

# Crazy Quilters' Quilt Guild Policies

## **Section 1. ADVERTISING**

*(Refer to: CQ Bylaws, Article 10)*

- Advertisements in The Guild Newsletter are allowed, space permitting.
- The fee will be \$5.00 for three lines of print (full, page-width or equivalent) per month.
- The fee should accompany the ad copy and be paid by a check written to Crazy Quilters' Quilt Guild. The correspondence should be sent via email, by the first Friday following The Guild monthly meeting, to the Newsletter Chairperson.

## **Section 2. COMMUNITY CONTRIBUTIONS**

*(Refer to: CQ Bylaws, Article 8, Item 2)*

- Monetary Contributions: Proposal of non-budgeted, monetary donations, consistent with the stated purpose of The Guild, will be presented at a Board meeting, published in the Newsletter, and then voted on at the following general meeting,
- **Non-monetary Contributions** - With Board approval, a member can solicit non-monetary contributions for a charitable cause. The nature of this request should be consistent with the stated purpose of the Guild.
  - After approval by the Board, the member can include the request in the newsletter up to three times a year.
  - Current ongoing charity requests for stamps, toiletries and yarn will be grandfathered under this Policy.

## **Section 3. DECEASED MEMBER MEMORIAL**

*(Refer to: CQ Bylaws, Article 8, Item 12 & Article 14)*

- A book/media donation may be made in an amount up to \$50.00.
- At the discretion of The Board, a memorial donation may also be made for a former Guild member.

## **Section 4. LECTURES and WORKSHOPS BY GUILD MEMBERS**

*(Refer to: CQ Bylaws, Article 6, Item 6)*

- Guild members are encouraged to volunteer their time and knowledge to benefit The Guild.
- The Program chairperson is authorized to hire anyone with experience, knowledge or material deemed interesting and educational for The Guild.

## **Section 5. MEMBERSHIP SIGN-UP CREDIT**

*(Refer to: CQ Bylaws, Article 3, Item 2)*

"Upon sign-up for a full-year membership, a new member may have credit applied for prior meeting attendance as a guest, with fees paid within the current Guild fiscal year, in an amount up to \$10.00"

## **Section 6. PROGRAMS**

*(Refer to: CQ Bylaws, Article 6, Item 6)*

- The fee for nonmember attendance may be increased, in accordance with the lecture value, at the sole discretion of the Programs Officer.

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- Programs for the year should be in place by the September general meeting.
- Schedules shall be printed by the Programs Committee for distribution at meetings and quilt shows.

## **Section 7. RAFFLE QUILT and TICKETS** *(Refer to: CQ Bylaws, Article 8, Item 10)*

- A raffle quilt fundraiser, and timing thereof, will be held at the discretion of the Board.
- Each Guild member is required to buy (or sell) \$30 worth of raffle tickets.
- The drawing for The Guild Raffle Quilt winner will be held at the September general meeting.
- In accordance with the Pennsylvania Small Games of Chance regulations, the Raffle Quilt Marketing chairperson will purchase an annual, non-renewable raffle license; comply with ticket requirements; and submit required reports.
- Initial distribution of raffle tickets shall begin with regard to the license-number time constraint of one year.

## **Section 8. TREASURER** *(Refer to: CQ Bylaws, Article 6, Item 4)*

- File tax form 990-N (e-Postcard) before March 15 each year.

## **Section 9. WEBSITE** *(Refer to: CQ Bylaws, Article 8, Item 14)*

- The official Guild website shall be [www.crazyquilters.org](http://www.crazyquilters.org).

## **Section 10. WORKSHOPS** *(Refer to: CQ Bylaws, Article 6, Item 6)*

- Workshop fees for Guild members will be a minimum of \$25.00. Non-member(s) will be charged a minimum fee of an additional \$10 over the member fee.
- Guild subsidization of workshops will exceed neither \$200 per workshop nor \$500 per fiscal year.
- Additional Workshop fees will be charged as necessary. Unless stated otherwise, equipment, fabric, etc. will be the responsibility of the participant. Additional supplies such as patterns, etc. may be added to the cost of the workshop.
- The Programs and Workshops Chairperson will handle sign-ups and accept fees.
- The Guild members will have first priority for Workshops attendance. Workshops may be open to the general public if a class is not filled.
- Payment for workshops is due at time of sign-up, without exception, and the Program Chair must submit to the Treasurer within 7 business days. Checks should be made payable to: Crazy Quilters' Quilt Guild.

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- Workshops are non-refundable, unless canceled by the Guild. Participants may find a replacement, if unable to attend. However, there is the possibility of workshop fees being deferred to the next scheduled workshop in unforeseen extenuating circumstances. This will be determined through a written request for a Board vote. (This situation also allows a replacement to be found.)
- Items created by non-members may be presented at Show & Tell but will NOT be included on The Guild website. (*Refer to CQ Bylaws, Article 8, Section 11.*)

*Committee Revision Approval: 4/4/2023*