

# The Tarheel Quilters Guild Standard Operating Procedures



TARHEEL QUILTERS GUILD  
PO BOX 36253  
FAYETTEVILLE, NC 28303

## **Tarheel Quilters Guild Standard Operating Procedures**

**These Standard Operating Procedures are meant to be informative and used as a guide in conjunction with the Guild's Bylaws. These procedures do not take precedence over the Bylaws and will not be used in lieu of the Bylaws. These procedures are to be treated as a dynamic document that is updated regularly by the Guild's Board.**

### **Procedures for Membership**

The Tarheel Quilters Guild was started in 1981 and has grown steadily. The Guild is a non-profit organization (Tax Code 501(c)) whose primary objective is to promote and perpetuate the art of quilting. The Guild's work is designed to benefit and educate all persons interested in preserving and advancing this art.

Membership is open to anyone 10 years of age or older and is not restricted to quilters only. Anyone interested in the art of quilting or who appreciates quilts and quilting may join. Visitors and guests are always welcome at the guild meetings. They are asked to sign in at the membership table before the meeting.

1. Annual dues are \$25 and payable in January. Anyone joining after June 30th will only pay \$12.50 for the remainder of the membership year. Honorary lifetime membership is extended gratis to members who are 80 years or older.
2. A person may attend two (2) consecutive meetings as a guest before joining the Guild. One may also attend three (3) consecutive sew days before joining.
3. Nametags are required to be worn by each Guild member. New members are allowed two (2) meetings to provide their own. If you are interested in a cross-stitch TQG nametag a pattern is available. You may make your own nametag in any design you wish. Members who forget to wear their nametag must purchase a temporary one for 25 cents from the membership chairperson.
4. Guild members may choose to participate in any, all, or none of the guilds special activities: Block of the Month, Secret Quilters, Fabric Exchanges, Challenges, Sew Days, UFOs, VA and Baby Quilt donations, etc.
5. Discounts are available at supporting merchants to TQG members with a membership card received upon joining the Guild.
6. Members may donate a fat quarter to each outgoing Executive Board Member at the December meeting as a small thank you for their efforts throughout the year.

### **Procedures for Meetings**

The Tarheel Quilters Guild meets on the third Sunday of the month unless otherwise announced. The meetings are typically held in Fayetteville, NC at an appointed venue. The meeting is from 2 to 4 PM, although the members start to gather earlier to greet one another and chat. Meetings may be rescheduled due to holidays or other scheduling conflicts.

### **Show and Tell Procedures**

Members are encouraged to show their current works in progress or their finished quilting projects. This is an inspiring and fun part of the gathering. Members see new techniques and patterns and gain new ideas to try.

## **Newsletter Procedures**

Each guild member receives a monthly newsletter. The newsletter has information on the meeting for that month, local classes and events, special projects, and other timely announcements. Local merchants also advertise special sales. The newsletter is primarily distributed electronically via email, if you do not have the capability to receive the newsletter in this manner, indicate this on your membership form or contact the newsletter chairman to be added to the list to receive the newsletter via USPS. Members do not have to pay for advertisements to sell personal items related to quilting or sewing this is limited to two (2) lines. Members who teach quilting classes may announce class schedules, times, and place free of charge.

\* The UPS Store in the Westwood Shopping Center has a guild account for ALL copying and printing of Guild business.

## **Workshop Procedures**

The Guild offers several workshops each year. Our goal is to have at least one nationally known instructor for classes and lecture per year. The Guild also offers Self-Supporting Workshops taught by our own guild members. Workshop policies are as follows:

1. Costs for National teacher workshops are \$40 per class for members; and \$50 for non-members. Costs for Self-Supporting Classes are \$20 for members and \$30 for non-members. There may be exceptions to these costs as set in the Bylaws.
2. The workshop fee is NOT refundable nor may the fees be transferred from one workshop to another, except for illness or family/employment emergency, (with Executive Board Approval)
3. Pre-registration for workshops is required to ensure there is enough interest to hold the class.
4. Workshops normally run from 9:00 AM to 4:00 PM unless otherwise stated. Early arrival is advised to allow time for setup before class begins. Doors will be open by 8:30 AM. Please be responsible for cleaning the work area of scraps and thread.
5. Additional fees such as the cost for kits, books, rulers, etc. will be announced before signing up for that workshop.
6. Any proceeds received above 10 students in a SELF-SUPPORTING class, will be divided 50% between teacher and the guild. Self-supporting classes must meet the minimum of 10 students or will have to be cancelled.

## **Quilt Fest Procedures**

After completing their "labors of love", the guild members like to show them off, and they do this by sponsoring a quilt show periodically as decided by the guild (generally every two years). The quilt show is called Quilt Fest and is a big event for the guild. It is a judged show with entries from all over the nation.

