

# Phoenix Modern Quilt Guild Policies & Procedures Manual

Updated April 9, 2022

A copy of this Policies & Procedures Manual is posted on the PhxMGQ website for public viewing.

## 1. Purpose

- 1.1. The purpose of the PhxMQG is to support and encourage the growth and development of modern quilting through art, education, and community.
- 1.2. The PhxMQG carries out its purpose by:
  - 1.2.1. Encouraging modern quilt making.
  - 1.2.2. Providing educational activities such as speakers and demonstrations, special interest workshops, lectures, and similar activities.
  - 1.2.3. Creating a positive community of modern quilters interested in sharing knowledge of modern quilting techniques, patterns, modern fabrics, and quilt making.
  - 1.2.4. Supporting and sponsoring quilting activities such as community events that focus on the art and enjoyment of quilting.
  - 1.2.5. Serving the community through charitable activities involving quilting.
  - 1.2.6. Educating the public about the history of quilting as an art form as well as a continuing craft.
- 1.3. Description of the Guild for use in communications:
  - 1.3.1. We are quilters first, modern quilters second.
  - 1.3.2. We are the Phoenix Modern Quilt Guild. Modern quilting is our response to what has come before. We gather once a month to collaborate, learn, and share our quilts.
  - 1.3.3. The Phoenix chapter of the Modern Quilt Guild was established in 2012. We have grown and evolved into a group of 70+ members from across the valley, country, and globe with a variety of interests and talents. We host periodic Sew-n-Chat sessions, workshops, and other special events throughout the year.
  - 1.3.4. We are a diverse, welcoming community coming together to educate and share the passion of quilting by supporting each other and giving to our community, all through the love of modern quilting.

## 2. Member Benefits and Rights

- 2.1. Members in good standing may attend all General Membership Meetings without additional charge.
- 2.2. Members may participate in and support the projects and activities of the Guild, including the privilege of voting, holding office, and serving on committees.
- 2.3. Members have access to a Member Directory and the minutes of the Executive Board, General Membership, and Special Meetings on a PhxMQG website page accessible only to members.

- 2.4. Membership in the PhxMQG includes membership in the Modern Quilt Guild, Inc. Any member may opt out of MQG membership in writing to the Treasurer, but the full amount of PhxMQG dues is still owed.
- 2.5. Members may request that the Executive Board place items on Executive Board and General Membership Meeting agendas. The request must be submitted in writing to the President at least five (5) days prior to the meeting. The Board may invite the member(s) to participate during the portion of the Board meeting when the Officers discuss the item.
- 2.6. Registration is mandatory when there is limited space in workshops, presentations, and events, even if no fee is charged. Members are given priority, up until a date established by the Executive Board, and then non-members may register as space permits. If a supply kit is offered, members are given priority to reserve and purchase a kit; non-members may purchase a kit if extras are available.
- 2.7. Any member who has a concern about a PhxMQG policy or procedure, or experiences a conflict with another Guild member, should communicate with the Executive Board in writing by sending an email to [theboard@phxmqg.com](mailto:theboard@phxmqg.com).

### **3. Meeting Attendance, Guests, and Children**

- 3.1. All members and guests are expected to sign in at every in-person meeting to track attendance. The President designates an individual to record participants in online meetings.
- 3.2. The Officer chairing an online meeting will announce if the meeting is being recorded and ensure that the recording is initiated and saved on the Google drive.
- 3.3. Guests may attend one in-person or online General Membership Meeting and one “Sew-in-Chat” free of charge and must pay the appropriate annual dues to attend subsequent meetings. An Officer will contact each guest to express appreciation for the guest’s interest, and to explain that payment of dues is required to attend subsequent meetings and activities.
- 3.4. Some speakers and workshop leaders specify in contracts that the event is open only to members. In such cases, guests will not be allowed to participate.
- 3.5. Children of members may attend meetings. If a child becomes disruptive, the member and child must leave the meeting.

