

Membership Committee

The Membership Committee is designed to welcome and enroll new members, and to encourage active and inactive members to participate in the General Membership meetings, activities, and events.

The Membership Committee includes the Chairperson and at least three (3) YVQG member volunteers.

Distribute in person or via email attachment the current membership form, collecting forms with the yearly dues November thru February. Email our “invitation list” friends an invitation to join YVQG as well.

Maintain the YVQG membership data base that includes first and last names, phone numbers, email addresses, and mailing addresses. The committee is to add the names of new and/or renewing members, and to delete the names of those who have not paid the yearly dues by the end of February from the membership list and thus are no longer members (flagging those as “invitation list”). Continuing to update the data base as information is submitted (put the date on the header or footer each time data base is updated); and distribute an electronic (or hard) copy to every member quarterly or as needed.

The committee is to “meet and greet” at each YVQG meeting, especially for visitors as well as current members. The Committee is to also meet and greet at workshops and events where the public has been invited, and to partner with Quilt Show, Newsletter, and Fair committees to encourage new memberships.

Share completed new member forms with the Newsletter committee.

Conduct quarterly “New Member Q&A” meetings prior to the 2nd meeting of the month to familiarize members with guild activities, what things mean and how things work within the guild, to encourage members to be more active.

The Committee is encouraged to contact members who have not renewed YVQG membership to find if the member is healthy and safe, or if there is some problem within YVQG that the Executive Board and the General Membership should be made aware.

The Committee is responsible to provide new members with a membership card, a name tag, and the basic information about YVQG, digitally, whenever possible, or a printed book, if needed. This should include the By Laws, the Welcome to YVQG article, a list of YVQG committees, and how to access the current Policy and Procedure Handbook and the membership data base.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget.

The Chairperson shall coordinate with the YVQG Secretary and ensure that the US Mail is checked regularly December through February (she may take position of the Secretary’s Post Office Box key, if preferred, during these months), recording new members and ensuring payment is delivered to the Treasurer as soon as possible.

The Chairperson shall have email access to answer queries about our Guild and to keep our Membership records up to date in our YVQG Google Drive.

The Chairperson will extract from the Membership Application data regarding volunteer interest and will share with the respective committee.

Thank you for accepting the position of Membership Chair.

Monies Received for Annual Membership and YVQG Activities

Annual dues are \$30/year for those 19 to 74 years of age and \$20/year for members 18 and younger or 75 and older.

Dues are for the calendar year--January through December. Dues are payable in January and are considered delinquent at the end of February. Dues for current renewing members are not prorated. Discounted dues may be offered at special events such as the Biannual Quilt Show or the CWS Fair, with prior approval of the Board and the Membership. Dues are considered payment for the current calendar year. There is a YVQG Membership Application form to be completed yearly.

At times there will be opportunities created by the organization for members to participate in Guild activities for a fee. That fee will be priced according to the cost to the Guild for creating that respective activity, plus a small fee to reimburse the organization for overhead costs.

The Treasurer will have a Square capable device available at all meetings and events where a payment might be anticipated. Purchaser pays the Square fee, currently 4% (1/1/26).

Any person wishing to pay with a debit or credit card may do so. The card must be presented in person for payment. Square may be used for membership dues, class fees, retreats, and trunk shows (non-members) as well as items related to a quilt show such as shirts, aprons and flower baskets. Manual or remote entries will not be accepted.

Members shall understand that any personal check returned to the Guild marked "Insufficient Funds" will result in that member being responsible for all resulting fees charged. Further, that member will be required to participate on a "cash only" basis for a year thereafter; a confidential letter will be written to the member directly should this event occur. This letter, signed by the President and the Membership Chair, will become part of YVQG records

Dues Monies Received:

A receipt shall be given and a record of member name and amount received will be made when monies are collected. Any time annual dues are received along with the completed Membership Application form, both come first to the Membership Committee Chair. This includes mail at the post office, events such as the fair, or anyplace that we are handing out membership forms and collecting money. At first opportunity, deliver monies to the Treasurer who will give a receipt to assure monies will be credited to the Membership budget line. (Dated form can be found in our Google Drive)

Yakima Valley Quilters' Guild
Membership Application
Membership Year is January 1st through December 31st
Dues Rate: \$30.00/year (ages 19-74)
(\$20 for members 18 and under or 75 and older)
New/Renewal

Name		Phone Number
Street Address		
City	State	Zip
Email (used only to share important Guild information)		
Snowbird address; Start and End Dates:		
* New Member *Membership (circle one please) Renewal		
Email Newsletter (Y/N) By selecting YES this saves on postage cost, thank you!		
Signature:		Date:
Dues are payable to YVQG. Please mail this form with your payment to: Attention: Membership Chair Yakima Valley Quilters Guild, PO Box 2813, Yakima WA. 98907-2813 or bring to the next meeting.		

The YVQG is a nonprofit organization organized for educational purposes within the meaning of Section 501c(3) of the Internal Revenue Code. Members are encouraged to serve actively on at least one committee each year and participate in the quilt raffle and quilt show. Below, please check any activity in which you are willing to participate.

As a member, I would like to

- _____ 1. Help in any way I can. Please let me know what is needed.
- _____ 2. Chair or co-chair a YVQG committee. (example: raffle quilt, workshops, retreat, membership)
- _____ 3. Chair or co-chair a Quilt Show committee (example: guild booth, show set up, publicity, vendors)
- _____ 4. Work during the quilt show
- _____ 5. Sell raffle quilt tickets
- _____ 6. Serve as a YVQG officer
- _____ 7. Teach a half or full day class (please specify _____)
- _____ 8. Give a program at a YVQG meeting (please specify _____)
- _____ 9. Make phone calls
- _____ 10. Other (please specify) _____

FOR GUILD USE ONLY			
Date Received _____	Receipt # _____	Check # _____	Received by _____
Card Delivered _____		Amount paid _____	