

Welcome to the Quilting Guild of the Villages (QGOTV) Establishing a New Chapter

Welcome to your first meeting of the newest Chapter of the Quilting Guild of The Villages. Here are a few tips for establishing this Chapter.

Who: Most chapters are named for the Recreation Center in which they meet, however, that is not the case across the board. You can either establish that name or develop your own. When there are multiple chapters meeting in the same recreation center, they tend to develop separate names i.e. Rohan Quilters and Southern Belles (both meet at Rohan – one in the AM, one in the PM).

When: You will meet every *** from *** to ***. A room has been reserved in advance for the group.

What: You are the *** Chapter of the Guild. Each chapter develops its own style and personality so this guide is designed to help you get started. All that is required is that you comply with The Villages' Recreation Code of Conduct and agree to abide by the Guild bylaws. Some of the bylaws are specific to Guild (vs. Chapter) positions. You may use them as a guide, but your Chapter has the right to tailor them to your specific needs. A copy of the bylaws will be provided to your Chapter President. If you are in doubt about anything, don't hesitate to bring your questions to the Guild Officers.

Chapter Membership Size: Each Chapter decides on their membership limit and this determination can be made based on several factors. It is recommended that you wait until you understand a little more about the makeup of your membership before establishing a limit. 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?

Getting started: Some important first steps in getting established are listed below. Take the time you need to make some of these decisions when your group is ready.

1. Name your group.
2. Guild dues are \$15 per person annually. Guild membership year runs from Jan 1 – Dec 31.
3. Establish your Chapter dues – these vary by Chapter from \$10-\$25. This is money used by your Chapter for various activities and managed within your treasury. This money is used at the discretion of the Chapter and may include things such as funding activities, bus trips, instructors, snacks, charity quilt supplies, fabric, batting, etc. A Chapter Treasurer must be established to manage the chapter funds, handle the collection of dues and dispense funds using sound financial practices at the direction of the Chapter President. The Chapter also receives \$250 as a startup budget.
4. Elect your officers – President, Co-President (if applicable), Vice President/Programs, Treasurer, Member at Large, Secretary, and Membership Manager. Purchase your logo apparel. Information on the purchase of shirts and name tags can be found on the QGOTV.org website under "The Chapter" and then "Logo Apparel".

Important Guild information is posted on the QGOTV.org website. Log-in information will be available once Guild and Chapter membership is purchased.

Setting up Weekly Meetings:

Remember to notify the Recreation Center staff of your typical room setup needs at least a week prior to your meeting if you are changing your normal room setup.

Welcome Table:

Sign in sheet for membership

Sign in sheet for visitors

Poster Board for displaying upcoming classes and pertinent Guild information

Chance tickets for 50/50 drawings (if held)

Show and Tell Sign up

Supplies to store at facility:

Ironing board(s) and irons – provided by Recreation Center

Cutting mats

Plastic storage tub

Risers to elevate cutting tables

Ruler/rotary cutter

Paper products for weekly treats brought by membership

Business Meeting:

May be weekly, but a monthly meeting should be established to share Guild information.

Opening a Checking Account for a Quilt Chapter:

The Guild Treasurer will work with the Chapter to set up the account based on the following:

1. You will need a Tax ID number to open up a bank account. This should be done by the Treasurer.
2. **Go to [irs.gov](https://www.irs.gov):**
 - a. Select "File" from the selection criteria across the top of the page
 - b. Select "Charities and Nonprofits" from the left side list of options
 - c. Select "Apply" in the box for "Employer Identification Number (EIN)" in the center of the page
 - d. Scroll down to "Get an EIN" then select "Apply for EIN"
 - e. Agree to the terms then select "Begin Application"
 - f. Select "View additional types, Including Tax-Exempt and Government Organizations if none of the above fit what you are establishing. "Press "Continue"
 - g. Select "social or savings club" and press "Continue"
 - h. Press "Continue" again to confirm you want to proceed with the application
 - i. Complete the application form. You should receive a number at the end of the process. If it is rejected, they will give you a reason and phone number to call. Call the phone number and you should be guided through how to resolve the issue.
 - j. You will receive a form with all of your information in about two weeks.
3. Use this Tax ID number to open your account. Make sure you open a checking account that has NO FEES ATTACHED. Citizens First Bank has a non-profit checking account under their business accounts. It does require a small minimum balance.
4. Your Chapter should designate in your policies who is responsible for signing the checks and whether checks over a certain amount must be signed by two people. This is an internal audit procedure as the bank usually only requires one signature. Most chapters require the President and Treasurer to be on the signature card. If the officers are not readily available, you might have all of the officers on the signature card.

Other Suggestions for the Treasurer: A treasurer's report should be submitted at every business meeting or at least monthly. You can design a payment voucher that people should complete and have receipts attached. This may simplify your record keeping. Your policies should require an audit at the end of the year.

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 Recreation Center 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.

Chapter Structure

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

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.

Optional Chapter Positions

Charity Coordinator

- 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.

