

Penn Oaks Policies and Procedures

Duties of Elected Officers

A. PRESIDENT AND/OR CO-PRESIDENTS

1. Shall preside at the Executive Board Meetings and General Meetings of the guild.
 - a. Open the meeting at the specified time.
 - b. Make sure there is a quorum.
 - c. Bring agenda to the meeting.
 - d. Announce the business and the order in which it will be considered.
 - e. State and put motions to vote.
 - f. Recognize members who are entitled to speak at all meetings.
 - g. Announce the results of the votes
 - h. Follow “Robert’s Rules of Order” when announcing motions, debates, and voting.
 - i. Declares the meeting adjourned when all business has been concluded.
2. Shall call special meetings with the Executive Board and/or the General meeting as deemed necessary.
4. Shall appoint all Ad Hoc and Standing Committee Chairpersons subject to Board approval. Volunteers may be accepted.
5. Shall be an ex officio member of each committee with the exception of the nominating committee and should be invited to attend each meeting.
6. Co-sign all contracts and obligations of the guild with the program chairperson. If there are Co-Presidents, both signatures are needed.
7. Shall ask either personally or at a General Meeting for volunteers for non-elected chairs of the standing committees. These committees are Historian, Hospitality, Newsletter, Parliamentarian, and Community Outreach.
8. Make the decision, if necessary, to cancel a meeting due to inclement weather or any other unexpected event which would make it dangerous or unsafe to travel to a meeting. Ensure that cancellation is posted on Facebook, Instagram, or other social media used, by 4 PM on the day of the cancelled meeting. Cancellation notices will be emailed ASAP.
9. Maintain a Book of Office which includes a general summary of the year’s activities for reference for the incoming President and a copy of the By-Laws.
10. In the event the President has to step down from the office before the term is completed, the Executive Board shall select a member from the Executive Board to fill the position vacated by the President for the remainder of the year.
11. The new President shall appoint a member from the general membership to fulfill the position previously held by the new President for the balance of the term.

B. Program Chairperson

1. Shall make program and workshop arrangements including contacting and negotiating fees for each monthly meeting to be held in the following guild year. Is responsible for maintaining the cost of all programs within the budget submitted at the beginning of each year.
2. Shall be responsible for completing financial and physical arrangements for the speaker.

3. Shall be responsible for co-signing contracts for a guest speaker/teacher with the president(s) and sending a copy of the signed contract to the treasurer and President.
4. Shall place in the program Book of Office a letter of confirmation and a copy of the contract.
5. Shall respond to the speaker/teacher with a letter of acceptance and a copy of the signed contract.
6. Shall follow up by phone or email with each speaker/teacher at least two weeks prior to the scheduled event.
7. Shall introduce the speaker and otherwise conduct the programs
8. Shall collect all fees for workshops, maintaining a record of all monies received and members who paid. All monies will be passed on to the Treasurer.
9. Shall give a report at each Executive Board Meeting and at each General Meeting.
10. Shall write a yearly report to be kept in the Book of Office and sent to the President.
11. Shall assist the President as called upon and shall exercise all functions of the President in the event she is unable to attend a meeting, unless there is a Co-President.
12. Shall submit information to the Newsletter on current and upcoming programs.
13. Shall have the publicity chairperson contact other guilds about any special programs/workshops that will be coming to the Guild.

C. ASSISTANT PROGRAM CHAIRPERSON

1. Shall assist the Program Chairperson in all facets of the work of that office for one year.
2. Shall assume the Program Chairperson position for the following year.

D. MEMBERSHIP CHAIRPERSON

1. Shall receive all new and renewal applications for membership and keep accurate records of all transactions.
2. Shall be responsible for issuing a new membership list by the September meeting and informing members of any updates throughout the year.
(Note: the membership list is for the sole use of the members and shall not be given to any outside interest groups without the permission of the general membership.)
3. Shall be responsible for issuing and updating the telephone chain used by the Executive Board, if necessary. Shall maintain a list of members who need to be called in the event of a meeting cancellation (those who do not use social media)
4. Shall provide a sign in list for all members to indicate their presence at each monthly meeting.
5. Shall greet visitors, making them feel welcome and introduce each one when giving a report at the General Meeting.
6. Shall collect all monies from dues, the sale of Chapter pins, name tag fines, guest fees, and any other activities. Shall keep records of all such monies received and forward both the records and the monies to the Treasurer.
7. Shall submit a written yearly report to the President and include a copy in the Book of the Office.

