



Willamette Valley Quilters Policies and Procedures

The purpose of this Manual, hereafter referred to as the “Policies and Procedures” is to collect in one location the Governing Documents of WVQ and to describe general policies and procedures of WVQ that are not addressed in the By-Laws.

MISSION STATEMENT

Willamette Valley Quilters formed to:

- promote the art of quilting
- provide education through programs, classes and activities
- sponsor and support charitable projects to provide encouragement to those in need
- inspire creativity and friendship

EXECUTIVE BOARD

The Executive Board consists of elected officers and founding members.

MEETING ETIQUETTE

Members have the responsibility to do our part to keep our meetings and events healthy, safe and respectful. Our goal is to maintain a positive environment where everyone is treated with respect.

Be on time, wear your name tag, keep your phone on silent, limit side talk during meetings, if you are not feeling well stay home and follow current health mandates & guidelines.

PRIVACY POLICY

WVQ does not use its data base of names and information collected from the Membership Form for any purpose other than official Guild business. We do not pass those details to any other organization or person who is not a member of Willamette Valley Quilters.

Each member agrees not to use information found in the WVQ Directory for personal or business purposes outside of WVQ membership.

Newsletters and Membership Directory are not published on the website. They are sent to each member via email from WillametteValleyQuilters.com, using Blind Copy option. Anyone needing hard copies will pay a \$10 annual fee.

COMMITTEES

Where appropriate, committees shall have a chairperson or two co-chairpersons, and will report to the board upon request. A committee chairperson or a committee member will not accept monetary compensation of any kind from members.

1. WVQ STANDING COMMITTEES

A. PROGRAMS

Arrange meeting programs, arrange teachers, workshops and facilities, supply information on workshops to the Newsletter Chair, members and the general public and if needed ensure contracts are in place. Committee is responsible for arranging travel, meals and lodging when applicable. Coordinate the formation of small groups, disseminating information to new members as needed. The Program Committee will share information about upcoming monthly programs in Newsletter and at membership meetings. The Program Committee will also be responsible for Block of the Month, Challenges, field trips, and any other large or small group WVQ quilting activities.

B. WVQ AUCTION – STASH BUILDER

Arrange 3-5 auction items per monthly meetings. Donations to Stash Table can be new or collected per the committee's discretion. Tickets are available before the meeting and during intermission. Monies collected from this auction will support Programs.

C. HOSPITALITY

Committee will greet members and guests at the sign in table by the front door before each monthly meeting. They will offer name tags and direct guests to the Membership Table for more information as needed. If extra help is needed at a meeting, class, or activity, they will be contacted to help.

D. SUNSHINE

WVQ encourages members to notify the Sunshine Committee if a member's day could be brightened with a call or a card. (i.e., a death in the family, or an illness, accident, surgery).

E. NEW MEMBER OUTREACH – MEMBERSHIP- ROSTER

At all functions of the Guild, this committee will greet and welcome new members and guests, offer name tags and membership information. This committee will maintain the membership information and email the Membership Directory to all members. T-Shirts, hoodies & accessories (tote bags, etc.) is facilitated by the Membership Committee. Logo imprinted shirts, hoodies and tote bags are available to order at the Membership table.

Pearls & Pop Bead Program – This was set up and designed as a fun project to recognize member participation in guild activities. Members who wish to participate will receive a bag with 10 pop beads on their first sharing at Show & Tell or any of the activities. More beads can be earned by sharing a quilt for Show & Tell, donating a compassion quilt, attending a class or workshop & challenge participation.

F. COMMUNITY SERVICE – PUBLIC RELATIONS

Develop set list of charities to receive support from the Guild and plan charity opportunities for the WVQ membership participation. Promote the WVQ Guild through social media, newspaper and other outlets, as determined.

We support the Dayton Food Pantry. At each monthly meeting, grocery carts are at the entrance for members to drop in their donations of non-perishable food items, paper products, and dry pet food.

G. WEBSITE

Committee will create and maintain the website for the Guild. The website gives information about the guild and any upcoming programs, teachers and workshops.

H. NEWSLETTER

The Newsletter Committee shall write, edit, print and mail and/or email a Newsletter to members one week before monthly meetings and shall keep printed archives of the Newsletter.

