

 New

Member

Handbook

2018

Dear New Member,

 Welcome to the High Point Quilt Guild! We are so glad you have decided to join us! We look forward to getting to know you.

We are a non-profit organization, established in January 2012. Our guild operates as an educational, charitable and historical organization, promoting quilting and fiber arts in all its forms and contexts.

We meet at Westchester Baptist Church (135 Westchester Dr. High Point, NC 27265) on the second Thursday of the month. Social hour is first at 6:15 for socializing and refreshments. At 6:45, the business meeting and program begin.

Look for the “New Member” Sign during the social time at each meeting. Someone will be available to answer any questions and get to know you better!

 Also, if you have any questions at anytime, feel free to ask any member.

 Again, “Welcome!”

 Karen Tooley

 New Member Committee Chairman

**A Word from the President….**

Thank you for joining our Guild.

We are pleased that your interest brought you here to share our Guild’s goals to learn new or improved techniques, to give back to our community with acts of charity, and to share and promote these with others of like intent.

It isn’t necessary to be a skilled sewing or quilting artisan to enjoy our fellowship, the meetings, or the occasional weekend workshop. I only began helping my wife, Sue, about 4 years ago to measure, cut, and bind her projects. When the thought occurred to me that… ”I, too, can do a finished project of my own design!,” we began going to Guild meetings as a team.

The Guild, itself, is a supportive team. Mentors are available to help you improve your techniques whether applique, embroidery, piecing, or quilting.

As you begin to enjoy the fellowship, new relationships, fun, and involvement in our goals, please consider bringing a like-minded friend to a meeting.

Your suggestions are always welcome.

 Chuck Bino, President

**I. MEMBERSHIP INFORMATION**

**MEMBER RESPONSIBILITIES:**

\*Membership fees are $30/year, January through December. After June 30, dues are half.

\*Members are required to wear nametags using our Logo, a purple “Friendship Star,” and your name. Patterns are available. An embroidered version can also be purchased.

\*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 are asked to help with hospitality at the meeting of the month of their birthday by taking a food/snack item for that meeting’s refreshments. Monthly birthday list in the back of this handbook.

 \*Members pay the costs of retreats and workshops.

**MEMBER BENEFITS:**

LIBRARY ACCESS: A small library is available at each meeting for borrowing books, patterns, DVDs and sewing tools. A full library list is on the website.

MONTHLY NEWSLETTER: A monthly newsletter is sent by email each month shortly before the monthly meeting. Included are past meeting minutes, committee information, dates and times for guild activities, area quilt show information, and much more.

GUILD ROSTER: 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.

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.

RETREATS: An annual retreat is held in October. In the past it has been at the Haw River State Park facilities. There are possibilities for a spring retreat. Cost will vary with length of stay.

SHOW AND TELL: Members who finish projects are welcome to show them during the “Show and Tell” portion of the monthly meeting.

DOOR PRIZES: Members who are wearing your nametags are eligible for Door Prizes at each meeting. Tickets are handed out at the sign-in table when you arrive.

MENTOR PROGRAM: The HPQG Mentoring Program is for members who are new to quilting or just need help with a quilting problem. Our mentors are Marty Smith, Janet Wells, Karen Tooley, Sherri Fields, and Susan Pierce. 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 meetings there is a table of items with a FREE sign attached. Members are welcome to take any items there.

**II. 2018 HPQG Executive Board**

Officers (Elected, voting members)

 President: Chuck Bino

1st Vice President : Matthew Emerson

2nd Vice President: Linda Welch

Secretary: Wendy Clagg

Treasurer: Theressa Smith

Chairmen (Appointed; non-voting members)

 Facebook – Sherri Fields

 Historian – Wendy Clagg

 Librarian - Karen Tooley

 Newsletter – Hope Geoghegan

 Program - Becki Bostic, Cindi Sullivan

 Retreat - Sherri Fields

Chairmen **with Committees** (Appointed; non-voting members)

 Charity Quilts – Renita Gray

Education – Kelly Healy

Fund Raising – Susan Pierce

Hospitality : Meetings– \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hospitality: Sunshine- Sue Bino

Hospitality: July and December Parties – Matthew Emerson

New Member – Karen Tooley

Raffle Quilt – Janet Wells

Website – Alicia Carter

2019 Quilt Show: Co-Chairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. PROGRAM AREA DESCRIPTIONS**

**CHARITY PROJECTS**

**1. CANCER QUILT COMMITTEE** **Chairman: Renita Gray**

Makes quilts for patients at the cancer center. They collect and organize fabric, make up quilt kits, hold a workday each month, do some quilting, and collect and transport finished quilts to the cancer center.

 **2. OTHER PROJECTS Chairmen as needed**

Possibilities: Pillowcases, pillowcase dresses, Linus blankets, etc.

**EDUCATION COMMITTEE** **Chairman: Kelly Healy**

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.

FACEBOOK PAGE: Sherri Fields

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

**FUND RAISING COMMITTEE** **Chairman: Susan Pierce**

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

 HISTORIAN: Wendy Clagg

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

**HOSPITALITY COMMITTEES**

 **1. MEETINGS Chairman**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In charge of room set-up and tear-down, clean up after all events, greeters, and refreshments at events, except July and December meetings.

