

POLICY STATEMENT UPDATED SEPTEMBER 2024

1. **ANNOUNCEMENTS.** Announcements to the membership at the business meeting are turned in to the Secretary who reads them to the Guild.
2. **ATTENDANCE.** Guild members participating in Guild approved activities at the same time meetings are in session are counted as present on the attendance sheets. Attendance by Zoom is counted as present.
3. **BOARD** All board members and committee chairs shall receive copies of job descriptions, and any information in digital form pertaining to that office or job at the December board meeting. Board members are furnished nametags by the Guild on a one-time basis. Committee reports are due to the appropriate board member prior to the monthly board meetings.
4. **SERVICE AWARDS.** Recipients of awards must be Guild members in good standing. The President maintains records of all such awards
 - a) **THE DISTINGUISHED SERVICE PIN** is awarded to the chair of the Auction in even numbered years and to the chair of the Show in odd numbered years. Board members who chair either of these events are eligible for the Distinguished Service Pin.
 - b) **CALICO ROSE AWARD** is given to a member for significant service to the Guild. The recipient must be a member of the Guild. Current Board members are eligible if the significant service is not part of their job description. Any member may recommend another member for the award by submitting a written recommendation to the Executive Board. At the monthly Board meeting the President presents the recommendations to the Board, which approves or denies the recommendation. Awards are presented at the next General meeting and announced in the newsletter, along with a statement of the reason for the award.
 - c) **ROSEBUD AWARD** is given to a member for above average performance of duties for which they have volunteered. Current Board members are eligible for the award if the service is not part of their job description. Any member may recommend a recipient to the Board in writing, or the Board may choose a recipient.
5. **CHILDREN.** While membership is open to all, "all" is intended to represent individuals of at least school age who demonstrate an interest in quilting and participate in Guild activities. Accordingly, small children are not permitted to attend Guild meetings.
6. **COLLECTIONS AND GIFTS.** There are no collections for personal gifts at business meetings and no gifts are given by the Guild to anyone other than the outgoing President.
7. **DONATIONS.** Any offers of donations of goods or services, or requests for same, must be referred to Executive Board for appropriate action. Donations of cash are encouraged, as we are a 501c(3) charitable organization. Donor's requests, such as grants or special purpose funds, will be honored.
8. **FABRIC**
 - a) All guild fabric, unless assigned to Bright Hopes (juvenile themed fabric) and Community Quilt Angels (patriotic themed fabric) will be the responsibility of the President Pro-Tempore
 - b) A Fabric Coordinator, under the President Pro-Tempore, will determine on acceptance of any donated fabric. Donated fabric can be assigned to a specific committee, added to the Guild fabric, placed on the free table for Guild members or passed onto another charitable organization. The Guild Board could direct the Fabric Coordinator to sell the fabric to Guild members if the donation is large enough.
 - c) Guild fabric can be used by any Guild member for Guild projects. Chairs of the following committees have access to the guild fabric at any time: Bright Hopes, Community Quilt Angels, Auction, QPC and QPFC. Any other committee chair, retreat chair, or bee must contact the Fabric Coordinator for access to the Guild Fabric.
 - d) In the guild storage unit, any fabric on the shelf of a committee will belong to that committee. The fabric may not be removed unless specific permission from the committee chair is received.
9. **LIBRARY.** All books are quilt-related and copyrighted. The following policies apply to use of all these materials. Only current members of the Guild may check out items. Members are limited to three items per category for checkout at any one time. Librarians record the name of the member withdrawing the item, telephone number, and the date taken. A \$1.00 fine for each item is collected for each month past the one-month loan period for unreturned items. If an item is lost or damaged, a donation is expected toward replacement of the item. All returns must be checked in by a member of the Library Committee. Acceptance and disposition of donations are the responsibility of the appropriate Library chair. Action

taken shall be included in the periodic reports to the supervising Executive Board officer. Disposition of library materials will be recommended by the appropriate Library chair subject to approval by the Executive Board. Each Library chair will be responsible for providing the Executive Board a yearly inventory of their materials as of December

