

BY LAWS

ARTICLE I - OFFICES

Peace River Quilters' Guild, Inc., hereto known as the "Corporation", maintains its principal offices at Faith Lutheran Church, 4005 Palm Dr, Punta Gorda, FL. The registered agent in charge thereof is the current President and Chairman of the Board of Directors.

ARTICLE II - PURPOSES AND DEFINITIONS

The purposes for which this Corporation is organized are the following:

Section 1.

This non-profit Corporation will have all the powers as stated in Section 617.021, Florida Statutes 1991 and all acts amendatory thereof, including the Corporation's registration with the internal Revenue Service as a 501(c)(3) - 59-135-8912. To establish and maintain charitable purposes as an institution providing services primarily for residents of Florida. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purposes are to enhance skills in quilting, encourage and inspire others to further the craft of quilting by presenting related programs and events and perpetuating the art of quilting. The organization provides opportunities for an educational and charitable exchange of quilting ideas and projects for beginners and more accomplished quilters to work with and donate to a wide range of established not-for-profit organizations, schools and centers that may benefit from quilting education and quilt products provided by the members.

Section 2.

To establish and maintain charitable purposes as an institution providing services primarily for residents of Florida.

Section 3. Definitions

- A. The **Board of Directors** will be composed of persons who will be responsible for the Corporation's operations following all of the procedures as designated in Article V of these Bylaws. The business and affairs of the Corporation will be managed by or under the direction of the Board of Directors which may exercise all such powers of the Corporation and do all such acts and things as are not by the General Corporation Law of the State of Florida nor by the Certificate of Corporation nor by these Bylaws directed or required to be exercised or done by the members.
- B. The **Executive Committee** will serve as the officers of the Corporation following all of the procedures as designated in Article VI of these Bylaws.
- C. The **Board Members** will serve on the Board of Directors and will follow the procedures as designated in Article V of these Bylaws.

ARTICLE III - MEMBERSHIP/DUES

Section 1. Potential Members

- A. Potential members are welcome April through December, and may visit up to 4 times prior to joining the GUILD.
- B. New members shall not be accepted January through March.

Section 2. Member Responsibilities

- A. Members shall be current in dues, support and participate in GUILD activities, vote on matters discussed at the meetings, and have a vote in the organization.
- B. All members shall receive a current GUILD Member Directory and By Laws and Policies handbook.

Section 3. Dues

- A. Membership shall not be restricted from anyone as long as dues are current.
- B. All Membership dues are recommended by the Board of Directors, hereafter referred to as "the Board," and established by a vote of the general membership.
- C. Yearly dues shall be payable January 1. Membership and longevity shall be forfeited if dues are unpaid by January 31.
- D. New Member Orientation shall be held monthly, April through December.
- E. Anyone wishing to join in the last quarter of the year (Oct., Nov., Dec.), shall be charged a one-time fee equal to one-quarter (1/4) of the yearly dues. Yearly dues shall remain payable January 1.

Section 4. Honorary Members

A Member who has been a continual dues paying Member for 20 years, shall, in her/his 21st year, become an Honorary Member, with all benefits of Membership and the option to pay yearly dues.

ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS

Section 1. Nominations

- A. The Board shall appoint a Nominating Committee in December, composed of the Past President and two (2) active Members.
- B. Elected officers of the GUILD shall be President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer and Assistant Treasurer.
- C. The President or First Vice-President shall be a year-round resident in order to conduct regular monthly meetings throughout the year.
- D. Nominees for office shall be presented to the Membership at the February Business Meeting, at which time nominations from the floor shall be permitted. Nominating Committee shall publish a notice in the January newsletter stating nominations from the floor shall only be taken at the February Business Meeting.

Section 2. Election

- A. The annual election of officers shall be held by ballot in March, at the Annual Meeting.
- B. A quorum of one-third (1/3) of the membership is required.
- C. If only one (1) person is nominated to run for each office, the need for a written ballot could be eliminated and a vote of acclamation could be proposed. This would require a call for two (2) motions:
 1. The cancellation of the written ballot.
 2. A proposal to accept nominations by a show-of-hands vote.
- D. An individual elected to the position of President shall not serve more than two (2) one-year (1-year) consecutive terms.
- E. Elected officers shall begin their applicable term of office at the April Board Meeting.

