



## **Wilkes County Quilters, Incorporated Policies and Procedures**

### **Welcome**

The Wilkes County Quilters, Inc. (hereafter known as WCQ, Inc.) was founded in 1998 and is open to anyone interested in quilting.

The purpose of the WCQ, Inc. is to further the knowledge of quilting and preserve the tradition, culture and history of quilting through education of its members and to inspire involvement.

These Policies and Procedures contain information on the day-to-day running of WCQ, Inc. This booklet, together with our Bylaws and Committee Structure booklet, is a resource to enhance your membership and participation in guild activities. We hope they will encourage you to take advantage of the services and programs offered to the membership.

### **Membership**

#### **General**

- Annual dues are \$20 due in January. Members will pay ½ annual dues fee after July 1.
- A member will be dropped from the membership when nonpayment of dues for three months occurs.

#### **Junior**

- WCQ, Inc. junior member's category is open to person's ages 12 years to 18 years.
- Annual junior membership dues are ½ adult membership; annual renewal is in January.
- Junior members will be so designated in the WCQ, Inc. Roster.

### **Members Rights and Responsibilities**

- Payment of dues
- Name tags should be worn during all guild functions.
- The WCQ, Inc. newsletter will be published monthly and sent out one week prior to the monthly meeting. Members can elect to receive the newsletter by regular mail or e-mail notification.

- Participation in an activity supporting WCQ, Inc. and participation in other Guild fund-raising activities
- Regular members are entitled to attend Executive Board meetings.
- Each member is encouraged to sign up for a committee or committees of their choice.
- Each member is encouraged to participate in Community Service workshops.
- Each member is encouraged to participate in the Quilt Show and sell raffle tickets.
- Member should use courtesy by not talking to others during the General Meeting and program. Member should turn off cell phones or set to vibrate during the General Meeting and programs.

### **Meetings**

- General meetings are held the fourth Tuesday of each month (except December) at one o'clock PM and six o'clock PM at a location listed in the monthly newsletter. Activities will be the same in both meetings, giving members an opportunity to attend either group.
- In the event of snow or inclement weather, WCQ, Inc. will follow the Wilkes County School schedule. If schools are closed due to bad weather, WCQ, Inc. will not have a meeting. If the school opening is only delayed, WCQ, Inc. will meet at the usual time.

### **Newsletter**

- WCQ, Inc.'s newsletter provides members with news of local and regional quilting activities and a record of WCQ, Inc.'s business. It is available online. If a member wishes to have a hard copy mailed by USPS, please let the Newsletter Chairperson know.

### **Website, Email & Mailing Address**

The WCQ, Inc.'s website, [www.Wilkesquilters.org](http://www.Wilkesquilters.org), is where all WCQ, Inc.'s information is posted. Members will find the current newsletter, schedules of upcoming events, pictures of activities, and necessary forms and documents pertaining to WCQ, Inc. The website is maintained on a regular basis by WCQ, Inc.'s web administrator.

A primary means of communication within WCQ, Inc. is through the Yahoo Group website—Wilkes County Quilters. All members are encouraged to join this group to facilitate communications within WCQ, Inc. Please see the Membership Chairperson for further information on how to join.

The email address for WCQ, Inc. is: [wilkescountyquilters@gmail.com](mailto:wilkescountyquilters@gmail.com).

Mail should be addressed as follows:

Wilkes County Quilters, Inc, PO Box 563, North Wilkesboro, NC 28697

### **Library Check Out/Check In**

- Library books may be checked out by active members by signing library cards. The books should be returned at the next meeting.

### **Programs**

Programs which feature a major speaker are for members only. If the program is a lecture only, other persons may be invited to attend (other guilds, etc.)

- Teacher's fees and expenses will be negotiated by the Program Chairman with the advice and consent of the Executive Board.

### **Workshops**

- A workshop is a teaching/working event taking place outside the regular WCQ, Inc., meeting time and a minimum of three hours long. A Workshop Presenters Agreement must be completed by the instructor and authorized by the President or Program Chairperson before the workshop takes place.
- Workshops are open to members on a first- paid first in basis. When limited seating is available or the presenter requests a maximum number, a list will be created again on a first paid-first in-basis. A waiting list will be assembled, if needed.
- Junior members may attend workshops. Ages 12 thru 16 must have adult supervision. Junior member's ages 16 thru 18 can attend alone.
- A ten dollar non-refundable fee is required for each workshop. Fees are collected by the Program Coordinator; then submitted to the Treasurer.
- Teachers may offer, for additional fees, items such as books, kits, etc. They are to collect the fees themselves.
- WCQ, Inc. member teachers teaching a workshop are to be paid a minimum of \$100.
- Workshops not meeting the minimum enrollment by the General Guild Meeting prior to the workshop, may be open to the public, on a first paid, first in basis. Members in good standing between January 1st and June 30th, of that year, will pay a \$10 workshop registration fee. Members joining after July 1st must pay non-member workshop registration/kit fees. Members' workshops kit fees (if applicable) are up to the discretion of the Program Chairperson. Non-member workshop registration fees will be \$35 plus any applicable workshop kit fee. Registrants must be present at the workshop to receive a kit (if applicable). Persons are not registered for a workshop until the workshop fee is paid in full. (Approved by WCQ, Inc. Executive Board on October 5, 2015.)