### **4. Inclusion Statement and Code of Conduct**

- 4.1. PhxMQG is a diverse, welcoming community that comes together to educate and share the passion of quilting by supporting each other and giving to our community.
- 4.2. Officers and the membership are expected to adhere to this Inclusion Statement and Code of Conduct, and the Executive Board uses these to inform behavior, decisions, and actions.
- 4.3. Inclusion Statement
  - 4.3.1. The PhxMQG seeks to foster a vibrant and inclusive organization built on encouragement and mutual respect, where all feel welcome.
  - 4.3.2. All members and guests deserve to be in an environment where they are treated with dignity and respect for their person, opinions, and points of view. PhxMQG is an equal opportunity organization committed to providing an

environment that is free of discrimination of all types and free of abusive, offensive, or harassing behaviors. Individuals should always act with fairness, honesty, integrity, openness, and respect the opinions of others. Individuals should treat all with equality and dignity without regard to gender; gender expression; race; color; creed; ancestry; ethnicity; place of origin; language; nationality; immigration status; marital/parental status; socioeconomic status; education level; political beliefs; religion (or lack thereof); physical, mental and/or developmental ability/disability; age; sexual orientation; or any of the numerous other characteristics that make us who we are.

4.3.3. Any member or guest who feels harassed or discriminated against at meetings or activities should report the incident in writing to a member of the Executive Board.

#### 4.4. Unacceptable Behaviors

4.4.1. Harassment including (but not limited to) deliberate intimidation, stalking, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. This includes digital harassment in emails and social media.

4.4.2. Discrimination, defined as the unjust or prejudicial treatment of different categories of people; behaviors based on bigotry; and/or or implicit biases against a particular group.

4.4.3. Making generalizations or reinforcing stereotypes about people who are different from you.

4.4.4. Personal attacks or offensive verbal comments.

4.5. Members and guests are prohibited from recording any in-person or online meeting or event unless advance written permission is obtained from the President.

4.6. Members who fail to adhere to the Inclusion Statement and Code of Conduct may be removed by a majority vote of the Executive Board.

### 5. Website

5.1. Areas of the PhxMQG website, [www.phxmqg.com](http://www.phxmqg.com), open to the General Public could include:

5.1.1. Bylaws and Policies & Procedures Manual.

5.1.2. Purpose/description of the Guild.

5.1.3. How to be a member, with button to join.

5.1.4. How to sign up (and pay) for any classes/workshops/BOM, with buttons to pay.

5.1.5. Date, time, location/format of the next meeting, with information on any programs or activities that will be part of the meeting.

5.1.6. Block of the Month.

5.1.7. Swaps.

5.1.8. Block Lottery.

5.1.9. Community Outreach.

5.1.10. Challenges.

- 5.1.11. QuiltCon description, with link to MQG QuiltCon page.
- 5.1.12. Quilt photos such as the Guild's charity quilts.
- 5.1.13. Links to the Guild's social media.
- 5.1.14. Information about sponsors if applicable.
- 5.1.15. Information about Amazon Smile, with link to designating PhxMQG as the Amazon Smile charity of choice.
- 5.1.16. Other items at the Executive Board's discretion.
- 5.2. Access restricted areas for Members Only include:
  - 5.2.1. General Meeting Minutes.
  - 5.2.2. Executive Board Meeting Minutes.
  - 5.2.3. Membership Directory, with note about the Privacy Policy and that the Directory is for use by members only and distribution to non-members, sale, or commercial use is prohibited.
  - 5.2.4. Other items at the Executive Board's discretion.
- 5.3. The PhxMQG has a detailed policy, which was last updated on November 26, 2021. The policy is posted on the PhxMQG website, and the Secretary maintains a copy of the current policy. The contents of the current policy are:
  - 5.3.1. What information do we collect?
  - 5.3.2. How do we use your information?
  - 5.3.3. Will your information be shared with anyone?
  - 5.3.4. Who will your information be shared with?
  - 5.3.5. Do we use cookies and other tracking technologies?
  - 5.3.6. How long do we keep your information?
  - 5.3.7. How do we keep your information safe?
  - 5.3.8. Website application privacy policies
  - 5.3.9. What are your privacy rights?
  - 5.3.10. Controls for do-not-track features
  - 5.3.11. Do California residents have specific privacy rights?
  - 5.3.12. Do we make updates to this notice?
  - 5.3.13. How can you contact us about this notice?
  - 5.3.14. How can you review, update, or delete the data we collect from you?
- 5.4. The Membership Roster is for use by members only and is not for distribution to non-members, for sale, or for commercial use.
- 5.5. The PhxMQG has Terms and Conditions regarding use of the website, last updated on November 26, 2021, which are posted on the PhxMQG website. The Secretary maintains a copy of the current policy. The contents of the current Terms and Conditions are:
  - 5.5.1. Agreement to Terms
  - 5.5.2. Intellectual Property Rights
  - 5.5.3. User Representations