ARTICLE V - DUTIES OF BOARD OF DIRECTORS

Section 1.

The Board shall consist of the following elected officers and Committee Chairs, have general supervision of the affairs of the GUILD between Business Meetings, and perform such other duties as are specified in these By-Laws.

- A. **President** shall preside at all meetings of the GUILD. The President may appoint persons to fill vacancies of unexpired terms of office, pending ratification by the Membership. The President shall have authority to appoint Committee Chairs, both standing and ad hoc, or may delegate said authority to do so.
- B. **First Vice-President** shall, in the absence of the President, have authority to perform the duties of the President. The First Vice-President shall be responsible for special projects including but not limited to Order of the Fat Quarter nominations and ceremony, and scheduled garage sales.
- C. **Second Vice-President** shall be responsible for educational programs, workshops and demonstrations.
- D. **Third Vice-President** shall be responsible for the Quilt Show and shall hold this office for two (2) years.
- E. **Secretary** shall keep the minutes of all Board, Business, and special meetings, retaining all minutes in a notebook and electronic file. The Secretary shall handle all correspondence for the GUILD, including thank you notes, and retain business correspondence in an appropriate file. The Secretary shall be responsible for the meeting announcement in the newspaper. The Secretary shall maintain a file for each Committee, ensure Job Descriptions and Year-End Reports are turned in, and pass appropriate files to the incoming Secretary and/or Committee Chairs.
- F. **Treasurer** shall have custody of all funds of the GUILD. The Treasurer shall keep a written record of all expenditures made, maintain complete and accurate accounts of receipts and disbursements, and shall have books and accounts available for review. The Treasurer shall maintain a financial database in a computer software program selected and approved by the Board. The Treasurer shall report on monies at each Business Meeting of the GUILD. The Treasurer shall ensure the filing of all required federal and state income and sales tax returns.
- G. **Assistant Treasurer** shall assist the Treasurer as needed and shall assume the duties in the absence of the Treasurer. The Assistant Treasurer shall review and approve the monthly bank statement and computer database program.
- H. **Membership Chair** shall maintain a roster of membership and select members to serve on the membership committee. The Membership Committee shall take attendance at each meeting and be responsible for writing New Member profiles for the newsletter. At New Member Orientation the committee shall provide new Members

with a current Member Directory, By-Laws and Policies Handbook, membership card, logo pin and, upon request, logo pattern.

- I. **Newsletter Editor** shall be responsible for publishing the monthly newsletter, the annual Member Directory, the By-Laws and Policies Handbook when revised, and the biennial Quilt Show Program. Newsletter Editor shall maintain a complete database of all Members' contact information.
- J. **Past President** shall provide advice and counsel to the President, be responsible for nominations, and conduct the election of Officers at the Annual Meeting. The Past President shall serve as Parliamentarian, using Newly Revised Robert's Rules of Order. If the Past President is unable to serve, a replacement shall be appointed by the President from the pool of Past Presidents or past elected Officers.
- K. Each position of the Board shall have only one (1) vote. If an individual holds more than one (1) position on the Board, she/he shall have only one (1) vote.

ARTICLE VI - MEETINGS

Section 1. Regular Meetings

Regular Meetings are held every Friday unless otherwise publicized.

Section 2. Business Meetings

Regular Business Meetings of the organization shall be held on the second Friday of each month, year-round, unless otherwise ordered by the Board.

Section 3. Annual Meeting

The regular Business Meeting in March shall be known as the Annual Meeting and shall be for the purpose of electing Officers.

Section 4. Special Meetings

Special Meetings may be called by the President and/or the Board.

ARTICLE VII - FINANCIAL PROVISIONS

Section 1. Funds

- A. Dues shall be used toward expenses of the GUILD.
- B. Financial records of the GUILD shall be available and open for perusal by any GUILD member.
- C. Financial records must be examined by a qualified person designated by the Board within a month prior to the Annual Meeting. The financial statement must be presented at the Annual Meeting.

