

Coos Sand 'n Sea Quilters General Policies/Guidelines/Traditions

We have provided this booklet to you, as a member, to give you some information about general policies that are not included in the Bylaws but have been accepted by the Board, and other events that have traditionally occurred within the Guild. We hope you will find this helpful. This is by no means meant to be your only reference. Please ask questions, make phone calls and join in groups to find out more about who we are and what we do. Our common bond, of course, is quilting – the learning and sharing of the joy, art, and process of quilt-making. Whether you are brand new to quilting or have years of experience, we hope you will find inspiration, new knowledge, and lots of friends here in our group.

Our regular monthly meetings are held the first Thursday of the month, September through June, at 6:30 p.m. (doors open at 6:00 p.m. for coffee and fellowship). As a safety precaution, doors will be locked at 6:45 p.m. Please knock on the door if you arrive after this time.

Monthly raffle tickets and Quilt Block of the Month kits Tickets for the raffle table are available for purchase before the meeting starts and during the break.

The general business meeting takes place during the first part of the meeting. Much of the discussion and some decisions concerning the business of the Guild have already been taken care of at the Board meeting in an attempt to keep this part of the meeting as short as possible. This is followed by a drawing for the current Block of the Month, an explanation of the new BOM, the birthday drawing, the raffle table, and an always exciting Show and Tell from the members. A short break for snacks and coffee occurs mid-way. The Program for the evening may occur either before the break to benefit the speaker, or after.

A few reminders for meeting time: We ask you to please wear a name tag of some sort so everyone can get to know you. Please bring your own coffee mug as this cuts down greatly on our expense for Styrofoam cups. We do prefer no children at our meetings unless paid junior members. Lastly, do not be afraid to join in, speak up, bring Show and Tell and just have FUN!

The Board for CSS meets the third Tuesday of each month, location TBA. General members are always welcome to attend, bring new ideas, suggestions or just to listen & learn.

Youth Memberships: Sponsored youth memberships will be available for age 18 and under at \$5.00 per year. No newsletter will be included in these memberships.

Vendors: No vendor may present wares at a meeting unless it is pre-scheduled with the President. Only one table will be available for the vendor.

Community Service: Although these are not formal activities of the Guild, there are many members who are very involved in charitable programs.

Canned Food Drive: Guild members have traditionally been asked to bring canned foods to the November and December meetings. This food is then given to a local agency for distribution to those in need over the holidays and winter months.

Secret Sisters: Those wishing to participate fill out an information form in September. These forms are then drawn and the identity kept secret for the remainder of the year. Your Secret Sister should be remembered throughout the year on special occasions, holidays and birthday. Gifts can be brought to the monthly meeting, wrapped with your Secret Sister's name on it. At the June meeting you reveal your identity.

Christmas Exchange: The December meeting has traditionally included a gift exchange between all members who wish to participate. A wrapped gift, theme and value decided by the Board, is brought to the meeting with a signed card inside the package. Each person who brought a gift will receive a gift. All are then opened for everyone to see.

Social Meetings: The meetings for June and December have traditionally included a potluck

social rather than the usual program at the business meeting.

S.A.R.A. (Special Appreciation Recognition Award): The membership will make nominations and vote by secret ballot for a paid member who has provided outstanding service/contributions to the guild. This will be awarded at the June meeting and reign will be for one year. Format of recognition can vary from year-to-year.

Library Rules:

1. Books can only be checked out by paid members for one month at a time.
2. Only two books may be checked out at a time.
3. You must turn in previously checked out books before checking out more.
4. Wait until books are processed before checking out.
5. All books must be returned for the summer and cannot be checked out for the summer, unless prior arrangements are made.
6. Check out by removing card, put month on it, sign it, and leave it.
7. Check in by leaving the book in the box.

Annual Quilt Raffle: Money earned from the annual quilt raffle will go into the Guild's Quilt Show account to be used for the annual Quilt Show. Should there be any money in excess of needed expenses (including start-up money for the following year) at the end of the Guild's fiscal year, the Board will then vote on its use.

Monthly Raffle: The money earned from the monthly raffle will go into the Guild's checking account to be used for the General funds. 10% of the proceeds may be spent by the Raffle Table to purchase items for the raffle.

