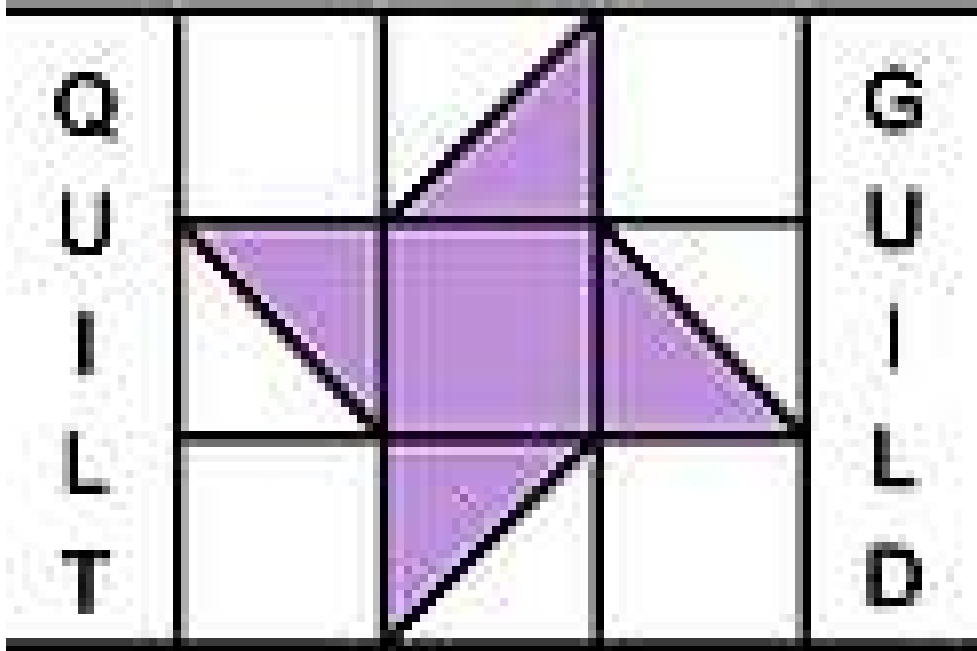


HIGH POINT



NORTH CAROLINA

*Member
Handbook*

Revised January 2023

Welcome to the High Point Quilt Guild!

We are so excited that you have chosen to join the High Point Quilt Guild!

The High Point Quilt Guild operates as an educational, charitable, and historical organization; promoting quilting and fiber arts in all its forms and contexts.

We are a non-profit organization, established in January 2012.

We meet on the second Thursday of the month. Social time is first at 6:15 for socializing and optional refreshments. At 6:30, the business meeting and program begin. We meet in-person and also have Zoom meetings. See meeting schedule.

This guild is focused on continued exploration of each member's skills and contributions to the craft of quilting and fiber arts. Our guild offers programs that highlight many topics of interest to quilters and fiber artists.

Additionally, the guild has an informal mentor program that can pair an experienced quilter with a novice upon request. Our members have a wealth of knowledge that covers most aspects of quilting. If you are unsure about any area of your quilting skills, there's probably a member who will be willing to help you. Our members are kind, warm, inviting, and passionate about quilting. Of course, we recognize that you have something to bring to the table, too. Maybe you are an experienced quilter who can add to our knowledge base. Or maybe you are a daredevil with color. Or maybe you piece very complex designs with the greatest of skill. We are so excited to have you join and look forward to finding out what you can bring to our guild. We promise fellowship, fun, and lots of quilts!

We hope this Handbook is useful and is a resource of information about our Guild. If you have a question that is not answered in these pages, please talk to our officers, committee chairmen or other members who can give you assistance.