I. QUILT SHOW

WVQ will host a quilt show on odd numbered years. In order to have a show, we need volunteers to chair and work on the various committees. A quilt show usually requires a year or more of planning. The quilt show committee shall be responsible for the planning and execution of the quilt show. The Board will ask for volunteers to plan the Quilt Show. It is a complex project, which will include a chair and sub- committees serving all aspects of a quilt show. It is recommended that individuals serve for the duration of two quilt shows with half of the committee rotating off after each show. Quilts from members and non-members may be shown. Members are encouraged to participate.

J. QUILT SHOW RAFFLE QUILT COMMITTEE

The committee is responsible for all phases of the Raffle Quilt construction for the quilt show quilt and the raffle process. The committee shall determine quilt size, pattern, material and method of construction. The committee will communicate with the membership if help is needed. Materials may be donated or purchased with reimbursement, depending on the type of quilt pattern chosen. Tickets will be sold at WVG monthly meetings or by WVQ members. It may be possible for the quilts to hang in the local quilt shop, where tickets may also be sold. The drawing for the quilt will be held at the end of the Quilt Show.

2. WVQ MEMBERS INFORMATION

A. MEMBERSHIP –

Facilitated by the Membership Committee.

The committee will welcome each new member, process the membership form, accept the initial dues payment, take a photo for WVQ Directory, and hand out the new member packet. The new member packet includes a magnetic badge to be personalized, Founding Member Contact & Bio, New Member Information, Benefits of Membership, printed copy of the current Newsletter, note pad and pen. By-Laws and Membership Directory are emailed to each new member. The membership period is from January 1 to December 31 of each calendar year. Membership dues will be prorated at \$30 for members joining in August or thereafter. Visitors pay \$10 per meeting after their first meeting.

Membership: Members have priority for events and workshops. Members are strongly encouraged to participate in all Guild events, such as quilt shows, fundraisers, and educational or public service activities.

Nametags: Members are strongly encouraged to wear their nametags at WVQ monthly meetings and all official guild functions. Replacement name tags are available at the Welcome Table for 50 cents.

B. COMMUNICATION WITH MEMBERS

Facilitated by the Membership Committee & Newsletter Editor. The newsletter will be sent to all members by email only. New Members will receive their first newsletter in their new membership folder. The Membership Committee welcomes new members & sends the Member Directory to all Members. Our Facebook and Instagram pages are more informal, members and non-members may share stories about their quilting lives and pictures of recent projects.

C. SHOW & TELL

Show and Tell, where members can share their recent quilting accomplishment will take place at each monthly meeting, unless otherwise noted. Quilts must be quilted and bound. Participants may share up to 2 quilts per month. A photo of each quilt will be posted on the WVQ Website.

D. COPYRIGHT LAWS

WVQ adheres to Copyright Laws and are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works, (i.e., CIRCLES, Block of the Month and any other WVQ quilting group activity).

E. DISCIPLINARY ACTION

Facilitated by the WVQ Executive Board.

In order to protect WVQ and the pursuit of its purpose, it may become necessary to take disciplinary action against an officer, chairperson, or member. WVQ requires that all officers, chairpersons and members refrain from conduct injurious to WVQ or its purpose. Should attempts to resolve the matter informally fail, the Executive Board shall conduct a confidential investigation and an informal hearing in executive session. The Executive Board includes President, Vice President, Treasurer, Secretary and other necessary members appointed by the President.

3. FUNDRAISING

This includes Stash Table, Raffle Quilt, Quilt Show, Vintage Arts & Craft Sale, WVQ Logo attire and accessories. The WVQ Board Members have the right to organize other fund raising activities as deemed necessary.

A. LOGO

The WVQ logo is black and white. The logo is to be used only for WVQ attire and accessories, business and activities. T-Shirts, hoodies & accessories (tote bags, etc.) are facilitated by the Membership Committee. Logo imprinted shirts, hoodies and tote bags are available to order at the Membership table.

B. WVQ AUCTION – STASH BUILDER

Refer to page 2-B.

C. WVQ RAFFLE QUILT

WVQ will make a quilt at least once a year to be raffled for the purpose of raising money for programs for WVQ. Tickets will be sold at WVG monthly meetings or by WVQ members. It may be possible for the quilts to hang in the local quilt shop, where tickets may also be sold. The drawing for the raffle quilt will be held at the December meeting. The Raffle Quilt committee shall be responsible for all phases of the Raffle Quilt construction and raffle process. The committee will communicate with the membership if help is needed. Materials may be donated or purchased with reimbursement, depending on the type of quilt pattern chosen.