10. **MEMORIAL GRANTS.** Two memorial grants/awards honoring guild founders are administered by the executive Board. Application procedures and forms are published in the newsletter.
 - a) **THE ETHEL HOWEY GRANT.** This is a biennial award of up to \$2000 to encourage the pursuit of education in the study of quilt making. The award is funded out of the general fund and may be given to one or more members but multiple grants cannot total more than \$2000. Grantees are required to share the results of their study with the Guild through a lecture, workshop, or other presentation. Applications are reviewed and grants recommended by a special committee.
 - b) **THE ELEANOR WRIGHT GRANT.** This grant provides a free yearly workshop featuring an outstanding guest instructor. Participation is limited by feasible class size. Administered by VP Programs. This grant will continue while funds are available.
11. **NEWSLETTER ADVERTISEMENTS.**
 - a) **RATES.** Current ad rates are posted in the newsletter. Payment must accompany ad copy. Checks are payable to the Greater San Antonio Quilt Guild, Inc., or GSAQG, Inc. Members are entitled to one (1) free business card size ad for one (1) month per year.
 - b) **DEADLINE.** The deadline is 7 days following the business meeting preceding publication. For example, copy is due after the May meeting for the June issue.
 - c) **CONTENT.** Ad information must be quilt-related and legible. All copy is subject to editor's approval and must be in digital format. A point of contact and telephone number is required in the event there are questions from the editor.
 - d) **DISCLAIMER.** Publication does not constitute endorsement of content. Those who respond do so at their own risk.
12. **PROGRAMS/CLASSES.** Guild members are encouraged to share their skills and techniques. Guild members may be paid. A contract between the GSAQG and the Guild member/teacher will be signed. Members who are teaching without a contract may be reimbursed for supplies up to \$50.00 by following normal Guild procedures as outlined in #15 below.
13. **PRESIDENT'S QUILT.** The President's Quilt Committee shall not exceed three hundred (\$300) dollars, for purchase of supplies, using Guild funds, for the outgoing President's quilt top.
14. **REGISTRATION.** Members and guests are asked to sign the attendance registers as they arrive at business meetings. Nametags are required for all. Guests are furnished nametags. Members who forget their nametags make a donation to the general fund for a temporary nametag.
15. **REIMBURSEMENTS.** Requests for reimbursements for Guild related expenses are submitted to the Treasurer on a reimbursement voucher with attached receipts and approval by the appropriate board member. Forms are available to defer sales taxes.
16. **RETAIL SALES.** Retail sales and commercial announcements at Guild meetings are prohibited. Exceptions such as book and pattern sales by guest lecturers or raffle quilt projects may be granted by the presiding officer.
17. **PAYMENT OF FEES.** For events requiring a fee the entire payment must be received before participation in the event.
 - a) **RETREATS.** Registration is open to all guild members upon payment of a deposit. Confirmed reservations will be limited to the number of available facilities. The total fee for Retreats is due in accordance with the venue requirements. Once registration is closed a priority waiting list will be established. No deposit is required from waiting list participants. In the event of a cancellation the slot will be filled from the waiting list. All fees will be refunded to the original registrant and the replacement will pay all required fees. If there is no waiting list, refunds for the cancellation will ONLY be granted if there is no cost to the Guild under the contract. These events are self-supporting.
 - b) **WORKSHOPS.** Registration for workshops opens 60 days prior to the workshop date.
 - i. Registration is confirmed only when the total fee is paid. No refunds are made unless the space can be filled from a waiting list.
 - ii. Hostesses receive one free workshop and are reimbursed at a per diem rate of \$75.00 for meals and expenses excluding alcohol. Additionally, mileage is reimbursed at the current IRS rate per mile.