HPOG PRESIDENTS

- Sherri Fields 2012, 2013, 2014
- Angie Peele 2015, 2016
- Susan Pierce 2017
- Chuck Bino 2018
- Matthew Emerson.....First half 2019
- Janet WellsSecond half 2019, 2020, 2021
- Wendy Clagg 2022
- Kelly Healy 2023

MEMBERSHIP INFORMATION

MEMBER RESPONSIBILITIES:

- Membership fees are \$35/year, January through December.
- Members are asked to sign-in at the membership table each meeting at arrival for attendance and quorum purposes.
- Members are required to wear nametags using our Logo, a purple “Friendship Star,” and your name. Directions for making one are available.
- Members are encouraged to get involved and serve on a committee of their choice. Committees are listed and described in this booklet. This will help new and old members become better acquainted and will also benefit the guild.
- Members are encouraged to help in various fundraising and guild activities that finance the programs and workshops and carry out the mission of the HPQG.
- Members are encouraged to participate in one of our charitable endeavors. Being a charitable organization is at the heart of who we are and part of our mission.
- Members pay their own costs of retreats and workshops.
- Members are encouraged to take active parts in the Quilt/Vendor Show and Raffle Quilt, which are our main fundraisers. Member vote decides how often shows will be held and raffle quilts will be made.

MEMBER BENEFITS:

MEMBER HANDBOOK: Members can access through the Website (and print out if they choose) a Member Handbook. This includes information about the Guild and its history and structure. Hard copies may also be available to new members.

MONTHLY NEWSLETTER: A monthly newsletter is sent by email each month shortly before the monthly meeting. Included, but not limited to, are past meeting minutes, committee information, dates and times for guild activities, the Guild Handbook, and area quilt show information.

MEMBER LIST: A list of members and their contact information is updated often and sent by email periodically. It is for guild use only, not for sharing outside the guild.

WEBSITE/FB ACCESS: Information about the guild can be accessed through email, the guild website, and the guild facebook page.

Email: *hpquiltguild@gmail.com*

Website: <https://www.highpointquiltguild.com>

Facebook page: *High Point Quilt Guild*

MEETINGS/WORKSHOPS: Monthly meetings provide a variety of programs including speakers, vendors, trunk shows, member sharing, etc. In addition to monthly meetings, we periodically have hands-on workshops. They will be announced when they are scheduled. Meetings are held on Zoom and In-person.

RETREATS: Two annual retreats are held in the spring and fall. The Spring Retreat is a local, daytime event. The Fall Retreat is multiple days usually held at Haw River State Park facilities. Costs are NOT included with membership. Retreats usually have a minimum participation number and may be canceled if said number is not achieved

SHOW AND TELL: Members who finish projects are encouraged to show them during the "Show and Tell" portion of the monthly meeting. (For zoom meetings, you must send pictures of your projects ahead of time. See emails for details.)

DOOR PRIZES: Members who are wearing nametags are eligible for Door Prizes at each meeting. Tickets are handed out at the sign-in table when you arrive. (When having zoom meetings, if there is a door prize, names will be picked out of a hat.)

MENTOR PROGRAM: The HPQG Mentoring Program is for members who are new to quilting or just need help with a quilting problem. If you are interested in being mentored, or would like to be considered to be a mentor, contact the President or 1st Vice President.

FREE TABLE: At most in-person meetings, there is a table of items with a FREE sign attached. Members are welcome to help themselves and take any items there.

QUEEN BEE AWARD: This is awarded at the January meeting by the outgoing and incoming Presidents to honor a member who has given outstanding service to the Guild in the past year.

PROGRAM AREA/COMMITTEE DESCRIPTIONS

CHARITY PROJECT -CANCER QUILTS

Makes quilts for patients at the cancer center. They collect and organize fabric, make up quilt kits, hold workdays periodically, quilt, and collect and transport finished quilts to the cancer center.

EDUCATION COMMITTEE

In charge of activities that promote our mission of promoting fiber arts with groups in the community. Some groups we have interacted with are the Girl Scouts, World Relief Sewing Program, and the Jamestown Public Library. Also, informs members of quilting opportunities in the community.

FACEBOOK PAGE

Monitors and manages the guild FB page, keeping members, friends and visitors well informed of HPQG activities

FUND RAISING COMMITTEE

In charge of holding smaller scale fundraisers **in addition to** the quilt/vendor show and raffle quilt.

HISTORIAN

Chronicles the activities of the HPQG. Keeps written and visual records of the HPQG. All meetings and activities are documented.

HOSPITALITY (Meetings/Parties)

In charge of room set-up and tear down, clean up after all events, greeters, and refreshments at events. June is a BBQ and carry-in meal. December is an Hors d'oeuvres/Finger Food buffet.

