Wild Rivers Quilt Guild Guidelines

The primary vision of our guild is:

"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 $15.00. The 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 people may make a discrete request to any member of the Leadership Team.~~ MOVE to sub-section 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 Team. Guests may attend up to two meetings per WRQG year and do not have voting privileges.

> **Scholarships:** The Leadership Team will consider a membership scholarship for people who desire to join the Guild or for members that wish to participate in other Guild events and have a true financial hardship. Such scholarships will be granted only once per year per person. Such requests may be made discreetly to any member of the Leadership Team, which will consider each request on a case-by-case basis.

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 7:30 p.m., except in November and December. The Guild 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 be 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. Three out of five members of the Leadership Team constitute a quorum. The Guild will waive membership fees for the tenure of each of the elected officers.

Officer Positions and Elections: President, Vice President, Secretary, Treasurer, Program Chair, and Past President. All positions are elected to serve a one-year term with a maximum of ~~6~~ two (2) consecutive years served on the Leadership Team and may be in different positions. Officers must take a two-year break after serving two years in any elected position before running for an elected

position again. Leadership Team members can hold any volunteer role they desire, but cannot be a Team Leader elsewhere to prevent voting conflicts and create a more manageable workload for Leadership Team members.

The primary duties of each officer are as follows:

President: Presides at meetings; plans agenda in coordination with Leadership Team; co-signs Guild check reimbursement forms with the Treasurer. Develop Leadership Team agendas, Guild agendas and Wild Rivers Quilt Guild Guidelines. ~~Writes notes/ minutes of Leadership Team meetings~~ – move to Secretary duties. Other efforts as identified by Leadership Team/requested by Guild.

Vice President: Assists President; serve as President, Treasurer or Secretary when any of these are absent. Serves as Timekeeper for meetings. Records members and guests in attendance at each meeting; tracks Guest attendance. Encourages Guest membership. Tracks Guidelines recommendations, Nominations, Elections, writes thank you notes, conducts member surveys, assists ambassadors, sends Guild/Group outreach letters inviting the area groups to join us in activities, etc. Other efforts as identified.

Secretary: Records minutes of Leadership Team and Guild meetings for posting on the website prior to the next Guild 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: Submit new member records to Leadership Team to enable those positions to do their duties to maintain member roster and contact information. Keeps itemized record of all monies received and disbursed, including registrations for workshops and other disbursements for presenters and related expenses; gives monthly report on expenditure/income/balance; keeps bank book; makes deposits and pays all bills of Guild and disburses all money owed using the Guild's checking account. Other efforts as identified

Program Team Chair: ~~Elected. Voting member of the Leadership Team.~~ Chairs Program Team ensuring duties and guidelines of that Team are closely adhered to and acts as liaison with the Leadership Team. ~~Works closely with co-chair and Program Team.~~

Past-President: The Past President is a temporary and non-voting position. The main duty of the Past-President position is to assist in the transition for the newly elected incoming President, ensuring a smooth and comfortable situation for everyone. The position shall serve on the Leadership Team for up to three months after the election or as requested by the new President and then remain available for phone calls and emails as deemed necessary by the new President.

Maintaining documentation: Each elected officer will routinely upload appropriate documentation of their position's work to the Guild's internet drive and notify other leadership team members and webmaster of same.

Program Team: This Team is responsible for identifying topics and presenters, recruits, contracts with, and coordinates efforts for successful Tips and Techniques presentations, workshop, celebrations, retreats. Works closely with Quilt Show Team and assists as needed.

Quilt Show Team: The purpose of the Quilt Show is to showcase quilts in such a way as to inspire and encourage the art of quilt-making, provide education and instruction for guild members and guests in the history, design, and techniques of quilt-making, to increase Guild membership, unity, and participation. The Quilt Show Team will work closely with the Leadership Team throughout the planning and implementation process. It is anticipated that the entire Guild membership will be needed for carrying out a Quilt Show. All guild members are encouraged to assist in such efforts as requested to ensure a smooth and successful event.

Other Standing Teams and Volunteer Positions are annual appointments. Each team shall have a Chair and Co-Chair. These teams may or may not be in existence each year and include the Quilt Show Team, Welcome Table Team, Fundraising/Fabric/Craft Sale Team, Care Team and/or Ad Hoc teams appointed as needed. Volunteer positions include Webmaster, Photographer, Newsletter Editor, Service Project Coordinator, Open Sew Facilitators. Other volunteer positions may be added as deemed necessary by the Leadership Team. All Teams and Volunteers shall adhere to all the Guidelines as outlined herein.

