

Utah Quilt Guild

General Operating Policies & Procedures

Membership / Beeline:

1. The Beeline is published online and delivered via email to members.
2. Members will have access to the members only area of the Utah Quilt Guild website.
3. Members will be able to access current and prior issues of the Beeline from the Utah Quilt Guild Website.
4. Price of Membership is \$20 per year.
5. Renewals are March 31st of each year.

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. Junior members will not be listed in the online directory because they are minors.
3. Junior members will not be emailed the Beeline directly and will need to access the Beeline via the UQG website.
4. After a Junior Member turns 19, they must pay the adult rate.

UQG QUILT STANDS:

Quilt stands belonging to UQG may be rented 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 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 calendar 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. When two or more (multiple chapters) have a combined show (or an Area show or combined Area show,) each chapter may request prize money, assuming they have not previously requested prize money for the year.
 3. For an Area show, 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 (two or more areas participating in a single show,) each Area Rep may request expenditure reimbursement assuming they have not previously requested money during that calendar year.
 5. For chapters with 10 members of the state guild, \$100 may be requested.
 6. For chapters with 40 members of the state guild, \$300 may be requested.

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. If more than one person volunteers, then the Vice President verifies that the volunteers are members of UQG and are logistically able to serve that area.
5. The Vice President contacts the volunteers to verify they know the description of the job.
6. If more than one person volunteers, 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. The Vice President will then notify the UQG board of their findings.
8. The selected volunteer is contacted again to verify their continued interest.
9. The Vice President will then contact the new Area Rep, the non-selected volunteers, previous Area Rep, and chapter presidents of the selection.
10. Announce the new replacement Area Rep at the next UQG Board meeting.

Areas: An Area is all the Chapters in a geographic area as designated below. Areas may be subdivided as needed.

These Areas are:

Bear River North: Box Elder County and Malad, Idaho

Bear River South: South Box Elder County

Cache-Rich: Cache & Rich Counties and Preston, Idaho

East Central: Piute, Wayne, Sanpete, & Sevier Counties

West Central: Juab, Millard Counties & Ely, Nevada

Davis North/ Weber: North Davis County, Weber County, and Morgan County

Davis/South: South Davis County

Eastern Idaho

Salt Lake North: Tooele & North Salt Lake Counties

Salt Lake South: South Salt Lake County

Southeast Canyon: Grand and San Juan Counties

Southeast Castle: Carbon and Emery Counties

Southwest: Beaver, Iron, Garfield, Kane, & Washington Counties

Summit: Summit and Wasatch Counties

Uintah Basin: Duchesne, Uintah, and Daggett Counties

Utah County North: North Utah County

Utah County South: South Utah County

West Central: Juan and Millard Counties

AREA REP REIMBURSEMENT FOR OUTLYING AREAS

1. Each Area Rep may be allowed two (2) reimbursed visits to each chapter per year.
2. Each visit must be over 100 miles or 2 hours in travel time each way.
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. Published trucker rates from

IRS will be used for reimbursements, and receipts are required.
Reimbursements will be at the lower of the actual vs. published rates.

5. For each approved chapter visit requiring an overnight stay, the Area Rep will be reimbursed for meal expenses. Published trucker rates from IRS will be used for reimbursement, and receipts are required. Reimbursements will be at the lower of actual vs. published rates.
6. All receipts must be kept and turned in for reimbursement.

BOARD MEMBERS TRAVEL

1. Board Members may request reimbursement for travel to board meetings that are held "in person." Reimbursements will be consistent with IRS guidelines.

EXECUTIVE BOARD

1. Meetings shall be conducted at least 4 times per calendar year. Other meetings may be called at the request of the President, the Executive Board, or a petition of at least twenty members of the Utah Quilt Guild.
2. The Executive Board sets dues.
3. The Executive Board fills office vacancies and determines the length of appointment within stated confines of that term of office.
4. Only members of the Utah Quilt Guild Board or Annual Quilt Fest Committee are authorized to expend Utah Quilt Guild funds. Expenditures made by non-board or non-committee members or during periods of lapsed membership may be reimbursed at the discretion of the Executive Board.

PRESIDENT

1. Provides monthly Beeline introduction letter.
2. Responsible for Spring activities, such as Remote Fest, and may request assistance from other board members or Guild volunteers.
3. Additional responsibilities are covered in the Bylaws and Quilt Fest Policies and Procedures.

PAST PRESIDENT

1. Heads Quilt Fest as the Quilt Fest Committee Chair.
2. Additional responsibilities are covered in the Bylaws and Quilt Fest Policies and Procedures.

PRESIDENT ELECT

1. Silver Thimble: Collects nominations, selects winner, awards prize at Quilt Fest or another even during the Fall.

VICE PRESIDENT

1. Fallen Officer Project: The Vice President is in charge or assigning and collection quilts for this event. The annual “Ceremony for Fallen Officers” is held the first Thursday in May in Salt Lake City. This ceremony honors Police Officers from Utah who have died in the line of duty within the last year. The UQG will provide a quilt for the Spouse and each child in the Fallen Officer’s family, to be presented at this ceremony.
2. Coordinates with Executive Board for approval of chapter prize money and reports monthly activity to the board.
3. Assist Area Reps by providing timely summary of key Board meeting highlights, which can be used to communicate with Chapters.

SECRETARY

1. See Bylaws for responsibilities.

TREASURER

1. The original copy of all signed contracts on behalf of the Utah Quilt Guild are held by the Treasurer.
2. After a majority of the Executive Board approves chapter prize money, the Treasurer prepares checks for disbursement.
3. See Bylaws for additional responsibilities.

WEB MASTER

1. See Bylaws for responsibilities.

MEMBERSHIP

1. See Bylaws for responsibilities.

BEELINE EDITOR

1. See Bylaws for responsibilities.

HISTORIAN

1. Works with Social Media Chair, Webmaster, and Beeline Editor to compile information and share across the state.
2. See Bylaws for additional responsibilities.

PARLIMENTARIAN

1. Is authorized to make formatting changes to Policies, Procedures, etc. to assist with the professional appearance of documents that are posted on the website.
2. See Bylaws for additional responsibilities.

BLOG COORDINATOR/SOCIAL MEDIA

1. See Bylaws for responsibilities.

PROPERTY CHARI

1. See Bylaws for responsibilities.