NEWSLETTER

Takes guild information and creates an online newsletter to keep members informed of meetings, activities, and any guild news and announcements.

PROGRAMS

In charge of planning 10 guild programs (Jan.-May, July-Nov.) which could include contacting special speakers and presenters, arranging all logistics for their arrival and setup, being in charge of all coordination and communication involved, and presentation of the programs.

QUILT AND VENDOR SHOW:

Three CO-CHAIRS are appointed: Logistics, Vendors, Judged Quilts. They are in charge of all aspects of the Quilt and Vendor Show. Member vote decides how often shows will be held.

RAFFLE QUILT COMMITTEE

Makes a quilt to raffle off to raise funds for the guild on a two-year cycle. Duties include choosing the pattern, gathering materials, preparing materials, participating in work/sew days to complete the quilt, securing and managing tickets/sales, and marketing the quilt by taking it to various community events to sell tickets.

RETREAT - Spring

In charge of setting up and making all arrangements for the Spring Retreat. Communicates information and deadlines with participating members.

RETREAT - Fall

In charge of setting up and making all arrangements for the Fall Retreat. Communicates information and deadlines with participating members.

SUNSHINE

Caring and sending get well/sympathy cards/other greetings to members as it pertains to their health and well-being.

WEBSITE

Monitors the website and makes changes/updates to the information on it. Expands and adds to the content as needed to keep users fully informed about the HPQG.

CHARITY QUILT PROGRAM

Since the beginning of our guild, we have sewn quilts for the Hayworth Cancer Center in High Point as a charitable activity. Members have participated in various ways such as donating fabric, cutting fabric, assembling kits, piecing quilt tops, quilting quilt tops, collecting quilts, and delivering quilts. See the Charity quilt chairman if this is an area in which you have interest and would like to help.

GUIDELINES FOR CHARITY QUILTS

- *We are making only adult quilts for both men and women.*
- *Please use ONLY 100% cotton fabrics.*
- *Please do not use scented detergents, softeners or dryer sheets on your quilts before donating them. This is a medical issue for people with asthma and other chronic illnesses.*
- *Quilts must be clean and washable. Please no needle-turn applique', monofilament or nylon thread. No fringe edging or dangling ornamentation. These could get tangled in medical equipment or fingernails.*
- *Quilts should be colorful, cheerful and warm. Holiday fabrics are discouraged as they may not get to the recipient in time for a specific holiday and will have to be stored.*
- *Quilts should be lap size. A recommended **size range is 48" to 68" wide by 52" to 78" tall.** They may be slightly larger for a man's quilt.*
- *Please prewash all fabrics in unscented detergent before construction of your quilts to reduce distortion and chemical fabric finishes and preparations.*
- *Please check carefully for all pins. Better you find the pins than the patient.*
- *If you are piecing only the quilt top, please provide backing, batting and binding when you pass off the quilt top to be quilted.*

QUILT AND VENDOR SHOW

For several years in mid-August, we have held a Quilt and Vendor Show. It is a large, fundraising event and all members are needed to help make it happen. Our 2013 and 2015 shows were 1-day vendor shows only. In 2017, we added a judged quilt show and extended the show to 2 days. Members will decide the next time we hold a show. It's a wonderful way to highlight our guild, as well as quilting in general, to the community.

Tri – Chairmen are chosen to head up the show. A *Logistics Chair* deals with securing the facility and the general running of the show. A *Vendor Chair* contracts vendors for the show to sell items that interest quilters and fiber artists, and to take care of any vendor-related needs. A *Quilt Show Chair* deals with the quilt judging portion of the event. This involves securing a judge, securing member quilts for display and judging, and dealing with all aspects involved with handling and displaying the many wonderful quilts entered by our members.

MEETING CANCELLATIONS

In the event of inclement weather, an emergency, or an unforeseen circumstance, the President will notify the membership through email, social media and/or the website of the cancellation. During the winter, if the Guilford County schools are closed due to ice and/or snow on an in-person Guild Thursday, the Guild will not meet in person. Any in person meeting will not be rescheduled for that month, but we will resume meeting the following month. We will attempt to reschedule any special speakers. During the summer and spring months, if bad weather (such as tornadoes, hurricanes, and/or severe thunderstorms) are predicted, we ask that everyone use common sense and safety as guidelines. Watch for the same notifications regarding the status of ZOOM meetings.

