

# Policies for the Ozark Piecemakers Quilt Guild, Inc.

Adopted March 8, 2011

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1. **Standing Committee Representatives:** shall be voting members of the Board of Directors. They shall meet regularly with the Working committees they represent and will serve as a liaison between the Board and the Working committees. Standing Committee Representatives shall be appointed by the President based on the recommendation of the members of the working committees they represent. They shall represent the following Standing Committees.
2. **Standing Committees:**
  - *Member Services*
  - *Communication Services*
  - *Community Outreach*
  - *Fundraising*
3. **Working Committees** shall fall under the Standing Committees as follows with additional committees added or deleted as needed:

## **Member Services**

1. Library
2. Member Education
3. Facilities
4. Travel/Retreats
5. Sign-In Desk
6. Show and Tell
7. AQS Books

## **Communication Services**

1. OPQG Website
2. Newsletter
3. Publicity
4. Historian/Photographer

## **Community Outreach**

1. Community Quilts
2. Harmony House
3. Marine Stockings
4. Scholarship
5. Super Sew-In
6. Library Displays
7. Doll Quilts for Crosslines
8. Youth Education

## **Fund Raising**

1. Grants
2. Corporate Sponsorships/Acquisitions
3. Member Fundraising Activities (Planning/Think-tank, Monthly Mini, Best Choice Labels, Fons & Porter Subscriptions and other activities as needed.)
4. Between Donation Quilt
5. Non-Quilt Show Year Fund Raiser

4. **Job Descriptions** shall be provided to each newly elected Board member when installed.

5. **New members** will be provided a packet of information concerning Guild Activities and a hard copy of the By-laws and Board Policies.
6. **Programs:** There will be a charge for members and an additional charge for non-members, to be approved by the board, for professional workshops. A fee, to be determined by the Board, will be charged to nonmembers attending meetings that have a paid speaker. Any member who houses and is primary hostess to a professional speaker shall be entitled to one free workshop of their choice.
7. **Upon Death** of a Guild member, a donation shall be sent to the Scholarship Fund or charity of family's choice.
8. **Quilt Related Ads** may be placed in the Newsletter. (Newsletter Editor may be contacted for current sizes and pricing.) Members may post ads on the bulletin board for sewing related items to buy or sell, no larger than 4 ¼ x 5 ½ , must include date posted, member name and phone # or e-mail address.
9. **Meetings** will be cancelled when the Springfield Public Schools are cancelled due to the weather.
10. **Duties of the Membership Chairman shall be as follows:**
  1. Collect membership fees and registration forms annually
  2. File and maintain updates on membership records both hard copy and in an excel spreadsheet for the online directory.
  3. Maintain monthly attendance records.
11. **Duties of the Assistant Program Chairman shall be as follows:**
  1. Assist the Program Chair in his/her duties
  2. Assume the position of Program Coordinator in the next year.
12. **Duties of the Assistant Quilt Show Chairman shall be as follows:**
  1. Assist the Quilt Show Chair in his/her duties
  2. Assume the position of Quilt Show Chair following the Quilt Show Chair's tenure in office.
13. **Any Proposed Change to the By-laws** shall be presented to the Board at the January Board meeting and shall be published in the January and February Newsletters, presented to the Membership for discussion at the March membership meeting and voted on by the Membership at the April meeting