- 5.5.4. User Registration
- 5.5.5. Products
- 5.5.6. Purchases and Payments
- 5.5.7. Return/Refunds Policy
- 5.5.8. Prohibited Activities
- 5.5.9. User Generated Contributions
- 5.5.10. Contribution License
- 5.5.11. Social Media
- 5.5.12. Submissions
- 5.5.13. Third-party Website and Content
- 5.5.14. Site Management
- 5.5.15. Privacy Policy
- 5.5.16. Terms and Termination
- 5.5.17. Modifications and Interruptions
- 5.5.18. Governing Law
- 5.5.19. Dispute Resolution
- 5.5.20. Corrections
- 5.5.21. Disclaimer
- 5.5.22. Limitations of Liability
- 5.5.23. Indemnification
- 5.5.24. User Data
- 5.5.25. Electronic Communications, Transactions, and Signatures
- 5.5.26. California Users and Residents
- 5.5.27. Miscellaneous
- 5.5.28. Contact Us

## **6. Finances**

- 6.1. All PhxMQG funds must be held in U.S. funds at FDIC insured institutions.
- 6.2. The Guild has an Internal Revenue Service (IRS) Employer Identification Number (EIN), also known as a Federal Tax Identification Number. The EIN must be used when filing all tax forms with the IRS.
- 6.3. An individual's personal Social Security Number (SSN) and birthdate are required for financial accounts and payment processing accounts, per the U.S. Department of Treasury Financial Crimes Enforcement Agency (FinCEN). The Executive Board will reach agreement on who will serve as an account owner for accounts that (a) won't accept an EIN and (b) require the designation of an individual as the account owner and use of the owner's personal SSN. The Treasurer changes account information when a new owner takes over.
- 6.4. The Executive Board will review, and the Treasurer will file an informational return to the IRS using a Form 990 by May 15 each year. The Treasurer will issue an IRS

Form 1099-NEC per IRS regulations to individuals contracted to provide services, postmarked by January 31 each year.

- 6.5. The President and Vice President are authorized to enter into contracts with the approval of a majority of the Officers. The Executive Board may authorize additional Officers to enter into contracts.
- 6.6. The process for executing a contract it:
  - 6.6.1. The Programs team negotiated the contract to be sure that PhxMQG's interests are looked after. Most Vendors who write a contract do so to protect their own interests and not the other party. The team considers refundability and how to handle a cancellation or rescheduling by either party.
  - 6.6.2. The Vendor signs the negotiated (approved) contract first because they are the initiator of the contract.
  - 6.6.3. The contract is then forwarded to the President or Vice President for signature on behalf of the Guild.
  - 6.6.4. The contract signed by the President or Vice President is returned to the Programs team, which sends it to the Vendor, with a copy to the Treasurer.
  - 6.6.5. If a deposit is required, the Treasurer requests an invoice from the Vendor and makes an electronic payment (PayPal, Zelle or debit card). The Guild does not issue a check.
  - 6.6.6. The Treasurer immediately notifies the Programs team payments made to the Vendor, both the deposit (if any) and the final payment.