### **Guidelines for Quilts made for other nonprofit organizations**

- No more than two quilts shall be undertaken each year.
- Request shall be made in writing.
- The request should be made at least six months in advance.
- Desired parameters need to be identified at the time of the request (i.e. color, theme).
- The request shall be submitted to the Executive Board of the WCQ, Inc. If approved, the Executive Board will direct the appropriate committee to develop a plan including the pattern identified, the potential cost of supplies, method of quilting and the time frame for completion.
- The plan will be shared with the requesting organization. The requesting organization will be asked to provide a minimum donation of two hundred dollars to cover the cost of the project.
- Any advertisement regarding the quilt will include "Wilkes County Quilters, Inc. as the maker.

### **Quilt Show**

- All quilts entered in the quilt show must be made by a WCQ, Inc. member. No objectionable theme or materials will be accepted.
- A quilt should consist of two or more layers: top, batting (if desired) and backing. It may be quilted or tied. It can be quilted by the member or someone else. Summer quilts will be assessed by the committee.
- Any special display of quilts made by a member or non-member would be at the discretion of the Quilt Show Committee.
- Each year the Quilt Show Committee will determine the number of quilts that each member may enter.
- All rules of the Quilt Show Committee must be followed including but not limited to paper work in on time and quilt check out after the show at the predetermined time.
- Fees for admission to the Show will be determined by the Quilt Show Committee.
- A contract for the location of the annual Quilt Show should be signed in January of each year. A copy of the contract must be retained for Guild records.

### **Bed Turning**

- Quilts for the Bed Turning may belong to a guild member or someone in the community. A quilt from someone outside the guild must be brought in by a guild member using the following procedure:
  - The guild member must bring the quilt(s) to the show and pick them up. The owner must sign a quilt waiver (2 copies-one for the guild and one for the owner) that acknowledges that they have no insurance on the quilt(s) and neither the WCQ, Inc. nor the Stone Center will be held responsible for the quilt(s).
  - Any exhibited quilt must be completed and at least 40 years old. The Quilt Show Chairman and the Bed Turning Chairman reserve the right to either accept or reject any quilt for the show.

- All Bed Turning quilts must be accompanied by a designated registration form.

### **Community Service and Guild Projects**

WCQ, Inc. (either as a whole or as individual members) participates in a number of projects. These projects provide quilts to members of the community, educate the community about quilting and provide special exhibits of member's quilts.

- Any supplies donated to WCQ, Inc. are to be used for WCQ, Inc. projects only and not retained for personal or other use.
- Any outside organization desiring to solicit our membership for help must make that request to the Executive Board one month in advance of the request to the membership.

### **Conflict of Interest Policy**

The purpose of the conflict of interest policy is to protect WCQ, Inc.'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of WCQ, Inc. or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace an applicable state and federal law governing conflict of interest applicable to nonprofit and charitable organizations.

Any current officer of WCQ, Inc, who has a direct or indirect financial interest in an entity conducting business with WCQ, Inc, is considered to be an interested person. A financial interest is defined as an ownership or investment interest in any entity with which WCQ, Inc. has a business transaction or arrangement, or a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which WCQ, Inc. is negotiating a transaction or arrangement.

#### **PROCEDURES:**

Should a possible conflict of interest arise, the following procedure will be followed:

- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to WCQ, Inc.'s Executive Board.
- After disclosing of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- If the Executive Board determines a conflict of interest exists the President or her designee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, The Executive Board shall determine whether WCQ, Inc.'s best interest, for its own benefit, and whether it is fair and reasonable, in conformity with the above

determination it shall make its decision as to whether to enter into the transaction or arrangement.

- If the Executive Board has a reasonable cause to believe a current officer has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

Recordings of the proceedings will be done as described in Article V, Section 15 of the Bylaws.

### **Honorary Life Membership**

- Nominations for the Honorary Life Membership may be made in writing by any active member of the Executive Board.

### **Lifetime Achievement Award**

- The awarding of the Lifetime Achievement Award is at the discretion of the Executive Board.

### **Golden Needle Award**

- The Golden Needle Award is given annually to a member who has made a major contribution to the Guild.
- Nominations will be taken at the October and November meetings. Each member has the opportunity to make a nomination. A ballot will be given out at each meeting and collected at the meeting.
- A committee of the last three GNA winners will review the nominations and select the top winner. If there is no clear winner, the President will be consulted.
- The GNA award will be presented at the annual Christmas Party in December by the President.

Any changes and/or additions to the WCQ, Inc. committee structure and the WCQ, Inc. Policies and Procedures must be approved by the WCQ, Inc. Executive Board. If an active member wants a change in either document, it must be submitted in writing to the Executive Board via Day or Evening Director at Large.