

FAITHFUL CIRCLE QUILTERS MISSION STATEMENT

- To develop interest and participation in the art of quilting, patchwork, applique, and other forms of quilt making and to encourage through education, a high standard of design and technique in all its various forms.
- To work with other established groups with similar objectives to promote continuing interest in quilting.
- To present programs of interest to members and their guests.
- For members to participate voluntarily in philanthropic projects.

FAITHFUL CIRCLE QUILTERS GUILD

Faithful Circle Quilters began as a class taught by Janet Bingle in 1974. Her students decided to continue the fun and share their newfound knowledge with others. They have seen the guild grow from 10 to 175 enthusiastic members.

MEETING PROTOCOL

Faithful Circle Quilters usually meets the fourth Wednesday of the month at the First Presbyterian Church, 4th and Fairview Ave., Downers Grove, Illinois. Meetings begin at 7:30 pm for the months of September through May and at 7:00 pm for the months of June through August (summer hours) unless otherwise stated. The meeting date is usually scheduled earlier in the months of November and December due to the holidays. The meeting date may be changed at the guild board's discretion to accommodate the meeting room schedule or to adjust for major regional quilting events. The meeting place and time may also be changed by the guild board to adjust for special events and programs. The guild calendar is published in the newsletter and guild directory.

Faithful Circle Quilters conducts open meetings, which are accessible to the public by paying a guest fee and through membership subscriptions. All records, reports and documents are available to the membership for viewing upon request. The board and committees may only hold closed meetings when discussing the fees of professionals to be contracted to provide services to the guild as temporary employees. Formal as well as informal quilt related presentations at guild meetings must be pre approved by the board. No other presentations will be considered except as contracted programs by the program chair. The proceedings of all meetings of the guild, board and committees will be recorded through minutes.

Guest Fees—The guest fee of \$5.00 will be assessed. The guest fee amount may be amended by the board.

Guest Raffle Quilts—Area charitable organizations and other guilds may display their raffle quilts and sell tickets at guild meetings. Requests should be directed to the President for permission.

Meeting Courtesy—During guild, committee and board meetings, and workshops, it is recommended that cellular phones, pagers and announcing devices be turned off or switched to inaudible pulsation so as not to interrupt the meetings. Members are asked to refrain from wearing heavily scented perfume or lotion to meetings. Picture taking during guild programs is also prohibited.

MEMBERSHIP EXPECTATIONS

Being an active Regular Member in **Faithful Circle Quilters** includes:

- Wearing a name tag at meetings, workshops and special events of the guild (member must be wearing a name tag to be eligible to win a door prize),
- Signing up to bring refreshments for at least one monthly guild meeting,
- Making at least one charity quilt for Project Linus,
- Providing support for the quilt show through volunteering and the sale of opportunity quilt tickets, and
- Providing support to the fund raiser (e.g., Members' Auction).

Members are encouraged to participate in guild activities, serve on guild committees and contribute their expertise to the guild in whatever way they find appropriate. Recognizing that responsibility for the continuation of **Faithful Circle Quilters** rests with the membership, the President and Guild Board may appoint individuals for participation in critical areas when no volunteers step forward.

MEMBERSHIP OPPORTUNITIES, BENEFITS & AMENITIES

EDUCATIONAL (available to all members):

- Monthly programs
- Workshops
- Access to an extensive library of books, videos and DVDs

SOCIAL:

- **Bees**—Many members meet in smaller groups in each other's homes during the month. There are day time and night time bees. These meetings are very informal and not as structured as the monthly guild meeting. Bees sometimes have a project, a challenge, or members just get together to sew and have fun. Those who are looking to join a bee or start a bee should put an announcement in the newsletter or sign up at the membership table.
- **Hosting a Speaker/Teacher**—Hosting (including overnight housing) offers the opportunity to meet a speaker personally. The Workshop fee for a member hosting a speaker may be waived for providing this service to the speaker and guild. The Workshop Coordinator, Pro-

gram Chairman and the member hosting a speaker may be reimbursed for meals when entertaining the speaker.

- **Special Projects**—Members may propose and oversee a guild activity such as a monthly block exchange or mystery quilt project with approval from the Board.
- **Saturday Sewing Socials**—Join guild members in an unstructured day of sewing. Members bring new or unfinished projects to work on; baste quilts on the large tables that are available; or just come for a relaxing day of sewing with friends. Luncheon is pot luck.

RECOGNITION:

Show and Tell is presented after each meeting where members display their recent or finished projects.

Various recognition may be offered for completed projects, member challenges, workshop attendance & committee assistance.

Janet Bingle Award—This award is named for the guild founder and serves to recognize the personal contribution of time and service of a guild member. Written recommendations are requested from the membership and selection is made by former award recipients.