**2. SUNSHINE Chairman: Sue Bino**

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

**3. PARTIES Chairman**: **Matthew Emerson**

Plan the two special meetings in July and December. July is a BBQ and carry-in meal. December is an Horsd’oeuvres/Finger Food buffet. The committee is in charge of all aspects of the evenings, coordinating with the President – room and food set-up, decorations, program activities, etc.

LIBRARIAN: Karen Tooley

 In charge of the guild’s library materials. Sets up library at monthly meetings (except for July and December) Orders materials of interest to the members.

NEWSLETTER: Hope Geoghegan

Takes guild information and creates an online newsletter to keep members

informed of meetings, activities, and any guild news and announcements.

**NEW MEMBER COMMITTEE** **Chairman: Karen Tooley**

In charge of informing new members of all aspects of the guild. From 6:15 -6:45, during the social time before each meeting, new members can sit together, become better acquainted, learn about the guild and have any of their questions answered. Information about committees and how they can become involved will also be shared.

PROGRAMS: Becki Bostick, Cindi Sullivan

In charge of planning 10 guild programs (Jan.-Jun, Aug.-November) 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 program.

**RAFFLE QUILT COMMITTEE** **Chairman: Janet Wells**

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, marketing the quilt by taking it to various community events to sell tickets.

RETREAT: Sherri Fields

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

**WEBSITE Chairman: Alicia Carter**

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.

**2019 QUILT AND VENDOR SHOW**: CO-CHAIRS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 In charge of all aspects of our biennial Quilt and Vendor Show.

**IV. 2018 MEETING DATES AND PROGRAMS** (Subject to change)

For the latest information, check the Guild website, FB or emails.

**January 11**– “Get to know the Guild Board” Quilt Share

**February 8**- History of Our Guild’s Charity Quilt Project

**March 8**- Demonstration: Edge to Edge Quilting with Embroidery Machine By Cindi Sullivan, HPQG member

**April 12**- Round Robin Stations. Demonstrations of EQ8, needle-turn applique, appliquick applique, mitered borders, mitered corners on binding, coloring on quilts with crayons. By HPQG members.

**May 10**- North Carolina Quilt History

 By Lisa Alley with Bear Hug Quilts

**June 14**- Trunk Show of Judy Niemeyer Designed Quilts

 By Lucille Amos

**July 12**- *BBQ and Carry In Dinner*

**August 9**- Trailer Stash Fabrics – trunk show and sale of fabrics & patterns

 By Gina Allen

**September 13**- Guild Member Yard Sale – Bring your treasures to sell and make some cash!

**October 11**- Trunk Show and Pattern and Kit Sales

 By Vicki Clontz of Annie’s Keepsakes

**November 8**- Trunk Show and Pattern Sales

 By Karen Comstock of Quiltricks

**December 13**- *Hors d’oeuvres/Finger Food Buffet*

**2018 Quarterly Board Meeting Dates**: Feb 26, others TBA

 (All members are welcome to attend)

**Workshop Dates**:

**AUGUST 18** – “That’s a Sweatshirt?” Linda Wicker

 Make a jacket from a sweatshirt-you won’t recognize it!

**OCTOBER 13** – Wool Felted Necklace Vicki Clontz

 Perfect for Christmas gifting!

**V. CHARITY QUILT PROGRAM**

In the past 6 years, 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, Renita Gray, 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.*

**VI. BIENNIAL QUILT AND VENDOR SHOW**

Every other mid-August, we hold 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. Get your quilts ready to enter in the next show and your pencils ready to sign up to help! ☺ It’s a wonderful way to highlight our guild and quilting in general to the community. Our next show: August 2019.

**VII. 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 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.

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**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. Not withstanding 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 of 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 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.

**VIII. OTHER LOCAL QUILTING GROUPS OF INTEREST (Bees, small groups, etc.)**

**IX. LIST OF MEMBER BIRTHDAYS BY MONTH**

|  |  |  |
| --- | --- | --- |
| **JAN** | **FEB**  | **MAR** |
| 03-Jane Stringer | 14-LoriReiffer | 12-PriscillaBeno |
| 09-CatherineBerry | 15-JanetWells | 27-WendyClagg |
| 15-AnaCaballero | 19-CindiSullivan | 28-MichaelGray |
| 31-GailLawson | 19-MattEmerson |  |
|  | 24-LoriCorbett |  |
|  | 27-JuddacaHeater |  |
|  |  |  |
|  |  |  |
| **APR** |  **MAY** | **JUNE**  |
| 08-MBethPazdernik | 03-DorisWedin | 02-LovettaHenry |
| 10-RenitaGray | 19-BeckiBostick | 06-JudyPoteat |
| 24-KathyMotsinger | 30-LindaWelch | 14-PamSadler |
|  |  | 30-JaneKraemer |
|  |  |  |
|  |  |  |
| **JULY** | **AUG** | **SEPT** |
| 11-JoannCloer | 06-SusanBino | 11-LindaHudgins |
| 13-ChuckBino | 14-NancyBlanchard | 11-LizSimons |
| 14-SusanPierce | 15-AngiePeele | 14-HopeGeoghegan |
| 23-AliciaCarter | 21-DianthaDann |  |
| 30-AnneWeisman | 25-KarenTooley |  |
|  |  |  |
|  |  |  |
| **OCT** | **NOV** | **DEC** |
| 12-JoannCausey | 15-BonnieDills | 10-PennyBradford |
| 19-MartyBeshears | 24-SherriFields | 25-MartySmith |
| 28-TheressaSmith |  | 30-KellyHealy |
|  |  |  |

NOTES: