

POLICIES & PROCEDURES

Approved May 20, 2019

Amended May 15, 2021

I. FINANCIAL POLICIES

A. General Policies

Section I -The Guild

1. Two people shall count money received and sign a voucher.
2. Invoices or receipts are required for reimbursement.
3. One signature (Guild President or Guild Treasurer) is required for expenditures up to \$500.00. Two signatures are required for amounts over \$500.00.
4. Only guild members may handle money.
5. No signing of blank checks.
6. A receipt shall be given for all cash payments excluding raffles and other small fundraisers.
7. Bank statements shall be reconciled in a timely manner and a copy sent to the Guild President.
8. The Guild Treasurer shall deposit guild funds within the month.
9. When a checking account is closed/changed, all checks should be destroyed.

Section II – Chapters

1. Two people shall count money received and sign a voucher.
2. Invoices or receipts are required for reimbursement.
3. Only guild members may handle money.
4. No signing of blank checks.
5. A receipt shall be given for all cash payments excluding raffles and other small fundraisers.
6. Bank statements shall be reconciled in a timely manner and a copy sent to the Chapter President.
7. Chapter Treasurers shall deposit chapter funds within five business days.
8. When a checking account is closed/changed, all checks should be destroyed.

B. Dues

1. Chapter Treasurers shall collect dues from the membership and deposit the funds into the chapter bank account.
2. Chapter Treasurers shall remit dues by check to the Guild Treasurer. Checks should be made out to the North Louisiana Quilters' Guild or NLQG. Member information should accompany the check for guild bookkeeping purposes.

C. Preparing Budget

Section I – Guild Budget

1. The Budget Committee (Incoming Guild Treasurer with the outgoing Chapter Treasurers) will prepare a two-year budget in March and April.
2. The proposed Guild Budget will be presented to the Executive Board at the May meeting for approval.
3. The Guild Budget will be presented at the June Quarterly meeting.
4. The Guild Budget should reflect actual income & expenses as well as proposed expenditures.

Section II – Chapter Budget

1. The Chapter Budget Committee should prepare a proposed two-year budget.
2. The proposed budget should be completed by the end of June for the start of the fiscal year.
3. The proposed chapter budget should be submitted to the Chapter President and copies given to the Chapter members.

D. Record Retention

- All records and manuals are property of NLQG. This includes minutes, agendas, attendance, forms, etc.. These should be passed to the next group of officers.

Section I – Guild

- Guild President – Keeps copies of all records for Executive Board and Quarterly meetings. This includes the agenda, minutes, Guild Treasurer’s Report, attendance, and contracts.
- Guild Secretary – Keeps copies of all meeting minutes (signed) and attendance for Executive Board and Quarterly Meetings.
- Guild Treasurer – Keeps copies of the monthly Guild Treasurer’s Report (signed).

Section II – Chapter

- Chapter President - Keeps copies of all records for Chapter meetings. This includes the agenda, minutes, Chapter Treasurer’s Report,

attendance, and contracts.

- Chapter Secretary – Keeps copies of all Chapter meeting minutes (signed) and attendance for Chapter meetings.
- Chapter Treasurer – Keeps copies of the monthly Chapter Treasurer’s Report (signed).

Section III – Committee

- Committee Chairs will keep copies of manuals, meeting minutes, and attendance (sign-in sheets).

E. Training

F. Documents

To Include:

- Registration forms
- Financial Review
- Sign-In sheets
- Motion Slips
- Voting Slips
- Reimbursement Forms
- Agenda Template
- Retreat Forms
- Treasurer’s Report Template
- Meeting Minutes Template

II. TEACHERS

Guild Teacher

1. Any Guild member who teaches an all day workshop to Guild members shall set fees for the class.
2. All copyright and trademark laws shall be honored.

III. MEMBERSHIPS

A. Honorary Guild Memberships

1. Honorary memberships shall be granted to those members who have been active Guild members, but are no longer able to attend.

2. They will be listed in the membership as honorary members and will receive full benefits of the Guild, including receiving a copy of the monthly newsletter.
3. Honorary members will not pay dues.
4. Any chapter may submit an Honorary Member request with reasons on behalf of a chapter member to the Executive Board for consideration.

B. Lifetime Guild Memberships

1. Lifetime membership is granted to those members who have made outstanding contributions. Lifetime memberships will be considered in March of ODD numbered calendar years. No more than one will be granted.
2. Each Chapter may nominate no more than one member for consideration. The Chapter making the recommendation should enumerate guild contributions to be considered – service to guild, length of guild membership (20 years minimum), promoting quilting in the community, and leadership.
3. Members to be considered for Lifetime Membership shall be nominated by their respective Chapters. They shall be presented to the Executive Board for consideration to be presented for confirmation at the next Guild meeting.
4. Their names will be listed as lifetime members of the Guild. They will receive a copy of the newsletter and receive full benefits of the Guild.
5. Lifetime members will not pay dues.