10/10 Meeting: A 10:00 a.m. to 10:00 p.m. gathering for games, potluck and sewing projects at an agreed location. This provides an opportunity for members to meet and sew undisturbed by phones, families and other distractions that occur around the home. These meetings will be announced.

Workshops Policy:

1. Guild-sponsored workshops: All proposed Guild-sponsored workshops shall be presented to the Executive Board for approval. The Board shall decide whether a proposed Guild-sponsored workshop is to be:
 - A. Paid for fully or in part by Guild funds,
 - B. Paid for fully by participants at no profit or loss to the Guild, or
 - C. Designed to provide income for the Guild.
2. The person in charge of setting up the workshop shall be responsible for seeing that it is run according to the Board's instructions.
3. Individual-sponsored workshops: Individual members who set up workshops shall be responsible for collecting their own fees and paying their own expenses. The Guild will not handle any funds for these workshops.

Coos Sand 'n Sea Quilters Committees and Their Duties

The following listing is meant to give you a general idea of the things each committee is responsible for, but is not meant to be an exhaustive list of their duties.

All Committees must come before the Board for approval of their decisions before presenting them to the membership, including any proposed budget, if appropriate. The past year's guidelines and notes should be passed on from one chairperson or officer to the next year's chairperson or officer.

Historian: Takes pictures at each meeting and of special events and maintains the Guild's documentation of events/activities.

Newsletter: Writes, types, and prints a newsletter to be mailed to members each month before the regular meeting time.

Hospitality: Recruits volunteers and coordinates the refreshments for each meeting. Also responsible for overseeing set-up and clean-up.

Raffle Quilt: Coordinates the committee who plans and puts together the quilt to be raffled by the Guild each year. This is worked on a year in advance of the planned raffle time. A ticket chairperson may be appointed to manage ticket sales.

Raffle Table: Coordinates and organizes table and sells tickets.

Quilt Block of the Month: Coordinates the monthly Block of the Month presentation and raffle.

Publicity: Coordinates the release of general information about events or meetings of the Guild to the press and public.

Quilt Show: Coordinates all aspects of putting on the annual quilt show.

Workshops: Recruits teachers and coordinates the scheduling and sign up for workshops throughout the year.

Librarian: Maintains the library books between monthly meetings and keeps the records for the books checked out.

Sunshine: Sends cards to those members who are ill or need a little cheer.

Membership: Collects yearly dues from members and keeps an up-to-date list of paid members. Also updates and distributes membership handbook, updates the Newsletter Chairperson and the Electronic Media Chairperson of changes as they occur.

Community Liaison: Coordinates Guild activities with the community (i.e. library, Coos County fair, festivals, Pony Village Mall, Evergreen Court) and recruits member participation.

Electronic Media: Coordinates activities associated with current and future electronic media functions.

SATELLITE GROUPS:

No, this is not a group of members interested in outer space – although some continue to conquer UFO's. Maybe we should explain ... A Satellite Group is a group of any number of members who get together outside of the regular meeting times (usually at someone's home) to work on either a specific type of quilting or project or just to have company while you sit and hand quilt. By the way, A UFO is an Unfinished Object that may have been hiding in your closet or under your bed for quite some time now.

Quilt Block of the Month (QBOM) Guidelines:

1. Block size will be 12-1/2" x 12-1/2" unless otherwise stated.
2. Any fabrics used should be 100% cotton.
3. Each block returned is eligible to win all the blocks in a drawing. If there are 24 or more blocks returned two winners will split the blocks. You may withhold your name from the drawing if you wish.
4. Drawings will be held each month with the number of winners determined by the number of blocks returned. QBOM chairperson will make the final decision.
5. Construction demonstration and assembly hints will be given during the meeting.
6. You may add your name to the seam allowance, if you so desire.

7. Monthly directions will normally include:
 - a. Name of block and sewn size
 - b. Month and year of pattern
 - c. Names and numbers of those you can call for help.
 - d. Cutting instructions ... number of pieces to cut out and which fabric to cut from
 - e. If templates are given, a grain line will be shown. Dimensions will be given on the template plus a note stating to add $\frac{1}{4}$ " seam allowance.
 - f. Guidelines for colors, if required.
 - g. Assembly instructions.
 - h. Diagram of finished block.
8. A copy of the pattern will be available online.