

MEETINGS

1. Guild meetings are held at Redeemer Lutheran Church, 353 Highway 5 North. The day meeting is on the first Friday of the month in the Family Life Center. The evening meeting is on the second Tuesday of the month in the Church Fellowship Hall. Regular meetings may have to be rescheduled when they conflict with Church activities. The starting time of the day and evening meetings will be set by the Board of Directors, depending upon rental arrangements made each year.
2. If Mountain Home schools are closed due to bad weather, the meeting is cancelled and will not be rescheduled. The President will notify Redeemer Lutheran Church and KTLO for additional publicity regarding meeting cancellations.
3. The Vice-president (night liaison) will make the decision for canceling night meetings due to weather and is responsible for notifying members and Redeemer Lutheran Church of the cancellation.

PRESIDENT

1. The President is responsible for seeing that the committees submit their yearly budget figures in a timely manner to facilitate annual budget preparation and presentation to the membership.
2. See RAFFLE LICENSE below.
3. See INCOME TAX RETURN below.

PRESIDENT-ELECT

1. The President-elect will begin negotiations for the availability and rental of the required facilities for the regularly scheduled Guild meetings no later than October 30 of the year previous to her term as President. Facility needs for other activities may be confirmed later.
2. The President-elect should work with the current year's President in appointing committee chairmen who will be working during the presidency year of the President-elect: i.e. Quilt Show Chairman, Workshop Chairman.

TREASURER

1. All expenses shall be submitted with receipts attached to a completed form entitled "Reimbursement Request". The form is available on the website or from the treasurer.
2. All expenses shall be submitted to the treasurer within sixty (60) days of the incurred expense to be accepted for payment. Any over 60 days will become the expense of the member and not reimbursable.
3. All expenses for the year must be submitted to the treasurer no later than one day after the December night meeting of that year.
4. All money to be deposited shall be submitted to the treasurer with a completed form entitled "Funds for Deposit". The form is available on the website or from the treasurer.
5. Any committee with a petty cash fund should not allow the fund to exceed \$50. An accounting of this cash fund shall be submitted to the Treasurer on a form entitled "Cash Fund Accounting" which can be obtained from the Treasurer. A final accounting each year should be made no later than one day after the December night meeting of that year.
6. The treasurer's final report for the year must be submitted within 10 days after the end of the year so that a timely audit and transfer of records can take place.
7. Members' reimbursement requests should be paid within 48 hours of receipt, unless there are problems concerning the amount of the request.
8. See RAFFLE LICENSE below.
9. See INCOME TAX RETURN below.

STANDING COMMITTEE CHAIRMEN

Are responsible for communicating back to their sub-committee chairmen all information including Board of Directors' meetings.

AUDIT COMMITTEE

Meets quarterly with the Treasurer to review correctness of the records preparatory to a year-end audit report with their results and recommendations.

COMMUNICATIONS COMMITTEE

Historian: Maintains an up-to-date Guild scrapbook by keeping a written journal recording membership, officers, committee members, guild projects for that year and collecting newspaper articles, magazine articles, and photos to add to the book.

Internal Communications: Responds to inquiries and requests. Directs such business to the proper persons and follow up on inquiries when necessary

Photographer: Documents all Guild activities for use in the Guild scrapbook, newsletter, website or publicity.

Sunshine and Shadow: Sends cards to members who are ill and to surviving spouses in the event of death. Notifies membership of serious illnesses and deaths via newsletter and/or e-mail.

COMMUNITY QUILTS COMMITTEE

1. All requests for community service projects will be submitted to Community Quilts for review and presentation to the Board of Directors for approval.
2. The Guild will not accept requests to make quilts for fund-raisers from other organizations.
3. Each member is strongly encouraged to make one baby quilt per year which will be donated to a community program approved by the Board of Directors. Guidelines for quilt sizes are 36" X 44" for a baby quilt, 52" X 64" for lap size, and 72" X 90" for twin size.
4. Quilts for military personnel shall be included in Community Quilts.
5. The committee is to keep a record of all quilt kits, panels and batting furnished by the Guild to members for completion. Such items must be returned finished or unfinished by the end of the calendar year.
6. A small award, such as a pin, may be awarded to members for making five baby quilts each year.