Marketplace/Showcase

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

Guild Committees

There is ample opportunity to volunteer and get involved with the management of your Guild. The committees listed below are an integral part to the successful operation of the Guild. Every member has the opportunity to participate in these committees and should consider being a part of these programs.

Charitable Donations Committee – ggotvcharities@gmail.com

- Facilitate the organization, coordination and implementation of Guild-level charitable donations.
- Reviews and evaluates external requests for services or donations that are in consideration to become Guild-level efforts.
- Submits information regarding requests for Charitable donations to the Executive Board for consideration and approval.
- Solicits volunteers as needed to complete required activities for approved events and/or donations.
- Tracks volunteer teams' responses, progress and project completions for reporting to the Executive Board.

Long Range Planning Committee – ggotvlrp@gmail.com

- Focuses on managing the growth and maintaining organizational health of the Guild.
- In addition to Committee-defined issues, committee will review and evaluate recommendations from members of the Executive Board regarding strategic direction, policies, and other such items that address managing growth and the inherent challenges and opportunities growth brings.
- All recommendations must be submitted in writing to the Guild Officers for review describing the benefits, challenges, purpose and impact on Guild.

Marketplace Committee – ggotvmarketplace@gmail.com

- Coordinate and plan the Marketplace event held in the even-numbered years.
- Lead a steering committee composed of members from multiple chapters with the chairperson reporting to the Executive Board.
- Assign Marketplace related duties to each chapter matching as closely as possible Chapter preferences, capabilities and skills to Marketplace requirements. Each chapter shall participate in the Marketplace event by performing assigned duties.

Membership Committee – ggotvmembership@gmail.com

- Provides membership cards
- Assures confidentiality of data by sharing information with Guild members only. It is strictly prohibited to provide Guild member information for any purpose.

Member-to-Member Workshop Committee (M2M) – ggotvinhouse@gmail.com

- Organize, coordinate and implement workshops instructed by Guild Members for Guild Members.

- Solicit instructors, completing Letter of Agreement, reserving and canceling meeting rooms per The Villages Department of Recreation requirements and create fliers on class.
- Provide workshop information and updates at the monthly Program Committee Chaired by Guild Vice President.
- Process enrollment lists for all M2M classes.

Program Committee Chair – ggotvvp@gmail.com

- Committee will consist of representatives from each chapter and is chaired by Guild Vice President.
- Solicits visiting artists to negotiate lecture and workshops for monthly Guild meetings maintaining at least a rolling twelve (12) month schedule of confirmed contracts.
- Coordinates, implements and maintains monthly Guild programs consisting primarily of lectures and/or trunk shows with visiting artists.
- Negotiate workshops conducted by visiting artists.
- Coordinate all activities associated with visiting artists' contracted activities including, but not limited to, accompanying a dinner, providing transportation, assisting during workshops and program as needed.
- Process class orders under WooCommerce.
- Print enrollment lists for all visiting artist workshops.

Showcase Committee – ggotvshowcase@gmail.com

- Coordinate and plan the Showcase of Quilts held in odd-numbered years.
- Lead a steering committee composed of members from multiple chapters with the chairperson reporting to the Executive Board.
- Assign Showcase related duties to each chapter matching as closely as possible Chapter preferences, capabilities and skills to Showcase requirements. Each chapter shall participate in the Showcase event by performing assigned duties.

Special Events Committee – ggotvnotionsale@gmail.com or ggotvfallcraftsale@gmail.com

- Oversee the organization, coordination, and implementation of events for Guild membership, i.e. Quilter's Closet and Notions, Fall Craft Sale, etc. Duties include reserving and canceling rooms per the Villages Department of Recreation determining table set-up, soliciting Guild Members to participate, communicating event to Guild Membership via QGOTV website, fliers, monthly guild meeting.
- Work closely with Guild Vice President, Guild Treasurer and Member-to-Member Committee to insure no event overlaps and proper reporting/finances.

Web Committee – ggotvweb@gmail.com

- Manage the QGOTV website.
- Responsible for training Chapter Membership Managers and Photo Managers
- Maintain and upgrade QGOTV website as necessary to assure timely and important information for all Guild members.

Glossary of Terms

Quilting Guild of the Villages – QGOTV - The name of the Guild to which all Chapters belong.

Marketplace – This is also a bi-annual event held in even numbered years. This serves as a one-stop shopping

opportunity including sewing and craft related vendors.

Showcase – This is the Guild’s bi-annual quilt show held the last Friday and Saturday of January in odd-numbered years. Members can enter quilts to be judged by nationally certified judges. There is a vendor hall included in the show. Each chapter volunteers to staff an area of the Showcase.

Guild Officers for 2024 – 2025

President – Deb Silva – qgotvpresident@gmail.com

Vice President – Kate Santoro – qgotvvp@gmail.com

Treasurer – Patti Hendrix – qgotvtreasurer@gmail.com

Secretary – Michelle Weatherly – qgotvsecretary@gmail.com