

## **COTTON PATCH QUILTERS POLICIES AND PROCEDURES**

The following Policies and Procedures have been written in order to clarify sections of the Bylaws of the Cotton Patch Quilters and provide a template for the day to day operation(s) of the guild.

### **Article I: ANNUAL DUES**

Section A: Annual dues should be assessed in an amount sufficient to cover basic operating expenses of the guild for one year.

Section B: If an increase in dues is deemed necessary, a recommendation will be presented to the guild for a vote in accordance with Article III, Section 3 of the By-Laws.

Section C: Annual dues are currently \$20 per member per guild year.

### **Article II: AGENDAS**

Section A: Agenda for monthly meeting.

1. The President shall plan the agenda for the monthly general meeting. The President shall distribute the agenda to every member of the Board of Cotton Patch Quilters at least three (3) days prior to the meeting. The President shall have copies of the agenda available for the members at every meeting.
2. The agenda shall be prepared according to Robert's Rules of Order, Revised.
3. Any member who wishes to present new business to the membership may do so under the New Business section of the agenda. Wherever possible, new business shall be presented in writing to the President prior to the monthly meeting as much in advance as possible.

Section B: Agenda for meetings of Executive Officers and Board of Cotton Patch Quilters.

1. The President shall plan the agenda for meetings of the Executive Officers and Board of Cotton Patch Quilters. The President shall distribute the agenda to every member of the Executive Officers and/or the Board of Cotton Patch Quilters at least three (3) days prior to the meeting. The President shall have copies of the agenda available at every meeting of the Executive Officers or Board of Cotton Patch Quilters.
2. The agenda shall be prepared according to Robert's Rules of Order, Revised.

3. Any Executive Officer or Board member who wishes to present new business may do so under the New Business section of the agenda. Wherever possible, new business shall be presented in writing to the President prior to the meeting as much in advance as possible.

4. Any item brought before the Board of Cotton Patch Quilters for a vote will allow only one vote per committee.

### **Article III: FEES FOR GUILD ACTIVITIES**

#### Section A: Program Fees

##### 1. Member Presented Programs.

a. Any member presenting a program to the guild may be given a token gift and may receive reimbursement for any expenses incurred for that specific program. Expenses above \$30 shall be pre-approved by the Executive Officers.

b. No fee will be incurred to any guild member attending the program.

##### 2. Outside the Membership Presented Programs.

a. Presenter will provide the Chair of Member Education with information for review which may include but is not limited to applicable program fees, travel expenses, accommodations, provisions and/or supplies to be considered for reimbursement. A contract with the Cotton Patch Quilt Guild will then be executed reflecting the agreed upon reimbursement and shall be signed by the presenter.

b. No fee will be incurred to any guild member attending the program.

#### Section B: Workshop Fees

##### 1. Member Presented Workshops.

a. Any member presenting a workshop will be paid \$10 per participant up to a maximum of \$100 plus expenses . Expenses above \$30 shall be pre-approved by the Executive Officers.

b. Member participants shall pay a fee of no more than \$10 per class day to cover the cost of the workshop. A receipt of workshop fees will be given to the participant at time of payment. This receipt will include the cancelation notice information.

c. The workshop fee may be reimbursed to any member only if canceling at least 14 days prior to the workshop or by filling the member's place with another guild member. Said guild member replacement should be selected from the workshop waiting list. If no waiting list exists, the member is responsible for finding their own replacement.

d. A workshop may be canceled if fewer than five individuals sign up for the workshop. Cancellation shall be at the discretion of the presenter, but the Honoraria will be based on \$10 per participant attending the class with the maximum of \$100.

e. Any fees necessary for the workshop will be paid by the participant.

f. Any item fees required for participation in the workshop (including but not limited to kits, books, patterns, templates, etc.) shall be announced prior to workshop registration.

g. In the event a workshop is canceled, all participant fees will be refunded.

## 2. Outside the Membership Presented Workshops.

a. Member participants shall pay a fee of \$25 per class day. A receipt of workshop fees will be given to the participant at time of payment. This receipt will include cancellation notice information.

b. Additional funding will be budgeted through the Member Education budget.

c. The workshop fee may be reimbursed to any member only if canceling at least thirty (30) days prior to the workshop or by filling the member's place with another guild member. Said guild member replacement should be selected from the workshop waiting list. If no waiting list exists, the member is responsible for finding their own replacement.

d. Member participants are responsible for any materials' fees charged by the presenter.

e. Any item fees required for the workshop (including but not limited to kits, books, patterns, templates, etc.) shall be announced prior to registration.

f. A workshop with fewer than 15 members enrolled ninety (90) days prior to the date scheduled may be canceled in accordance with the contract with the presenter.

g. A workshop may be opened to non-guild members ninety (90) days prior to the date scheduled. Non-members will be charged a fee based on the workshop cost and will be at least \$35. A receipt of workshop fees will be given to the participant at time of payment. This receipt will include cancellation notice information.

