

### **Audit Committee**

Appointed by the Board, the member of this committee reviews the year's financial transactions provided by the Treasurer after she closes the books in May. Documents include checking account statements, checkbook register, disbursements, receipts, etc. to ensure there are no irregularities in the business transactions of the Guild. This person needs to be available to have the audit completed by June 30<sup>th</sup> or mid-July at the latest.

Committee expenses and committee income must follow the Financial Procedures Policy of the Guild.

Note: Requests for reimbursement for donations made freely to the Guild in any form cannot be submitted.

Approved by the Guild Board April 25, 2022

### **Charitable Interest Procedures**

One of the three tenets of the guild is charitable interest. The focus of our community giving is charity quilts and/or donations of funds for specific purposes. Some examples are:

- Make and donate quilts for Quilts of Valor, Linus Quilts or similar organizations that then present the quilts to a specific group;
- Make and donate items such as chemo caps, wheelchair quilts, walker bags or pillowcases to a charitable entity;
- Make one or more quilts and donate them to an organization that will in turn raffle or auction the quilts to raise funds;
- Make and donate quilts that will be used by a charitable institution such as beds at a Ronald McDonald House or a hospice or homeless shelter;
- Purchase sewing machines, fabric, batting, sewing supplies and donate to a group that teaches others to sew.

The Guild should choose one, but no more than two areas each year that benefit the Bluffton area for charitable purposes. In March, members should be notified that nominations for the year's charitable interest will be accepted at the April meeting. Members may make a nomination by explaining what the Guild would be making and to whom it would be donated. The Board will review the nominations and approve up to three possible nominations at the April Board Meeting. These projects need to be researched to make sure they are in alignment with our 501 (c)(3) standing and have no political connections that would cause us to lose our status. The Guild will then vote on the selected nominations at the May Guild meeting. Every effort should be made to select at least one project for the year. A majority vote of members present selects the effort.

The Charitable Interest chair will then organize the committee members to promote and complete whatever project the Guild chooses at the May Guild meeting. The Committee will distribute all information and, if needed, directions for the Guild to complete the project or assemble project kits for members to make the project. Every attempt should be made to involve as many members as possible in this effort.

The committee chair is the Guild's primary contact person with the charity. With the help of the committee, the Chair will collect finished donations and make sure they are delivered in a timely manner. Charitable Interests projects will use monies from the Raffle Quilt proceeds.

Throughout the year, any member may also ask guild members to help with other, smaller projects, including making donations to organizations. These projects do not need to be voted on and should be done with individual members volunteering to help with the effort. Anyone sponsoring these additional projects is responsible for collecting and delivering the items, as the project is not the responsibility of the Charitable Interest Committee.

Money can be requested for these smaller efforts and approved by vote of the Board (under spending parameters) or by the Guild, but should not approach the amount designated for the yearly Charitable Interest.

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Approved by the Guild Board April 25, 2022

### **Education Committee**

This committee works with the Boys and Girls Club of Beaufort County and other educational organizations that may come up for consideration. Usually this group meets once a week during the school year to help instruct students after school in the process of quilting and working with them on correct sewing machine protocol. There also may be more opportunities for the Guild to promote educational quilt programs to both the community and the guild.

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Approved by the Guild Board April 25, 2022

### **First Responders Procedures**

This committee facilitates the room setup before meetings and also the reorganization of the room after the meeting. Usually there is one chairman who will have a crew of 4-5 volunteers at each meeting to set up chairs for the meeting and tables for the various committees that need them. At the end of the meeting all chairs and tables must be replaced in the original position per the meeting venue's direction. Volunteers are usually solicited at the meeting and the chairman will email a reminder to each volunteer a few days before the meeting. First responders should be at the meeting site at a time designated by the Chair.

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Approved by the Guild Board April 25, 2022

### **Guild News/Newsletter Procedures**

The newsletter editor will publish a newsletter every month with the treasurer's report, secretary's reports, information from each committee, meeting dates and places, and other important information guild members need to know. The newsletter should go out at least one week before the monthly meeting to allow the membership time to read it. The deadline for submissions to the editor will be the 17<sup>th</sup> of each month. The editor is not responsible for chasing down information. Each committee or officer is responsible for submitting their own information.

From time to time some of our members may have quilting and/or sewing equipment that they would like to sell. They may advertise for free in the newsletter as long as they are a member in good standing.

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Approved by the Guild Board April 25, 2022

### **Historian**

The Historian maintains an on-going and concise history of the Guild, and collects artifacts for this effort. The Historian will submit this information each year to the President and Founding Mother to be added to the ongoing history of the Guild.

