



Member  
Handbook

**Revised January 2026**

## **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 on Zoom. 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.

### **HPQG PRESIDENTS**

- Sherri Fields 2012, 2013, 2014
- Angie Peele 2015, 2016
- Susan Pierce 2017
- Chuck Bino 2018
- Matthew Emerson.....First half 2019
- Janet Wells.....Second half 2019, 2020, 2021
- Wendy Clagg 2022
- Kelly Healy 2023
- Sherri Fields 2024
- Juanita Hale 2025
- Karen Tooley 2026

## **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 asked to wear nametags using our Logo, a purple "Friendship Star," and your name. Directions and Kits 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. May be 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 and Saturday Sew/Project Days, we periodically have hands-on workshops. They will be announced when they are scheduled. Meetings are held on Zoom and In-person.

RETREATS: Retreats have been held in the spring and fall in past years. The Spring Retreat is usually a local, daytime event. The Fall Retreat is multiple days usually held at Haw River State Park facilities. Cost is NOT included with membership. Retreats usually have a minimum participation number and may be canceled if said number is not achieved. Check to see what retreats will be held this year.

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 PRIZE: Members who are present and wearing nametags are eligible for a Door Prize at each meeting.

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 1<sup>st</sup> Vice President. Mini-classes on basic skills may be offered on Saturday Sew/Project Days.

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 AREAS & COMMITTEE DESCRIPTIONS**

**CHARITY PROJECTS-** Serves others by sharing products made because of a love for the fiber arts.

### **CANCER QUILTS**

Coordinates making of quilts for patients at the Hayworth Cancer Center.

Collects and organizes fabric, assembles quilt kits, holds workdays periodically, pieces tops and quilts quilts, collects and transports finished quilts to the cancer center.

### **OTHER**

Linus blankets, Fidget blankets, Pillowcases, Quilts of Valor, Hats for Cancer, etc.

**EDUCATION-** Shares information about the fiber arts with the guild and the community

### **COMMUNITY OUTREACH**

In charge of activities that promote 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.

### **"IN THE KNOW" INFORMANT (Expanded)**

Informs members each month of an item(s) of her choice from any of these areas:

- (1) Fiber art opportunities and events in our community
- (2) Any current event/new trend in the fiber arts world
- (3) Gives reviews of books (fiction and nonfiction), magazines, tools, DVDs, TV/Internet programs, Podcasts, Blogs, new products etc.
- (4) Gives firsthand reports from attending shows

**FUNDRAISING** - Coordinates raising funds for guild programs that promote the fiber arts.

### **SMALL PROJECTS**

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

### **RAFFLE QUILT/BUNDLE**

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. Works with marketing to manage tickets/sales at various community events.

### **QUILT/VENDOR SHOW**

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

**HOSPITALITY** - Provides hospitable services at all meetings and events.

### **SPECIAL EVENTS/DINNERS**

In charge of all aspects of the two dinner meetings and any other special meetings such as guild birthday/anniversary celebrations. Includes ordering food, supplying paper products, beverages, set up and clean up.

June is a Carry-in meal. December is an Hors d'oeuvres/Finger Food buffet.

### **REGULAR MEETINGS (New)**

Posts a "Greeter" at the door to welcome all who come to the meeting. Direct visitors to membership table to sign in and pick up guild info. Pair up visitor with "Visitor Buddy" who she can sit with during the meeting, to get to know them and answer any questions she may have about the guild.

Conducts the *"Get to Know You" Interview*. Chooses a different member of the guild to interview each month so members can become more familiar with each other. A set of questions is asked, then the member can show any fiber arts items she has made.

**MEDIA** - Shares the activities, information and mission of the High Point Quilt Guild.

**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.

**EMAIL** (Set up new address)

Monitors email and responds as needed. Forwards items to proper member if warranted.

**FACEBOOK/INSTAGRAM**

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

**MEDIA PHOTOGRAPHER** (new)

Supplies Website and FB page with photos of the guild activities.

