

North Pittsburgh Quilters Guild Policies and Procedures

The business of the Corporation shall be managed by the Executive Board. In addition to the powers and duties set forth in the Bylaws, each officer shall have such powers and responsibilities as noted below.

President

The President shall be the Chief Executive Officer of the Corporation and shall control and manage its property, business and affairs, subject to the policies and directions of the Board or, where so required, the members. In addition, the President shall have the following duties:

1. Preside at all regular, special, or called Executive Board and Executive Committee meetings.
2. Appoint all Standing Committee Chairmen.
3. Appoint chairmen for ad hoc committees.
4. Be a member ex officio to all committees except the Nominating Committee.
5. Coordinate the work of the officers and committees in order that objectives may be attained.
6. Determine the vote in the case of a tie.
7. Receive the proposed annual budget from the Treasurer, present it to the Executive Board. If approved, present to the Membership for final approval.
8. When required for formal membership votes, shall consult with Greeter to assure that 35% of the membership is present and constitutes the needed quorum for passage of motions.

9. As immediate past-President, serve on the Executive Committee and attend Executive Committee meetings.
10. Make arrangements for the location of the monthly meeting.
11. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
12. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Vice President

The Vice President shall perform such duties as may be assigned by the President, subject to the policies and directions of the Board. In addition, the Vice President shall have the following duties.

1. Preside in the absence of the President at regular guild meetings, board meetings, and committee meetings.
2. Chair the Nominating Committee.
3. Prepare and submit a budget to the Treasurer.
4. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
5. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Secretary

The Secretary should be at every meeting unless circumstances arrive that prevent the secretary from attending. The secretary will record the minutes of all meetings of the Executive Board, Executive Committee, and the Guild.

1. Have access to the records of the Board and corporation. Coordinate with the Historian to maintain all records according to the storage method deemed most appropriate by the Board and Executive Committees.
2. Provide copies of the minutes of the previous guild meeting at each monthly meeting, Executive Board, and Executive Committee meeting.
3. Submit a budget request to the Treasurer.
4. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
5. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Treasurer

1. Serve a two (2) year term.
2. Have charge and custody of all funds including at least seven (7) years past records Corporation.
3. Keep a full and accurate account of receipts and expenditures.
4. Record and maintain financial transactions.
5. Complete any and all local, state and or federal forms necessary including but not limited to the federal 990's.

6. Call for proposed budget items from the Executive Board and Executive Committees. Create proposed budget and present to the President for approval by the Executive Board, Executive Committee and membership.
7. Consult with the Fundraising Committee.
8. Be responsible for payment and acquisition of Guild insurance and policy coverage; including Certificates of Insurance and Binders for special activities.
9. Submit the following reports:
 - a. A quarterly report to include a complete statement of all receipts and expenditures of the Corporation for the recently ended Quarter.
 - b. A current financial statement at the annual meeting.
 - c. Any special reports requested by the Executive Board or guild members.
10. Ensure that all committee chairs report expenditures and receipts for their committee.
11. Submit a budget request to the President.
12. Serve as Treasurer for the Quilt Show to cover all receipts and expenditures.
13. Ensure an audit of relevant record, performed by three guild members, is completed within forty-five (45) days of the close of the fiscal year, every third year.
14. Maintain post office box, and be responsible for collection and distribution of Guild mail.
15. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
16. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

MEMBERS-AT-LARGE

1. Be available to the membership to carry concerns or comments to the Executive Board / Committee Chairs.
2. Organize the Annual Meeting, held at the Guild Banquet:
 - a. Choose venue and menu. Handle contact with the venue from initial contact through final payment in full for the event.
 - b. Interface with the Treasurer to determine method of payment to venue.
 - c. Set price for the meal such that costs and member's payment are equal, with the exception of the dessert which is traditionally paid for by the Corporation.
 - d. Work with the Executive Board to organize the program for the banquet to include introduction of new Board and Committee chairs, recognition of outgoing Board and Committee Chairs and any other business as deemed appropriate.
3. Prepare and submit a budget request to the Treasurer.
4. Carry out any special tasks as assigned by the Executive Board.
5. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
6. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

STANDING COMMITTEE RESPONSIBILITIES

The activities of the Corporation shall be managed by the Standing Committees, working in conjunction with the Executive Board. Committee shall have such powers and responsibilities as noted below.

Community Service Committee shall:

1. Have a chairperson appointed by the President and volunteer members.
2. Select a community service project for the Guild to participate in where the Guild can share our quilting heritage and quilt making skills, subject to approval by the Executive Board.
3. Plan and implement the community service project.
4. Coordinate the community service project with the Program Committee.
5. Prepare and submit a budget to the Treasurer.
6. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
7. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Greeters shall:

1. Be appointed by the President.
2. Set up / break down registration table.
3. Greet all members and guests and ensure they sign in to accurately reflect attendance.
4. Keep separate lists for members and guests.

