over to the appropriate chapter treasurer.

B. GUIDELINES

The following are guidelines to be considered by each Chapter:

1. Kits may be provided for a fee to cover the cost.
2. Members are given first choice to purchase kits.
3. Only one kit per member until everyone has a chance to purchase.
4. Extra kits may be sold first-come first-serve.
5. Only TQG, Inc. members may submit finished blocks for the drawing.
6. Participants may make more than one block. The participants name will be included once for each finished block submitted for the drawing.
7. Participants must present a finished block before their names may go into the drawing. There will be no IOU's.
8. Participants may win more than one drawing. All names are thrown out after each meeting.
9. Participants may put someone else's name into the drawing for their block.

IV. ELECTED OFFICER QUALIFICATIONS

1. President will be a member who has served previously on a TQG, Inc. board in some other elected capacity.
2. Chapter Coordinators will have previously served on a TQG, Inc. board or committee in some other capacity.
3. The Quilt Show Officer must have previously served on a TQG, Inc. Quilt Show committee.
4. The Executive Treasurer must have previously served on a TQG, Inc. board or committee.

V. INTERNAL CONTROLS

1. All bank statements will be mailed to the TQG, Inc. Post Office Box.
2. Individuals with signature authority on any account will not have access to the TQG, Inc. Post Office Box.
3. The Executive Board will designate two TQG, Inc. members who will have access to the Post Office Box keys.
4. The designated members shall review each bank statement for accuracy before distribution to the appropriate elected officer.
5. Any member's payment by check, which is returned due to the following procedure will be followed:
 - a. The appropriate treasurer will personally notify the member and confirm the amount owed which includes any bank fees charged.

- b. If no resolution takes place within 2 weeks, then a registered letter shall be sent by the appropriate treasurer requesting payment within 2 weeks.

V. Internal Controls (continued)

- c. If resolution takes place for a first time occurrence, no further action will be taken.
- d. If no resolution takes place, the member loses their privileges, as a member of TQG, Inc. and the Executive Board will decide if law will prosecute the person.
- e. If resolution is made for a second occurrence, the member will be required to pay for all TQG, Inc. functions in the future either by cash or money order only. All TQG, Inc. chairmen will be notified to accept only cash or money order from said member.

VI. LIBRARY - BOOKS

A. POLICIES

1. Two library collections are maintained – a blue dot library and a red dot library. The collections are swapped between the chapters for the August and February meetings. An inventory will be conducted the month prior to every swap. During the month prior to a swap, books may not be checked out.
2. All purchased or complimentary quilt related publications will be sent directly to the Library Chairman.
3. A listing of the TQG, Inc. library collection will be made available through the Library Chairman for a fee.
4. Books must be returned to the chapter library from which they were checked out.
5. After 2 months, the names of members and the titles of the overdue books will be published in the newsletter.
6. After 3 months, delinquent members will be billed via registered mail. The bill will include the cost of replacing the book and late charges.
7. Any member not providing reimbursement at this time will have no privileges to any TQG, Inc. libraries until reimbursement has been made.
8. The following rates will be charged to TQG, Inc. members who have lost books or videos: \$20.00 for soft cover books, \$30.00 for hardbound books, and \$30.00 for any video (includes shipping).
9. The Library Chairman will remove outdated publications from inventory, at least once every other year, and provide a report to the TQG, Inc. President. The outdated publications may be made available for sale to the TQG, Inc. membership or donated to other guilds or libraries with the approval of the TQG, Inc. Executive Board.
10. A book may be donated to the TQG, Inc. library in memory of anyone.

B. RULES

1. Members may check out books for 1 month at a time.
2. A member may not check out more than four (4) books at any one time.
3. A fine of \$1.00 per book for each month overdue will be charged.
4. Books should not be marked, torn or cut.
5. Excessive damage of books may be subject to replacement costs (torn, marked, cut, water damaged, writing, etc.).

VII. LIBRARY - STENCILS

A. POLICIES

1. Each chapter has its own stencil library collection.
2. An inventory listing of the TQG stencil library collection is maintained and updated annually by the Stencil Librarian.
3. The stencils need to be returned to the chapter stencil library where they were checked out.
4. After 2 months, the names of members and the titles of the overdue stencils will be published in the newsletter.
5. After 3 months, the delinquent member will be billed the cost of replacing the stencil.
6. Any member not providing reimbursement at this time will have no privileges to any TQG, Inc. libraries until reimbursement has been made.
7. The following rates will be charged to TQG, Inc. members who have lost or damaged stencils:
 8. \$5.00 for stencils 8" or less
 9. \$10.00 for stencils over 8"
10. The stencil library will take any donated stencils and will periodically clean out damaged or unused stencils for sale to members.