E. RECORDING SECRETARY

1. Shall record and maintain minutes of all Executive Board Meetings and the General

- Meetings and shall provide copies of all minutes to the President.
2. Copies of Guild Meeting minutes shall be available to the members electronically.
 3. Shall submit a report to the President at the conclusion of the year and include a copy in the Book of the Office.

F, CORRESPONDING SECRETARY

1. Shall answer inquiries and related matters concerning the Guild as instructed by the Executive Board.
2. Shall maintain a file system of all correspondence, inquiries, and reports for future reference.
3. Shall mail announcements, greeting cards, and other information as may be required, with the exception of the newsletter.
4. Shall write thank you notes to speakers/teachers as soon as possible after the event.
5. Shall submit a written report to the President at the end of the year and include a copy in the Book of Office.

G. TREASURER

1. Shall serve a two year term.
2. Shall collect and deposit all funds received into the Guild Bank Account promptly and disburse monies according to the Guild budget.
3. Shall disburse monies for special projects upon authorization of the President or the Executive Board or by vote of the General Membership.
4. Shall reimburse members for approved budgeted expenses incurred on behalf of the Guild, upon receipt of a reimbursement form and receipts.
5. Shall give a report at each Executive Board meeting and at each General Meeting.
6. Shall maintain and complete all records as necessary and as required by the state and federal laws.
7. Shall have available all books and records to be submitted for audit at the close of the fiscal year, which ends June 30th or as authorized by the Executive Board. A final yearly audit must be completed by September 1 of each year. Copies of the audits shall be kept in the Treasurer's and President's Book of Office.
8. Shall present a complete, written financial annual report as of the end of the fiscal year (June 30th) and include a copy in the Book of Office.
9. The Treasurer and/or the President shall be authorized to sign checks for the Guild.
10. Shall serve on the Budget Committee in conjunction with the President, Program Chairperson, and Ways and Means Chairperson.

Ways and Means

1. Shall devise various means of fund raising, subject to the approval of the Executive Board. Proceeds of the fund raising shall be forwarded to the Treasurer to then be put in the guild treasury.
2. Oversees any fund raising committees that may be formed, including shows, bazaars, silent auctions, etc.
3. Give a report at the General Meeting when necessary.

- 4.. Shall submit a written report to the President prior to June 30th and include a copy in the Book of Office.

STANDING COMMITTEES

Section 1. Standing Committees/Positions:

1. Ad Hoc Committee
2. Historian
3. Hospitality
4. Newsletter
5. Parliamentarian
6. Community Outreach
7. Publicity
8. Get-Away
9. Audit

Section 2.

1. Standing Committee Chairpersons shall be appointed by the President, subject to Board Approval.
2. Committee chairpersons may be invited by the President to attend Executive Board Meetings
3. Committees shall perform duties as outlined in the Policies and Procedures

Section 3. DUTIES OF STANDING COMMITTEES

A. AD HOC COMMITTEE

Persons shall be appointed by the President as needed or deemed necessary and shall serve until the project is completed. Examples of Ad Hoc Committees are Special Events, Nominating Committee, and Audit Committee.

B. AUDIT COMMITTEE

The Treasurer shall submit the Chapter's Books and Records to one or two auditors appointed by the audit committee and approved by the Board. These auditors will audit the fiscal year's work on or before September 1st of each year. There shall be an audit of the books by someone with an accounting background anytime it is deemed necessary or when there is a change of Treasurer.

C. HISTORIAN

1. Shall be responsible for maintaining a history of the Guild, Quilt Show Programs, Newspaper clippings, picture album, and any other items of interest pertaining to the Guild.
2. Shall submit any expenses to the Treasurer

D. HOSPITALITY

1. Shall consist of a chairperson and two other committee members as deemed necessary.
2. Shall be responsible for securing hostesses to bring refreshments and beverages to

the General Meeting.

