

# **Welcome to the Quilting Guild of the Villages (QGOTV)**

## **New Member Information**

As a new member you may have many questions and the Guild would like to provide you with some information that may help you understand the workings of the QGOTV and its Chapters.

Membership in the Guild shall be open to all residents of The Villages. Verification of residency is established by presenting a valid Resident or Temporary Resident ID card at the time of enrollment. A Guest ID is not a valid form of identification. The recreation department staff will scan your ID at every meeting. There are two yearly fees to join a chapter - a Guild fee and a Chapter fee, and both must be purchased. Your new chapter has a Membership Manager who can assist you with purchasing your membership. Once you have purchased your membership, you will have full access to the QGOTV website. We encourage you to become familiar with this website as it contains a lot of information. You can find your Guild Officers contact information, locate information regarding the Guild and your chapter, the Guild calendar, visiting artists and their workshops, the agenda and minutes of past and future EBoard and Guild meetings and so much more.

### Guild Policies and Bylaws

It is required that you and every QGOTV member comply with The Villages Recreation Code of Conduct which the QGOTV has adopted, and agree to abide by both the Guild's Code of Conduct and Bylaws. The Guild's Code of Conduct and Bylaws can be found on the website under the Guild tab on the main page.

### Chapter Policies and Bylaws

Each chapter may tailor their own policies and bylaws based on the needs of that chapter. They should be reviewed and approved by the chapter members on a yearly basis. When you join a chapter, a copy of the bylaws should be provided to you by the Membership Manager or Chapter President. It is important that you become familiar with the policies and bylaws of the chapter so you know what is expected of you. If you are in doubt or have questions, always bring your questions to your Chapter Officer(s).

### Chapter Information

There are currently 29 chapters in the Guild but as The Villages grows, more chapters may be added. Each chapter develops its own style and personality. Most chapters are named for the recreation center in which they meet. However, when there are multiple chapters meeting in the same recreation center, they develop their own separate names.

Most chapters meet on Tuesdays, with a few exceptions. To check chapter meeting times and locations, you can refer to the chapter list on the Guild website under the chapter tab.

### Chapter Membership Size

Each chapter decides on their membership limit and this determination can be made based on several factors. For example, all recreation centers have an occupancy limit related to fire code requirements. Other factors considered may be: what percentage of the membership are seasonal? how many members will attend regularly? how many will bring sewing machines on a regular basis?

### Chapter Structure

The first four positions (President, Vice President, Treasurer, and Secretary) are required for each chapter and must be filled to maintain Chapter status with the QGOTV.

## **Chapter Leadership Roles and Responsibilities**

### President

- Preside over all general chapter meetings.
- Conduct the chapter's monthly/quarterly executive board meetings with the rest of the chapter leadership.
- Provide the business meeting agenda to chapter leadership.
- Represent the chapter at all regional meetings.
- Review monthly Guild Executive Board Meeting agenda and submit any required feedback or questions to the Regional Liaison.
- When a vote is being held at the Executive Board meeting, obtain the chapter vote and communicate the result to the Regional Liaison prior to the EBoard Meeting.
- Communicate pertinent information from the guild and regional meetings to chapter members.
- Communicate guild email requests to chapter members.
- Act as a leader between the chapter and the relevant Recreation Department staff.
- Request an annual internal audit of the chapter's accounting records.
- Become an approved signer on the Chapter's checking account.
- Work with other leadership members to support business meetings agenda i.e., treasurer for the chapter budget.
- Communicate with other leadership members by email or text as needed.

### Vice President

- The Vice President is often the Program Committee Representative.
- Attend the Guild's Program Committee Meetings.
- Attend Chapter's monthly/quarterly board meetings and business meeting.
- Responsible for working with members/committees to develop chapter activities such as Demos, BOM, Chapter Charity Projects, etc.
- Communicate pertinent information from the Guild's Program meetings to chapter members.
- Communicate with other leadership members by email or text as needed
- Preside over chapter meetings in the absence of the President.
- Become an approved signer on the Chapter's checking account.
- Maintain the Communication board to keep members current on chapter and guild activities by checking the QGOTV website frequently to gather information for weekly updates of the communication board.

### Treasurer

- Attend Chapter's monthly/quarterly board meetings.
- Prepare the following fiscal year budget.
- Submit budget to leadership then chapter members for approval.
- Provide financial status at monthly Business Meeting.
- Provide the actual versus budget report to the chapter leadership at the end of the year.
- Attend the Guild's budget meetings.
- Submit a request from the chapter to Guild's budget committee if needed.
- Communicate with other leadership members by email or text as needed.
- Become an approved signer on the Chapter's checking account.
- Reconcile Chapter's checking account.

- Ensure checking account signers are current and accurate.
- Deposit checks from the Guild and chapter members to chapter's checking account.
- Disburse funds as required with appropriate receipts.
- Verify accuracy of monthly revenue report with the Membership Manager.
- Participate in a yearly audit of financial records when requested.

### Secretary

- Attend Chapter's monthly/quarterly board meetings.
- Record meeting minutes of the chapter's board meeting, and distribute to leadership.
- Record as needed/when necessary important information announced at any of the chapter meetings.
- Record meeting minutes of the Chapter's business meetings.
- Distribute business meeting minutes to the Chapter membership.
- Maintain group email and respond to emails in a timely manner.
- Communicate with other leadership members by email or text as needed.
- Work with Sunshine Committee to identify members we have not heard from due to illness or family care that may need our support.
- Send out greeting/get well cards as requested.

### Membership Manager

- Assist new members with sign up for The Guild and Chapter.
- Work closely with Membership chairperson to assure records are complete and accurate.
- Verify accuracy of monthly revenue report with the Treasurer.
- Provide quarterly revenue report to chapter President and/or Treasurer to give to Guild Treasurer for payment or collection of funds.
- Update and print monthly check in sheet.

### **Required Guild Standing Chapter Positions**

#### Marketplace/Showcase Coordinator

- Serve on committee(s) representing the Chapter.
- Report all updates to Chapter and coordinate volunteer needs/activities.

#### Nominations and Election Coordinator

- Assist the Chair in facilitating the organization, coordination and implementation of the nominations and election of Guild Officers.

### **Optional Chapter Positions**

#### Charity Coordinator

If your chapter participates in charitable activity, the pre-requisite to update the charity tracker is that this becomes a required position.

- Coordinates all charitable activities for the Chapter.
- Maintains tracker of all charitable activity on behalf of the Chapter.
- Works closely with Guild Community Service and Charitable Donations Committee chairperson on all Chapter activity.

### Greeter

- Greets members weekly.
- Requests Villages ID for scanning by Recreation Department.
- Provides attendance summary to Secretary for minutes.

### Hospitality

- Responsible for organizing weekly refreshments for meetings.
- Arrange special functions as required by Chapter.
- Coordinate monthly business meeting if President requires special room setup.
- Coordinate lunch/field trip after monthly Chapter business meeting.

### Photo Manager

Maintains Chapter pictures on Chapter page of QGOTV Website or Chapter Facebook Page.

### Sunshine

- Send cards for birthdays, get well, sympathy.
- Contact members who have been absent from weekly Chapter meetings.
- Organize monthly birthday celebration.

### Librarian/Historian

- Keeps pattern binder up to date.
- Checks out books and patterns.
- Compiles newspaper articles pertinent to Guild and/or Chapter.

### Event Coordinator

- Identifies events for group participation, i.e. shop hops, quilt expos, retreats.
- Prepares event budget(s) with Chapter Officers.

### Member at Large

- Fill in for Chapter President/Co-President when unavailable.

### **Guild Information**

Purpose Statement: To promote interest in, and appreciation of the art of quilting, share quilting information, provide education for Guild Members and be of service to our community The Quilting Guild of the Villages is a 501(c)4 non-profit organization.

### Monthly Guild Meeting

The Guild meets every month on the first Tuesday. Your entire membership is welcome to attend the monthly meeting which consists of a short business meeting followed by a visiting artist presentation. These meetings are held at the Laurel Manor or Rohan Recreation Centers in the evening, doors open at 6:00PM. The information on the visiting artist will be posted on the QGOTV website.

### Monthly Executive Board Meetings

Executive Board meetings are held on the third Tuesday of the month at Laurel Manor, Monroe Room at 2:00PM. Every region is expected to be represented at these meetings. If the Regional Liaison is unavailable,

an authorized representative should be assigned to attend the meeting. Since new business and voting occurs at these meetings, it is important that the region be represented and able to carry and report the Chapter votes of those within their region.

The minutes from these meetings are posted on the QGOTV website and sent to the Chapter Officers and Regional Liaisons to share with their members.

### Workshops and Classes

Visiting Artists Workshops: The Guild contracts with visiting artists/guest speakers for the monthly Guild program. They will also teach a workshop the following day (Wednesday). The fees for these workshops vary by presenter. Registration is done via the QGOTV website.

In-House (M2M) Workshops: There are many very talented quilting artists among the Guild membership who are willing to share their techniques and knowledge. These workshops are organized and scheduled by our Member to Member (M2M) committee. Sign-ups are done via the QGOTV website. A nominal fee is paid directly to the instructor.

Neither the Guild or its Chapters can run without volunteers. You can help by volunteering and have fun doing so! There is a "Willingness to Serve" form available on the Guild website. There you will find many volunteer positions and you can decide what might interest you. The committees listed are an integral part to the successful operation of the Guild. Every member has the opportunity to participate in these committees. Some positions are for a short duration such as Marketplace or Showcase and others for one or two years.

### **Guild Officers for 2024 – 2025**

President – Deb Silva – [qgotvpresident@gmail.com](mailto:qgotvpresident@gmail.com)

Vice President – Kate Santoro – [qgotvvp@gmail.com](mailto:qgotvvp@gmail.com)

Treasurer – Patti Hendrix – [qgotvtreasurer@gmail.com](mailto:qgotvtreasurer@gmail.com)

Secretary – TBD – [qgotvsecretary@gmail.com](mailto:qgotvsecretary@gmail.com)