## **7. Budget**

- 7.1. The Treasurer compiles information about annual budgetary needs and works with the Executive Board to develop a budget for presentation to the membership for approval.
- 7.2. The Guild will not purchase or reimburse for alcohol.
- 7.3. Unspent funds designated to specifically support a given Committee or effort will carry forward in the same category until exhausted or reallocated by a vote of the membership.
- 7.4. By a majority vote, the Executive Board may authorize additional spending not to exceed \$500 per identified need for expenses that were not included in the member-approved annual budget. Authorization for unbudgeted expenses greater than \$500 must be approved by a vote of the General Membership. Additional spending authorized by the Board must be recorded in the Executive Board minutes and announced at the next General Membership meeting. Additional spending may be used for one or more of the following reasons:
  - 7.4.1. For administrative/operational purposes deemed necessary for the safety or overall protection of the Guild and its members, thereby enabling the Guild to fulfill its purpose.
  - 7.4.2. To provide reasonable funds to committees that were not seated, created, or otherwise formed at the time the annual budget was approved.

## **8. Dues**

- 8.1. The Guild begins the dues renewal process in October for the upcoming fiscal year.

- 8.2. Dues are paid online with a credit card, debit card, or PayPal. Dues are not refundable.
- 8.3. In 2022, the annual dues amount is \$45 and dues for new members joining between July 1 and November 14 is \$25. New members joining from November 15 to December 31 will pay the dues amount for the upcoming fiscal year, and their membership will extend to December 31 of that year.
  - 8.3.1. A limited number of membership scholarships are available. Requests, which will be kept confidential, should be emailed to the President at [president@phxmqg.com](mailto:president@phxmqg.com). Decisions will be made by the President on a case-by-case basis. For record-keeping purposes, the President will inform the Treasurer about scholarships granted.
- 8.4. PhxMQG dues are due on December 31 and include membership in the national MQG.
- 8.5. The MQG has a tiered dues structure based on the number of members in an affiliate guild, with smaller guilds paying less per member than larger guilds. MQG sends an invoice based on the number of paid PhxMQG members on December 31 for the upcoming year. The invoice is payable on receipt. If PhxMQG were to delay payment while waiting for lapsed members to renew their dues after January 1, the result would be that members who met the deadline would have their national membership status categorized as “pending.” Because this is unfair to those who pay on time, the PhxMQG does not offer a dues grace period. A member whose dues are unpaid on January 1 will be dropped from the membership roll and no longer be eligible for membership benefits until dues are paid.
- 8.6. Per Article 7.4 of the Bylaws, the Guild’s MQG dues may not fall into arrears or go unpaid.
- 8.7. An individual who is a member of another modern quilt guild or is a national MQG individual member-at-large may not transfer dues paid when joining the PhxMQG. The new member must pay the PhxMQG annual dues owed based on the time of the year they join. This policy is in place because PhxMQG membership is on a calendar year schedule, and MQG on a 12-month schedule. If the individual MQG membership was purchased within 90 days of joining PhxMQG, the Treasurer can request that MQG refund the dues paid. Payment of PhxMQG dues will include MQG dues for the remainder of the calendar year.

## **9. Meetings**

- 9.1. General Membership Meetings are held monthly, usually on the second Saturday of the month from 1-3 pm. Meetings are announced on the PhxMQG website and through an email newsletter to members.
- 9.2. General Membership Meeting space location and format (in person, online, or hybrid) is agreed upon by the Executive Board, with a goal of making meetings as inclusive to the membership as is feasible.
- 9.3. The Executive Board designates the August General Membership Meeting for specific actions:
  - 9.3.1. Self-nominated slate of Officer candidates will be announced to membership.

