

TQG Member Guidelines

Code of Conduct

- ❖ Members will treat each other with respect and use common courtesy in dealing with each other.
- ❖ Members recognize that everyone is entitled to her or his own opinion.
- ❖ Members recognize that the Board of Directors and Committee Directors are volunteers and do not have unlimited time to devote to Guild matters. Members will make an effort to handle Guild matters during regular business hours.
- ❖ Members may bring questions and concerns to the attention of a Board Director in any of the following ways:
 - e-mail
 - phone call
 - written note
 - in person
- ❖ Members will respect the privacy of other Guild members:
 - Rosters are for members only and are to be used only for Guild business. They are not to be shared with non-Guild members or used for personal gain.
 - The Roster is available on the Tucson Quilters Guild website and will be updated monthly.
 - Members who don't have access to the website can request a copy by contacting the Membership Director.
- ❖ Members are asked to refrain from wearing perfumes and colognes. Many people have allergies and other medical conditions that are aggravated by perfumes and colognes.
- ❖ Members are asked to state their name when speaking at a meeting, making a motion or seconding a motion.
- ❖ Members are asked to turn off cell phones or to set them on vibrate. If it is necessary to answer a call please leave the meeting room before doing so.
- ❖ Some local businesses offer a discount to Guild members. This is a gift from the business and not an entitlement. Each business may impose its own rules and members are reminded to adhere to those individual policies.

Traditions

- ❖ Quilt Show: Our Quilt show is held annually in January.
- ❖ Illness/Bereavement: The Guild makes every effort to acknowledge members who are ill or who have lost loved ones. Please help by notifying a Board Director.

Individual Opportunities & Responsibilities

- ❖ Wear your membership card or another nametag during meetings. Read your newsletter which is available online at <http://tucsonquiltersguild.com/> in the member's only section. Committee reports, announcements and notifications are published in the monthly newsletter. There may be issues that need your attention.
- ❖ Review the Guild's By-Laws, they are included in the New Member Packet and are available online at <http://tucsonquiltersguild.com/>
- ❖ Attend business meetings. Many issues are discussed in detail at the monthly business meeting. This is a chance for your opinion to be heard.
- ❖ Participate in the President's challenge.

- ❖ Exercise your right to vote on the raffle quilt design, the challenge quilts, and the Ed Seright & Betty Hayden awards.
- ❖ Sell 1 packet of tickets for the Annual Quilt Show Raffle Quilt.
- ❖ Make blocks for the Holiday Block Exchange.
- ❖ Participate in Quilting for Others, dressing bears, making placemats, and other such opportunities.
- ❖ Bring your quilt for Show & Tell at the General Meeting. Members may share up to 3 items each month.
- ❖ Become a member of a Bee or start a new one. Bees are open to all members unless they are closed due to space limitations.
- ❖ Help with the making of donation quilts and the annual Show Raffle Quilt.
- ❖ Submit a quilt entry for the annual quilt show. Members must join by the September General Meeting to qualify to enter a quilt in the show.
- ❖ Current members: volunteer to be a sponsor.
- ❖ New members are invited to attend the New Member Gathering in November
- ❖ New members: Participate in the New Member challenge if you have recently joined the Guild.
- ❖ Pattern of the Month is provided free for your use in the newsletter available online at <http://tucsonquiltersguild.com/> Guild members who would like to contribute patterns to this feature may contact the Pattern of the Month committee through the Guild's website.

Details about these opportunities can be found in the newsletter or by contacting the appropriate committee chair.

Policies & Procedures

- ❖ **Working at the Quilt Show:**
 - Our by-laws state the following member responsibilities, "A full member will be entitled to one vote in the affairs of the corporation, to receive the monthly Newsletter, is required to pay the full annual dues, **is expected to work one shift at the annual quilt show**, may enter a quilt in the annual quilt show, and is eligible to hold an elected office."
 - Details describing quilt show responsibilities are included in each year's show packet. (Any member unable to fulfill this requirement may arrange to have another member work for her/him (this is in addition to that member's own hostess shift).
- ❖ **Workshops.**
 - Workshop registration procedures:
 - Workshop registration is open 6 months in advance at the Guild business meeting.
 - Registration for non-members will open 2 months in advance.
 - Entries received by mail will be processed following the business meeting each month.
 - When registering by mail, members must include a check made out to Tucson Quilters Guild and a self-addressed stamped envelope for the class supply list. Please indicate which class you want and your email address.
 - The Program co-directors will not hold any spaces for early registration.
 - Entries received by mail substantially earlier than the opening date will be returned to the sender.

- No registration will be taken without payment in full. Guild members will pay \$50 per day plus any kit fees required by the instructor. Non-members will pay tuition of \$75 per day.
 - Workshop tuition is non-refundable. No refunds will be issued to members who cancel the workshop for any reason. However, if a waiting list exists for the class, the member who cannot attend will be provided the contact information for a member on the waiting list.
- ❖ **Classified ads** Guild members and quilt related businesses may place classified ads for quilt related items for the newsletter on a space available basis and at the discretion of the newsletter editor.
 - The cost is \$5.00 per member's ad with a maximum of 25 words per ad. Business ads cost \$25 for one eighth of a page.
 - The deadline for submission is the second to the last Wednesday of each month. Ads are to be mailed to the newsletter editor with checks made payable to Tucson Quilters Guild with your membership number included on the memo line. Include a return address so your check can be returned if your ad is not placed in the newsletter.
- ❖ Members who wish to announce or sell raffle tickets for any non-Guild purpose must present the request at a Business Meeting. No raffle tickets may be sold at General Meetings unless first approved at a Business Meeting.
- ❖ To encourage members with quilt-related businesses and to foster a cooperative relationship the Guild allows:
 - Flyers to be placed on a table or the bulletin board during general meetings provided unused copies are picked up at the end of the meeting. Flyers may not be placed on car windshields in the parking lot of the church or on the chairs in the Parish Hall.
 - Non-Guild business is to be conducted prior to the General Meeting or within 15 minutes after the adjournment, but not during the break.
- ❖ **Membership renewal** is handled by mail during February and March or in person at the March General Meeting. Anyone who has not renewed her/his membership by the April meeting will be charged a guest fee.
- ❖ **Library:** Our Guild library is housed in Classroom 5, in the Education Bldg., at St. Frances Cabrini. It is open before the evening General Meeting from 5:30 p.m. to 7:00 p.m. and during the break, but not after the close of the meeting. At the daytime General Meeting it will be open from 8:30 a.m. to 9:30 a.m. and during the break. You will need to show your Guild membership card to use the library. You may check out as many books as you wish. Books are checked out for one month only. There is a book return box that can be used when the library is closed (put the book in the slot, not on top of the box). If you are returning a book when the library is open please leave it with the librarian.
- ❖ **Guests:** A \$5.00 guest fee is charged for meetings that include a guest speaker. Children can be a distraction and members are asked to refrain from bringing them to meetings. If it is necessary for you to bring a child a guest fee will be charged.

These guidelines will be maintained on our website and furnished to new members when they join. Additions and changes may be made to the guidelines by a vote of those present at a Business meeting.