**SPACE COAST QUILTERS GUILD, INC.**

**STANDARD PRACTICES**

**(1 May 2015)**

**The following represents several standard practices that are commonly upheld with the members of the “Guild”. These practices are by no means to be considered law. They can be altered and/or changed by the “Executive Board” via the majority Guild membership at any time. These practices are intended to be helpful for the entire Guild membership.**

**Special committees that are set up to handle and deal with disciplinary issues are best appointed by the Executive Board and not by any one officer.**

**Membership dues effective January 1, 2016, will be $15.00 annually per person, with an additional $10.00 per person for postage for any person who wants their newsletter mailed.**

**COMMITTEES’ RESPONSIBILITIES**

1. **Baby Quilts and/or Lullaby Quilts are donated to the charities designated by the “Ladies of Lullaby” in August. The “Ladies of Lullaby are designated Guild members whose primary duties are to find charities who need the “Baby Quilts and/or Lullaby Quilts. Funds, not to exceed $400.00, will be made available in the budget for the baby/lullaby quilt expenses each year the project is in effect.**
2. **Basket of the Month: The chairperson(s) may spend a total of $35.00 for the two baskets at the Guild business meeting. These baskets are given as door prizes to members’ in attendance only at the Guild business meeting.**
3. **Christmas Luncheon: The luncheon chairperson(s) will have a committee to help with the various functions; i.e., door prizes, tickets, etc. The committee will select the place to hold the event and present the choices to the Guild for membership vote.**
	1. **Gifts: Both churches (First Baptist Church and St. Gabriel’s Church) will receive an “Appreciation Gift” of $ 500.00, and/or a mutually agreed upon amount upon approval of Guild membership by vote. Both pastors and their spouses are invited to attend. The Guild pays for their luncheon fee.**

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* 1. **The maintenance man at First Baptist Church will receive $250.00, and/or a mutually agreed upon amount upon approval of Guild membership by vote; as he/she is responsible for set-up of the meeting hall when the Guild uses the facility during the year for meetings, classes, workshops, etc. The maintenance man and his wife’s meal at the luncheon is also paid by the Guild.**
	2. **Charitable Gifts: At the Christmas Luncheon, the Guild presents quilts to local charities (Hospice, Habitat for Humanity and any other negotiated and approved by the Guild). These quilts are awarded at the Christmas Luncheon. One representative of the specific charities is invited to attend, at the Guild expense.**
	3. **Each year a specific amount of monies, as approved by the Guild, will be budgeted for decorations, etc. for the Christmas Luncheon.**
	4. **Each year a special quilt is made, tickets are sold, and the raffle quilt is awarded to a member of the Guild at the Christmas Luncheon.**
1. **Committee Chairperson(s) hold their position for 2 years. Upon election of new Executive Board, committee chairperson(s) must inform the incoming officers of their desire to continue or discontinue as chairperson(s).**
2. **Donation Quilts: Charities in need of quilts MUST make the request in writing. This serves as the donation documentation. All requests for donation quilts are voted on by the Guild.**
	1. **The Donation Quilt Chairperson(s) will oversee all communication requests and maintain record(s) of these donations. The chairperson(s) will report to the President each month on the activities of each donation group.**
	2. **Comfort Quilts are made by members for members that are ill, in the hospital, or grieving. These quilts are delivered to the member in need.**

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* 1. **Quilts of Valor, Comfort Quilts, Baby Quilts, and all donation quilts will bear an official label created for the specific category of quilts.**
	2. **Photographic records shall be maintained by the Guild of all donation quilts.**
1. **Financial Items: (As Approved By the Guild). Bearing in mind that nothing is covered in our By-Laws regarding budget.**
	1. **Monthly Workshop Classes: A basic fee of $5.00 ($3.00 to the Guild and $2.00 to the church of choice) per person, plus additional charges for teacher and/or supplies to be determined for each class, will be stated.**
	2. **Shop-Hop (Local): For the local bus trips, the Guild generally charges $10.00, per person, non-refundable, and the Guild will pick up the balance. Non-members of the Guild will pay a fee of $35.00. Guild members have a priority on the bus trips before non-members. Tip for the driver is included. This fee can be re-negotiated should expenses increase. (The Jacksonville Quilt Show shall be handled in the same way; however, the fee covers the admission to the show as well.) Should a third in-state trip be planned, the guild members will pay their own expenses.**
	3. **Condolence Gifts: Flowers, plants, or a contribution to a charity of $45.00 may be sent to members for the loss of a Guild’s close family member, such as: spouse, mother, father, child, sister or brother.**
2. **Incoming New Officers: Financial records at the Guild’s bank need to be changed as to signature changes & requirements. The new President shall request/require specific officers to have signature privileges in the absence of the President and/or Treasurer.**
	1. **Post Office Box: The new President and Treasurer are to hold the keys secure for the new term. The post office will be notified of the new officers.**

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* 1. **Liability Insurance: The outgoing President is responsible and will sign over the responsibility with the liability insurance to the incoming President, which must be shown on the new policy with copies given to the churches the Guild utilizes, the storage company, and as part of the Quilt Show venue. The storage keys will be handed over to the new President and the new President will inform the storage facility as to which officers have been issued keys.**
1. **Quarterly Luncheons: Potluck lunches are held in March, June and September, with a catered Christmas Luncheon held elsewhere. Speakers are invited to the Guild or workshops conducted in the months we do not have these luncheons.**
2. **Meetings: General “Business” meetings are held on the 3rd Wednesday of each month at 9:30 a.m. at the First Baptist Church of Titusville, FL.**
3. **No Business meetings are held in July or December of each year.**
4. **No merchandise or ticket sales shall be made during the general business meeting.**

**10.Quilt Show: Show dates are every other year and must be initiated**

**in January of the preceding year so that invitations of the vendors can be sent in early Spring.**

1. **Chairperson(s) who volunteer to handle the different duties of the Quilt Show are separate from our customary committee chairperson(s) such as: Food Chairperson, Publicity Chairperson, etc.**
2. **A “Design” contest is to be held for the Show Pin. The winner is given a $25.00 prize as well as a free pin. The date for this contest shall be at least 3 months in advance to allow time for production and shipping of the pins.**

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1. **Donation Quilt for the Quilt Show: In the year we are not planning a Quilt show, a committee designs and produces a special quilt to be awarded at the Quilt Show. This quilt is made available to shops, and other locations to advertise our show and to generate ticket sales. The Guild member selling the most tickets may be awarded a prize determined by the Ticket committee.**

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