Section 2. Budget

- A. A budget for the fiscal year January through December shall be prepared, and approved by the Board. The budget shall be presented to the membership at the January Business Meeting and published in the January newsletter.
- B. All expenditures authorized by the Board must be accompanied by itemized bills and presented to the Treasurer for payment. All bills shall be retained by the Treasurer and available when needed.

Section 3. Bank Accounts

- A. Funds of the organization shall be deposited in a local bank designated by the Board.
- B. The current Treasurer, Assistant Treasurer and President shall be authorized to sign checks.
- C. Only one (1) signature shall be required.

ARTICLE VIII - AMENDING BY-LAWS

These By-laws may be passed, amended, revised or repealed by a two-thirds (2/3) vote of the members present at any Business Meeting, provided the Board has presented the proposed revisions and/or amendments to the membership in writing at least thirty (30) days prior to the Business Meeting.

ARTICLE IX - PARLIAMENTARY AUTHORITY (RULES)

The rules contained in "Robert's Rules of Order Newly Revised" shall govern the GUILD in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or Standing Rules of the GUILD.

Section 1. Location.

The books, accounts and records of the Corporation may be kept at such place or places within or outside the State of Florida as the Board of Directors may determine.

Section 2. Inspection

The books, accounts, and records of the Corporation will be open to inspection by any member of the Board of Directors at all times; and open to inspection by the members at such times, and subject to such regulations as the Board of Directors may prescribe, except as otherwise provided by statute.

Section 3. Corporate Records

The corporate records will contain the name of the Corporation, the word "Florida" (State of Corporation) and the year of Incorporation. In addition, there will be the State registration and the Federal Determination Letter registration numbers that will affirm the organization's valid registration with State and Federal authorities.

Section 4. Standing Rules

A. Meetings

1. Regular weekly meetings shall ordinarily be held on Friday, 10:00 am to 2:00 pm.
2. Business Meetings shall ordinarily be held monthly on the second Friday.
3. Place of Meetings shall ordinarily be Faith Lutheran Church, 4005 Palm Dr., Punta Gorda, FL, unless other arrangements are necessary.
4. There shall be a quilt-related demonstration or workshop scheduled every month.

B. Dues and Fees

1. Membership dues shall be thirty-five dollars (\$35) per year, due January 1. Checks only (no cash) shall be payable to Peace River Quilters' Guild, Inc. and given to the Membership Chair.
2. Membership dues paid prior to September 1 ensures preliminary eligibility to enter quilt(s) in the Quilt Show the following year.
3. No dues shall be accepted at the Quilt Show.
4. A fee for non-members who take workshops shall be established by the Board.
5. The amount of remuneration paid to GUILD members who teach classes shall be determined by the Board.

C. Replacements

All Officers and Committee Chairs shall provide a substitute for her/his position in the event of her/his absence.

D. Memorials

When a Member dies, the Sunshine Chair shall contact the family regarding a memorial gift from the Guild. The gift shall not exceed fifty dollars (\$50) and shall be selected by the decedent's family. Examples: donation of a book to the Guild Library, or monetary donation to a favorite charity.

E. Committee Chairs

1. **Broadcast Chair** shall be responsible for broadcast emails.
2. **Community Quilts Chair** shall be responsible for donations of quilts to charitable organizations as requested or needed.
3. **Facebook Chair** shall maintain GUILD's Facebook page, approve membership only to GUILD members in good standing, and monitor posts for appropriate content. Facebook Chair shall have authority to remove inappropriate comments, photos or business sales solicitations.
4. **Facilities Chair** shall be the liaison between the Guild and meeting place, be responsible for scheduling meetings and classes, and procuring adequate facilities for same. Facilities Chair shall serve on the Education Committee.
5. **Historian** shall keep the GUILD scrapbook up to date.
6. **Hospitality Chair** shall be responsible for preparing the meeting hall as needed, including but not limited to turning on coffee pot(s) for meetings. A different committee shall be responsible for each month. Hostesses for the prior month shall be published in the newsletter.
7. **Librarian** shall be responsible for purchasing new books within the amount set in the budget, and maintaining the Library and its database.
8. **Retreat Chair** shall be responsible for all arrangements for the biennial Retreat.
9. **Social Chair** shall be responsible for planning, set-up and clean-up for Membership Luncheons.
10. **Sunshine Chair** shall send get-well and sympathy cards when appropriate, and acquire Memorial donations when appropriate (Article IX, Section 4, D).
11. **Technology Chair** shall be responsible for set-up, maintenance and security of all electronic equipment.
12. **Travel Chair** shall be responsible for all arrangements for trips to quilt events.
13. **Website Chair** shall maintain the GUILD's website.
14. Committee Chairs shall ask as many Members as needed to fulfill Committee responsibilities.
15. All Committee Chairs shall submit a Job Description and Year-End Report to the Secretary at the March Business Meeting.

