

## FAITHFUL CIRCLE QUILTERS MISSION STATEMENT

- \* To develop interest and participation in the art of quilting, patchwork, applique, and other forms of quilt making and to encourage through education, a high standard of design and technique in all its various forms.
- \* To work with other established groups with similar objectives that promote continuing interest in quilting.
- \* To present programs of interest to members and their guests.
- \* To encourage members to participate in philanthropic projects.

## FAITHFUL CIRCLE QUILTERS GUILD—OUR ROOTS

Faithful Circle Quilters began as a class taught by Janet Bingle in 1974. Her students decided to continue the fun and share their newfound knowledge with others. They have seen the guild grow from 10 to 200 enthusiastic members. Janet passed away in 2011 and the following is a modified excerpt from the guild's 35th Anniversary booklet.

After high school in the late 1930s, Janet watched her 90-year-old grandmother working on a Jacob's Ladder quilt, all the while thinking that this beautiful quilt was meant for her cousin. Her grandmother asked Janet to stop and purchase turkey red yardage at the Fair Store in Oak Park, Illinois. Red was Janet's favorite color. Janet always admired the quilt and was delighted when her grandmother gave her the Jacob's Ladder top upon graduation from nurse's training in the early 1940s. Janet learned to quilt while her daughters were young during the 1950s, often meeting with her Downers Grove lady friends. She finished a Double Irish Chain and was always working on a Grandmother's Flower Garden. Janet joined the Hinsdale Embroidery Guild in 1968 and met Margaret Bowman who suggested that Janet teach quilting. Janet pursued this idea, and in the fall of 1972 taught an Adult Education Quilt Class at Downers Grove South High School.



## MEETING PROTOCOL

Faithful Circle Quilters usually meets the fourth Wednesday of the month at Faith United Methodist Church, 432 59<sup>th</sup> Street, Downers Grove, Illinois. Meetings begin at 7:00 pm unless otherwise stated. The meeting date is usually scheduled earlier in the months of November and December due to the holidays. The meeting date may be changed at the Guild Board's discretion to accommodate the meeting room schedule or to adjust for major regional quilting events. The meeting place and time may also be changed by the Guild Board to adjust for special events and programs. The guild calendar is published in the guild newsletter, website, directory.

Faithful Circle Quilters conducts open meetings, which are accessible to the public by paying a guest fee and through membership subscriptions. All records, reports and documents are available to the membership for viewing upon request. The Board and Committees may only hold closed meetings when confidentiality is required. Formal as well as informal quilt related presentations at Guild meetings must be pre-approved by the Board. No other presentations will be considered except as contracted programs by the Program Chair(s). The proceedings of all meetings of the Guild, board and committees will be recorded through minutes.

**Guest Fees**—A guest fee of \$10.00 for nonmembers will be assessed. A guest fee of \$5.00 for Subscription members will be assessed. The guest fee amounts may be amended by the board.

**Guest Raffle Quilts**—Area charitable organizations and other guilds may display their raffle quilts and sell tickets at guild meetings. Requests should be directed to the Vice President for permission.

**Meeting Courtesy**—During guild, committee and board meetings, and workshops, it is requested that cellular phones be turned off so as not to interrupt the meetings. Members are asked to refrain from wearing heavily scented perfume or lotion to meetings. Pictures taken without prior permission during guild programs is also prohibited.

## **MEMBERSHIP EXPECTATIONS**

Being an active Regular Member in Faithful Circle Quilters includes:

- \* Wearing a name tag at meetings, workshops, and special events of the guild, and making at least one charity item each year,
- \* Providing support for the quilt show through volunteering and selling opportunity quilt tickets
- \* Providing support to the fundraiser.

Members are encouraged to participate in guild activities, serve on guild committees and contribute their expertise to the guild in whatever way they find appropriate. Recognizing that responsibility for the continuation of Faithful Circle Quilters rests with the membership, the President and Guild Board may appoint individuals for participation in critical areas when no volunteers step forward.

## **MEMBERSHIP OPPORTUNITIES, BENEFITS & AMENITIES**

### **EDUCATIONAL**

- \* Monthly programs
- \* Workshops
- \* An extensive library of books

## **SOCIAL**

- \* Bees—Many members meet in smaller groups each month. There are daytime and nighttime bees. These meetings are very informal and not as structured as the monthly guild meeting. Bees sometimes have a project, a challenge, or members just get together to sew and have fun. Those who are looking to join a bee or start a bee should contact the Bee Keeper.
- \* Special Projects—Members may propose and oversee a guild activity such as a monthly block exchange or mystery quilt project with approval from the Board.
- \* Evening and Saturday Sewing Socials—Join guild members in an unstructured evening or day of sewing. Members bring new or unfinished projects to work on, baste quilts on the large tables that are available, or just come for a relaxing day of sewing with friends. A fee may be charged to defray the cost of renting the room.

## **RECOGNITION**

- \* Show and Tell is presented during each meeting where members display their recent or finished projects.
- \* Various recognition may be offered for completed projects, member challenges, workshop attendance and committee assistance.
- \* Janet Bingle Award—This award is named for the Guild founder and serves to recognize the personal contribution of time and service of a guild member. It is presented every two years at the time of the biennial quilt show. Written recommendations are requested from the membership and selection is made by former award recipients.

## **RESOURCES**

- \* Membership Directory is updated and distributed each year at the May meeting.
- \* Monthly newsletter, *From the Hearts of the Circle*, is distributed via e-mail or U.S. Postal Service (for an annual fee of \$20) 7 to 10 days prior to the monthly meeting (except in December). Advertisements are allowed and encouraged. Members may submit small general ads with no monetary association at no charge (e.g., looking for a pattern; desire to exchange fabric swatches; help wanted; etc.). A fee determined by the Board will be assessed for all other solicitations based on the ad size and frequency of publication. Quilt event related announcements from other quilting organizations will be added to a calendar of events section at no charge; however, quarter page ads or larger may require a nominal fee if the ad forces the newsletter to a higher printing and postal rate. Non-members may place advertisements at a higher fee. The Board will review the fee schedule at budget time.
- \* Website—Contains general information about the guild in addition to scheduled programs, workshops, current quilt show details and other special events giving visitors an overall view of guild activity.
- \* Social Media – Maintains/updates guild information (events, speakers, workshops, etc.) on various social media platforms.

- \* Email Group -- Is available to all members who wish to subscribe to further the mission of the guild. Any grievances or issues beyond the guild's mission are to be emailed to a board member and not directed to the google group.
- \* Quilt Display Racks—Two large free-standing display racks are available to members to help them take better photos or slides of their work. Contact the programs chairperson to arrange a time to borrow this equipment.

## **PHILANTHROPIC PROJECTS**

The guild participates in various charitable activities throughout the year. These include charity quilts and other items and the Member Fund Raiser. Other activities may be scheduled based on board approval, such as the collection of household items for food pantries, etc.

### **CHARITY CONTRIBUTIONS**

Faithful Circle Quilters has been a contributor of quilts, blankets and other items to charity for several years. Each year members are asked to make a quilt or blanket any time during the year (perhaps during the member's birthday month) to donate to charity. Quilts and other items are collected at the monthly meetings by our Charity Quilt Coordinator. Charity quilts are also distributed to others as needs arise.

### **MEMBER FUND RAISER**

In the even numbered years, the guild hosts a fund raising event. The proceeds may be donated to a charity. Suggestions for donation recipients are solicited from the membership. The Guild Board will allocate the funds giving due consideration to the members' suggestions. (In odd numbered years, the silent auction at the quilt show may provide funds for charitable donation.)

## **BOARD PROCEDURES**

**Board Meetings**—Members wishing to attend a Board Meeting shall notify the president of their intention to attend. With the exception of Guild President, Vice President, and Guild Treasurer, two or more members may hold the same board or committee position as co-chairs. The Past President is an ex officio, non-voting board member and is invited to attend all board meetings. Guild Board members are required to attend board meetings whenever possible, with the understanding that some absences are inevitable. The Guild Board may conduct board meetings with a majority in attendance. Nonattending members may submit opinions, suggestions and topics for the board meeting, but agree to abide by decisions made in their absence. Lacking a majority, the meeting will be rescheduled.

Board members that will not be present for Guild meetings should provide member substitutes for their duties at the meetings. Committee chairs should also find substitutes as appropriate to represent their positions at meetings.

**Finances**—All single, non-budgeted expenses in excess of \$350 or any capital expenditure in excess of \$350 requires prior board and membership approval. If budgeted, the President may spend up to \$250 total, not to exceed \$25 per person, for end of the year thank you gifts for board members and committee chairpersons. Mileage reimbursements shall be according to the tax laws. The Treasurer shall be responsible for timely and proper payment of all guild room rentals, P. O. Box and key rental, insurance, and bills for services. All requests for reimbursement shall be accompanied by receipts.

All fund-raising activities shall submit a separate budget to the Board for approval which indicates anticipated expenses and income. All contracts or long-term commitments of guild funds shall be approved by the Board prior to signing. A statement of income and expenses shall be posted by the Treasurer monthly in the Guild Newsletter.

**Contracts**—The guild may enter into contracts with members for their professional services as teachers, lecturers or quilting professionals. Fees for these activities will be negotiated in the same manner as with other professionals contracted by the guild. All other contracts or long-term commitments of guild funds shall be approved by the board prior to signing.

**Membership**—When a waiting list exists, Regular members, who for health or relocation reasons halt their guild participation, may request a change in status to Subscription Membership, with no membership fee refund. Additional Regular Members may then be recruited from the waiting list to fill the vacancies. Subscription Members pay a \$5.00 guest fee for meetings attended.

**Guild Board Nominations**—The Nominating Committee for Guild elections will validate acceptance of nomination by either a signed acknowledgment or a personal verbal acknowledgment from each nominee. These acknowledgments will be submitted to the Guild Secretary for preparation of the written ballot. If the slate of officers is uncontested, member vote will take place by a show of hands.

**Correspondence**—With family permission the entire guild will be notified by email in the event of a member's death. In case of illness or death of an immediate family member, the guild will be notified by email only if the member requests and gives permission to the Vice President or President. In the event of the death of a guild member, a book shall be donated to the local public library or to the guild library in the name of the deceased member.

**Record Retention**—Financial records of the Guild shall be retained for a period of seven years. Records of not-for profit status shall be retained permanently, unless the status may be lost and then for seven years thereafter. Any IRS filings and supporting documents shall be retained for seven years. Secretarial minutes shall be retained by the Secretary for retention of critical information. Membership records shall be retained for a period of three years with a copy of the membership directory retained permanently by the Membership Chair.

## QUILT SHOW

The Guild holds a quilt show in the fall of odd numbered years as the major guild fund raising activity. Proceeds of the quilt show supports guild activities through the two-year budget. Chairs for the future quilt show are solicited immediately following each quilt show to retain continuity

and to secure the appropriate location.

The overall Quilt Show budget amount requires Board and membership approval as part of the Guild budget. The detailed budget and overall plans for the show should be approved by the Guild board. The Quilt Show committee will report expenses against the budget at least quarterly. In months where financial activity is high, progress reports will be made monthly. Quilt show meeting minutes reflecting decisions and committee progress should be submitted to the Board following the meeting.

The Quilt Show activities normally include the creation of an Opportunity Quilt. Ideas for candidate quilts may be submitted in writing. Chairs for this committee are solicited immediately following each quilt show for the following show quilt. The budget for the Opportunity Quilt is included in the quilt show budget. The quilt should be scheduled for completion in sufficient time to allow for submission to the AQS show in Paducah in the April prior to the show or to any other local shows during the months preceding the quilt show. The quilt must be completed prior to the sale of any "opportunity" tickets. The Guild will comply with all state and local licensing requirements.