GUILD BYLAWS AND AMENDMENTS

HIGH POINT QUILT GUILD

BY LAWS

Established January 12, 2012

MISSION STATEMENT

The High Point Quilt Guild operates as an educational, charitable, and historical organization; promoting quilting and fiber arts in all its forms and contexts.

ARTICLE I -- NAME

This group will be known as the High Point Quilt Guild herein referred to as "the Guild."

ARTICLE II – NON-PROFIT ORGANIZATION

The Guild will operate as a non-profit organization and operated exclusively for charitable, historical, and educational purposes. No part of the Guild income shall inure to the benefit of any member, director (however styled), or officer of the Guild or any private individual. Reimbursement for expenditures or compensations for service rendered will not be considered as distribution of income.

ARTICLE III – PURPOSE

The purpose of the Guild is to promote and support the art and craft of quilting and related fiber arts. It will respectfully preserve traditions and add to their history by developing and encouraging new concepts. The Guild shall also exist to support and encourage quilters in their pursuit of the art, craft, and history of quilting.

ARTICLE IV – MEETINGS

The Guild will meet the second Thursday of each month at 6:15 p.m. at the assigned location. All regular business will be taken up at the scheduled meeting. In extenuating or emergency situations the board may call a special meeting.

ARTICLE V – MEMBERSHIP

Membership in the Guild will be open to anyone 16 years of age and older who is interested in the art and craft of quilting. Members are required to

pay annual dues in order for their membership to be current and in good standing. Any member not paying dues or acting in interference with the accomplishment of the objectives sought to be fulfilled by this Guild or violating the by-laws or any contract sought to be fulfilled by the Guild may be expelled by notification of the board.

ARTICLE VI – BOARD/COMMITTEES

The Guild members shall elect the officers of the Guild which are President, Vice President, Second Vice President, Secretary, and Treasurer. A nominating committee, appointed by the President, shall present to the Guild in November, a slate of officers to be considered for election. Nominations may also be made from the floor. Other chairs overseeing committees and the committees themselves will be appointed by the President as needed and dissolved by the President when no longer effective.

ARTICLE VII – DUTIES OF BOARD MEMBERS

- The President will serve as Chief Executive of the Board and will preside over all the meetings of the Board and perform duties prescribed by the Board. He/She shall serve as Chief Executive Officer of the Guild and have full supervision over the management of its affairs. He/She shall preside over meetings, perform acts and duties accorded to an executive officer and sign such papers as may be authorized by the Board.
- The First Vice President will perform all duties of the President during his/her absence or disability, work as Program Chairman, and assume the Presidency at the end of the term.
- The Second Vice President shall serve as Membership and Hospitality Chair.
- The Secretary shall keep records of the meetings of the Board and Guild, and discharge duties pertaining to the office.
- The Treasurer shall receive, be in charge of and be responsible for all money, bills, and property belonging to the Guild, keep accounts and statements of all transactions, reconcile all accounts monthly, file any

yearly papers due the Internal Revenue Service, and turn over the records to the incoming treasurer at the end of his or her term.

All board members shall serve for a period of two years, with the First Vice President rotating to the office of President at the end of the President's term. No board member shall serve more than three consecutive terms. After one year of off-rotation, a Guild member may be nominated for board membership again.

ARTICLE VIII – INDEMNIFICATION OF BOARD MEMBERS

The Guild shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as a board member and their estates against any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Guild; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

ARTICLE IX – QUORUM

For purposes of conducting business meetings, twenty-five percent of the membership shall constitute a quorum. A majority of the Board of Directors, including the President and First Vice President, shall constitute a quorum at any meetings of said group. A majority of the members of any standing or special committee shall constitute a quorum at any meeting of said group.

ARTICLE X – REMOVAL OF A BOARD MEMBER OR COMMITTEE CHAIR

If, at any time, a board member or committee chair, cannot adequately fulfill his or her outlined obligations, and voluntarily resigns from that position, the Guild shall accept the resignation of that person and quickly move to fulfill the vacancy. If it is a board member, nominations will be sought by the remaining board members and the candidates put before a

vote at the next meeting following the resignation. If it is a committee chair, the President and First Vice President will confer and appoint a candidate to fill that position.

If, at any time, a board member or committee chair, does not adequately fulfill his or her outlined obligations, and will not voluntarily resign from that position, the (remaining) board members shall hold an emergency meeting and ask for that board member's or committee chair's resignation to be submitted in two weeks time. If the board member or committee chair fails to tenure said resignation, that person will be expelled from Guild membership.

ARTICLE XI – CONTRACTS, CHECKS, AND DRAFTS

The President and Treasurer are authorized to write checks and drafts on behalf of the Guild. The President, with consent of Guild membership, will be authorized to enter contracts on behalf of the Guild. This consent will be determined by majority vote of the quorum present when said contracts are proposed. The board will approve a yearly budget to cover the cost of Guild-related functions. Any check up to the amount of \$300.00 may be signed solely by the treasurer. Any check over \$300.00 must bear the signature of both the treasurer and president.

ARTICLE XII – BOARD MEETINGS

The Board shall hold quarterly meetings to which the membership will be invited. However, only those Board members as stipulated in the by-laws shall vote on issues.

ARTICLE XIII –EMERGENCY BOARD MEETINGS

The President may call emergency board meetings, which shall be open to membership, if a situation arises that would interfere with Guild meetings (i.e. loss of location, etc.) or Guild activities. The President will notify all Guild members via e-mail about the time and location of the meeting, as well as the reason for said meeting.

ARTICLE XIV – PRORATED DUES

Persons joining the Guild after June (the half-point of the year) will be charged one half the annual amount.

ARTICLE XV – LIFETIME MEMBERSHIP

Honorary lifetime membership shall be granted to the President upon completion of office. Honorary members shall pay no dues, may attend meetings, receive the newsletter, and may attend Guild workshops at the stated member fee. Honorary members who move from the area shall remain on the membership directory, but will receive the newsletter for one year after moving.

ARTICLE XVI – VOTING

A Guild member must be present at meetings to vote.

ARTICLE XVII – AMENDMENTS These by-laws may be amended or repealed by a majority vote of a quorum present at meetings designated by written notice.

AMENDMENTS

High Point Quilt Guild Amendments to Bylaws

AMENDMENT ONE:

Amendment one alters the second vice-president's duties. The second vice president shall, as of June 14, 2012, no longer be responsible for hospitality duties as outlined in Article VII of the by-laws. Hospitality shall have its own chair and co-chair, relieving the second vice-president of these responsibilities.

AMENDMENT TWO:

Amendment two serves to clarify article number two of the High Point Quilt Guild's bylaws. Reimbursements for expenditures or compensations shall only be issued for items allocated by budget categories or to program chairs for their programs and for use of the greater populous of the Guild.

AMENDMENT THREE:

If the President cannot complete his or her term of office for any reason, the First Vice President will assume the President's role and responsibilities. If the First Vice President cannot complete his or her term of office for any reason, the Executive Board will appoint an Interim First Vice President to assume the First Vice President's role and responsibilities until at which time the next duly held election takes place for the First Vice President's position. The current President and the newly elected First Vice President will decide between themselves what time period is needed for the current President to continue in that office to ensure a smooth transition of the President's role and responsibilities to the new First Vice President.

AMENDMENT FOUR:

Alters the second vice-president's duties as outlined in the bylaws. As of September 12, 2013, the second vice-president shall be responsible for sending get well and sympathy cards to members.

AMENDMENT FIVE:

The High Point Quilt Guild is organized and operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3), of the Internal Revenue Code. Notwithstanding any other

provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution or winding up of the corporation its assets remaining after payment or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, or religious purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the Federal government, or to a state or local government for public purpose. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of Guilford County, where the principal office of the corporation is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

AMENDMENT SIX:

The High Point Quilt Guild is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code. The High Point Quilt Guild will not engage the majority of its time and activities in anything that is not a furtherance of one or more of its exempt purposes. Any and all of the High Point Quilt Guild's assets are also dedicated solely to the exempt purposes stated in the Internal Revenue Code 501(c)(3).

AMENDMENT SEVEN:

Amendment seven alters the President's term length and First Vice President's term length and duties. The President shall, as of June 15, 2017, serve a term of one year. The First Vice President shall, as of June 15, 2017, serve a term of one year and then will move up to President. The First Vice President will assist the President and perform all duties of

the President during his/her absence or disability. The First Vice President will be responsible for guild nominations and organizing a spring retreat. Programs will have its own chair and co-chair, relieving the First Vice President of these responsibilities.

These changes will go into effect beginning January 1, 2018.

AMENDMENT EIGHT:

Amendment eight eliminates the term limits for the 2nd Vice President, Secretary and Treasurer. Incumbent officers would still have to run for office every two years and win by majority vote.

These changes will go into effect beginning October 1, 2018.

AMENDMENT NINE:

In the event of a natural disaster or any events preventing a scheduled meeting being held, voting by email will be accepted. The President will contact all members via email to present the ballot. Members must respond to the email to cast his or her ballot. Records of voting responses will be held for one year by the President.

Voting by email will only take place if a scheduled meeting cannot be held. If a scheduled meeting can take place, members must be in attendance to vote.

AMENDMENT TEN:

A change in Article XI will allow the Treasurer to process checks up to \$500.00, signed only by the Treasurer. Any check over \$500.00 must bear the signature of both the Treasurer and President. Previously this limit was \$300.00. 8/11/22

AMENDMENT ELEVEN:

Amendment eleven has to do with Article XIV. Persons joining the Guild at **any** time of the year will pay the yearly rate. No longer will dues be prorated in the middle of the year. 10/13 22

AMENDMENT TWELVE:

This amendment replaces the entire paragraph under Article XI-Contracts, Checks and Drafts.

The President, with consent of the Guild membership, will be authorized to enter contracts on behalf of the Guild. This consent will be determined by majority vote of the quorum present when said contracts are proposed. The President is authorized to give written permission to any other elected officer to sign any approved contract instead of the President. The board will approve a yearly budget to cover the cost of Guild-related functions. Although any elected officer is authorized to write checks and drafts on behalf of the Guild, it is preferred that this be done by either the Treasurer or President. Any check up to the amount of \$500.00 may be signed solely by any elected officer of the board, but preferably the Treasurer. Any check over \$500.00 must bear the signature of two elected officers of the board, with one of those elected officers preferably being the Treasurer. 2/9/23

High Point Quilt Guild Additional Policies and Procedures

The following items define and include additional policies and procedures for the High Point Quilt Guild. They do not defer any already approved bylaws nor are they amendments to said bylaws but are simply additional procedural issues to follow due to impending situations.

Bad Weather Policy - During the winter, if the Guilford County schools are closed due to ice and/or snow on a Guild Thursday, the Guild will not meet. The meeting will not be rescheduled for that month, but we will resume meeting the following month. We will attempt to reschedule any special speakers. During the summer and spring months, if bad weather (such as tornadoes, hurricanes, severe thunderstorms) are predicted, we ask that everyone use common sense and safety as guidelines.

Guests - The High Point Quilt Guild always welcomes guests to our meetings. However, in following suit with many of the other area Guilds, a guest's first visit is free. After that, if the guest does not choose to join the Guild, there will be a \$5 program fee.

Treasurer's Report - The treasurers report will be given verbally at each Guild meeting. If the Guild has a special fundraising event (such as a pancake breakfast, yard sale, raffle, etc.) a detailed report will be given defining the gross and net profits. Anytime any Guild member has a question about Guild funds, the books and accounts are available for their perusal.

Programs with other Guilds - From time to time the High Point Guild may have a special speaker/program/workshop that another Guild will want to participate in. After our Guild's members have registered for the event, and if there are any spaces available, we will open attendance to other Guilds. However, we will not co-partner with any Guild on a special program/speaker/workshop without a clearly *written* contract that is approved by the Executive Board.

Self-supporting Workshops - All special workshops of the High Point Quilt Guild should plan to be self-sustaining to cover any expenses they may incur without expending the guild's general fund.

