

**FOOTHILL QUILTERS GUILD
POLICIES AND PROCEDURES
2025 Revision**

1. Dues: Dues shall be as follows:

A. Annual Dues:

1. \$45.00 for each adult member
2. \$25.00 for each first-time adult member joining after January 1
3. \$50.00 for each affiliate
4. No dues for any junior member

B. Dues are payable on or before June 30. Those members whose dues are not paid by the July General meeting shall be automatically dropped from membership in the Guild.

C. Guests are welcome to attend general meetings gratis, unless it is a paid speaker, then a \$5 admission fee will be charged.

2. Advertising:

Members and Affiliate members are allowed to make appropriate brief announcements at a meeting. Guest Speakers, paid or not, are allowed to sell their fabric and patterns or other items.

Newsletter:

1. Members are granted free advertising in the monthly newsletter on a first-come first-served basis, as room allows. Ads must be business card sized and content must be quilting/sewing related.
2. Non-members (monthly rate):
 - a. Business-sized card: \$10
 - b. Quarter page: \$15
 - c. Half-page: \$30
 - d. Full page: \$60
3. Other Guilds: may advertise on a reciprocal basis

3. Displaying and marketing of opportunity quilts: will be allowed at general meetings only by recognized quilt guilds with which a reciprocal agreement exists, and other non-profit groups.

4. Conflict of Interest: In order to avoid conflict of interest, the following shall apply:

- A. No vendor shall hold the position of Vendor Chairperson for the Guild's Quilt Show.
- B. Committee chairs are ineligible to receive any payment for services performed under their normal scope of responsibility.
- C. Selling at the country store is limited to members only. Affiliates may be vendors, but may not sell at the country store.

5. Guild Equipment is available only for Guild activities with the approval of the Equipment Chair and the President.

6. Fees:

- A. Workshops: are payable at the time of registration and members are not enrolled until paid. Fees are refundable up to 7 days prior to a workshop. From 7 days to the day of the workshop, fees will be refunded if someone from the waiting list can fill the vacancy. Guild members have priority for the workshops. Non-Guild members may attend work shop and special events only after members have had an adequate chance to fill the spaces. Members housing guest speakers shall be entitled to a free workshop. Workshops are generally, taught by professional speakers and they are paid the amount contracted. However, if a FQG member (non-professional speaker) is teaching a workshop they will be offered \$200 compensation. Members who arrive late or are unprepared may not be allowed to participate at instructor's discretion.
- B. Discovery Days are member taught classes that are focused on skill development, members teach to foster growth of others ~~and will be offered \$50.~~ Discovery days require a \$10 deposit at time of registration and members are not enrolled until paid. The deposit will be refunded upon attending the class. If a class is unattended the deposit is forfeit to the guild. Members who arrive late or are unprepared may not be allowed to participate at instructor's discretion.
- C. Kits and Supply-Fees for workshops and Discovery Days are payable directly to the instructor.
- D. Bus trips: Payable at the time of sign-up. Fees are refundable up to 30 days prior to the bus trip. After 30 days, fees will only be refunded if someone from the waiting list can fill the vacancy.
- E. Quilt Camps: Deposit is required to hold slot. Final Payment and refunds as set forth in facility contract.
- F. Free events offered to members may require a deposit, which shall be refundable upon attendance.

7. Electronic Payments Fees incurred will be paid for by the payee. Taxes on a purchase will be paid for by the payee.

8. Reimbursements: The following items used for Guild activities will be reimbursed from the appropriate budget line item: postage, mileage, costs associated with speakers (such as meals and lodging, mileage, and materials) for Guild-related projects.

- A. In an emergency, approval by three members of the Elected Board will be required for approval of expenditures.
- B. Receipts or documentation are required for all reimbursements or advances.

- C. Members may apply for reimbursements of travel on behalf of the guild at the government rate.

9. Grant Policy

- A. Purpose: These grants will be given to further the stated purpose of the Foothill Quilters Guild.
- B. Funding: Each year a grant fund will be included in the budget.
- C. Dispersal: up to one-half of the grant fund may be granted to any one person. Individuals may receive only one grant per year. Monies granted will be given to the recipient at the time of acceptance.
- D. Approval: A member completes an application and submits to an Officer of the Board. They will notify applicant(s) of the Board's decision.
- E. Criteria:
 - 1. The applicant must be a member of FQG.
 - 2. The project must reflect the stated purpose of the Guild.
 - 3. The project must benefit FQG and/or community in some significant way.
 - 4. Funding will not be granted for:
 - a. Attendance at a regular conference such as Houston.
 - b. Attendance at workshops given by teachers who are presenting their techniques or approaches to quilting.
 - c. Salary for member's time.
 - 5. Funds will be granted for projects such as, but not limited to:
 - a. Attendance by a junior member at any workshop if they present a project or display an entry at the following FQG show. Funds will be reimbursed upon presentation of project/display.
 - b. Attendance at seminars where general knowledge is taught such as judging, dating or appraising quilts.
 - c. Cost such as supplies, postage, travel incurred by volunteer teachers involved in community projects.
 - 6. Upon completion of grant funded project, recipient must share results with the Guild.

10. Scholarship:

- A. On an annual basis, scholarships will be offered to students who are local residents. The number of available scholarships shall be determined annually by budgeted allocations.
- B. Approval: The Scholarship committee will be charged with notifying the local

schools of the scholarship. They will then review all applications received, make selections and award winners at the June General Meeting. -

C. Criteria:

1. Applicant's interest is to further their education.
2. Award is based on a project (can be a work in progress); project can be a Senior Project, 4-H project, a junior quilter project etc. that uses textiles.
3. Applicant will present the project to the Foothill Quilters Guild at a regular General meeting.

D. Included in application:

1. Picture of project
2. Two letters of recommendation (one from a teacher and one from a community member)
3. A completed and signed application form

11. Non-Responsibility Clause: All activities arranged for, or by, or sponsored by, FQG are for the convenience and pleasure of the members and their guests who desire to participate. FQG does not assume any responsibility for the safety of participants, or for their property, in any matters pertaining to said activities.

12. Pets/Animals: Except for service animals or approved support animals for persons with disabilities, no pets allowed at meetings or any guild event. Please refer to California State Attorney General Legal Rights of Person with Disabilities policy <https://oag.ca.gov/system/files/media/drb-service-animals.pdf>

13. Committees: will be listed each month in the newsletter.

14. Revisions of Documents: Refer to Bylaws Article XI Section 3

A. Suggestions for revisions will be handled by the responsible committee and grouped into a general response.

B. If a large number of comments/questions are received from any one member, the responses may be grouped together in a general vs specific method. It is not a requirement to address each and every item (for example multiple suggestions for word smithing can be grouped into a response that reads Recommendations for modifications in wording that don't change the meaning of the sentence will be passed on to the committee for the next update).

C. All questions/comments received electronically from members will be summarized at the general meeting along with the responses prior to a vote at the general meeting so that all members can hear the concerns of others.