EDUCATION COMMITTEE

Bus Trips: Payment for trips arranged for the members will be made at sign-up and there will be no refunds, but members may find their own replacements.

Challenge: Designates "rules" for members who wish to participate in the annual "Guild Challenge", selects fabrics, prepares/sells kits when appropriate. In secret, each participant constructs his or her entry according to the designated rules. Participation is encouraged as a "fun project" to learn and use new quilting techniques/skills

Classes: (In House)

1. Beginner, Intermediate and Advanced classes will be offered by the Guild based upon membership interest, teacher availability and adequate finance availability.
2. Guild member teachers will be recruited by the Education Committee and appointed with the approval of the President. Teachers may be paid a fee per class series, the amount to be established annually by the Board of Directors upon recommendations of the Education Committee.
3. Class fees to be paid by members will be determined by the Education Committee, based on current costs, for approval by the Board of Directors in the annual Guild budget.
4. Maximum number of students per class will be determined by the selected teacher. The Education Committee will determine the minimum number of students needed for the class to be held.
5. Students will pay for the classes at the time of signup. There will be no refunds unless the class has to be cancelled. Students may find their own replacement.

Library: The Guild Library is limited to 10 bins. Excess books removed from the library will be offered to the members by silent auctions. The Librarian will consider whether books donated to our library should be added to our library or sold to the membership. Books that our members do not want will be donated to the Baxter County Library.

1. Library books are to be checked out by Guild members only and each member may have a maximum of 3 books checked out at any one time (honor system).
2. Books are to be checked out for a period of one month at a time. They may be renewed for an additional month at the monthly meeting or by calling or e-mailing one of the librarians.
3. There is an overdue fine of \$1.00 per book not returned or renewed on time.
4. All members are responsible for books checked out in their names. If a book is lost or damaged, due to neglect, the responsible member will replace the book. If replacement is not possible, the member will reimburse the Guild for the cost of the book.
5. The Librarian will furnish updated information on inventory for the website.
6. The Librarian will keep a record of books checked out monthly.
7. Upon the death of a member in good standing, a \$25.00 book for the Guild library will be purchased in memory of that member. The expense is to be charged to Administration as memorial gift.
8. A CASH FUND REPORTING form (available from the Treasurer or the website) should be completed and turned in to the Treasurer no later than one day after the December night meeting of each year, or at any time during the year when the cash fund exceeds \$50. The excess cash should be turned in to the Treasurer with the form.

Guild Programs:

1. All fees and expenses for presenting a 45 minute Guild meeting program are negotiable.
2. Guild members may be paid a fee for presenting a 45 minute program, the amount to be established annually by the Board of Directors upon recommendation of the Education Committee. (maximum fee for 2008 is \$75)
3. Guild members may elect to perform such services free of charge

Workshops: (Outside Teachers)

1. Members will be given exclusive workshop registration rights during the first month a workshop is opened for registration. After the workshop has been offered to both the day meeting and the night meeting, and seven days after the electronic newsletter and hard copy have been sent out, the workshop will be opened to registration from members or non-members on a first come, first served basis.
2. Payment is due at time of registration. There will be no refunds unless the workshop is cancelled. Workshop attendees may find their own replacement.
3. Non-members will be charged \$5 over members' price for any program, class or workshop.
4. Classes/workshops may be audited with the consent of the teacher and full payment of fee.
5. Workshop policies will be included in the workshop committee handbook and made available to all members. A classroom courtesy policy will be included in the handbook and made available to all attendees.

HOSPITALITY

Door Prizes: The hospitality committee shall purchase the number of door prizes authorized by each year's budget for the day and night monthly meetings. Any donated door prizes are in addition to those the Guild provides.

Greet/Sign-in: Greets members and guests at each meeting. Provides a sign-in log for both members and guests, collects money for door prizes (currently, 0.25 per name) and the \$5.00 charge for special programs.

Refreshments: Each member is requested to provide snacks for a monthly meeting one time during the year.