## **Article IV: FINANCIAL GUIDELINES**

The information presented in this section of the Policies and Procedures is intended to serve as guidelines for the Executive Officers and the Board of the Cotton Patch Quilters in their financial responsibilities. More detailed guidelines exist within the appropriate officers' notebooks.

### **Section A: Annual Budget for the Guild**

1. The term "annual budget" refers to the use of monies in both the operating account and the money market account. This budget is to cover all activities of the guild during the specified guild year with the exclusion of the needs and activities of the Quilt Show. This budget may also be referred to as the "operating budget" as it is intended to cover the regular operations of the guild.
2. Each committee chair and sub-chair shall submit to the President in writing a proposal for the portion of the annual budget directly related to her committee. Each proposal should reflect an amount to fund that committee's work and a description of the proposed use of said funding for the upcoming guild year. The requested amount should reflect an understanding of the budgeted amount from the previous year. The Quilt Show budgets are addressed in Section V of this document.
3. The annual budget should be prepared, presented and accepted as follows:
  - a. The President, Past President, Treasurer and Past Treasurer should prepare the first draft of the proposed budget for the new guild year.
  - b. The Executive Officers should agree upon the budget to be presented to the membership.
  - c. The proposed annual budget should be presented to the general membership of the Cotton Patch Quilters at the August meeting and said membership should vote whether to accept the budget or make changes. This vote is handled like any other motion to be discussed and then voted upon.
4. There are two sets of available funds for the annual budget. These are typically referred to as the operating fund and the money market fund.
5. The part of the annual budget referred to as the operating fund is simply the amount of revenue generated by membership dues. Therefore, the place to start when developing a new annual budget is to assume that there will be 100 members paying \$20 dues in that guild year, i.e., \$2,000. Therefore, the operating fund available to be distributed throughout the various committees in a proposed budget is \$2,000. This should cover all committees and activities planned for the new guild year with the exception of Member Education and Community Service.

6. The part of the annual budget referred to as the money market fund is to be available strictly for Member Education and Community Service. Recommendations for distribution of those funds is detailed in Article III, Section C of this document.

7. These guidelines are intended to secure the financial wellbeing for the guild over the course of many years and into the future. Therefore, let it be said that the membership of the Cotton Patch Quilters expects that the Executive Officers and Board of the Cotton Patch Quilters will adhere to these guidelines and direct the use of the guild's financial resources accordingly.

#### Section B: Adjustments to the Budgeted Amounts During the Guild Year

Should the occasion or need arise for any particular committee to expend more resources than have been allotted to them in the annual budget the following standard will apply.

1. Any and all proposed expenses in excess of a committee's budgeted funding by an amount of between \$25 and \$75 must be approved by the Executive Officers BEFORE the expense is incurred.

2. Any and all proposed expenses in excess of a committee's budgeted funding by an amount of between \$75 and \$200 must be approved by the Board of Cotton Patch Quilters BEFORE the expense is incurred.

3. Any and all proposed expenses in excess of a committee's budgeted funding by an amount in excess of \$200 must be approved by the membership of the Cotton Patch Quilters BEFORE the expense is incurred.

#### Section C: Distribution of Funds from the Profits of the Quilt Show and Raffle Quilt

1. The term "profit" herein refers to the net proceeds of the show or the raffle after all invoices pertaining to that show or the raffle quilt have been paid.

2. Please note that these two events, the quilt show and the raffle quilt, raise the vast majority of the funds for the Cotton Patch Quilters. Discussions or references to these two events often cover a two to three year time period. For the sake of referring to these three years as clearly as possible, the following scenario will be used throughout this section:

Year A = The year in which the quilt show is held (example: 2011)

Year B = The year immediately following (example: 2012)

Year C = The year of the next quilt show (example: 2013)

3. Distribution of the profit from the quilt show.

a. All of the profit from the show is intended to fund the guild's member education efforts, i.e., workshops and programs.

b. Said profit from year A is intended to fund Member Education in both year B and year C.

c. It is recommended that 60% of the profit of the show held in year A be distributed to Member Education of year B and that 40% of said profit be distributed to the same in year C.  
NOTE: The distinction between year B and year C and the reason for the 60/40 split is that one is a non-show year and the other is a show year.