F. Media

1. Email Broadcasts, Announcements, Newsletter Articles, Facebook and Website Posts shall only be GUILD and/or quilt related or to update Members on the status of a GUILD member.
2. Newsletter shall be published once a month.
 - a) Advertising space in the newsletter shall first be available to quilt and/or sewing related businesses.

- b) Non-quilt and non-GUILD related advertising space may be purchased by GUILD Members if space is available and ad content is approved by the Board.

G. Focus Groups

1. Definition: A group of GUILD members meeting for the expressed purpose of furthering education in a specific area of quilting. Each group shall meet at least six (6) times per year. Only one (1) group for any given topic shall be approved by the Board.
2. Each Focus Group shall have a designated Chair or Co-Chair.
3. Only approved Focus Groups may utilize the classrooms at Friday meetings of the GUILD. Focus Groups are not authorized to rent meeting spaces in the name of the GUILD.
4. Each Focus Group is eligible for a yearly budget which shall be set by the Board. These funds shall be used for the enhancement of the Focus Group, including but not limited to copying costs, group supplies, education, and competition awards. Only the Chairs shall submit receipts for eligible expenses to the Treasurer for reimbursement.

H. Order of the Fat Quarter

1. Order of the Fat Quarter nominations shall be cumulative from year to year and shall be held by the First Vice-President until a member is either elected to receive the award or leaves the GUILD.
2. GUILD members may nominate as many members as desired per year. Nominations shall be signed and reasons listed why the nominee should be a candidate for this award.
3. A member may nominate the same person once each year, thus adding to the cumulative vote for that nominee.
4. A member may only be awarded Order of the Fat Quarter one (1) time.
5. Presentation of the award shall be at the February Business Meeting.

I. Proprietary Work Products

Products prepared by GUILD members for use in operations and functions of the GUILD, shall remain the sole exclusive property of the GUILD. Examples: guidebooks, manuals, outlines, committee reports, and Quilt Show reports and procedures. Such documents shall be shared with persons outside the GUILD only upon written request and with written permission of the Board. Exception: financial reports shall not be shared with anyone outside the Guild.

J. Retreat

Members in good standing shall have priority registration at the Retreat. If, after an appropriate time determined by the Retreat Committee, there are openings, guests over 21 years of age shall be permitted to register. Guests shall pay the same fee as members plus an additional fee as determined by the Board.

ARTICLE X - INDEMNIFICATION

Section 1.

This Corporation will indemnify to the fullest extent permitted by law any of its officers or Directors who was or is a party to any proceeding, against liability incurred in connection with such proceeding as such officer or trustee. Expenses in connection with such proceeding, including appeal thereof, will be advanced by the Corporation to the extent permitted by law. No indemnification will be made pursuant to the provisions of this article in circumstances in which indemnification is prohibited by law.

Section 2.

The Board of Directors may authorize indemnification of other agents, employees, and volunteers upon such terms and conditions as the Board of Directors will deem appropriate, and may enter into agreements therefore with any of such persons. Such agreements may provide for the advance of expenses in connection with proceedings and the appeal thereof in which such persons are involved because of their connection with the Corporation.

Section 3.

The Corporation will have the power to purchase and maintain liability insurance on behalf of any person who is or was a trustee, officer, employee, agent, or volunteer of the Corporation or who is or was acting on its behalf at its request, whether or not the Corporation would have the power to indemnify such person under the provisions of this article.

Section 4.

