

## **Utah Quilt Guild General Operating Policies & Procedures**

### **Membership / Beeline:**

New members, beginning March 2014, who want a hard copy of the Beeline mailed to them will have \$15.00 added to their membership fee. Renewing members who want a hard copy of the Beeline, will continue to pay the regular membership fee, but will be charged \$15.00 extra starting in 2015.

### **Junior Memberships:**

1. Persons age 18 and under who wish to join the Utah Quilt Guild may do so for the amount of \$10.00 per year. The age is determined by their age at the time of renewal, which is currently March 31st each year. They may not renew early in order to get the Junior rate.
2. They will be assigned a user name and will have access to the members' only area of the Utah Quilt Guild website.
3. They will not be listed in the online directory because they are minors.
4. They will not receive the Beeline emailed to them because of the logistics involved (at this time the mailing list pulls from the directory).
5. They will be able to access the current and all prior issues of the Beeline from the Utah Quilt Guild website.
6. After a Junior Member turns 19, they must pay the adult rate.

### **UQG QUILT STANDS:**

Quilt stands belonging to UQG may be rented or loaned under these guidelines:

1. Quilt stands are only rented to members of the Utah Quilt Guild. If someone who is not a member wants to rent them, they should be encouraged to pay the nominal membership fee to be eligible.
2. The deposit for renting or borrowing the quilt stands is \$100.00 per stand up to \$1000.00. The deposit will be returned when the stands are returned complete and in good condition.

### **AREA AND CHAPTER MONEY DISBURSEMENTS:**

#### **\*\*\*\*Quilt Show Definition:**

1. Show or Challenge should be a one time event (per year)
  2. The show must either be judged or have a "Viewer's Choice Award"
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1. Chapters may request \$50.00 in prize money for one quilt show per year.
  2. For a combined chapter quilt show, each chapter may request prize money.

3. Area Reps may also request up to \$50.00 for refund of event expenditures for one area event per year.
4. For a combined area quilt show / event, each area may request prize money / event expenditures as described above.

## UTAH QUILT GUILD AREA REPRESENTATIVE SELECTION PROCESS

1. An Area Rep notifies the President, President Elect and Vice President that they are no longer going to serve in that capacity.
2. The Vice President advertises in the Beeline for volunteers for that area.
3. The Vice President collects names of volunteers from various sources including recommendations from the current Area Rep and Chapter presidents.
4. The Vice President verifies that the volunteers are members of UQG and are logically able to serve that area.
5. The Vice President contacts the volunteers to verify they know the description of the job.
6. The Vice President then contacts each chapter president in that area to give them the names of the volunteers, and ask for their feedback, and who they would support in the Area Rep. position.
7. "Each area is responsible for selecting the representative for that area with the assistance of the UQG board." (from Bylaws)
8. The Vice President will then notify the UQG board of her findings.
9. The selected volunteer is contacted again to verify her continued interest.
10. The Vice President will then contact the new area rep, the non-selected volunteers, previous area rep, and chapter presidents of the selection.
11. Announce the new replacement Area Rep at the next UQG Board meeting.

## AREA REP REIMBURSEMENT FOR OUTLYING AREAS

1. Must be over 100 miles or 2 hours in travel time each way.
2. Each Area Rep would be allowed two (2) reimbursed visits to each chapter per year.
3. Prior to visit, pre-approval is required from the Vice President.
4. If the meeting is during the day and the Area Rep cannot get back home before 8:00 p.m., the UQG will pay for the hotel room up to \$100.00.
5. For each approved chapter visit requiring an overnight stay, the Area Rep will be reimbursed up to \$30.00 for meal expense.
6. All receipts must be kept and turned in for reimbursement.

## FALLEN OFFICER PROJECT

The Vice President is in charge of assigning and collecting quilts for this event. The "Ceremony for Fallen Officers" is held the first Thursday in May each year in Salt Lake City. This ceremony honors Police Officers who have died in the line of duty within the

last year. The UQG will provide a quilt for each child in the fallen officer's family, to be presented at this ceremony.