D. VINTAGE ARTS & CRAFT SALE

A Vintage Arts & Craft Fair will be held as a WVQ fundraiser on even years.

Spaces may be rented for a fee and private parties may sell their crafts or vintage items outside the church, in the parking lot or grassy field. Members will be charged \$15 for their personal space, nonmembers will be charge \$35. WVQ will have a space to sell items donated by the members. Donations will be collected at the monthly meeting before the Vintage Arts & Craft Fair. A committee, with subcommittees, will be formed

by the Program Committee to carry out this fundraiser. The subcommittees include, but are not limited to: Space & Vendors, Advertising and Collecting Fees, WVQ Tables and donations, Clean- Up. Members are encouraged to participate.

E. DONATIONS

Facilitated by the WVQ Executive Board.

Large donations will be approved by the Executive Board before acceptance. The WVQ board will agree on how to disperse the donation.

4. PROGRAM COMMITTEE

Facilitates BOM, Challenges, Circles, Speakers & Workshops, and any other membership activities that promote learning within WVQ.

A. BOM

BOM is a sub-committee of the Program Committee. At each regular meeting, a new block pattern and directions are made available. Members may make one or more of the blocks to be displayed during the following monthly meeting. A date will be set to share the finished quilt. WVQ honors copyright laws, (page 4-D)

B. CHALLENGES

A challenge, presented by the Program Committee, will be issued once or twice a year. The rules will be different each time. Approximately, four to six month later, the finished projects will be displayed at a monthly meeting.

C. CIRCLES

The Program Committee facilitates CIRCLES and is open to WVQ members only. These small groups are based on quilting interests and fellowship. Each CIRCLE will appoint a contact person. The contact person will communicate with the Program Committee (Vice President), as needed. Occasionally, the CIRCLE will be scheduled to report at a monthly meeting or to the Board. CIRCLES will meet in homes or in a public place, eg., coffee shop, restaurant. etc. WVQ adheres to Copyright Laws and are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works, (i.e., CIRCLES, Block of the Month and any other WVQ quilting group activity).

D. WORKSHOPS

The goal is for workshops to be self funded. All workshops/classes will be planned and carried out by the WVQ Program Committee. Workshops will be held at the Dayton First Baptist Church.

Sign-ups: Current, active Guild members, who are interested, are required to sign up. Sign up will be arranged on a first come basis, first serve basis. Sign up will be available at monthly WVQ meetings. If a workshop fills up, a waiting list will be available.

Non-Members: Though members have first choice for WVQ sponsored workshops, there will be a waiting list for non-members. Non-members may register not more than two weeks before the workshop. They will pay an up charge, based on the amount determined by the Program Committee Chair/s.

Payment: Payment in full is due at the time of sign up for the workshop. If payment cannot be made at that time, the member will be placed on a waiting list until payment in full is received. Placement on the waiting list is subject to availability.

Refunds: A refund will be given if notice of cancellation is received no later than two weeks before the workshop. No refunds will be given after this date. However, an attendee who is canceling may transfer their space to another guild member and recoup their payment if mutually agreed on. This change in attendance must be communicated to Program Chair/s, along with any changes in attendance at the workshop. Exceptions to this refund policy may be allowed in the event of a medical or family emergency, at the discretion of the Program Chair/s.

E. WORKSHOPS TAUGHT BY WVQ MEMBERS

Workshops taught by members will be self-funded. Members who teach a 6 hour workshop for the WVQ will be paid \$200.00. The Program Committee will arrange member workshops in conjunction with program focuses and WVQ Mission Statement.

- Refer to the WVQ By-Laws for more information. You can find the Bylaws at the WVQ website – WillametteValleyQuilters.com
- These Policies and Procedures shall be reviewed as needed and any changes approved by the Executive Board shall take place immediately. All amendments will be dated when added to the Policies & Procedures.

Adopted: April 12, 2022

WVQ Founding Members

Peggy Gelbrich

Pam Tate

Sally Eagleman

Lauri Nichols

Cristina Creigh

Gail Norby

Kathy Bower

Janet Decker