Indemnification and advancement of expenses as provided herein will continue, unless otherwise provided when such indemnification was authorized or ratified, to persons who have ceased to be Directors, officers, employees, agents, or volunteers of the Corporation, and will inure to the heirs and personal representatives of such persons.

Section 5.

The provisions of this article will not create any right of subrogation to any person, firm or Corporation against this Corporation, its officers, Directors, employees, agents or volunteers.

Section 6.

It is the intent of this article to provide the maximum indemnification possible under applicable law in order to help induce competent persons to serve on behalf of the Corporation. The rights of officers, Directors, employees, agents and volunteers herein specified will be in addition to any other rights such persons may have under the Articles of Corporation or under the laws of the United States and the State of Florida, subject only to the provisions of Section 2 hereof, it is specifically intended hereby to authorize and direct indemnification to the extent permitted or required by law, including but not limited to Section 607.0850, Florida Statutes, 1991, other statutes and case law of the State of Florida and the United States, as all of the same now exist and as they may, in the future be modified or amended.

Section 7.

If any part of this article will be found by a court of competent jurisdiction to be invalid or ineffective in any action or proceeding, the validity and effect of the remaining parts hereof will not be affected.

ARTICLE XI - MISCELLANEOUS PROVISIONS

Section 1. Depositories

The Board of Directors or an officer designated by the Board will appoint banks, trust companies, or other depositories in which will be deposited from time to time the money or securities of the Corporation.

Section 2. Checks, Drafts and Notes

All checks, drafts, or other orders for the payment of money and all notes or other evidences of indebtedness issued in the name of the Corporation will be signed by such officer or officers or agent or agents as will from time to time be designated by resolution of the Board of Directors or by an officer appointed by the Board.

Section 3. Contracts and Other Instruments

The Board of Directors may authorize any officer, agent or agents to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation and such authority may be general or confined to specific instances.

Section 4. Notices

Whenever under the provisions of the statutes or of the Articles of Incorporation or of these Bylaws notice is required to be given to any director or member, it will not be construed to mean personal notice, but such notice may be given in writing, mail or by e-mail addressed to such director or member at such address as appears on the records of the Corporation, or, in default of other address, to such director or member, and such notice will be deemed to be given at the time when the same will be thus mailed or delivered by a telecommunications company.

Section 5. Waivers of Notice

Whenever any notice is required to be given under the provisions of the statutes or of the Articles of Incorporation or of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, will be deemed equivalent to notice. Attendance of a person at a meeting will constitute a waiver of notice of such meeting, except when the person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the members, directors or members of a committee of directors need be specified in any written waiver of notice.

Section 6. Stock in Other Corporations

Any shares of stock in any other Corporations which may from time to time be held by this Corporation may be represented and voted at any meeting of shareholders of such Corporations by the President, or by any other person or persons thereunto authorized by the Board of Directors, or by any proxy designated by written instrument of appointment executed in the name of this Corporation by its President.

Section 7. Investments

Unless otherwise specified by the terms of a particular gift, bequest or devise, grant or other instrument, the Funds of the Corporation may be invested, from time to time, in such manner as the Board of Directors may deem advantageous without regard to restrictions applicable to Directors or trust funds; provided, however:

- a) The Corporation will not retain any excess business holdings as defined in section 4943(c) of the Code; and
- b) The Corporation will not make any investments in such manner as to subject it to tax under Section 4944 of the Code.

Section 8. Self-Dealing

The Corporation will not engage in any act of self-dealing as defined in Section 4941(d) of the Code.

Section 9. Distribution of Income

If the Corporation is not a private operating Corporation as defined in Section 4942(j)(3) of the Code, the Corporation will distribute its income for each taxable year at such time and in such manner as not to become subject to the tax and undistributed income imposed by Section 4942 of the Code.

Section 10. Certain Expenditures

The Corporation will not make any taxable expenditures as defined in Section 4945(d) of the Code.

