



**FRIENDSHIP KNOT
QUILTERS' GUILD, INC.**

GUILD POLICIES

These are the Policies of the Friendship Knot Quilters' Guild, Inc. as provided for in its By-Laws, Article III, Section 1, and duly approved by the Executive Board.

I. MEMBERSHIP:

1. Dues are \$25.00 a year, payable on or before January 1.
2. The Membership Chair shall collect membership dues, shall keep a written record of all members (Membership Roster), and shall provide a membership card to all new members and renewal memberships.
3. Dues are not refundable.
4. New members will receive a New Member Folder which includes:
 - a. A copy of the By-Laws and Guild policies.
 - b. National Quilting Association (NQA) membership form.
 - c. A Member Roster and list of board members and committees.
5. Membership Roster:
 - a. The Membership Chair shall purge the membership file of non-members on February 1, add new members monthly, and provide updates to the Secretary as well as e-mail updates to the Web Coordinator. A membership roster will be printed and made available to the membership at the February meeting. Members renewing their dues by February 1st will be included on the roster.
 - b. The membership roster is for use by members of the Guild only. Any use other than for personal contacts or Guild business is strictly prohibited.
6. Membership is open to any person regardless of race, color, religion, age, national origin, sex or disability.

II. MONTHLY MEETINGS:

1. The meetings shall be held on the third (3rd) Monday of the month at a location to be determined by the Executive Board. Doors open at 6:15 pm for social time and the meeting begins at 7 pm.
2. **Show & Tell:** Unless prohibited by time or special programs, the Guild will have a "Show & Tell" at Guild meetings to enable members to share the quilts which they have made or received as a gift from a family member or friend. Show & Tell will not be used for the purpose of commercial or personal gain.
3. **Visitors:** Visitors are welcome to attend general meetings and will be charged a \$5.00 guest fee.
4. **Speakers:** A guest speaker at general meetings will be offered an honorarium of \$50.00 unless contracted otherwise.
5. **Announcements:** Guild members who own, manage, or are employed by, a member-owned quilt-related business may request the presiding officer to make an announcement as to the status of the business (either at the guild meeting or in the

guild newsletter), i.e., the opening of, closing of, change of location, or hours, of such business. Any promotion of sales, special events, etc., for the purpose of financial gain of such business, may be done only through an ad purchased by the business to be placed in the guild's newsletter, within guild policies pertaining to newsletter ads. All announcements made by members must be cleared by the President before the meeting starts. Announcements regarding commercial businesses, non-Guild classes, or non-Guild related projects are prohibited unless otherwise approved by the President or officiating Board member.

III. WEBSITE: www.friendshipknotquiltersguild.com. The website is provided as an information resource to members of the Guild as well as the general public. Only active members will be given the current password for access to the restricted areas of the website, i.e. Board Meeting minutes, Treasurer's reports, ~~and~~ the annual budget, and the Bylaws and Policies. The monthly newsletter, the membership form, workshop schedules and general information are available to the general public. The Executive Board will determine the content of the website and the President or authorized members will approve all changes to content.

IV. NEWSLETTER:

1. **Distribution:** The newsletter will be posted on the Guild website and printed copies will be mailed to members for a nominal fee.
2. **Ads:** A member may place an ad at no charge to sell personal quilt-related items (3 lines, one column wide). At the discretion of the Editor, these ads shall be printed as space is available. A quilt-related commercial business may run a business-card-size ad in each monthly newsletter for an annual fee of \$50 (\$35 for guild members.) Only Guild-sponsored classes will be advertised in the newsletter.

V. LIBRARY: No more than three (3) books may be checked out by one person per month. Books must be reissued every month. Members who have lost book(s) will replace them or reimburse the library for their cost. Late fees are \$.50 per book, \$1.00 per DVD per month, and no additional books may be checked out until overdue book(s) are returned and late fees paid. If the book has been missing for four (4) months without proper authorization, the Librarian shall notify the member, and membership may be terminated by the Executive Board until the book is returned or replaced.

VI. HISTORIAN: The Historian shall keep records of the activities of the Guild, including but not limited to, pictures, newspaper articles and other pertinent highlights of the functions of the Guild, pictures, newsletters, media items, etc. of the Guild. The historian will collect a copy of anything pertinent to the history of the Guild for the year and document this information.

VII. COTTAGE GROUPS: Small groups for members shall be called Cottage Groups and may select an identifying name for their group. The purpose of these groups is to provide fellowship, inspiration, teaching, field trips, friendship and knowledge. Each group shall have the authority to determine their membership, size, meeting place, frequency of meetings and meeting dates. New groups may be formed under the direction of the Cottage Group Coordinator. Cottage groups are asked to hostess at Guild meetings

on a rotating basis.

VIII. SPECIAL INTEREST GROUPS: Special Interest Groups may be formed by members, following presentation of their proposed program to the Executive Board and approval by said Board. The purpose of Special Interest Groups is to enable members with like quilt-related interests to interact through communication, education, sharing of knowledge, etc., relating to such areas of interest. Examples of a special interest area are, but are not limited to, an Electric Quilt software users group, a long arm machine quilting group, etc. Meetings of these groups will be organized by members of the group and will be open to any Guild member in good standing.

