

Austin Modern Quilt Guild Policies and Procedures

Revision C

Effective: 12/21/2023

I. INTRODUCTION

- A. The purpose of this document is to supplement the Austin Modern Quilt Guild By-Laws.
- B. In this document, the Austin Modern Quilt Guild will also be referenced as “The Guild”, or “Austin MQG”, or “AMQG”.
- C. Changes to this document can be made by the Executive Council as the need arises; changes do not require a formal vote of the general membership.

II. MEMBERSHIP

A. DUES:

1. Annual dues will be \$50.
 - Members joining between January 1st and June 30th will pay \$50; good through December 31 of that calendar year.
 - Members joining on or after July 1 of the calendar year will pay pro-rated dues of \$30, which is good through December 31st of that year.
 - All membership expires December 31st and must be renewed.
2. Attendance at the first general meeting is free.
3. Attendance at the second general meeting is \$5. Payment can be made by cash, check or through PayPal. This payment is not applied towards membership in The Guild.
4. Attendance at the third meeting requires full membership dues to be paid by cash, check or through PayPal.
5. The Executive Council reserves the right to charge additional fees for any meeting or special event where additional funds are needed to supplement speakers or projects.
6. If dues create a financial hardship, potential members can request a membership scholarship by e-mailing treasurer@austinmodernquiltguild.com with their request.

B. DISCOUNTS

Membership in The Guild may entitle you to various discounts at local quilt and fabric shops, and quilt shows, etc. You may be asked to show your membership card at the cash register.

C. PERMISSIONS

As a member of The Guild, your name and photos of you and your work may be published by The Guild on social media sites (Facebook, Instagram, Flickr, Austinmodernquiltguild.com), press, advertising and in the AMQG Yearbook

D. PUBLISHING WEBSITE/BLOG on THE GUILD's WEBSITE

Members may opt-in to have their personal website/blog listed on the Guild's website/blog

E. PERSONAL INFORMATION

When signing up for membership in The Guild, you will be required to provide your name, e-mail address, phone number, social media handles and mailing address. Members have the option to opt out of sharing their personal information in the Wild Apricot platform.

F. INCENTIVE PROGRAMS

The Executive Officers of The Guild may initiate an incentive program to encourage participation in meetings and other activities. Details of such programs will be announced to the full paid membership via e-mail notification.

G. The MODERN QUILT GUILD MEMBER BENEFITS

The Austin MQG is a member guild of The Modern Quilt Guild (MQG) and as such, are entitled to the benefits of MQG membership. See www.themodernquiltguild.com for details.

III. EXECUTIVE COUNCIL

The Executive Council consists of the following officers, President, Vice Presidents, Secretary and Treasurer. The roles of each officer consists of, but is not limited to:

President

- Primary contact for The Guild
- Runs monthly general meetings and meetings of the Executive Council
- Prepares meeting agenda in consultation with Executive Council
- Can enter into contractual obligations on behalf of The Guild
- Can use The Guild's bank debit card, PayPal account or write checks in order to conduct business on behalf of The Guild
- Approves meeting minutes
- Presents an annual report (year-in-review) to present to the membership at the annual meeting.

VP of Communications

- Responsible for the Communications/Marketing committee
- Runs monthly meetings in absence of the President
- In charge of correspondence to The Guild, including any official correspondence via e-mail, social media or blog posts.
- Responsible for website, newsletter, and presentations at guild meetings.

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VP of Events

- Responsible for the Events and the Service committees.
- Runs monthly meetings in the absence of the President and the VP of Communications.
- Schedules retreats and sew days.

VP of Programming

- Responsible for the Programming/Education committee
- Runs monthly meetings in absence of the President, the VP of Communications, and the VP of Events.