- 9.3.2. The proposed amount of upcoming annual dues, as voted on and passed by the Executive Board, will be announced to the membership and posted on the PhxMQG website.
- 9.4. The September General Membership Meeting is designated by the Executive Board as the Annual Meeting at which members:
  - 9.4.1. Vote for the slate of Officer candidates.
  - 9.4.2. Discuss and vote on the proposed annual dues amount for the upcoming year.
  - 9.4.3. Collect information about funds requested by Committee Chairs to be considered by the Executive Board when developing the budget for the upcoming year.
  - 9.4.4. Recruit individuals to serve as Committee Chairs.
- 9.5. The October General Membership Meeting is designated by the Executive Board as the Organizational Meeting at which:
  - 9.5.1. Membership dues renewal drive begins.
  - 9.5.2. Members vote on the annual budget for upcoming year.
  - 9.5.3. The President announces Committee Chairs for the upcoming year.
- 9.6. Executive Board Meetings are held at least quarterly and minutes are posted on a PhxMQG website page accessible only to members. The Executive Board encourages members to let an Officer know about any questions or concerns in writing. The Board may invite members with questions or concerns to participate in the portion of the Board meeting when the issue will be discussed.
- 9.7. Members will be notified of the date, time, and location/online link of Special Meetings at least 72 hours in advance via email. Every effort will be made to provide more advance notice, but this policy allows the membership to address a time-sensitive crisis quickly. Dates, times, and format (in-person, online, or hybrid) will be posted on the PhxMQG website.
- 9.8. Surveys of the full membership may be conducted online.
- 9.9. The PhxMQG will adhere to public health requirements set by the venues used for in-person meetings and activities
- 9.10. An Officer or a Guild member designated by the Board will hold online forums on issues that require more time for in-depth discussion than is available at General Membership Meetings. Members may request in writing that a forum be held on a topic of interest.

## **10. Officers**

- 10.1. The Executive Board shall be comprised of five Officers: President, Vice-President, Treasurer, Secretary, and Technology Officer.
- 10.2. All members in good standing are eligible to serve as Officers. Individuals self-nominate and must communicate interest to the President in writing no later than one month before the General Membership Meeting designated as the Annual Meeting, when elections are held (usually the September meeting).
- 10.3. All self-nominations will be included on the slate presented to the membership. The members in good standing present at the meeting when a vote is held may cast one vote per position. Absentee ballots are not allowed. When there are multiple



individuals on the slate for a position, the individual with the highest number of votes will be elected.

- 10.4. If a position remains unslated at the time of the Annual Meeting and a member self-nominates for any unfilled position after the Annual Meeting vote, a vote will be called at the next General Membership Meeting. Officers are elected by the membership at the General Membership Meeting designated by the Executive Board for elections.
- 10.5. The term of office for Officers is two (2) years. An individual is limited to two (2) consecutive terms for any one position.
- 10.6. Officers' terms are staggered ensure that there is never an Executive Board comprised entirely of new Officers.
- 10.7. Upon leaving their post, outgoing Officers must turn over all assets, pertinent information, books, and data to the newly appointed Officers.
- 10.8. If an Officer is unable for any reason to complete their term, the remaining Executive Board members shall carry out the Officer's duties until they appoint a member to serve as Interim for the remainder of the fiscal year. The length of time as Interim will not count towards the limit of two consecutive terms. A new Officer will be elected at the next Annual Meeting.

## **11. Officer Responsibilities**

### **11.1. President**

- 11.1.1. Organizes and leads all monthly, annual, and special meetings, chairs the Executive Board, attends other Committee meetings as needed, and performs other duties as required.
- 11.1.2. Sets and prepares agendas for all meetings.
- 11.1.3. Responsible for maintaining communication and correspondence, including email.
- 11.1.4. Serves as the official spokesperson for PhxMQG.
- 11.1.5. Creates and dissolves all Committees, and appoints and, if needed, removes Committee Chairs as determined by the PhxMQG Executive Board.
- 11.1.6. Maintains/manages newsletter with content provided by all Board members.
- 11.1.7. Maintains/manages posts to social media.
- 11.1.8. Serves as an authorized signer for financial accounts and contracts.