Quilt Fests in previous years have featured a merchant's mart, vendors, an heirloom quality raffle quilt, a guild store, boutique, flea market, and a "mini quilt" silent auction. We also have a group of local, state, and surrounding state vendors featuring new fabrics, silver thimbles, new gadgets, and state of the art quilting machines. These are some recommended events:

1. One of the greatest ways to "show off" our talents is the "Mini Quilt" silent auction, including everything from pieced, appliqué, to art quilts. All proceeds are retained by the guild.

2. Guild Flea Market has been very successful and offers every guild member an opportunity to clean out their sewing rooms. We all have items that are someone's treasure. Everything from books and magazines, fabric, rulers, needles, machine parts, patterns, etc. but items must be in good condition.
3. The guild boutique is stocked with all handmade items. For example, quilts, potholders, scarves, jewelry, pincushions, sewing bags, needle books, purses etc. Proceeds from donated items are retained by the Guild. Proceeds from items made for personal sale are retained by the maker except for the set percentage (generally 10%) established by the Quilt Fest committee that will be retained by the Guild.
4. The Quilt Fest is run by a Special Committee as appointed by the Guild President. It is recommended the Quilt Fest has its own Treasurer but is not mandatory.

### **Procedures for the Guild Community Service Projects (Baby & VA Quilts)**

Your time and effort providing these quilts are very much appreciated by the veterans, parents, nurses and doctors. The baby and VA service quilts are the Guild's priority community service projects. While the Guild may conduct other community projects, the baby and VA projects take precedence.

Community Service donations for the year are four (4) quilts made up of a minimum of two (2) baby quilts, one (1) VA quilt, and one (1) your choice (baby or VA).

1. Guild baby quilts are donated to the Cape Fear Valley Neonatal Unit monthly. Date, time, meeting location provided at each Guild meeting. Delivering these quilts is open for all Guild members; you actually get to go to the NICU and see the babies!!

a. Baby Quilt Size: Baby quilts should be a minimum of thirty-six (36) inches in each direction. They do not have to be these exact measurements; they can be a couple of inches larger but not smaller. They can be square or rectangular.

b. Construction: Quilts are to be hand or machine quilted (not tied) at intervals no greater than three (3) inches. All stitches should be ¼" or smaller.

c. Fabric: Please use good quality 100% cotton fabric. They should not be constructed of fabric that is metallic, glittery or have embellishments. It is recommended that baby quilts be bright and cheerful with a dark backing if possible. The quilts are placed over the baby isolates to make it darker inside to simulate the mother's womb.

2. The VA quilts are collected throughout the year and delivered to the Veterans Hospital each February during Veterans' week. This is a wonderful opportunity to visit with the Veterans and experience how grateful they are for their quilt.

a. Veteran Quilt Size: VA quilts should be a minimum of forty-two (42) inches in each direction. They do not have to be these exact measurements; they can be a couple of inches larger but not smaller. They can be square or rectangular. The VA lap quilts need to be long enough to cover the patient's legs in a wheelchair but not so long as to interfere with moving in the wheelchair.

b. Construction: Quilts are to be hand or machine quilted (not tied) at intervals no greater than four (4) inches. All stitches should be ¼" or smaller.

c. Excess Quilts: Any quilts left-over after given to the veterans may go to the Veteran dialysis center; however, the priority is to support the hospitalized members.

3. The Guild provides high quality cotton batting to guild members for making the

community service quilts, at a maximum of 3 pieces per member per month. Members may also use their own batting but it should contain a minimum of 80% cotton. We cannot accept quilts that contain more than 20% poly batting.

4. A Tarheel Quilters Guild label must be attached to the back of each quilt. Please complete the label with your name and date. You should receive a label with each piece of batting you sign out. Extra labels are available at guild meetings and sew days.

### **Internet/Web Page/E-Mail**

1. The Guild maintains a web page at <https://www.tarheelquiltersguild.org/> which is used to share information about workshops, monthly newsletters, quilt shows or quilt news, etc.
2. There is a Facebook page at <https://www.facebook.com/TarheelQuiltersGuild> for quilt pictures or keep to in touch with other members

### **Secret Quilter Procedures**

The Secret Quilter program is a fun event where you provide your secret quilter with a small gift monthly. At the end of the year (December) we do the big reveal and share who the secret quilters are. This is a great way to get to know fellow guild members. It is imperative to fill out the questionnaire provided by the program Chair completely. This is the only way your secret quilter will know what your likes/dislikes are.