Section 11. Dissolution of Corporation

Upon dissolution of the Corporation, the Board of Directors will dispose of the assets of the Corporation in such a manner, or to such organizations operated for charitable purposes as will qualify at the time as exempt organizations under Section 501(c)(3) of the IRS code, or the law in effect at the time. Upon winding up and dissolution of this Corporation, after paying or adequately providing for the debts and obligations of the Corporation, if the named beneficiary at the time of dissolution may not be qualified, may not be in existence, or may be unwilling or unable to accept the assets of the dissolving organization, the remaining assets will be distributed to a non-profit fund, Corporation, or Corporation which is organized and operated exclusively for charitable, educational, religious, and scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 12. Conflict Of Interest

No officer, Director, or member of the Corporation will have a direct or indirect financial interest in the Corporation's interest when it is contemplating entering into a transaction or arrangement that might result in a possible excess benefit transaction. This policy, which has been adopted by resolution of the governing board, is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 12.1 Violations of the Conflicts of Interest Policy

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it will inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it will take appropriate disciplinary and corrective action.

Section 13. Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of the Corporation not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

Section 14. Effective Date

These By Laws were approved and became effective on October 10, 2017.

GENERAL INSTRUCTIONS FOR HOSTS/HOSTESSES

SET UP

1. The Membership Chair or designee will unlock the great hall, turn on the lights and adjust the thermostats.
2. When volunteering you are expected to arrive Friday (meeting day) at the meeting hall by 9:00 a.m. to set up, stay until kitchen is clean and everything is put away. If you find you are unable to be at a meeting to set up or clean up, look for someone to replace you that day. If you are unable to find a replacement, tell the Kitchen Hostess in time for her to ask for help.
3. Food is served on Fridays, with the exception of Luncheons.
4. From the shelves in the storage room:
 - Take all coffee making supplies to the kitchen.
 - Put the Library box on the table inside the double doors and unload its contents.
 - Take the "care basket" to the ladies room.
5. When you fill the coffee pots, refer to the printed guides found in the plastic supply box.
6. During "season" you may need to make a 2nd pot of regular coffee, but it is not always required. Look into the pots to see if needed.
7. **DO NOT PLUG ALL COFFEE AND WATER POTS INTO THE SAME PLUG; IT WILL TRIP THE CIRCUIT BREAKER!**
 - a. Use 2 surge suppressors and plug coffee pots into 2 different wall plugs.
 - b. Plug the water into the outlet that is found on the right side of the wooden island under the counter. This water will be used for tea.

CLEAN UP

Faith Lutheran Church generously allows us to use their facilities for a very nominal monthly fee. It is our responsibility to leave the meeting hall and kitchen in the best possible condition. Please make sure you adhere to the following clean-up requirements:

1. You can start clean-up 15 minutes after meeting ends. **It is thoughtful to ask the remaining members if they would like a last cup of coffee before you empty the pots.**
2. Six (6) chairs should be placed around each table.
3. Return all coffee supplies, information, "care basket" and Library box to the storage shelves. Turn off the lights to the kitchen and close the door.
4. Garbage bags should be taken to the dumpster. There are 3 garbage cans. Move 2 into back part of kitchen and use only 1, except during luncheons.
5. For any questions regarding air conditioning/heat, please contact the Facilities Chair. This will limit disruptions to the church secretary.

Revised 2018

EDUCATION POLICIES

1. Registration for upcoming classes will be open 10:00 - 10:30 a.m. and resume immediately following the end of announcements/business meeting/show and tell. A completed registration form and payment are required at the time of sign-up. Registrations may be made by mail, sent to the Guild P.O. Box.
2. Payment in full at the time of registration is required for all workshops, whether In-House Faculty or Visiting Faculty. Kit fees, pattern fees, etc., are paid to the instructor on the day of the class, or at sign-up time, depending on the instructor.
3. No refunds for student cancellations will be given within 2 weeks prior to a workshop by a Visiting Faculty, and one week prior to an In-House Faculty. Cancellations will be filled first from a waiting list. If space still exists, the Guild will advertise the class to outside guilds.
4. Bring to class all items on the teacher's Supply List and "Basic Supply List for Classes and Sew Ins".

Revised 2018

SEW IN

The Education committee sponsors a monthly Sew-In at the church in the hope you will come and work on an unfinished project, ask some questions, work on one of the Guild projects, or just sit and socialize. These meetings are much more relaxed than our Friday meetings with no announcements and fewer members. You may machine or hand sew; all you have to do is sign up so we know how much space we need. Bring whatever supplies you need for your project or, if you are working on a Guild project, you will be told what you need. We provide irons so leave yours at home.