### **11.2. Vice President**

- 11.2.1. Serves as assistant to the President in all matters.
- 11.2.2. In the absence of the President, presides over monthly, annual, and special meetings.
- 11.2.3. Serves as an authorized signer for financial accounts and contracts as needed.
- 11.2.4. Leads the review of the Bylaws at the January quarterly Executive Board meeting.
- 11.2.5. Works with the Program Chair to ensure the development of programs, including booking speakers/presenters, coordinating venues, and executing contracts.

### **11.3. Treasurer**

#### **11.3.1. Finance and Accounting**

- 11.3.1.1. Maintains digital records of all Guild funds, which are stored on the PhxMQG Google drive. The Executive Board has access to these records.
- 11.3.1.2. Serves as bookkeeper.
- 11.3.1.3. Maintains the Guild's bank accounts, online payment services, and other accounts. Current accounts are Chase Bank, PayPal, Zelle, Amazon, Braintree, Benevity, GuideStar, and City of Tempe.
- 11.3.1.4. Submits annual Form 990-N to the Internal Revenue Service in the required timeframe.
- 11.3.1.5. Files forms with the IRS for Change of Name and the address of responsible party with every change in President and Treasurer.
- 11.3.1.6. Changes account information when a new owner takes over.
- 11.3.1.7. Serves as an authorized signer/owner for financial and related accounts.
- 11.3.1.8. Receives, deposits, and tracks member dues, fees, and other Guild revenue.
- 11.3.1.9. Ensures that the current Treasurer, President, and Vice President are authorized bank account signers/users.
- 11.3.1.10. Prepares the prior year's books for audit by January 31 for review and approval by the Executive Board. The outgoing Treasurer prepares the audit packet for last fiscal year served.

#### **11.3.2. Budget and Expenses**

- 11.3.2.1. Disburses funds as authorized by the Member-approved annual budget or the Executive Board. Written approval from the President or Vice President is required for all purchases and reimbursements not approved in the Annual Budget. Whenever possible, Guild expenses are paid by electronic means (PayPal, Zelle, debit card).
- 11.3.2.2. Reimburses members with Guild funds for expenses that have been approved by the membership in the annual budget provided that:
- 11.3.2.3. The expense is fair and in reasonable alignment with the intent of the budgeted line item.
- 11.3.2.4. There is a valid original receipt from an established business.
- 11.3.2.5. The receipt is presented within thirty (30) days of the expense being incurred.
- 11.3.2.6. The expense does not exceed the budgeted line item by more than 10%.
- 11.3.2.7. Provides a bank statement and quarterly report at each quarterly Executive Board meeting to be reviewed by entire Board.
- 11.3.2.8. Provides a brief financial report at each General Membership Meeting to become a part of the Minutes for that meeting.
- 11.3.2.9. Develops the annual budget for the following year and a forecasted budget for a minimum of two (2) years beyond the current year for approval by a

majority vote of the Executive Board, followed by approval by a vote of the membership.

11.3.2.10. Provides timely financial annual reports to the national Modern Quilt Guild, Inc. or as requested.

**11.3.3. Membership**

11.3.3.1. Presides over meetings in the absence of the President and Vice President.

11.3.3.2. Receives and processes membership information provided online and maintains the PhxMQG and MQG membership rosters.

11.3.3.3. Ensures that members' PhxMQG dues are current.

11.3.3.4. Monitors meeting attendance and ensures that guests become paid members after their first General Membership Meeting.

11.3.3.5. Reports the number of members in good standing to the Executive Board at quarterly meetings and as requested by the Board.

11.3.3.6. Removes expired members when annual membership has not been renewed by January 31.

11.3.3.7. Compiles a Membership Directory for the Technology Officer to post on a secured, members-only area of PhxMQG website.

11.3.3.8. Provides the Hospitality/Sunshine Committee with member and guest sign-in sheets for each in-person meeting.

**11.3.4. Facility/Space Rental**

11.3.5. Reserves the venue chosen by the Executive Board for Guild meeting space, and arranges for payment.

**11.4. Secretary**

11.4.1. Takes minutes of all Executive Board, General Membership, and Special Meetings, or arranges for a substitute if not available for a given meeting.

11.4.1.1. The Guild's minutes template, available on the website, should be used. Minutes must include name of Guild; meeting date and time; full name and position of presiding individual; Board members present and absent; number of members/guests; whether quorum is met (if applicable); approval of minutes from previous meeting, with any needed corrections noted; agenda and summary of proceedings for each agenda item, including full name of any guest presenter; announcements; and any additional items.

11.4.2. Maintains permanent records of all meeting minutes.

11.4.3. Provides all minutes for posting on a PhxMQG website page accessible only to members within seven (7) days.

11.4.4. Conducts Guild correspondence such as thank you notes to speakers, presenters, and workshop leaders, and ensures that the New Member Chair sends welcome letters to new members as needed.

11.4.5. Manages Guild email account.

11.4.6. Maintains or delegates an archive of photos and materials related to Guild activities.

11.4.7. Maintains copies of the current Privacy Policy and Terms and Conditions.

### **11.5. Technology Officer**

11.5.1. Maintains the PhxMQG website and social media accounts.

11.5.2. Keeps the back-end of the site maintained and updated with Board-approved technology provider. This includes making sure renewals and technical details are up to date.

11.5.3. Provides 2<sup>nd</sup> or 3<sup>rd</sup> level support for content updates. This includes template changes and support for calendar, content, media, member, membership, and eCommerce information on the website.

11.5.4. Makes sure all Executive Board members and Chairs have appropriate permissions and have a general understanding of our website security, processes, and procedures.

11.5.5. Provides annual budget information for technology services.

## **12. Committees**

12.1. The President creates Committees and appoints Committee Chairs as needed to carry out tasks that support fulfillment of the PhxMQG mission.

12.2. The President will assign an Officer to serve as primary contact and source of support for each Committee.

12.3. The Executive Board and Committee Chairs will hold a joint meeting at least quarterly. These meetings are open to members.

12.4. Current Committees are:

12.4.1. Community Outreach

12.4.2. New Members

12.4.3. Sunshine/Hospitality

12.4.4. Industry Liaison

12.4.5. Social

12.4.6. Programs

12.4.7. Challenges

12.4.8. Swaps

12.4.9. Bees

12.4.10. Block of the Month

12.4.11. Block Lotto

12.4.12. Technology

12.4.13. Historian

12.5. Responsibilities of Committee Chairs include:

### **12.5.1. Community Outreach Chair**

12.5.1.1. Reports activity of current Community Outreach activity to members and PhxMQG Board.

- 12.5.1.2. Keeps a list of members who have volunteered to be liaisons for selected charitable organizations. These members comprise the Community Outreach Committee.
- 12.5.1.3. Manages the QuiltCon Community Outreach Quilt. This includes asking Guild members to volunteer and serve as a subgroup to develop an idea, strategy, and task calendar to complete the quilt in time for submission to QuiltCon in accordance with MQG parameters. If there are no volunteers, the PhxMQG will opt out of this event.
- 12.5.1.4. Maintains a Charity Log, makes the log available at each meeting, and ensures that it is posted on the PhxMQG website.

**12.5.2. New Members Chair**

- 12.5.2.1. Sends out welcome letter(s) to new members within 24 hours of new membership.
- 12.5.2.2. Manages check-in desk for members and guests at Guild meetings (sign-in sheets provided by the Treasurer).
- 12.5.2.3. Welcomes new members and guests at meetings.
- 12.5.2.4. Passes out one (1) door prize ticket to each member attending the meeting.
- 12.5.2.5. Passes out PhxMQG pins to new members.

**12.5.3. Sunshine/Hospitality Chair**

- 12.5.3.1. Collects quilt information and takes photos of “Show and Share” at meetings.
- 12.5.3.2. Using interview questions provided by the Executive Board, conducts interviews and writes Member Spotlights as requested.
- 12.5.3.3. Organizes the making of comfort quilts and “thank you” quilts for members.