1. Please remember your Secret Quilter each month with a gift. The amount spent each month should be a minimum of \$10. Remember handmade, especially quilted items, are VERY SPECIAL and can be inexpensive. You may spend more on Special Occasions such as Birthdays, Anniversaries, and Christmas.
2. Gifts may be brought to the guild meeting. Please check each meeting to make sure your Secret Quilter has picked up her gift. If she has not picked up her gift, it is your responsibility to get the gift to her. You can have someone else take it to her or bring it back to the next guild meeting or mail it. Please do not leave unclaimed gifts at the meeting. If you do not receive a gift on a regular basis, please contact the Chairperson so she can contact your secret quilter.
3. The idea is to have fun and make your Secret Quilter feel special. Please do not reveal your Secret Quilter, as this is part of the fun.
4. Here are a few suggestions for Secret Quilter items: Fabric, thread, needles, patterns, books/magazines, buttons, scissors, pincushions, Quilt Shop Gift certificates, Movie Tickets, Theatre Tickets, chocolate, candles, a quilt block each month to challenge your Secret Quilter to make a quilt, stationery, baskets, flowers, jewelry, or collectibles.

### **Telephone Committee Procedures**

The Telephone Committee is established to contact those members who do not use email. The intent is for essential messages to be passed to members such as, meeting cancellations, change in meeting locations, etc. If you wish to be contacted via phone instead of email, please inform the Membership Committee Chair. It is the individual's responsibility to ensure his or her contact information on the membership roster is accurate.

### **Sunshine Committee Procedures**

Our Sunshine Committee ensures cards or flowers are sent to Guild members who may be ill, have had a death in the family, or just need encouragement. Members are asked to inform the President if

they know of a fellow Guild member who may fit these categories.

Flowers are sent to Guild members who have been hospitalized more than 24 hours or who have suffered a death of spouse or immediate family member that resided in the household. Member's birthdays are listed in the newsletter and Sunshine may send you a card.

### **Scholarship Program Procedures**

The Guild recognizes members for their hard work through the year by providing scholarships and annual memberships to Guild members who qualify. The Scholarship tally sheets used to track your points will be collected in November. Scholarships are awarded in December and must be used within the next calendar year. Names will be drawn from those who qualify only (items 1 & 2 below).

1. Scholarships: To qualify for a scholarship, members must complete the requisite number of community service quilts for the year (4 total) and have a minimum of forty-five (45) volunteer points by the end of the designated months of December to November.

a. Scholarship for Higher Learning: This scholarship is to be used by the lucky member who wins it to attend a quilt event intended to preserve, continue and advance the art of quilting. A stipend of \$400.00 is allowed for the event of your choice. The monies provided are to be used for quilt classes, quilt retreats, attendance at the John C. Campbell Folk School, the Sewing and Quilt Expo or other institutions of learning as long as it is quilting related. The monies are not to be used for purchasing items for your personal stash such as fabric, notions, or sewing machines. All receipts are to be turned in to the Treasurer for your reimbursement. An alternate name will be drawn in the event you decide you cannot execute the scholarship within the calendar year. This scholarship is not transferrable.

b. National Teacher Scholarship: Free entry will be awarded to one (1) individual.

c. Self-Supporting Scholarship: Free entry will be awarded to one (1) individual.

**Note:** This does not include the Kay Bryant Scholarship awarded by the Board per the Bylaws.

2. Membership: One (1) free membership will be awarded to an individual who qualifies with four (4) community service quilts and forty-five (45) volunteer points.

**Note:** Items 3 – 5 are based on the individual who amassed the most points in the given categories. In the event the same individual has the most points in more than one category, that individual is awarded in that category as well.

3. Busy Bee Award: One (1) free Guild membership to the individual with the most volunteer points for the year is considered our busiest bee.

4. Baby Community Service Award: One (1) free Guild membership to the individual who donated the most baby quilts throughout the year.

5. VA Community Service Award: One (1) free Guild membership to the individual who donated the most VA quilts throughout the year.

6. Community Service Pins: The Guild awards all members who have met their community service commitments (4 service quilts) with a service pin.

Tally sheets are provided for members to track their progress through the year. There are numerous opportunities throughout the year to earn your volunteer points.

## **Hospitality**

Members are free to bring snacks and/or drinks to share at the General Membership meetings if allowed by the venue. The Guild does provide paper products. At times the Guild may provide some of the snacks as well depending on the budget.

## **Quilt Challenges**

The committee chair selects a challenge for at least each quarter of the year. Challenge quilts can be part of the community service projects or just for fun. The intent is to challenge members to make something to share with others. The challenge quilts are voted on by the general membership and the top three winners are given a small award for their efforts.

## Unfinished Objects (UFOs)

The UFO challenge is meant to encourage people to finish projects they have started.

# UFO (unfinished objects)

Welcome to the world of quilters! Most of us have something we started and, for various reasons, haven't finished yet. Our Tarheel Quilters Guild definition of UFO's are quilts/projects you started before this year (2019) such as quilts, Christmas stockings, handbags, applique work, placemats, wall hangings, table runners, etc.

