

## Wild Rivers Quilt Guild Guidelines \* 7-25-2023

**Purpose:** The Wild Rivers Quilt Guild is a group of quilters who wish to learn about, preserve, and encourage the art of quilt making; promote a gathering of like-minded folks in a fun and relaxed environment; provide education and instruction for guild members and visitors in the history, design, and techniques of quilt making.

All WRQG members are Ambassadors of the Guild. All WRQG members are encouraged to assist in Guild efforts to ensure a smooth and successful event. Participation in Service Projects is welcome and encouraged.

**Membership:** Open to all persons interested in quilting (high school age and up). Annual dues (Sept 1 – August 31) are \$25.00/year. Half-year membership is \$12.50. Discounted rate for high school students is \$15.00 per year. The Leadership Team will consider a membership scholarship for people who desire to join the Guild but feel the dues would be a financial hardship. Such persons may make a discrete request of the Member at Large of the Leadership Team. Dues may be used to: donate towards space usage, pay workshop presenters, printing costs, charitable supplies such as batting, or other needs of the guild as determined by the Leadership Team. Workshops and retreats have a separate fee schedule, as determined by the Leadership and/or Program Teams. Guests may attend up to two meetings per WRQG year, and do not have voting privileges.

**Meetings:** Regular Guild meetings will be held at Bethlehem Lutheran Church in Florence, WI, on the fourth Tuesday of the month, beginning promptly at 5:30 p.m., and adjourning by 7 p.m., except in November and December. At the October meeting the Guild membership will determine the date for one combined “holiday” meeting. Regular Guild meetings will consist of a variety of informative programs and sharing. Other activities may include day long or weekend retreats, workshops, quilting workdays, and service projects. Documents will be transmitted via email or available online.

**Leadership Team:** Consists of the Officer positions listed below. Meetings to be held monthly, 4-7 days prior to the monthly meeting, and may occur via phone or zoom. Leadership Team action will be presented at the Business portion of the meeting. Four out of five members of the Leadership Team constitute a quorum.

**Officer Positions and Elections:** Past President, President, Vice President, Secretary, Treasurer, Program Chair. A Maximum of 6 consecutive years served, may be in a variety of positions. 2 years off after 6 years served. All terms are annual.

**Budget Policy:** Expenditures over \$500 not specifically stated in the budget need to be approved by members, 2/3 quorum. Voting may be at meeting, via email or phone. Vote details (by vote method) must be duly recorded in the minutes.

**Meeting Length:** “begin promptly at 5:30 p.m., adjourning no later than 7:30 pm”

*The primary duties of each officer are as follows:*

**President:** Presides at meetings; plans agenda in coordination with Leadership Team; authorized signer of Guild checks with the Treasurer. Develops Leadership Team agendas and Guild agendas. Writes notes/minutes of Leadership Team meetings. Tracks Guidelines recommendations. Other efforts as identified

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**Vice President:** Assists President; serve as President, Treasurer or Secretary when any of these are absent. Serves as Time Keeper for meetings. Records members and guests in attendance at each meeting; tracks Guest attendance. Encourages Guest membership. Nominations, Elections, writes Thank you notes, conducts member surveys, sends annual Guild/Group outreach letter. Other efforts as identified.

**Secretary:** Records minutes of meeting and provides at next meeting; conducts correspondence of the Guild. Preserves all records and letters of value to the Guild and its officers in a permanent file. Assists with marketing efforts. Other efforts as identified.

**Treasurer:** Records and maintains member roster and contact information. Keeps itemized record of all monies received and disbursed, gives monthly report on expenditure/income/balance; keeps bank book; makes deposits and pays all bills of Guild and disburses all money owed. Other efforts as identified.

**Teams (committees):** are annual. Chairs are Elected. Members appointed. Each team shall have Chair and Co-Chair.

**Standing Teams:** Program, Quilt Show, Fundraising, Nominations. **Ad Hoc Teams** appointed as needed.

**Program Chair:** Elected. Voting member of the Leadership Team. Chairs program Team. Works closely with co-chair and Program Team.

**Program Team:** This Team is responsible for identifying topics and presenters, recruits, contracts with, and coordinates efforts for a successful Tips n Techniques, workshop, celebrations, retreats. 3-5 Guild members, approved by the membership, also serve on the Programs Team. Works closely with Quilt Show Team, and assists as needed.

**Tri-Annual Quilt Show:** every three years the Wild Rivers Quilt Guild will consider hosting a Quilt Show to exhibit members' work. The Guild will provide a program with information about the Guild and include services and products available from Guild Members/vendors. All vendors will pay an advertising fee for inclusion in the program.

### **Every September & as needed:**

\*Joint meeting of Expiring and Incoming Officers

\*Joint meeting of Program, Quilt Show, and Fund Raising Teams, to review plans for year and coordinate actions and assistance.

\*LTeam member(s) will facilitate

**Amendments to Guild Guidelines:** This document may be amended by a majority (2/3 of the membership) at the annual meeting in July/August. Recommendations for amendment must be given in writing to a member of the Leadership Team by June 1 of that year for consideration.

# Wild Rivers Quilt Guild Guidelines

## ***The Standing Agenda:***

1. Welcome and Introductions (5 minutes)
2. Business (<15 minutes)
3. Show 'n Tell (<15 minutes)
4. Tips and Techniques / Programs (15-45 minutes)
5. Q&A – a time to ask for advice about quilting (colors, patterns, techniques, products, etc)
6. Closing/ next meeting/ program dates reminders

## ***Quilt Guild “Rulers”***

\*Please refrain from side conversations during the meeting. Side conversations slow the meeting and make hearing difficult. Socializing before and after the meeting is welcome and encouraged!

\*No smoking, no animals (certified service animals ok), no children under high school age.

\*All Guild members are welcome and encouraged to participate in the Guild’s efforts.

Adopted this \_\_\_\_25\_\_\_\_ day of \_\_July 2023\_\_\_\_\_ by the members of Wild Rivers Quilt Guild.

Lori Friberg  
President

Karen Hallenbeck  
Vice President

Lynda Plamann  
Secretary

Val Lucas  
Treasurer

Jackie Lehto  
Program Chair