4. Distribution of the profit from the raffle quilt.

a. The profit from the raffle quilt is intended to be divided equally between community service and member education efforts, i.e., workshops and programs.

b. Said profit from year A is intended to fund such activities in both year B and year C. As such, the Executive Officers of the appropriate year should distribute this money equally between year B and year C and between the Member Education Committee and Community Service Committee.

#### Section D: Annual Audit of the Financial Records

1. The audit of the financial records shall consist of a review of the three (3) Cotton Patch Quilters checkbooks: the regular checking account, the money market account and the quilt show account as well as any and all supporting records of those transactions. In accordance with the Bylaws, the member performing the audit will make a report to the guild in the newsletter regarding the results of the audit.

2. The format for the Auditor's Checklist is available in the Forms and Reports Appendix.

3. The format for Auditor's Year End Report is available in the Forms and Reports Appendix.

### **Article V: FORMS**

#### Section A: Treasurer's Monthly Report

1. The Treasurer's Monthly Report will be recorded by the Treasurer and printed in the monthly newsletter.

2. The Treasurer's Monthly Report shall contain the following.

a. The opening monthly balances for the regular checking account and the money market account both should equal the ending balances from the previous month's report.

b. A list of expenses paid out and income deposited for the month.

c. A closing balance for both accounts.

3. The format for the Treasurer's Monthly Report is available in the Forms and Reports Appendix.

#### Section B: Minutes

1. The minutes from each regular meeting of the Cotton Patch Quilters will be recorded by the Secretary and reported in the monthly newsletter. The minutes will be recorded in accordance with the guidelines in Robert's Rules of Order, Revised.

2. The format for the minutes is available in the Forms and Reports Appendix.

#### Section C: Committee and Sub Committee Chairs and Officer Yearly Reports

1. All Committee and Sub Committee Chairs and Officers shall submit a report to the Board of Cotton Patch Quilters at the end of the fiscal year. This report shall include the following information.

a. The names of Committee Chair and all members.

b. Brief overview of the committee's activities.

c. A copy of the proposed and actual budgets for the year. Please note any approved budget changes with explanations.

d. Recommendations for the following year. These should include what went well, what could be improved upon, contracts/agreements, expected increases or decreases to budget items, a list of useful contacts, and any ideas for future items relevant to that committee.

### **Article VI: GRIEVANCES**

A grievance is defined as a concern which impairs normal execution of the business of the Cotton Patch Quilters.

Section A: Any guild member with a grievance shall submit a description of said concern in writing to the President and/or to any Executive Officer.

Section B: The grievance shall be made known to all Executive Officers, discussion will be held, a conclusion will be determined and then reported back to the member within thirty (30) days of receipt of written concern. If further action is required, the Executive Officers shall report to the original member on that plan of action.

Section C: If the grievance is not resolved to the member's satisfaction, the member and the Executive Officers shall determine the next appropriate step. The grievance may need to be presented to the Board of Cotton Patch Quilters for further discussion. In some cases, it may be appropriate to present it to the general membership.

**Article VII: Quilt Show**

Section A: The Quilt Show shall take place every other year, on odd years.

Section B: Seed money shall be allotted to upcoming Quilt Show Chair(s) at the time such person(s) begins their term. The amount shall be determined by the Executive Officers on a show-by-show basis. The Quilt Show Core Committee shall then prepare a budget for the upcoming Quilt Show as soon as possible. If seed monies are not sufficient, then a request shall be made to the Board of the Cotton Patch Quilters requesting additional funding.

Section C: Quilt Show Core Committee shall be comprised of the Quilt Show Chair, Past Quilt Show Chair, President Elect (who will hold the office of President during the Quilt Show year), Quilt Show Treasurer, and two (2) or three (3) others to be appointed at the discretion of the Quilt Show Chair. No one shall serve on the Quilt Show Core Committee more than two shows in succession.

Section D: All outstanding bills shall be turned into the Quilt Show Treasurer within thirty (30) days of the closing of the show and the books of the Quilt Show will be closed and audited within sixty (60) days of the close of the Quilt Show.

Section E: Within ninety (90) days of the Quilt Show, the Quilt Show Chair and the Quilt Show Treasurer shall make a detailed report of the financial outcome of the Quilt Show. This report shall be made at a monthly guild meeting as well as published in the newsletter.

Section F: A minimum balance shall be maintained in the Quilt Show checking account as per bank stipulations in order to avoid service fees.