RESOURCES:

- **Membership Directory** is updated and distributed each year at the May meeting.
- **Monthly newsletter, *From the Hearts of the Circle***, is distributed via e-mail or snail mail one week before each monthly meeting (except in December). Advertisements are allowed and encouraged. Members may submit small general ads with no monetary association at no charge (e.g., looking for a pattern; desire to exchange fabric swatches; help wanted; etc.). A fee determined by the board will be assessed for all other solicitations based on the ad size and frequency of publication. Quilt event related announcements from other quilting organizations will be added to a calendar of events section at no charge; however, quarter page ads or larger may require a nominal fee if the ad forces the newsletter to a higher printing and postal rate. Non-members may place advertisements at a higher fee.
- **Web site**—Contains general information about the guild in addition to Programs & Workshops that are scheduled and up-to-the-minute quilt show details, giving visitors an overall view of guild activity.
- **Quilt Display Racks**—Two large free standing display racks are available to members to help them take better photos or slides of their work. Contact the President to arrange a time to borrow this equipment.

PHILANTHROPIC PROJECTS

The guild participates in at least three charitable activities each year. These include the **Charity Quilt/Project Linus activities**, the **Founders Scholarship**, and a **Member Fund Raiser**. Other activities may be scheduled based on board approval, such as the collection of household items for food pantries, etc.

CHARITY QUILTS/PROJECT LINUS

Faithful Circle Quilters has been a contributor of quilts and blankets to Project Linus for several years. Each year members are asked to make a quilt or blanket any time during the year (perhaps during the member's birthday month) to donate to Project Linus recipients. Quilts and blankets are collected at the monthly meetings by our Charity Quilt Coordinator. Charity quilts are also distributed to others as needs arise.

FOUNDERS SCHOLARSHIP

Upon approval of the guild budget, scholarship(s) of up to \$1,000 in total may be awarded annually by the guild. The Scholarship Committee begins the procedure in September by mailing letters to candidate organizations to solicit applications. Multiple scholarships may only be awarded upon approval of the board followed by a final vote of the membership. Volunteers for this committee are solicited prior to guild elections so that this activity can coincide with the school calendar.

MEMBER FUND RAISER

In the even numbered years, the guild hosts an auction or other fund raiser at a monthly meeting. The proceeds may be donated to a charity. Suggestions for donation recipients are solicited from the membership. The guild board will allocate the funds giving due consideration to the member's suggestions. (In odd numbered years, the silent auction at the quilt show may provide funds for charitable donation.)

BOARD PROCEDURES

Board Meetings—Members wishing to attend a board meeting shall notify the hostess of their intention to attend. With the exception of Guild President and Guild Treasurer, two or more members may hold the same board or committee position as co-chair. The Past President is an ex officio, non voting board member and is invited to attend all board meetings. Guild board members are required to attend board meetings whenever possible, with the understanding that some absences are inevitable. The guild board may conduct board meetings with a majority (4 elected board members) in attendance. Non attending members may submit opinions, suggestions and topics for the board meeting, but agree to abide by decisions made in their absence. Lacking a majority, the meeting will be rescheduled.

2009–2010 Membership Directory

Board members that will not be present for guild meetings should provide non board member substitutes for their duties at the meetings. Committee chairs should also find substitutes as appropriate to represent their positions at meetings.

Finances—All single, non budgeted expenses in excess of \$300 or any capital expenditure in excess of \$300 requires prior board and membership approval. The President may spend up to \$250 total, not to exceed \$25 per person, for end of the year thank you gifts for board members and committee chairpersons. Mileage reimbursements shall be according to the tax laws. The Treasurer shall be responsible for timely and proper payment of all guild room rentals, P. O. Box and key rental, insurance and bills for services. All requests for reimbursement shall be accompanied by receipts.

All fund raising activities shall submit a separate budget to the board for approval which indicates anticipated expenses and income. All contracts or long term commitments of guild funds shall be approved by the board prior to signing. A statement of income and expenses shall be posted by the Treasurer monthly at the guild meetings.

Contracts—The guild may enter into contracts with members for their professional services as teachers, lecturers or quilting professionals. Fees for these activities will be negotiated in the same manner as with other professionals contracted by the guild. All other contracts or long term commitments of guild funds shall be approved by the board prior to signing.

Membership—When a waiting list exists, Regular members, who for health or relocation reasons halt their guild participation, may request a change in status to Subscription Membership, with no membership fee refund. Additional Regular Members may then be recruited from the waiting list to fill the vacancies. Subscription Members pay a \$5.00 fee for meetings attended.

Guild Board Nominations—The Nominating committee for guild elections will validate acceptance of nomination by either a signed acknowledgment or a personal verbal acknowledgment from each nominee. These acknowledgments will be submitted to the guild secretary for preparation of the written ballot (if the slate of officers is uncontested, member vote will take place by a vote of hands).

Correspondence—In the event of an illness or death in the immediate family of a guild member or a guild member, the Secretary will send a card as directed by the board. In the event of the death of a guild member, a book shall be donated to the local public library or to the guild library in the name of the deceased member.

Record Retention—Financial records of the guild shall be retained for a period of seven years. Secretarial minutes shall be retained by the Secretary for retention of critical information. Membership records shall be retained for a period of three years with a copy of the membership directory retained permanently by the Membership Chair. Records of not for profit status shall be retained permanently, unless the status may be lost

and then for seven years thereafter. Any IRS filings and supporting documents shall be retained for seven years.

QUILT SHOW

The guild holds a quilt show in the fall of odd numbered years as the major guild fund raising activity. This show supports guild activities through the two year budget. Chairs for the future quilt show are solicited immediately following each quilt show to retain continuity and to secure the appropriate location. In the absence of quilt show committee chairs, this committee may be selected by the guild board.

The overall quilt show budget amount requires board and membership approval as part of the guild budget. The detailed budget and overall plans for the show should be approved by the guild board. The quilt show committee will report expenses against the budget at least quarterly. In months where financial activity is high, reports will be made monthly. Quilt show meeting minutes reflecting decisions and committee progress should be submitted to the board following the meeting.

The quilt show activities normally include the creation of an Opportunity Quilt. Ideas for candidate quilts may be submitted in writing. Chairs for this committee are solicited immediately following each quilt show for the following show quilt. The budget for the Opportunity Quilt is included in the quilt show budget. The quilt should be scheduled for completion in sufficient time to allow for submission to the AQS show in Paducah in the April prior to the show or to any other local shows during the months preceding the quilt show. The quilt must be completed prior to the sale of any “opportunity” tickets.

WORKSHOP PROTOCOL

Members shall be given priority for registration for guild sponsored workshops. Filling our workshops is vital for the financial health of the guild. To reach this end, registration for workshops will be opened to non-members two (2) months prior to the scheduled date of each workshop. Payment is due upon registration for members and for non-members. If a participant is unable to attend a workshop, it becomes her responsibility to contact the workshop coordinator for a replacement from the waiting list should one exist. No refunds will be issued unless a workshop is canceled. The board will determine if non-members will be assessed a higher fee. Workshop fees for the Workshop Coordinator and Program Chairman are waived.

COMMITTEES

Charity Quilts/Project Linus—Collects and distributes member quilt and blanket contributions.

Communications

- **Membership Directory**—Updates member information (name, address, phone number, e-mail address) annually and produces the directory to be distributed at the May meeting.
- **Newsletter**—Reports guild activities at meetings, shares member information, and announces upcoming events in the monthly publication.
- **Web Site**—Provides updated guild information to the general public.

Founders Scholarship—Contacts area schools and interested parties to solicit applicants for the annual scholarship. Reviews applications and chooses the winner based on specified qualifications. Award is presented in May or June.

Guild Historian—Maintains a scrapbook of information (including newsletters), newspaper articles, and photos of guild activities.

Library (Books)—Keeps account of all guild book checkouts, collects fines and sees that all books are returned in good order. If a book is lost, the last user pays for its replacement. A one time renewal per book is allowed and can be arranged at the next meeting OR with a phone call to the Librarian. After that, a \$2 monthly fine will be assessed.

Library (Videotapes/DVD)—Keeps account of all guild video/DVD checkouts, collects fines and sees that all videos/DVDs are returned in good order. If a video is lost, the last user pays for its replacement. A one time renewal per video is allowed and can be arranged at the next meeting OR with a phone call to the Video Librarian. After that, a \$2 monthly fine will be assessed.

Members Fund Raiser (or auction)—Coordinates plans and implements fund raiser approved by the Board.

Quilt Show—Coordinates the biennial event by procuring the event location, oversees the Opportunity Quilt project, coordinates the sub-committees, and develops the show budget.

Refreshments—Arranges for refreshments (brought by members) each month, provides beverages during the break and oversees cleanup after the meeting.

Special Events

- **Annual Retreat**—Plans a quilting retreat weekend for members. The event is held at a local hotel and provides members the opportunity to “get away from it all.” The weekend may include a special mini project and a local merchant or two to entice our quilting appetites.

- **Anniversary Party**—Plans special anniversary program or event at the approval of the board.
- **Special Project** (e.g., Block Exchange or Mystery)—Coordinates a special project for guild participation.

Workshop Coordinator—Keeps list of workshop sign-ups, provides supply lists, and sets up workshop room for presenter and attendees. Also supervises cleanup afterwards.

COPYRIGHT POLICY

Video cameras and other recording devices are not allowed during any speaker's presentations at any guild event without the authorized written consent of the speaker and the guild board. Still photography is allowed at guild events, however it is polite to ask the owners of quilts prior to taking the photograph, especially items belonging to non-members. It shall be assumed that items presented for display at the quilt show, for guild show and tell or other similar activities may be photographed. Copyrights for such items remain with item owner, where applicable, and any resulting photographs are for personal use or guild historical documentation.

All workshop, newsletter and guild handouts will abide by the copyright laws of the United States. Copyrighted material will not be copied for distribution to members or included in any newsletter without the express written consent of the copyright holder. Consent authorizations should be forwarded to the guild secretary for the guild record.