5. Provide Welcome sheet containing information about the Guild to each guest.
6. State the number of members at the meeting to ensure a quorum is met.
7. Introduce guests and facilitate a welcoming experience.
8. Present a membership and guest report at the Board meetings.
9. Be responsible for any additional functions as needed.
10. Prepare and submit a budget to the Treasurer.
11. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
12. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Fundraising Committee shall:

1. Consist of a Chairman appointed by the President and volunteer members.
2. Consult with the Treasurer as necessary.
3. Conceive and coordinate fundraising activities of the Guild under the direction of the Executive Board, to support on-going guild sanctioned activities.
4. Prepare and submit a budget to the Treasurer.
5. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.

6. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Historian shall:

1. Be appointed by the President.
2. Document the history of the Guild's yearly activities to include program activities, fundraising activities, community service activities, the Quilt Show process, induction of new members, and the transition of Corporate Offices.
3. Document noteworthy achievements, accomplished or attained, by guild members through their quilting.
4. On occasion, document guild activities with photography and maintain the photographs with the appropriate written documentation of the event.
5. Prepare and submit a budget to the Treasurer.
6. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
7. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Hospitality Committee shall:

1. Consist of a Chairman appointed by the President and a volunteer back-up.
2. Arrange monthly refreshments, including supplies and decorations as appropriate.
3. Be responsible for take down of refreshment tables and supplies.
4. Prepare and submit a budget to the Treasurer.

5. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
6. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Membership Committee shall:

1. Consist of a Chairman appointed by the President.
2. The Membership Chairman shall process, and keep current, membership information, dues, and membership cards.
3. Maintain up to date membership roster and distribute to the membership.
4. Maintain the supply of NPQG pins.
5. Disburse membership cards, and Member Guides, to all members, which include a copy of the Guild Bylaws, Member's Roster and NPQG pin.
6. Prepare and submit a budget to the Treasurer.
7. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
8. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Newsletter Editor shall:

1. Consist of an Editor appointed by the President.

2. Prepare a monthly newsletter from information gathered from guild activities, officers, committee chairs and members.
3. Additional newsletters / communications can be sent out at the request of the board or as needed to support guild activities.
4. The newsletter may contain information from sources outside of the guild, if it is of interest to the members and supports their participation in the greater quilting community.
5. The newsletter will be transmitted via email, although US mail can be used in specific situations.
6. Maintain a file of newsletters to be passed on each year.
7. Prepare and submit a budget to the Treasurer.
8. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
9. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Program Committee shall:

The Program Committee should optimally consist of two people, the Chairman and a Co-Chair, who assist the Chairman during the current program year, assist in the planning for the next program year, and become Chairman the next year, A new Co-Chair will then be appointed. It is difficult to fill the Program position and in this writer's (SDK) tenure, there has not been a Co-Chair. The duties below are phrased reflecting a single Program Chairman. If a Co-Chair can be found, the duties should be shared.

1. Consist of a Chairman appointed by the President.

2. Shall facilitate monthly guild Programs.
3. Shall plan ahead for the following guild year's programs.
4. Be responsible for the guild-owned technology.
5. Be responsible for set-up of guild meeting space, including set up guild equipment/technology to be used during programs.
6. Shall, if working with an outside presenter:
 - a. Negotiate a contract with the presenter, including travel, housing and meal expenses. A copy of the contract should be sent to the Treasurer so that payment time and method can be handled appropriately.
 - b. If needed, provide transportation to, from or between venues, accompany presenter to meals if desired.
 - c. Assist presenter during the presentation as needed.
7. Shall, if working with an in-house presenter or program activity:
 - a. Negotiate fees, if any.
 - b. Assist presenter during the presentation as needed.
8. Shall be responsible for closing facility at end of program.
9. Shall communicate with facility office to ensure that facility is available for guild activity as planned. Facility office has priority for scheduling of spaces to be used.
10. Register and collect fees for workshops from members and guests when necessary. Workshop fees will be set with Board approval.

11. If guild workshops are not filled three weeks prior to the workshop date, the workshops may be opened to the public, and the Program Committee can advertise to fill the workshops.
12. Plan programming for the picnic and Christmas celebration.
13. Plan a budget working with the Executive Board, for approval by the Executive Board, before being presented to the general membership. All guild-sponsored activities shall be included in the Program budget and shall be administered by the Program Committee, with financial reports submitted to the Executive board.
14. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
15. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Activities and Education Committee shall:

1. Consist of a Chairman appointed by the President.
2. Shall plan and carry out additional activities, beyond / in coordination with monthly Guild program possibly including but not limited to: Quilt n Wilts, in-house workshops, additional elements beyond program at the monthly meetings, social opportunities, August full day workshop, swaps, blocks of the month, keep track of special interest groups and any other educational or social activities as may be suggested by the Board.
3. Shall send annual plan to President and Program Committee to insure coordination of efforts.
4. Shall be responsible for opening and closing facility for activities beyond monthly meetings.

5. Plan and submit a budget to the Treasurer.
6. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
7. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Quilt Show Committee shall:

1. Shall consist of First Co-Chairman appointed by the President and members selected by the First Co-Chairman.
2. Consist of a Second Co-Chairman chosen by the Quilt Show Chair.
3. The Co-Chairmen shall work closely to plan the Quilt Show; however, the First Co-Chairman is directly responsible for the current Quilt Show.
4. The Past Quilt Show Chair will work closely and be available to assist the current Quilt Show Chair in all facets of planning and executing the show.
5. Responsibilities of the Quilt Show Chairman:
 - a. Determine Sub-Committees and select Committee chairman.
 - b. Research and contract for show location, dates, and theme, two years prior to each show, and ensure guild members are notified of this information.
 - c. Plan and supervise the Raffle Quilt, ensuring the design reflects the theme of the Quilt Show, and present the design for approval to the Executive Board.
 - d. Plan and maintain a budget with the assistance of the President and Treasurer.
 - e. Budget and contract for all expenses and submit receipts to the Treasurer.

- f. Provide updates to the Executive Board on a regular basis, with regard to expenditures and plans.
- g. Provide a written report that evaluates the show and provide recommendations for the future. Compile one copy of all correspondence/forms used in the organizations of the show, and maintain the records, to be passed on to the future chair. Provide a financial report of the show at the Executive Committee meeting immediately following the Quilt Show for approval before presenting the Quilt Show results to the subsequent meeting of the general membership.
- h. Maintain a written record of duties, responsibilities and guild activities to be submitted to the future chair.
- i. Be an ex officio member of all Quilt Show Committees

7. Responsibilities of the Quilt Show Sub-Committees:

- a) All sub-committees report directly to the Quilt Show Chairman.
- b) All expenditures must have prior approval of the Quilt Show Chairman, be accompanied by business receipts and submitted to the Chairman, The Chairs will appoint the Sub-Committee Chairman, after receiving names of volunteers.
- c) Maintain open communication with all committees.
- d) Each subcommittee chair shall maintain a written record of duties, responsibilities, and actions to be passed on to the next quilt show committee.

Sunshine Committee shall:

- 1. Consists of a Chairman appointed by the President.
- 2. Shall maintain a selection of cards to be sent for "Get Well Wishes" and Bereavement. Get well cards will be sent to any member who is ill.

3. Shall facilitate memorial donations, if designated by family, to be made in the name of a deceased guild member, spouse / partner, parent / step-parent or child / step-child.
4. May propose and carry out any other sunshine / social actions as deemed appropriate.
5. Prepare and submit a budget to the Treasurer.
6. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
7. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

Webmaster shall:

1. Be appointed by the President.
2. Maintain and update the Guild's website, www.npqg.org
3. Prepare and submit a budget to the Treasurer.
4. Make payments for the website and domain name and submit the invoices to the treasurer
5. Maintain a written record of duties and responsibilities, as outlined in the Bylaws and in the Policies and Procedures document, to be submitted to his/her successor.
6. Assist with maintenance of Facebook pages as needed.
7. Review their relevant section in the Policies and Procedures documents and amend said document to reflect current practice.

FISCAL LIMITATIONS

Members of the Guild shall not commit or expend personal funds unless the following conditions are met:

- Checks may be written to reimburse members of the guild to cover expenses already approved in the budget.
- In the case of a non-budgeted request, made by a guild member, prior approval must be obtained from the Executive Board.
- Non-budgeted requests made in the name of a vendor, service or non-guild related individual must also be prior approved by the Executive Board, before commitment is made to the vendor, service or non-guild related individual.
- An Executive Board approval vote may be obtained via email if a decision is needed in a timely manner rather than waiting until the next scheduled board meeting.
- Receipts / documentation should be presented at time of request for reimbursement if at all possible.

The withdrawal of funds from any bank account established by the Guild in the name of the Guild, shall require the signature of the Treasurer OR other authorized signatory.

Reimbursement for expenditures must be made within the same fiscal year as the expenditure. Once the Corporation's books are closed, no other reimbursements will be made.

Payments for guild sponsored activities must be made payable to North Pittsburgh Quilters Guild (NPQG).

SS SK JG August 2024