

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. Board Members are responsible for deciding on an appropriate “thank you” for guest speakers who do not charge a fee.
3. All speakers for programs will be paid at a rate negotiated by the Program Chair in accordance with the budget, regardless of Guild membership.
4. 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.
5. 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.
6. 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.
7. In memory of a deceased Member, a \$20 contribution will be made to the charity the obituary suggests.
8. Annual Guild events include the following: (a) Quilt Challenge to be displayed at the second meeting in June; (b) Birthday Party on the first meeting in July; (c) Viewer’s Choice of Silent Auction items at the second meeting in August; (d) Annual Quilt Show held on the 3rd weekend in September; and (e) Christmas Party on the first and only meeting in December.
9. 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, our meeting will be cancelled.
10. The Guild may choose to support certain community and/or charitable projects with the prior approval of the Board.
11. The new member packets will consist of the following: welcome letter, membership booklet, Bylaws, logo pattern, current newsletter, website information (including password).
12. All non-budgeted expenditures must be authorized by the majority vote of the Board.
13. 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.
14. Quilt display racks may be rented by others with approval of the Board. The rental contract form will be reviewed annually by the Board. The Property Chair has the equipment cost information and contract form.