C. Outstanding Chapter Members

- Guild members make significant contributions within their individual chapters and should be recognized as an Outstanding Chapter Member.
 1. Each chapter will conduct a secret ballot of members to present at the October chapter meeting to select this deserving member.
 2. The winner for each chapter will be announced at the December Quarterly Meeting.

IV. GUILD QUARTERLY MEETINGS

A. Host Chapters will provide:

1. Door Prizes (3-5)
2. Program & any affiliated program costs. (All meetings EXCEPT December)
3. Decorations (December only)
4. Paper goods (December only)

B. December Quarterly Meeting

1. Will include Potluck (if allowed) provided by all members

2. Executive Board will provide drinks.
3. Program will be the Guild Yearly Challenges.

C. Host Chapter Rotation

GUILD MEETING HOSTS (sorted by chapter)				
	2024	2025	2026	2027
Grateful Threads	September	June	March	December
Moonlight	June	March	December	September
Morning Stars	December	September	June	March
Sunshine	March	December	September	June

GUILD MEETING HOSTS (sorted by meetings)				
	2024	2025	2026	2027
March	Sunshine	Moonlight	Grateful Threads	Morning Stars
June	Moonlight	Grateful Threads	Morning Stars	Sunshine
September	Grateful Threads	Morning Stars	Sunshine	Moonlight
December	Morning Stars	Sunshine	Moonlight	Grateful Threads

V. MEMORIALS

1. A written memorial remembrance of a deceased NLQG member shall be published in the NLQG Newsletter.
2. A page will be added to the NLQG website to record the written memorials.
3. Memorials for a deceased NLQG member will be made at the discretion of the respective chapter and funded by chapter funds. Each chapter will determine how this is to be accomplished.

VI. NEWSLETTER, ADVERTISING IN

1. The fee for a single ad in the newsletter for a profit business is \$10 per ad. The annual fee for a monthly ad for a business is \$35 per year.
2. Personal ads for members - no charge.

VII. QUILT SHOW

- Only Guild members may show a quilt in the Guild Quilt Show.

- See Quilt Show Manual – CONDENSED VERSION TO BE ADDED TO THIS DOCUMENT.
- Relative of a member who are 18 and younger may show a quilt in the quilt show on the relative's membership.

VIII. STANDING COMMITTEES

- Committee chairs may serve more than one consecutive term to ensure continuity of activities.

IX. GUILD HISTORIAN – TO BE RESEARCHED

1. Identifying members and dates, as part of the documentation. A record, scrapbook (hard copy), should be kept of the following:
 - Quilt Show – Keeps memorabilia (CDs, programs, etc.)
 - Quarterly Meetings – Pictures of show and tell and other important activities
 - Guild Play Days
 - National Teacher
 - Retreats – This could be delegated to the Chapter that hosts the meeting.
 - Bylaws and Newsletters
 - Newspaper and Magazine articles
2. Each outgoing Chapter Historian may turn in a Chapter Scrapbook (digital or hard copy), for his/her term, to the outgoing Guild Historian by the next Guild meeting (September) following the end of the Guild year, June 30th. This will give the outgoing Chapter Historian time to enter the last Chapter records of his/her term into the Chapter scrapbook. After the September Guild meeting the outgoing Guild Historian will take all Guild and Chapter documentation, of the previous term, to ULM Sandal Library to be archived and preserved for the future. Anyone wishing to see any of the past documentation, may do so at Sandal Library.

X. MEETINGS

1. Proxy for Executive Board Meeting

- FROM BYLAWS: The proxy must be in writing, received before the start of the Executive Board meeting, and documented in the minutes.
- If using a digital format, the written proxy must be sent to the Guild President from the absent member.

2. Agenda for Executive Board, Guild, and Chapter Meetings

- To request an item to be placed on the agenda, email the President with the pertinent information.

XI. XI Procedure for Request to Change/Amend the Constitution, Bylaws, or P & P.

- The member will complete the Request to Change form. The member will discuss this at the chapter level with motions recorded in the Chapter Meeting Minutes. The chapter must vote to send the potential change to the Executive Board. A copy of the minutes should accompany the form.
- The form and Chapter Minutes will be submitted to the Executive Board for consideration.
- If necessary, the Governance Documents Committee will be convened.