

KCQG General Guild Policies

1. All Board members are responsible for providing the newsletter editor with any information or announcements by the deadline selected by the Newsletter Editor.
2. All speakers for programs will be paid at a rate negotiated by the Program Chair in accordance with the budget, regardless of Guild membership. Board members are responsible for deciding on an appropriate “thank you” for guest speakers who do not charge a fee.
3. Workshops are scheduled periodically and will be announced in advance. Attendance is often limited and payment must be made at the time of signup. Cancellations must be received 30 days in advance of the workshop to receive a refund. If a workshop is not filled by Guild members within 30 days of the event, it will be opened to other guilds and to the public. The Program Chair or designee may participate in workshops free of charge. Reasonable expenses due to travel and meals for guest speaker will be reimbursed to those providers.
4. Children are welcome to attend, provided their behavior is not disruptive or they do not disturb the attention of members during the meeting. Because of liability issues, children must remain seated and not go on the steps or stage before, during or after meetings. If old enough to have something for Show and Tell, they must be accompanied by an adult.
5. In memory of a deceased member, a \$20 contribution will be made to the charity the obituary suggests.
6. Annual Guild events can include the following: (a) Quilt Challenge; (b) Birthday Party in July; (c) Quilt Show; and (d) Christmas Party in December.
7. In the event of inclement weather, the President will contact the local media concerning cancellation of the meeting, and send an email alert to the membership. If Topeka 501 Schools are closed due to bad weather, our meeting will be cancelled.
8. The Guild may choose to support certain community and/or charitable projects with the prior approval of the Board.
9. New member packets will consist of the following: welcome letter, membership booklet, Bylaws, logo pattern, Guild Policies, and website information (including password).
10. All non-budgeted expenditures must be authorized by the majority vote of the Board.
11. Quilt display racks may be rented by others with approval of the Board. The Property Chair has the equipment cost information and contract form.
12. Two Signatures are required on checks written on the KCQG checking account. Checks will be signed by 2 of the following: the Treasurer, the President, and/or the Vice President.
13. Paid members have the option to post 1 free line of services offered advertising in the newsletter. Paid advertisers get business card advertising in newsletter and directory. The advertising fee is \$50 but that does not cover membership dues.