## **WORKSHOP PROTOCOL**

Members shall be given priority for registration for guild sponsored workshops. Filling our workshops is vital for the financial health of the Guild. To reach this end, registration for workshops will be opened to non-members three (3) months prior to the scheduled date of each workshop. Payment is due upon registration for members and for nonmembers. If a participant is unable to attend a workshop, it becomes their responsibility to contact the workshop coordinator for a replacement from the waiting list should one exist. No refunds will be issued unless a workshop is canceled. The Board will determine if non-members will be assessed a higher fee. Workshop fees for one onsite Workshop Coordinator and one Program Chairman are waived when assisting with the workshop. Any reimbursement to the member will be paid by the replacement person.

## **COMMITTEES**

**Bee Keeper**-- Maintains information about current bees and is available as a resource to the bees. The Bee Keeper also maintains a list of guild members interested in joining a bee and matches them with existing bees looking for new members or facilitates the organization of new bees. Also maintains information on quilt retreat facilities.

**Charity Quilts**—Collects and distributes member contributions.

**Membership Directory**—Updates member information (name, address, phone number, e-mail address) annually and produces the directory to be distributed at the May meeting.

**Newsletter**—Reports guild activities at meetings, shares member information, and announces upcoming events in the monthly publication.

**Web Site**—Provides updated guild information to the general public.

**Social Media** – Maintains guild information on various social media platforms.

**Email Group**--Maintains a Google Group of names and addresses of those who choose to join the Guild's informal group.

**Guild Historian**—Maintains information (including Guild newsletter), newspaper articles, and photos of guild activities.

**Library**—Keeps account of all Guild book checkouts, collects fines and sees that all books are returned in good order. If a book is lost, the last user pays for its replacement. A onetime renewal per book is allowed, unless there is a hold, and can be arranged at the next meeting or with a phone call to the Librarian. After that, a \$2 monthly fine will be assessed.

**Members Fund Raiser** —Coordinates plans and implements fund raiser approved by the Board.

**Quilt Show**—Coordinates the biennial event by procuring the event location, oversees the Opportunity Quilt project, coordinates the sub-committees, and develops the show budget.

### **Special Events:**

- \* Annual Retreat—Plans a quilting retreat weekend. Regular and Subscription members shall be given priority for registration. The event is held at a local hotel and provides attendees the opportunity to “get away from it all.” The weekend may include a special mini project and a local merchant or two to entice our quilting appetites. If someone cannot attend, no reimbursement will be paid unless the spot is filled from a waiting list and that person filling the spot will reimburse the original registrant.
- \* Anniversary Party—A committee appointed by the president to format plans for special anniversary programs or events with a designated budget at the approval of the Board.
- \* Special Project (e.g., Block Exchange or Mystery)—Coordinates a special project for guild participation.

**Workshop Coordinator**—Keeps list of workshop sign-ups, provides supply lists. Also supervises cleanup afterwards.

## **COPYRIGHT POLICY**

Video cameras and other recording devices are not allowed during any speaker's presentations at any Guild event without the authorized written consent of the speaker and the Guild board. Still photography is allowed at guild events, however it is polite to ask the owners of quilts prior to taking the photograph, especially items belonging to non-members. It shall be assumed that items presented for display at the quilt show, for Guild Show and Tell or other similar activities may be photographed. Copyrights for such items remain with item owner, where applicable, and any resulting photographs are for personal use or guild historical documentation.

All workshop, newsletter and guild handouts will abide by the copyright laws of the United States.

Copyrighted material will not be copied for distribution to members or included in any newsletter

without the express written consent of the copyright holder. Consent authorizations should be forwarded to the Guild Secretary for the Guild record.