B. RULES

1. Stencils may be checked out for 2 months at a time.
2. A member may check out no more than 4 stencils at one time.
3. Stencils should not be marked, torn or altered.
4. Excessive damage of stencils may be subject to replacement costs (torn, marked, cut, damaged, writing, etc.).

VIII. MEMBERSHIP

A. ADDRESS CHANGES

All changes of address should be given to the Membership Officer who will notify the Newsletter Editor.

B. DUES

(see Bylaws)

C. MEMBERSHIP ITEMS

1. Additional membership cards may be purchased for \$0.50 each.
2. A member can purchase a replacement plastic holder for \$1.00.
3. Additional pins are \$5.00 each.
4. Extra copies of the TQG, Inc. roster may be purchased for the actual replacement cost (to be determined by Membership Chairman yearly).
5. A member who fails to wear the TQG, Inc. membership name card to a chapter meeting will not be eligible for door prize drawings.

D. PROFESSIONAL ADVERTISER

A Professional Advertiser is offered to any person or shop catering to quilters needs, for advertising in our TQG, Inc. Roster and newsletters. This **does not** include privileges of an individual TQG, Inc. membership. The membership will begin each year with the July through June published TQG newsletters. The total annual cost is \$225. \$125 will be due at

time of application. The remaining balance (\$100) will be due January 1st. Professional Membership will consist of:

1. One full page ad in TQG's Roster (distributed to members each fall)
2. Two full page class listings in the newsletter
3. A total of 6 – ½ page ads in the newsletter or any combination thereof
4. A 20% discount on any **additional ads** throughout the membership
5. A monthly newsletter mailed to your business address
6. No carry over of remaining ads will be given to the next annual membership

IX. NEWSLETTER

A. ADVERTISING

see ADVERTISING (Section II, page 3)

B. BOARD MEETINGS

The results of all motions approved at the Executive Board meetings will be published in the newsletter.

C. CLASSES

TQG, Inc. will publish the following information (made available from teachers and shops) twice during a fiscal year (July 1 – June 30) in newsletters at no charge: class title, teacher, date and time, location taught and contact phone number for further information. All notices must be properly formatted when submitted and may be edited by newsletter editor.

D. COMMUNICATION

The newsletter *Sew What* is the official means of notification within TQG, Inc.. It is distributed monthly to the membership

E. DEADLINES

The deadline for all news copy will be the day of the TQG, Inc. Executive Board meeting.

F. MAILING RATES

All newsletters will be mailed Bulk Rate; exception – those mailed to members living in North Carolina, remote areas, or overseas will be mailed first class.

X. PROPERTIES

A. PROPERTIES CHAIRMAN

The Properties Chairman is responsible for maintaining TQG, Inc. properties. An annual inventory must be conducted by the Properties Chairman and others who have a storage key. A report of the inventory goes to the Executive Board. Most TQG, Inc. properties are stored in a rental storage facility. Keys are held by the President, Properties Chairman, Quilt Show Officer, and Community Service Officer.

B. PROPERTIES OF TQG, INC.

1. Logo Quilt

A contest was held in 1980, with members submitting sample blocks with their ideas for a logo for TQG, Inc.. Members voted on the logo to be chosen. The winning design, submitted by Barbara Provaznik, was a Virginia block variation with a 'T' in the middle. The 'V's, for Virginia, outline the 'T' to form a star that represents all the stars in TQG, Inc. Those blocks submitted were put into a quilt, consisting of 12 blocks, that is now the TQG, Inc. Logo Quilt.

2. Norfolk Tri-Centennial Quilt

In July, 1981 the TQG, Inc. began construction of a quilt depicting 300 years of history in Norfolk, Virginia. The members contributed all the supplies and displayed the quilt at various events during the Tri-Centennial year, 1982. All decisions about the Norfolk Tri-Centennial Quilt will be reviewed by the Tri-Centennial Committee which is composed of those quilters who donated the blocks. See the TQG, Inc. Tri-Centennial notebook for names of the members. Following the demise of the last TQG, Inc. member of the committee, Tri-Centennial Quilt decisions will revert to the TQG, Inc. Executive Board.

3. Chapter Podium Banners (2)

Each Chapter shall display a banner. Chapter Coordinators shall switch banners in January and July.

4. Quilt Racks

Quilt racks will not be lent to a non-member of TQG, Inc. unless sponsored by a TQG, Inc. member in good standing. Requests for use of the quilt racks must be approved by the Executive Board. After approval, the Properties Chairman will complete a TQG, Inc. Quilt Rack Loan Agreement.