Now is your opportunity to complete an item from your list, enter to win some money, and share your finished work with other members of our Guild.

- First, get copies of *My UFO goals* and *UFO book copy*
- Complete the lists with your choice of any unfinished objects you plan to work on during this next year
  - Keep the completed 'My UFO goals' for yourself.
  - Put the completed 'UFO book copy' in the UFO BOOK at Guild meeting
- Work on completing your quilts/projects
- When you bring a completed object to Guild meeting
  - Mark the date on the 'UFO book copy' of your list
  - Pay \$1.00 to the UFO jar
  - Write your name on a ticket and put it in the UFO ticket jar
- SHOW and TELL us about your completed object!

At the end of the year, one ticket will be drawn from the UFO ticket jar.

The winner will receive half of the money from the UFO jar. The other half of the money will go to a non-profit charity of the winner's choice.

Happy Sewing!





## Tarheel Quilters Guild Membership Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Birthday (Month/Day) \_\_\_\_\_

I would the newsletter be E-Mail \_\_\_\_\_ US Postal Service \_\_\_\_\_

\_\_\_\_\_ Renewal                      \_\_\_\_\_ New Member                      \_\_\_\_\_ Honorary Member 80+ Free

\_\_\_\_\_ Regular (\$25)                      \_\_\_\_\_ Half-Year (\$12.50)                      \_\_\_\_\_ Newsletter Only (\$12.50)

\_\_\_\_\_ Junior (\$12.50)                      Junior Sponsor \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_ Check, Money Order or Cash

Make checks/money orders payable to: Tarheel Quilters Guild

The Membership year is January through December, New members joining after June 30<sup>th</sup> pay \$12.50 for half-year.

You may turn this form in at a Guild meeting or mail to: Tarheel Quilters Guild, P.O. Box 36253, Fayetteville, NC 28303

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### Personal Information (This portion to 2VP)

\_\_\_\_\_ Teach quilting professionally

\_\_\_\_\_ Teach workshops/demos

\_\_\_\_\_ Judge quilt shows

\_\_\_\_\_ Will quilt tops for others

\_\_\_\_\_ Collect old quilts

\_\_\_\_\_ Make quilts to sell

\_\_\_\_\_ Lecture on quilting

Interested in any of the following (mark all that apply):

\_\_\_\_\_ Machine quilting

\_\_\_\_\_ Miniature quilts

\_\_\_\_\_ Quilted clothing

\_\_\_\_\_ Fabric dyeing

\_\_\_\_\_ Machine applique

\_\_\_\_\_ Hand applique

\_\_\_\_\_ Block of the Month                      \_\_\_\_\_ Mystery quilts

\_\_\_\_\_ Fabric exchanges

\_\_\_\_\_ Challenge quilts

\_\_\_\_\_ Being a secret quilter                      \_\_\_\_\_ Other

Level of quilting experience: \_\_\_\_\_ Beginner                      \_\_\_\_\_ Intermediate                      \_\_\_\_\_ Advanced

Quilting experience, special interests: \_\_\_\_\_

Would you be interested in holding an office or chairing a committee? \_\_\_\_\_

Do you have any experience in either? If so, please explain \_\_\_\_\_

**Secret Quilter Sign Up Form**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Birthday \_\_\_\_\_ Anniversary \_\_\_\_\_ Husband/Significant Other \_\_\_\_\_

Job/Career \_\_\_\_\_ Place of Work \_\_\_\_\_

Where did you grow up \_\_\_\_\_ How long in NC \_\_\_\_\_

How long quilting \_\_\_\_\_ How long in the guild \_\_\_\_\_

**Favorites:**

Quilting Activity \_\_\_\_\_

Color(s) \_\_\_\_\_ Fabric Type or Designer \_\_\_\_\_

Quilt Teacher or Author \_\_\_\_\_

Thread Brand \_\_\_\_\_ Quilt Block \_\_\_\_\_

Other Hobbies \_\_\_\_\_

Type of Quilting i.e. Hand, Paper Piecing, Machine, Long Arm \_\_\_\_\_

Type of Quilts i.e. Civil War, 30s, Modern, Traditional \_\_\_\_\_

Quilting Activity \_\_\_\_\_

Flower \_\_\_\_\_ Perfume \_\_\_\_\_

Holiday \_\_\_\_\_ Collectibles \_\_\_\_\_

Reading Material \_\_\_\_\_ Music \_\_\_\_\_

Food \_\_\_\_\_ Allergies \_\_\_\_\_

Home Colors \_\_\_\_\_

Design Scheme (Country etc) \_\_\_\_\_

My sewing machine is \_\_\_\_\_

What else your secret sister should know about you \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SQ Assigned \_\_\_\_\_ Date \_\_\_\_\_