You should bring your lunch and a drink. Sometimes we have mini lectures at lunch time and sometimes we just socialize.

The date of the Sew In varies with the availability of the church but the time is 9:00-3:00. You may come and go anytime within that time frame according to your needs. Just be sure to clean up your space before you go. Watch your newsletter and website for monthly Sew In schedule.

Bring to Sew In items on "Basic Supply List for Classes and Sew Ins".

BASIC SUPPLY LIST FOR CLASSES AND SEW INS

Members will want to bring all items on this basic class supply list for any PRQG class or Sew In.

- Sewing machine, foot pedal, cords, feet and manual
- Extra bobbins
- Machine needles

- Thread to match project. If project colors unknown bring neutral, gray or beige.
- Fabric
- Personally purchased pattern
- Fabric marking pencils in a light and a dark color

- Pen/pencil and paper
- Trash bag for snips and pieces

- Seam ripper
- Scissors – paper and fabric
- Thread snips
- Thimble
- Hand needles
- Pin cushion
- Tape measure
- Pins or clips

- Band-aids

- Portable fan
- Extension cord
- Personal light
- Seat cushion
- Sweater

- Rulers
- Rotary cutter and blades
- Cutting mat

- Lunch
- Water or other beverage (covered container)

- Glue stick
- Pressing sheet
- Masking tape, clear tape, blue tape

NEVER, NEVER, NEVER BRING A PERSONAL IRON UNLESS SPECIFICALLY TOLD TO BY THE EDUCATION COMMITTEE.

(Use of personal irons blows fuses in the church hall.)

COMMUNITY QUILT GUIDELINES

Each Guild member is expected to make at least one (1) community quilt per year. These quilts are then donated by the Guild to various charities, including Baker Head Start Program, Douglas T. Jacobson State Veterans' Home, For the Love of Kids, Charlotte County Police Department, Charlotte County Friends of the Library, etc. We are also asked at times for donations of quilts to charities which they auction as a fundraiser.

General guidelines to help you get started:

1. We have lots of fabric for you to use free of charge for making your community quilts. It will be put out at most meetings except when there is a program scheduled. We also supply batting and labels. The fabric has been donated by members and shops. You may donate any time you want to clear out your stash.
2. If you use your own fabric, please use 100% cotton for comfort and ease of care. You will not be reimbursed for using your own fabric, batting, etc. Do not use flannel or holiday fabrics.
3. Do not use invisible thread. These quilts are for kids and the elderly and invisible threads can be a danger and also doesn't hold up to commercial laundering.
4. Please attach a 4"x 6" BLANK label to the back of your community quilt. The guild has labels made for you or you may make your own. It should be a solid, light colored fabric. This allows us to stamp it with the Guild's name and leaves room for the recipient's name. Do not write anything on the label including your name. Do not date your quilt.
5. **Your quilt needs to be at least 36x45 inches.** This size is kid- and wheelchair-friendly, and the batting is cut to accommodate this size. Batting is cut 45x51 inches.
6. Your quilts should be fairly densely quilted to stand up to lots of "love" and commercial laundering. Please do not tie your quilt.
7. Double check your quilt before turning it in. Make sure there are no loose threads for little fingers to get tangled in and no pins anywhere. You may turn in your quilt at the Community Quilt fabric table at meetings.

If you have any questions, please feel free to ask. Thanks for helping us make a difference, one quilt at a time.

Revised 2018

USING THE GUILD LIBRARY

Our Library houses well over 600 books, video tapes and CDs. There is a folder listing the books by CATEGORY, by AUTHOR and by TITLE.

Books are placed on the shelves by CATEGORY and are color-coded. The category code listing is on the inside door of each cabinet. You can also locate a book if you only know the AUTHOR or TITLE by referencing them in the folder listings.

Tapes and CDs are on the lower shelves in the right Library cabinet.

