

POLICIES AND PROCEDURES

Revised May 9, 2014

I. General Duties of Elected Officers

All officers shall:

- A. prepare and submit a suggested budget recommendation for the position held to the outgoing President and Treasurer by the June Guild meeting;
- B. keep written financial records, checking balance periodically with the Treasurer for accuracy;
- C. submit signed requests for reimbursement of expenses to the Treasurer;
- D. send written information, as requested, to the Newsletter Committee for publication;
- E. retain correspondence and/or communications relating to the position held;
- F. report newly purchased assets to the Treasurer including cost and/or value;
- G. maintain a list of Guild assets under their control; submit current list (which shall include asset value, if known, location of asset, and contact liaison with phone number) to the Treasurer at the end of each fiscal year;
- H. perform the duties prescribed by these By-Laws, Standard Rules, Policies and Procedures, the parliamentary authority, and such other duties as may be deemed necessary;
- I. prepare and/or review protocols for office and update if required;
- J. prepare an annual report including a summary of the year's activity and recommendations for the new year to be turned over to the respective incoming officeholder by the July Guild meeting; and
- K. transfer historical files to be kept permanently to the Historian on a periodic basis.

II. Specific Duties of All Officers

A. The President shall:

1. be an active member in good standing;
2. preside over all meetings of the membership, Board of Directors and the Executive Committee;
3. establish the dates and places for Board of Directors' meetings, advise members of the Board and where applicable submit to Newsletter Committee for publication or to the Webmaster for dissemination;
4. sign all checks having appropriate documentation in the absence of the Treasurer;
5. serve as an ex-officio member of all committees except the Nominating Committee;

6. appoint Special Committees as needed;
 7. appoint the Parliamentarian;
 8. appoint Webmaster, as needed;
 9. appoint or hire an auditor for the yearly financial review;
 10. share auditor's report with the Board of Directors;
 11. serve as representative to the National Quilting Association and as liaison to other organizations, businesses and the community; and
 12. appoint, if necessary, a Board Member to pick up Guild mail.
- B. The Vice President shall:
1. serve as an aide to the President;
 2. assume the President's duties in her/his absence;
 3. serve as Program Committee Chair and, as such, shall:
 - a. coordinate, arrange and execute programs and optional activities throughout the fiscal year, coordinating schedule and topics with the Workshop Committee Chair;
 - b. arrange for programs beyond term of office (due to speakers availability) with Board of Directors' approval;
 - c. coordinate advance notice of above with Newsletter Chair, Workshop Chairs, and Webmaster;
 - d. reserve building/meetings-room with facility administrator prior to Guild meetings and/or event; and
 - e. ensure that building/meeting room (equipment and amenities) are pre-arranged with facility administrator a minimum of one week in advance as well as properly secured following general meeting.
- C. The Secretary shall:
1. record accurate and thorough minutes at all general membership and Board of Directors' meetings, recording actions and motions passed, type all and place in binder;
 2. submit to the Newsletter Chair for publication, the minutes from all general membership and Board of Directors' meetings;
 3. send Board meeting minutes to Board members within two weeks of said meeting;
 4. prepare all general Guild correspondence, including congratulatory messages, get well wishes and condolences; and
 5. maintain printed copies of all minutes in a file to be turned over to the succeeding secretary at the end of their term.
- D. The Treasurer shall:

1. accept and collect funds, make prompt deposits into Guild accounts, and pay all bills in a timely manner;
 2. issue checks to members within two weeks of receipt of "Treasurer's Form;" issue checks immediately to non-member providers;
 3. issue advances upon receipt of written request approved by committee chair, or President/Vice President if committee chair is unavailable;
 4. require written Board authorization for all payments over \$500;
 5. prepare monthly Treasurer's Report, including account balances, receipts and disbursements, for publication in the newsletter
 - a. prepare the new fiscal year's budget and present to incoming Board for review and approval prior to publication in the September newsletter;
 - b. prepare financial records for audit prior to July 31. The auditor's written report shall be submitted to the President and Treasurer who then shares the audit findings with the Board.
 6. serve as Treasurer of all revenue generating events;
 7. maintain a simple bookkeeping system;
 8. prepare and submit financial records and supporting materials to the auditor for year-end audit prior to July 15th;
 9. maintain up to date records for audit on request;
 10. coordinate the execution of new signature cards, as required, for new incoming President and/or Treasurer, for the new fiscal year;
 11. complete and file the annual registration report with the State of Missouri in order for the Guild to remain a corporation in good standing with the State of Missouri in a timely manner; and
 12. issue and file any required 1099-MISC Internal Revenue Service reports by January 31st of each year.
- E. The Parliamentarian shall:
1. be versed in the rules of parliamentary procedure;
 2. act as an advisor at meetings of the Executive Committee, the Board of Directors and the general membership; and
 3. not have voting privileges nor be counted in the quorum at meetings of the Board of Directors.
- F. The Past President:
1. may serve on the Nominating Committee;
 2. may act as an advisor at meetings of the Executive Committee, the Board of Directors and the general membership; and
 3. will not have voting privileges nor be counted in the quorum at meetings of the Board of Directors.

III. Duties of all Standing Committee Chairs:

A. All Standing Committee Chairs shall:

1. perform the specific duties prescribed in the Standing Rules;
2. report at meetings of the Board of Directors.
3. prepare and submit to the Treasurer by the June Guild Meeting, suggested budget recommendations for the upcoming fiscal year;
4. keep accurate committee financial records, checking balances periodically with Treasurer;
5. if applicable, collect fines/fees and submit monthly to Treasurer;
6. sign and submit to Treasurer any committee "Treasurer's Form;"
7. review and approve written "advance request" from committee member and submit to Treasurer;
8. submit written information to Newsletter Chair and Webmaster for publication;
9. prepare all appropriate committee correspondence, keeping copies;
10. submit all plans/proposals to the Board of Directors for approval;
11. prepare and/or review protocols for committee and update as required;
12. prepare annual report by June Guild meeting, including recommendations and protocols to incoming chair, written copies to be provided to President, Secretary, Treasurer and incoming Chair;
13. prepare and submit to Treasurer a list of guild assets under their control, including asset value, if known, location of asset, and contact liaison with phone number by the June Guild meeting.
14. transfer committee files to incoming Chair no later than the July Guild meeting; and
15. transfer historical files to be kept permanently to the Historian on a periodic basis.

B. The Membership Committee shall perform all member related services.

C. The Newsletter Committee shall edit, publish and distribute the Guild newsletter to members and subscribers.

D. The Outreach Committee shall plan all education and community service activities.

E. The Historian shall maintain historical files of the Guild, submitting appropriate documentation to the Historical Society for preservation.

F. The Ways and Means Committee shall plan and execute all revenue generating activities.

G. The Workshop Committee shall plan and execute all workshops, , seminars, or similar instructional events for the Guild.

H. The Quilt Show Committee shall plan and organize the biennial "T & T Expo" Quilt Show.

IV. Special Committees

A. Special Committees may be appointed by the President as needed.

- B. Special Committees may be requested to attend meetings of the Board of Directors. They shall be allowed to address the Board of Directors but shall not be allowed to make motions or vote.

V. Amendments

These Policies and Procedures may be amended at any regular general membership meeting by a majority vote of the members present providing that the amendment has been published in the Newsletter announcing the meeting.

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