5. Other Properties

Other properties belonging to TQG, Inc. include (but are not limited to):

Blue Banner (2' x 9'); wooden quilting floor hoop; floor quilting frames (2 wooden); black graphite quilt stand (used for raffle quilt); carousel slide projector, extension cords and surge protectors; appliances and kitchen items; approximately 550 library books and videos; six push carts; stained wood quilt-hanging frames; poles; straps; typewriter; sheets; table cover and skirting; and administrative and historical files stored in containers in the rental facility.

XI. QUILT SHOW

The TQG, Inc. Quilt Show is a biennial event during even-numbered years. Only TQG, Inc. members may enter quilts into the quilt show. The TQG, Inc. Logo and Tri-Centennial Quilts will be displayed at each TQG, Inc. Quilt Show. A Fall Festival may be held on the odd-numbered years.

XII. RAFFLE QUILT

The TQG, Inc. raffle quilt is the major fundraiser for TQG, Inc. Each quilt is made by members of the guild and raffled annually. The drawing for the raffle quilt will be held at the Night Chapter meeting on even-numbered years, and at the Day Chapter meeting on odd-numbered years. A quilt related book or gift certificate, not to exceed \$25.00, will be given to the member who sells the most raffle tickets (to be paid from the Raffle Quilt Budget).

XIII. SHOW AND TELL

Show and Tell is a time for showing quilts, wearable art, purchased quilts, and projects completed or in progress by members. Each telling should be brief and related to quilts or quilting only. Information about classes or purchases, etc. pertaining to a show and tell item is sharing of information only. A brief description is permitted if the member wishes and the information is pertinent. For example, one might say: "I made this in a class with --- (or at ---)."

Teachers are also encouraged to show new/different items in show and tell. It is recommended that specific information about classes be supplied by teachers and shops at the sign in table at all Chapter meetings.

XIV. VIRGINIA CONSORTIUM OF QUILTERS - VCQ

TQG, Inc. is a member of the VCQ. The VCQ representative may not commit TQG, Inc. to any VCQ events without TQG, Inc. Executive Board approval. The VCQ area representative is requested to make a quarterly report to the TQG, Inc. membership.

XV. WORKSHOP RULES

The following are general rules for workshops held or sponsored by TQG, Inc. such as, but not limited to: After-School Programs, Project Linus, Raffle Quilt, Spring Fling, and Fall Festival.

A. TQG, Inc. Rules

1. No registration will be held without payment in full.
2. A member who cannot attend the workshop shall contact the chairman, who will fill the vacancy.
3. Charges for kits, patterns, books, etc. are additional unless otherwise stated.
4. No smoking is permitted at workshops.
5. No children are permitted at workshops.
6. No one will be permitted to “just observe” without paying the full fee.
7. If a member is lodging the teacher in her home, this member will be allowed to attend one workshop free.
8. The Second Vice President or a designated representative will be permitted to attend the workshop free (class quota does not include the Second Vice President or the designated representative).
9. Instructors/Lecturers participating in TQG, Inc. activities and who reside outside the Hampton Roads area, may be compensated for transportation at the current government mileage rate, when included in a negotiated contract.
10. Attendance to any TQG, Inc. workshop may be open to interested non-members for an additional \$5.00 per day per workshop when the class size maximum has not been reached 30 days prior to the event.
11. If a member is unable to attend a paid workshop and does not qualify for a refund, the member is entitled to any handouts given during the workshop.
12. Each workshop will have a separate registration.
13. The workshops will not compete with classes offered by local shops, by the same teacher or lecturer.
14. Refunds may be made up to 5 days before the workshop. After that time, a member will have to find a replacement or forfeit the fee. (Check first with the Programs Chairman to see if there is a waiting list.
15. All TQG, Inc. Workshop fees will be determined by the Second Vice-President and approved by the Executive Board.
16. All chapter workshop fees will be determined by the Chapter Board.

B. TQG, Inc's. FLING

1. It is an annual event of quilt-related classes sponsored by TQG, Inc. for TQG, Inc. members only.
2. Teachers for the Fling will be paid \$80.00 for a full day class and \$40.00 for a half day class.
3. If a teacher's class is cancelled because minimum enrollment is not met, the teacher will be notified at least two weeks prior to the class date or a full class fee will be paid to the teacher.
4. Enrollment forms shall be published in the newsletter to allow members an equal opportunity to enroll.
5. Refunds will be made if application is made two weeks prior to the workshop. After that time, a refund may be given if there is a waiting list and/or if the vacancy can be filled. All refunds for substitutions must be approved by the workshop Chairman.
6. No one will be permitted to "just observe" without paying full fee.
7. The First Vice President's or the representative's fees for Fling will be waived.