IX. CHARITABLE PROJECTS AND ORGANIZATIONS: The Board of Directors may adopt charitable projects of the guild or other organizations for the guild on a short-term or long-term basis. These organizations are independent entities for which the Guild has no responsibilities or obligations.

X. EDUCATION

1. All Guild-sponsored teachers must have a signed contract. The Board-authorized Guild officer will review and sign all teacher contracts. All signed contracts will be copied and sent to the Treasurer for retention and for verification of expenses.
2. Class signups will be available only after the contract with a teacher is signed.
3. Forty-five (45) days preceding the date of classes, an announcement will be sent soliciting students from outside the Guild, if necessary to fill the classes.
4. Guild members will pay \$30.00 for a one-half day class and \$40.00 for a full day class. Non-guild members will pay \$40.00 for a one-half day class and \$50.00 for a full day class.
5. There will be NO refund of any kind after class fees are paid unless a class is cancelled.
6. The Class Registrar will maintain a waiting list if necessary. A person may sell their own class or check the attendee list on the web for a list of people on the waiting list.
7. All class fees will be attached to a completed registration slip and given to the Registrar.
8. Only paid class participants will be permitted in classrooms. Workshop hostesses will not participate as a student even if invited by the teacher.
9. Local teachers who are Guild members may only advertise their classes with brochures placed on a designated table at the general meeting.
10. In appreciation for hosting and accommodating national teachers:
 - a. When a member hosts a national teacher in her home, she will be given a certificate for one complimentary one day workshop as a thank you. The class will be her choice.
 - b. When a member drives more than 10 miles to facilitate a teacher's transportation to and from Sarasota, any mileage reimbursement will be at the current IRS rate.
 - c. When a member hosts a teacher at a restaurant, she may receive a maximum reimbursement of \$15 for lunch and \$20 for dinner as well as

for the teacher's meals. Receipts are required for all reimbursements. Alcoholic beverages are not a reimbursable expense.

11. Classroom Etiquette:
 - a. All students should arrive in time to set up for the class prior to the 9 AM start time. Teachers will begin the class at the scheduled time.
 - b. Members will be courteous of others in the class and will not talk, run sewing machines, or make other distracting noises when a teacher is speaking.
 - c. All cell phone ringers will be off during workshops; all cell phone calls will be made outside the classroom.
 - d. Members will be careful to pay for ALL items they purchase from a teacher.
 - e. When the class is over, all chairs that the student moved will be replaced. Each participant will clean up their own work area and the floor beneath it, and will throw all trash in the waste basket prior to leaving. The class hostess will provide containers for trash; they are to be used to facilitate room cleanup.
 - f. The classroom etiquette policy will be given to all class participants at the time of registration.
12. Workshop instructions and patterns are copyrighted. These materials will not be copied, shared, or taught without the teacher's permission.
13. Special multi-day workshops may have special membership, enrollment, and fee requirements which shall be proposed by the Education Committee to the Executive Board for approval before becoming effective.
14. Cancellation of classes. Classes that do not reach a certain level of registration may be cancelled. To determine sufficient enrollment, the fees paid should equal at least one half of the teacher's workshop fee. The amount will be determined by multiplying the number of registered members by \$40.

XI. E-MAIL GUIDELINES

1. All e-mails will be limited to Guild business as follows:
 - A. Monthly announcements will be limited to announcing posting of the newsletter, meeting notifications, links to website items to be approved at general meetings.
 - B. Items/special announcements as determined by the Board or President.
 - C. Announcements relating to specific classes as deemed necessary by the 1st Vice President/Education Chair, the Registrar, and/or the Class Hostess Coordinator.
2. All e-mails will be sent as blind copies to e-mail recipients.

XII. USE OF INFORMATION GUIDELINES:

Members are advised that participation in the Guild and its activities may result in the use of their name/picture in guild publications, i.e., newsletter, meeting minutes, quilt show

publications, FKQG website, etc. The member agrees to hold harmless the Friendship Knot Quilters' Guild and its members from any inadvertent misuse of this information.

**XIII. FRIENDSHIP KNOT QUILTERS' GUILD NON-PROFIT
GUIDELINES:**

1. Guild officers will ensure that the organization maintains its tax-exempt status and meets its ongoing compliance responsibilities.
2. There will be no financial contributions to or any form of political candidate endorsement.
3. The Guild will ensure that all appropriate taxes are collected and disbursed as appropriate including excise taxes, state and local taxes.
4. Special Guild considerations/donations to other charitable efforts will be recorded and reported to the IRS as appropriate. No Guild member will have any significant authority or control in the recipient charity.
5. Upon request, the Guild will provide receipts for donated items signed by either an officer or committee chair.
6. The Guild will not determine, for tax purposes, the value of any goods donated.

Revised October 2014 by the Friendship Knot Quilters' Guild Board of Directors