

TQG Member Guidelines

Code of Conduct:

- Members will treat each other with respect and use common courtesy in dealing with each other.
- Members will recognize that everyone is entitled to their 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:
 - Email
 - Phone call
 - Written note
 - In person
 - Through the Member at Large
- Members will respect the privacy of other Guild members.
 - Rosters are for Guild members only and are to be used for Guild business. They are not to be shared with non-Guild members or used for personal gain.
 - The roster is on the Tucson Quilters Guild website and will be updated monthly.
 - Members who do not have access to the website can request a copy by contacting the Membership Director.
- Members are asked to refrain from wearing perfumes or colognes. Many people have allergies and other medical conditions that are aggravated by perfumes or 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 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 not an entitlement. Each business may impose its own rules and members are reminded to adhere to those individual policies.

Traditions:

- The Quilt Fiesta is held annually in January or February.
- Illness/bereavement: The Guild makes every effort to acknowledge members who are ill or who have lost loved ones. Please help by notifying the Corresponding Secretary.

Individual Opportunities & Responsibilities:

- Wear your membership card or another nametag during meetings. Read your newsletter which is available online on www.tucsonquiltersguild.com Committee reports, announcements and notifications are published in the monthly newsletter. There may be issues that need your attention.
- Review the Guilds by-laws. They are available on the website.
- Attend business meetings. Many issues are discussed in detail at the monthly Business meeting held on the first Wednesday of the month, 9:30 am usually at St Francis Cabrini Church. This is a chance for your opinion to be heard.
- Participate in the Presidents Challenge.
- Exercise your right to vote on the various Challenge Quilts.
- Sell one or more packets of tickets for the annual Quilt Fiesta opportunity quilt.
- Participate in Quilting for Others, making pillowcases, and other such opportunities.
- Bring your quilts for Show and Tell at the general meetings.
- Become a member of a Bee or start a new one. Bees are open to all members unless they are closed due to space requirements.
- Help with the making of donation quilts and the annual opportunity quilt.
- Submit an entry for the annual Quilt Fiesta. Members must join by September to qualify to enter quilts.
- New members are invited to a New Member gathering in the Fall.

- New Members are encouraged to participate in the New Member Challenge.
- The Pattern of the Month is provided free for your use in the newsletter available online. Guild members who would like to contribute patterns to this feature may contact the Pattern of the Month committee through the website.
- Details about any of these opportunities can be found in the newsletter or by contacting the appropriate committee director. Many hands make light work!

Policies and Procedures:

- **Our Mission:**

The Tucson Quilters Guild’s mission is to preserve and perpetuate the art, knowledge and craft of quilting in the desert southwest.
- **Working at the Quilt Fiesta:**
 - Our by-laws state the following member responsibilities: “A full member is 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 show, is eligible to hold an elected or appointed office in the Guild, and is entitled to access the Guild Library.
 - Details describing Quilt Fiesta responsibilities are included in each years show packet. (Any member unable to fulfil this requirement may arrange to have another member work for him or her. This is in addition to the members own hostess shift.)
- **Workshops:**
 - Workshop Registration Procedures:
 - Workshop registration is open 6 months in advance at the Guild business meetings.
 - 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 the Tucson Quilters Guild and a stamped self-addressed envelope for the class supply list.

- The Program Directors will not hold any spaces for early registration.
 - Entries received by mail substantially earlier than the opening date will be returned to sender.
 - No registration will be taken without payment in full. Guild members will pay whatever fee is current plus any kit fees required by the instructor. Non-members will pay a tuition of half again whatever fee is current.
 - 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 in the newsletter on a space available basis and at the discretion of the newsletter editor.
 - The cost is \$5 per member ad for sewing or quilting related sales or businesses. Business card ads costs \$10 per issue. A ¼ page ad runs \$15. A half page ad runs \$30 per issue. A full-page ad runs \$60 per issue. Nonmembers pay more.
 - The deadline for submission is the second to last Wednesday of each month. Ads are to be mailed to the newsletter editor with checks payable to the 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 can be sold at General Meetings unless first approved at the 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 of the Parrish 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 December and January or in person at the Quilt Fiesta, or the December or January general meetings. Anyone who has not renewed by February will be charged a guest fee.
- **Library:** Our Guild library is housed in Classroom 5 in the Education Building at St Francis Cabrini. It is open before the evening general meeting from 6:30 to 7:00 pm and during the break, but not after the close of the meeting. At the daytime general meeting it is open from 8:30 to 9:30 am 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 check out for one month only. There is a book return drop box that can be used during library hours (put the book in the slot, not on top) or please leave it with the librarian.
- **Guests:** A \$10 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.
- **Non-Discrimination:** The Tucson Quilters Guild welcomes as members anyone without considering race, national origin, color, religion, gender, sexual orientation, or familial status.

These guidelines will be maintained on the 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.