Approved by the Guild Board April 25, 2022

### **Publicity Procedures Committee**

The Publicity Committee develops and distributes news releases concerning meetings and special events to area newspapers, and radio and television stations, and develops and updates a Guild brochure for publicity opportunities. The Committee may publish meeting dates and times in the Bluffton Sun Times and the Beaufort papers, along with photos of guild activities when appropriate.

#### **Current Contacts for Beaufort Papers (2021)**

The Island News (published every other Thursday)  
PO Box 550

Beaufort, SC 29901

Contact: Amanda Hanna [amanda@lcweekly.com](mailto:amanda@lcweekly.com)

Deadline: Friday at noon before the next week's publication

Lowcountry Weekly (published every other Wednesday)

106 West Street Extension

Beaufort, SC 29902

Contact: Amanda Hanna 843-343-8483 [Amanda@LCWeekly.com](mailto:Amanda@LCWeekly.com)

Deadline: Published every other week, Second Friday of each Month at noon

Deadline for both are the Friday before the next publication. These papers are affiliated and owned by the same company. Several of the employees like Amanda work for both. They distribute to various public places like restaurants, hotels, visitor centers and retail locations. It is free and mostly supported by advertisements.

### **Current contact for the Bluffton Sun**

Lynne Hummell - [editor@blufftonsun.com](mailto:editor@blufftonsun.com)

Deadline is 3 weeks before the next guild meeting.

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Approved by the Guild Board April 25, 2022

### **Raffle Quilt Committee Procedures**

The Raffle Quilt Committee has a large undertaking to complete the Guild Quilt in time for quilt raffle,, usually held at the May meeting. A group of volunteers is needed to successfully carry this out. There are very specific rules for South Carolina non-profit raffles which need to be followed. These rules will be provided to the committee chair and need to be adhered to so as not to jeopardize the Guild's non-profit standing. Some things to be considered are:

- Preparing a budget including cost of printing tickets and prizes for sale goals and turning it into the Board no later than mid-June
- Be informed about the South Carolina Raffle rules
- How big and what type of quilt are we going to do
- Who will be completing each step
- Contacting the printer to print tickets and envelopes
- Contacting quilt shops to display the finished quilt and help us sell tickets
- Keep track of ticket sales and turn in money to the Treasurer with an Income Sheet
- Providing prizes if deemed appropriate for ticket sale goals
- Overseeing the drawing and contacting the winner and delivering the quilt

Approved by the Guild Board April 28, 2021

## **Webmaster/Facebook Procedures**

The Guild Webmaster is responsible to:

- Monitor expiration/renewal dates of current web hosting service and notify Board in advance of renewal fees
- Maintain calendar of guild events by posting upcoming guild meetings, events, and workshops. This includes posting registration forms, supply lists, photos, etc. as they are forwarded by board or committee members.
- Add outside events to the calendar (such as AQS or local quilt shows) as this information is shared in the Newsletter
- Post the current Newsletter each month minus the Financial Report
- Post the current Meeting Minutes each month
- Post the current Financial Report each month ONLY in the secure Members Page
- Post/update all Guild Documents as instructed by the President and/or Board
- Maintain the password to the Members page of the site and share with members
- Maintain the current Member Directories (full directory and "New Members" directory) on the Members Page
- Post items to Member News on the Members Page as directed by the President and/or Board
- Post/update forms and documents (i.e. Annual Budget, Income Form, Expense Form, IRS Tax Exempt Letter) as instructed by the President and/or Board
- Post monthly updates to ongoing efforts such as the Charitable Interests and the Raffle Quilt pages
- From time to time, some of our members may have quilting and/or sewing equipment that they would like to sell. They may advertise for free on the website as long as they are a member in good standing.
- Some of our members are business owners and/or do long arm quilting. They may advertise for free with a business card size ad on the website as long as they are a member in good standing.

The Guild Facebook Administrator is responsible to:

- Evaluate and accept or decline new member requests in a timely manner
- Update Cover Page when appropriate (i.e. Special events, new guild group photo, etc.)
- Post Announcements (i.e. Messages from the President, membership renewal time, etc.)
- Post photos of meeting Show & Tell, guest speakers, etc. each month
- Post reminders of upcoming meetings and events
- Drive traffic to the website by posting links to workshop information, registration forms, etc.
- Monitor information posted by others to ensure nothing is inappropriate or a security breach (i.e. vulgar language, gate codes for workshops, etc.)

Approved by the Guild Board April 28, 2021