**12.5.4. Industry Liaison Chair**

- 12.5.4.1. Stays in contact and creates relationships with vendors, and local and online retailers.
- 12.5.4.2. Contacts local and online retailers and maintains a list of those willing to provide Guild discounts and donations.
- 12.5.4.3. Inquires about door prize giveaways and discounts for the Guild.

**12.5.5. Social Chair**

- 12.5.5.1. Organizes retreat opportunities for Guild members.
- 12.5.5.2. Organizes the Holiday party.
- 12.5.5.3. Leads Sew-n-Chat in-person and/or on Zoom.

**12.5.6. Programs Chair**

- 12.5.6.1. Develops a program calendar for the year.
- 12.5.6.2. Invites and coordinates with guest speakers, trunk shows, and workshops and demonstrations (in-person and virtual).

**12.5.7. Challenges Chair**

12.5.7.1. Organizes at least two (2) challenges a year including the Make-it-Modern Challenge and the End of the Year Challenge.

12.5.7.2. Submits budget to Treasurer for challenge prizes.

**12.5.8. Swaps Chair**

12.5.8.1. Outsources free patterns and coordinates monthly meeting swaps.

12.5.8.2. Sewes examples of swap items to show when distributing patterns to members.

**12.5.9. Bees Chair**

12.5.9.1. Solicits members for the new year.

12.5.9.2. Signs up participants for each month of the year.

12.5.9.3. Communicates rules of bee, including copyright terms, etc.

12.5.9.4. Maintains membership list and provides to group.

12.5.9.5. In-person: assists monthly queen with distributing/collecting and tracking blocks.

12.5.9.6. Virtually: ensures monthly queen distributes block info/fabric in timely fashion.

**12.5.10. Block of the Month Chair**

12.5.10.1. Chooses a free or reasonably priced/discounted BOM for the Guild to make.

12.5.10.2. Maintains a list of participants and sends out (via email) the block pattern for each month.

12.5.10.3. Completes each month's block in advance to share with the guild.

**12.5.11. Block Lotto Chair**

12.5.11.1. Outsources a free block pattern to be made by members that would like to participate each month.

12.5.11.2. Makes an example block to share at the meeting prior to next month's lotto.

12.5.11.3. Passes out tickets to members who participate in the lotto at the meeting and/or virtually.

**12.5.12. Technology Chair**

12.5.12.1. Serves as assistant to the Technology Executive Board member in all matters, and completes responsibilities as assigned.

**12.5.13. Historian Chair**

12.5.13.1. Collects and maintains the history of the Guild.

12.5.13.2. Makes this history available to membership.

12.5.13.3. Maintains or delegates maintenance of an archive of photos and materials related to Guild activities.

**13. Communication Tree**

13.1. A Communication Tree chart showing the flow of communication among Officers and Committee Chairs is attached to this Manual.

#### **14. Email Addresses**

- 14.1. PhxMQG Officers and Committee Chairs are assigned a PhxMQG email address. The Guild email address should be used when members contact a Board Member or Chair, when Officers and Chairs communicate with each other, and for outgoing Guild correspondence.
- 14.2. The Guild owns the email accounts and the Technology Officer and other Officers can access and change passwords as needed. Addresses transfer when new people take over positions. The outgoing account holder for an address must sign a release to allow their personal phone number to be changed to the phone number of the incoming Officer or Chair. Account holders are expected to archive email correspondence and not delete any with content other than transitory information (for example, responses about a meeting date.)

#### **15. Bylaws Amendments**

- 15.1. The Executive Board may recommend changes to the Bylaws after their annual Bylaws review, or at other times during the year when issues arise. Proposed amendments to Bylaws must be posted on the PhxMQG website and sent in an email to members a minimum of two (2) weeks before the General Membership Meeting during which the proposal will be discussed. Members will vote on the proposal at the General Meeting the following month. Amendments approved by the membership will be posted on the PhxMQG website.

#### **16. Policies & Procedures Changes**

- 16.1. The Executive Board discusses and reaches agreement on proposed changes to policies and procedures. The Secretary updates the Policies & Procedures Manual with changes and posts the updated version on the PhxMQG website.