Tri-Annual Quilt Show: The Wild Rivers Quilt Guild will hold a formal vote to consider hosting a Tri-Annual Quilt Show to exhibit members' work. Said vote should occur about 1 ½ years prior to the year of the potential tri-annual quilt show. {Example: ~~2023~~ 2026 Quilt Show held; next Quilt Show would occur about September 2029; Vote taken for consideration in March ~~2025~~ 2028.}

Every September and/or as needed:
*Joint meeting of ~~Expiring~~ outgoing and incoming Officers

Budgetary Considerations:

The Leadership Team will begin to review and develop an annual budget for the upcoming year beginning in ~~August~~ July of each year and finalize it ~~in September~~ at the August meeting of the Leadership Team. The budget draft will then be made available to the Guild membership for their review. The Guild membership will vote on adoption of the budget in ~~October~~ August of each year and require a vote of a two-thirds (2/3) simple majority of members present at the ~~October~~ August meeting.

In the event reasonable expenses arise that are not specifically budgeted, the Leadership Team has the discretion and authorization to utilize Guild funds for items up to Five Hundred Dollars ($500.00). Expenditures greater than Five Hundred Dollars ($500.00) will require Guild approval prior to such expenditures.

Guild Bucks – Guild members that host presenters in their home overnight shall receive a Forty ($40) dollar Guild Bucks certificate that they can use for any Guild – related expense. Guild Bucks awarded will not expire if membership is maintained and the Guild is not dissolved.

Member Expenses Reimbursement Policy – Should a member incur a personal expense in carrying out a Guild-approved activity, the member is responsible to submit a receipt of the expense along with a check reimbursement form to the Treasurer within the month the expense occurs. The Treasurer will disperse reimbursement request by check in a reasonable amount of time, not to exceed one month.

Amendments to Guild Guidelines: This document may be amended by a simple majority (2/3 of the membership) at the odd-numbered years (2027/2029/2031/2033, etc.) at the annual meeting in those years in August. Recommendations for amendment must be given in writing to a member of the Leadership Committee

by June 1 of those odd numbered years for consideration. If a special circumstance arises that requires more immediate consideration for additions to these Guidelines, the Leadership Team may consider and bring before the Guild for discussion and vote of the membership.

The Standing Agenda:

1. Welcome and Introductions (10-15 minutes)
2. Business (<15 minutes)
3. Show 'n Tell (<20-30 minutes)
4. Tips and Techniques / Programs (45-60 minutes)
5. 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.

Inclement Weather Cancellation Policy: Meetings of the Guild or any groups of the Guild will be cancelled in the event that the local schools cancel. Regular monthly meetings are not rescheduled.

Adopted this 26th day of August, 2025 by the members of Wild Rivers Quilt Guild.

_____ _____

President Vice-President

_____ _____

Secretary Treasurer

_____

Program Chair

Wild Rivers Quilt Guild
Florence Wisconsin

DISSOLUTION CLAUSE

Section 1: Dissolution Procedure

The Wild Rivers Quilt Guild may be dissolved by a two-thirds (2/3) majority vote of the voting members in attendance at a meeting specifically called for the purpose of dissolution, provided that a notice of the meeting is given at least thirty (30) days in advance.

Section 2: Asset Distribution

Upon the dissolution of the Wild Rivers Quilt Guild, any remaining assets shall be distributed to Bethlehem Lutheran Church, a charitable organization, located at 900 Central Avenue, Florence, Wisconsin. This ensures that the funds continue to support causes aligned with our organization's goals.". No assets shall be distributed to any member or private individual.

Section 3: Notification

The dissolution of the Wild Rivers Quilt Guild shall be reported to all relevant governmental and regulatory bodies as required by law.

Section 4: Record Keeping

All records of the Wild Rivers Quilt Guild, including financial records, meeting minutes, and membership lists, shall be maintained for a period of at least seven (7) years following dissolution and shall be made available to any former member upon request.

Section 5: Final Report

A final report detailing the dissolution process and the distribution of assets shall be prepared by the Leadership Team and made available to all members within sixty (60) days of the final dissolution meeting.

This document shall be become a permanent record of the Wild Rivers Quilt Guild and maintained with the Guidelines adopted by the Guild.