Library book catalog website: www.librarything.com/catalog/PRQGLibrary

BOOKS:

1. You can check out books for a period of 3 weeks.
2. Each book has a white library card inside the front cover.
3. Sign your name and date on the library card.
4. Place the signed card in the plastic file box, in the Library basket on the sign-in table.
5. Put all returned books in the Library box on the sign-in table.
6. **PLEASE DO NOT** remove returned books from the box, as the Library committee must check in those books and return them to the shelves before they can be signed out again.

TAPES and CDs:

1. These lists are on the first page in the folder.
2. Tapes and CDs can be signed out using the same procedure as signing out books.

MAGAZINES:

Folders can be found in the first cabinet. They are to be viewed at meetings only. Not available for checkout.

New books are continually being added to the Library.

If you have suggestions or requests for additions to the Library, please contact the Librarians, listed in the Member Directory.

Revised 2018

POLICY FOR NON-MEMBERS ADVERTISING ITEMS FOR SALE

Advertising for quilting/sewing-related items by non-GUILD members will be allowed only on the Guild's Information board which will be displayed at GUILD meetings. Advertiser should send a flyer with complete details, and photos if possible, to the GUILD's P.O. Box.

Adopted by Board August 2015

TRAVEL POLICIES

1. Members in good standing shall have priority registration for Trips. If, after an appropriate time as determined by the Travel Committee, there are openings, guests over 21 years of age shall be permitted to register. Guests shall pay the same fee as members plus an additional fee as determined by the Board.
2. Refunds
 - C. Refunds for non-medical emergencies shall not be approved after fourteen (14) days prior to Trip.
 - D. Refunds for medical emergencies shall be approved if requested by 12:00 midnight seven (7) days prior to Trip.
 - 1) Medical emergency must be documented.
 - 2) Medical emergency must involve Trip registrant or someone (e.g. husband, child) whom registrant must care for.
 - 3) Refund shall be for amount paid less what is required to keep roommate(s) from having to pay additional fees.
 - 4) Refunds shall be sent after Trip.
 - 5) There shall be no refunds for any reason after 12:00 midnight seven (7) days prior to Trip.
3. If registrant cannot attend a Trip it is her/his responsibility to find a replacement. Registrant may sell the space for whatever can be recouped. The person taking that space shall be registered for events that registrant chose, unless there are openings in another area and Travel Chairman can arrange the transfer. The person replacing the registrant must be a GUILD member in good standing, unless Trip Committee has opened registration to guests.
4. If registrant is not attending the Trip and is selling the space, she/he shall notify Travel Chairman in order for the new person to receive the appropriate paperwork.
5. All Trip attendees must file medical and hold-harmless forms with Trip Chairman.
6. Changes or modifications to these Policies shall be by vote of the Board.

Adopted 2015

RETREAT POLICIES

1. Members in good standing shall have priority registration at the Retreat. If, after an appropriate time as determined by the Retreat Committee, there are openings, guests over 21 years of age shall be permitted to register. Guests shall pay the same fee as members plus an additional fee as determined by the Board.
2. Refunds
 - A. Refunds for non-medical emergencies shall not be approved after January 1 of Retreat year.
 - B. Refunds for medical emergencies shall be approved if requested by 12:00 midnight February 1 of Retreat year.
 - 1) Medical emergency must be documented.
 - 2) Medical emergency must involve Retreat registrant or someone (e.g. husband, child) whom registrant must care for.
 - 3) Refund shall be for amount paid less what is required to keep roommate(s) from having to pay additional fees.
 - 4) Refunds shall be sent after Retreat.
 - 5) There shall be no refunds for any reason after 12:00 midnight February 1 of Retreat year.
3. If registrant cannot attend Retreat it is her/his responsibility to find a replacement. Registrant may sell the space for whatever can be recouped. The person taking that space shall be registered for classes that registrant chose, unless there are openings in another class and Retreat Chairman can arrange the transfer. The person replacing the registrant must be a GUILD member in good standing unless Retreat Committee has opened registration to guests.
4. If registrant is not attending Retreat and is selling the space, she/he shall notify Retreat Chairman in order for the new person to receive the appropriate paperwork.
5. All Retreat attendees must file medical and hold-harmless forms with Retreat Chairman.
6. Changes or modifications to these Policies shall be by vote of the Board.

Adopted 6/12/15