- 3 Shall purchase necessary accessories for use of the members and submit receipts to the Treasurer.
- 4 Shall submit a report to the President and include a copy in the Book of Office.

E. NEWSLETTER

1. Shall consist of an editor and any other committee members as deemed necessary.
- 2 Shall issue a newsletter monthly.
- 3 Shall solicit, gather, and edit material appropriate for publication and of interest to the membership, and include advertising in keeping with the stated advertising policy of Penn Oaks Quilters Newsletter.
- 4 Shall use e-mail for distribution to those members who provide e-mail addresses to the Membership Chairperson and give permission to receive Penn Oaks Newsletter.
- 5 Shall submit a written yearly report to the President prior to June 30th.and include a copy in the Book of Office.

F. PARLIAMENTARIAN

1. Shall use a newly revised edition of Roberts's Rule of Order to advise the Guild on matters of Parliamentary procedures used to govern the Guild.

G. COMMUNITY OUTREACH

1. Shall consist of a Chairperson and other committee members as deemed necessary.
2. Shall manage projects for the member to make such as baby quilts, kids quilts, bears, pillowcases for children and adults, fidget muffs or blankets, etc. This includes setting a timetable for collection of the articles to be donated and arrange for delivery to the selected organizations.
3. Shall be responsible for determining charitable organizations to receive the donated projects.
3. Shall submit a report to the President and include a copy in the Book Of Office.

H. PUBLICITY

1. Shall consist of one person or a committee as deemed necessary.
2. Shall have the responsibility of making contact with all appropriate media in order to place notice of monthly meetings and adequately advertise the benefits and special announcements of the Guild.
3. Shall be aware of media deadlines for submitting copy and be able to meet the deadline.
4. Shall keep a copy of material submitted for publication and, if possible, a copy of the published article. This material shall be given to the Historian for the archives of the Guild.
5. Shall maintain social media presence for the guild.
6. Shall submit a written yearly report to the President and include a copy in the book of Office.

I. QUILTING GET-AWAY

1. Shall consist of a chairperson and other committee members as deemed necessary.
2. The Chairperson shall obtain all information about the location of the place where the event will be held.

3. The Chairperson will do all of the negotiating with the place chosen to have the activity. This includes dates, room rates and a room for the work activities.
4. Shall sign all contracts necessary with the approval of the Executive Board with copies of the contracts submitted to the Treasurer.
5. Shall give a report at a General Meeting as soon as possible.
6. Shall set a deadline for reservations to be accepted, and a deadline for final payments to be submitted.
7. At the time of signing up, an attendee must state the number of nights to be stayed, the type of room and the number of roommates. A deposit needs to be paid at the time in order to secure a place.
8. Shall collect all monies and after completing the records shall remit all monies to the Treasurer.
9. Money may or may not be refunded, depending on the terms of the site contract.
10. For all get-aways, a per person fee determined by the chairperson, will be charged to cover the following;
 1. Cost of the common room.
 2. The cost of any food or items planned for a common activity will be covered with the remainder of this fee which is the budget for the Chairperson.
11. This fee is payable with the deposit to the Chairperson.
12. To be eligible to participate, one must be a member of Penn Oaks Guild or shall pay a surcharge to be determined by the Executive Board.
13. The Committee Chairperson will submit receipts for expenses incurred for this event.
14. ALL GET-AWAYS MUST BE SELF SUPPORTING.

Rules of Conduct

1. Members should be seated and quiet during the course of a meeting or presentation. All cell phones and pagers are to be silenced during meetings. There is to be no talking at all while someone else is speaking to the Guild. The President will call on members to speak. Rude or hurtful comments will not be tolerated. All activity tables (e.g.: library, workshops) shall be closed during both the business and program portions of the meeting.
2. Guests are welcome to attend the monthly Guild meetings, as space permits. Guests may participate in show and tell, door prizes and hospitality.
3. Members are expected to dispose of their own trash, put their chairs away, and leave the meeting place neat and clean, obeying all rules and regulations that apply to the meeting place.
4. Photography and handling of quilts and other articles at both meetings and special events of the Guild shall be allowed ONLY with the prior permission of the owner or guest speaker.
5. Our Standing Policy permits only speakers to sell their books, patterns, etc. at our General Meetings.
6. Members shall not advertise or solicit from the podium for personal gain, business gain or for any organization other than the Guild
7. Members or Guests who repeatedly show a lack of respect for others at the meetings will be asked to leave the Guild.