MEMBERSHIP

1. Dues are \$25.00 per year and must be paid by January 15 to be included on the active membership roster. A completed membership form must accompany dues.
2. There will be a \$5.00 admission charge for all nonmembers attending special programs. Such special programs will be determined each year by the Board of Directors to be communicated to the Hospitality Committee.
3. Persons may attend two meetings with non-special programs as a guest before they will be required to either join the guild or pay a \$5.00 charge per meeting.
4. The membership list is not to be used for commercial solicitation.
5. All dues will be deposited in the year for which they are being paid.
6. All members' information changes such as phone numbers, e-mail addresses, mailing addresses should be directed to the Membership Chairman.
7. The chairman is responsible for summarizing and presenting to the Board, information given by members on the membership form concerning their quilt-related interest, areas of interest to help carry on the work of the Guild, and other suggestions/comments made by the member.

OPPORTUNITY QUILT DONATIONS

1. Members are encouraged to participate in promoting Guild fundraising activities.
2. Members are urged to solicit donations or donate for 24 tickets.
3. A small award, such as a pin or a gift certificate for a Guild workshop may be awarded to members turning in outstanding donations each year, working a stipulated number of hours soliciting donations or donating small incentive gifts for the public's purchase of \$5 worth of tickets, according to the policies of each year's committee.
4. The Committee chairman will comply with the rules and recordkeeping promulgated by the Arkansas Department of Finance and Administration for obtaining a raffle license, such as: Using sequentially numbered tickets, keeping an accurate record of tickets given out, sold and returned.

QUILT SHOW

All members are expected to donate two hours of time during the quilt show, are encouraged to exhibit a quilt and make items for sale at the Country Store. Cash prizes may be awarded for winners of some judged categories.

SPECIAL COMMITTEES

President's Quilt: Responsible for presenting information regarding the President's choice of colors, block and block size and collecting members completed blocks for the quilt to be given to the president. They may be responsible for setting the blocks together, if so requested by the President. The Guild will pay a maximum of \$50 for sashing/borders upon presentation of proper substantiation outlined under TREASURY.

AQS Books: Processes all member orders for quilting books through the American Quilter's Society (AQS) at a 30% discount off retail prices plus shipping charge. Payment is requested at the time your order is placed.

Scissors: Takes orders, collects monies and distributes a Gingher scissor order periodically during the year. Payment must be made at the time the order is placed.

Show & Tell: Collects, arranges and holds up each members' quilt or projects for viewing at membership meetings

ADVERTISING/PROMOTION – Guild Non-sponsored Classes/Workshops

1. Members are allowed to advertise fee-charging classes they may wish to teach as a private individual, just as we allow non-members and businesses to advertise, by placing informational flyers on the hospitality table for members to pickup, or they may purchase an ad in the newsletter.
2. Only members are allowed to present projects during "show & tell" for classes they plan to teach.

3. All logistical and financial arrangements for these private classes are not the business of the Guild.
4. When individuals or businesses present a program at a Guild meeting, they are allowed to mention their classes and items they are selling, but that is not to be the focus of their presentation.

RAFFLE LICENSE

1. It shall be the responsibility of the Guild President and the Guild Treasurer to see that the annual Raffle License is applied for in a timely manner and to provide all information required.
2. The President will be named and sign as the “responsible person” and the Treasurer will be named as maintaining the accounting records for inspection and audit.
3. This license must be applied for and received from the Department of Finance and Administration, Miscellaneous Tax Section prior to distribution of Opportunity Quilt Tickets each year.
4. The original Raffle License will be filed with the Treasurer’s records, with copies of it filed with the Opportunity Quilt Donations Records.

INCOME TAX RETURNS

1. The Treasurer will be responsible for seeing that a tax return, Form 990 is properly filed timely for the year of her service. Tax returns should be mailed return receipt requested. The President should sign both the original return and the file copy, which should have the return receipt attached thereto. The file copy should be kept with the Treasurer’s records in the Guild Income Tax File.
2. If a tax return is not required then the President and Treasurer are responsible for filing the required annual E postcard filing, printing out a copy for the Guild Income Tax File maintained by the Treasurer.

Approved by membership 6/6/08