Vp of Service

- Coordinates quilts and/or sewn items for donations and auctions including:
- Organization of Service sew-ins
- Cultivation and maintenance of relationships with receiving organizations
- Responsibility for tracking and using fabric donations
- Clear communication of service goals and projects to membership

Treasurer

- Responsible for maintaining Guild financial records via PayPal and Guild checking account.
- Responsible for annual P&L statement/financial report to the Guild and to The MQG
- Responsible for filing any necessary tax returns with the IRS on the Guild's behalf.
- Responsible for monitoring the Guild budget.
- Responsible for approving committee proposed budgets
- Responsible for approving any guild spending
- Responsible for annual budget and tracking to it month over month

Secretary

- Responsible for the Historian/Yearbook and Membership Committees
- Responsible for maintaining Guild Roster on The MQG Website
- Completes an annual review of the financials
- Runs monthly meetings if President and the VPs are absent
- Keeps records of minutes, including motions made and carried at each general, special or Executive Council meeting.
- Maintains a digital record of official meeting minutes.
- Maintains a master calendar of Guild business and events
- Supply a year-in-review of Guild activities at the annual meeting. This yearbook will be available in digital format to all members.
- Ensures photos of Guild events are taken, including Meetings, Events, Retreats and Workshops.

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IV. COMMITTEES: *The functions of Austin MQG Committees are:*

Events

Reports to the VP of Events

- Organize social sew-ins and retreats
- Plan and advertise Guild happy hours and pre-meeting socials
- Organize and advertise geographic sewing bees

Communications/Marketing

Reports to the VP of Communications

- **Shall receive an annual incidentals budget to be determined by the Board*
- Responsible for the content provided in newsletters, promotional materials, press, advertising, with a focus on social media
- Establish and maintain Member Spotlight program on social media.

Service

Reports to the VP of Service

- **Shall receive an annual incidentals budget to be determined by the Board*
- Coordinates quilts and/or sewn items for donations and auctions including:
 - Organization of Service sew-ins,
 - Cultivation and maintenance of relationships with receiving organizations,
 - Responsibility for tracking and using fabric donations
 - Clear communication of service goals and projects to membership

Programming/Education

Reports to the VP of Programming

- Research, suggest, and plan classes, workshops, teacher and speaker visits sponsored by The Guild, including topics and new skills of focus for meetings
- Manage internal challenges and swaps
- Manage national MQG and QuiltCon guild challenges
- Assist in finding meeting or workshop space as necessary

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Yearbook/Historian Reports to the Secretary

- Keeps a record of The Guild's activities during the year
- Responsible for coordinating photography at AMQG functions
- Compilation of information for annual report
- Guide Board nominations and elections
- Compile candidate profiles, verify eligibility to run, etc.

Membership Reports to the Secretary

- Man the sign-in desk at meetings, including:
 - Record attendance of members at monthly meetings,
 - Coordinate member name tags and information slips for Sew and Tell,
- Set up the meeting space before the general meeting for Sew and Tell
- Assist in maintaining membership count
- Assist in preparing/distributing materials to members

V. Elections & Voting

Annual elections for Guild Officers take place leading up to and during the June meeting and are conducted following this process:

Nominees, as approved by the Executive Council & Nominating Committee, are added to an electronic ballot, with the option of creating a paper ballot for in person voting

The electronic ballot is emailed out to all guild members in good standing providing a minimum of one full week voting window which shall close at the end of the June monthly meeting

Current guild members in good standing can vote once on each ballot item. Duplicate votes by any one member will be dismissed. All votes will be tallied by 2 members in good standing who are not in consideration for an officer position.

Amendments to the AMQG bylaws and other Guild matters that require member approval can be put to a vote at any monthly meeting following this process:

Proposed amendments to the bylaws must be electronically proposed via The Guild's website 2 weeks prior to a regular meeting. Other (non-bylaw) matters can be presented at a meeting or emailed out to the membership.

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Voting on bylaw amendments will occur via electronic ballot with an open voting period at least one week long leading up to a regular meeting. Amendments will be adopted with a majority affirmative vote from participating members.

Current guild members in good standing can vote once on each ballot item. Duplicate votes by any one member will be dismissed. All votes will be tallied by 2 members in good standing.

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