8. Members who have concerns should take any issues to a Guild Officer who may administer a warning to the offender.

MEMBERSHIP

1. Upon arrival at a meeting, sign in at the membership table and receive any handouts and current information of interest to the members.
2. Members are required to wear a nametag at all guild functions. If the name tag has been forgotten, a temporary one is available for a 25 cent fee.
3. Guests are always welcomed and must sign in upon arrival and pay a guest fee. Guests will be introduced when the membership chairperson gives her report.
4. New members will receive a membership form to be completed and submitted with the correct amount of dues.
5. A new member will receive a membership packet containing:
 1. membership card
 2. current membership roster, in either paper or digital form
 3. new newsletters via email. Prior newsletters are available online.
 4. any other materials the Executive Board deems necessary

SHOW AND TELL

1. Members are encouraged to bring either finished or ongoing projects to show at a meeting.
2. At this time, members may ask advice about a project if help is needed.
3. Inform members about any upcoming events or experiences they have had that might be of interest to guild members.

COMMUNITY OUTREACH

1. Members make and donate specific items which are brought to guild meetings, gathered and then taken to organizations that need them. Examples are:

- baby quilts for the NICU at Chester County Hospital
- pillowcases for children - given to children's hospitals, Conkerr cancer, etc.
- pillowcases for adults in long term care - Wellington at Hershey's Mill
- Fidget mats for PocopsonHome

More information is in each newsletter

WORKSHOPS

1. Workshops are planned at various times of the year depending on when a teacher is available to come or when the Program Chairperson selects the time.
2. A workshop is open to all members in good standing. If the workshop does not fill, non-members may be invited to participate in the workshop. They will be required to pay an additional fee to be determined at the time for the workshop.
3. The price of the workshop is determined by the Program Chairperson after all of the financial information is available. The fee is determined by the teacher's fee, travel expenses and rent for the place the workshop is to be held. A minimum number necessary to hold the workshop is decided by the Program Chairperson, usually 12 and that number is divided into the

total cost to determine the fee for the workshop. A teacher usually has a maximum number that he or she will take in a class

ALL WORKSHOPS MUST BE SELF SUPPORTING.

4. A deadline is determined by the Program Chairperson as to when the money is to be received. Checks are made out to the guild and may be for the full amount or for a deposit depending on the Program Chairperson. After being recorded, the Program Chairperson, turns the monies over to the treasurer. No checks are to be held. The full amount is due two weeks before the event.
5. In the event a cancellation is necessary by the member, if it is made two weeks before the event, she will receive a full refund. Otherwise, she is responsible. If she gets someone to replace her, this is acceptable.
6. Students will be given a list of supplies necessary for the class and it is up to her to come prepared for class.
7. The starting time for the workshop will be determined by the teacher and Program Chairperson. It is the responsibility of the student to bring his/her lunch. The lunch break time and length will be determined by the teacher.
8. When planning a workshop, contracts (two) signed by the Program Chairperson are sent to the teacher for her to sign one and return it to the guild. The Program Chairperson shall give the treasurer and the president a copy of the contract and retain one for Program Files.
9. The teacher usually has a deadline as to when she will accept a cancellation if the workshop is not successfully filled. This will determine the deadlines set by the Program Chairperson.

BLOCKS OF THE MONTH (The Block of the Month program has temporarily been discontinued but can be reinstated by a new president if desired. If this occurs, the following policies are to be used as a guideline for the program.)

1. The Chairperson selects a theme and prepares a block for each month along with instructions.
2. Any member is eligible to participate in this program.
3. A finished block is on display along with pattern instructions for members to use. The block is returned the next month with the makers name attached. A member may submit as many blocks as she wishes. A name for each block is placed in the container for drawing.
4. A name is selected from the container at the proper time to determine the winner of all the blocks.

Amendments to Policies and Procedures

1. Proposed changes may be brought by any guild member.
2. Changes may be approved by a simple majority of a quorum of the executive Board.

Approved April 9, 2018