**NEWSLETTER**

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

**MENTORS** -Provides fiber arts assistance to beginners from those with knowledge and experience through one-on-one sessions or by attending the BASIC CLASS at Saturday Sew Days.

**HEAD MENTOR/COORDINATOR OF BASIC CLASS** (New)

Chooses mentors and coordinates all mentor requests.

Develops classes and recruits mentors to teach a BASIC CLASS on Saturday Sew Days from 10am-11am.

**MARKETING** - Promotes the High Point Quilt Guild throughout the community.

**PRINTED MATERIALS** (WORD)

Creates and distributes printed materials to promote the guild at stores, shows, etc. and in the community.

**FUNDRAISING PROMOTIONS**

Schedules venues and secures volunteers to sell tickets for raffle items at shops, shows, local fairs (June and September at Mendenhall), other guilds.

**PROGRAMS** - Plans programs which inform, instruct, serve others, and provide fellowship around the topics of the fiber arts.

**MONTHLY PROGRAMS** (1st VP selects or heads committee)

Plans guild programs which could include contacting special speakers and presenters, arranging all logistics for their arrival and setup, overseeing all coordination and communication involved, and presentation of the programs.  
(2027 Program Committee starts working in March 2026)

**SPECIAL WORKSHOPS/SPRING RETREAT 2027**

Plans and oversees special workshops of interest to the membership in the fiber arts.

In charge of setting up and making all arrangements for the Spring Retreat. Communicates information and deadlines with participating members. Cost is paid by members. Traditionally, it is a local, day retreat.

**RECORDS** - Keeps guild information in order and on record.

HISTORIAN

Chronicles the activities of the HPQG. Keeps written and visual records of meetings, activities, and special guild events.

MEMBER HANDBOOK (WORD)

Publishes a handbook of guild information in print and online that includes the By-Laws/Amendments/Policies, membership information, dates and programs, committee options, current officers and any other pertinent information useful to members.

PARLIAMENTARIAN

Keeps the official copies of the guild By-Laws/Amendments/Policies and updates it as changes occur. (WORD)

**SUNSHINE** - Promotes social connections and caring, member to member (Headed by 2nd VP)

CARING THROUGH CARDS

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

**ADDITIONAL ACTIVITIES/EVENTS** - Extra events to promote the fiber arts and member-to-member fellowship and connection

BEES (New)

Coordinates "BEES", (subgroups within the guild that have a common interest), that meet together outside of other guild activities.

FALL RETREAT

In charge of setting up and making all arrangements for the Fall Retreat. Communicates information and deadlines with participating members. Cost is paid by members. Traditionally, it is a 4-day overnight retreat held at Haw River State Park.

SATURDAY SEW/PROJECT DAY

A sewing day that meets at Northwood on the Saturday after our monthly Thursday meeting, held during the months of January through September from 9am-5pm. Free to members, \$5 for non-members.

SHOP HOPS/FIELD TRIPS (New)

Schedules and plans trips to fiber arts venues and quilt shows as members have interest.



## **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. No metallics or glitter 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 42"to 50" wide by 54" to 60" 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 at least 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

### **AMENDMENT THIRTEEN:**

This amendment removes the wording "and organizing a spring retreat" from the First Vice President's responsibilities referenced under amendment seven. 8/10/23

**AMENDMENT FOURTEEN:**

This amendment adds the following paragraph under ARTICLE VI –

BOARD/COMMITTEES: The President has the sole authority to appoint, as needed, an additional board member/officer for the Guild with the title of Assistant Treasurer. The Assistant Treasurer will only be responsible for the duties associated with Treasurer within these bylaws when requested to perform or assist with any or all of those duties by the Treasurer or President. This Assistant Treasurer position is not required to be filled and the length of term is at the discretion of the President. The appointment of an Assistant Treasurer is considered made when notification is sent to the Guild in writing by the President and will be confirmed by a vote of the Guild at the next guild meeting. The Assistant Treasurer is considered an elected officer and board member of the Guild upon appointment by the President. The President can withdraw the appointment of an Assistant Treasurer at any time, for any reason, with written notice to the individual holding the position and the Guild. 06/12/25

## **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.