

# CATSKILL MOUNTAIN QUILTERS HALL OF FAME

## Guidelines

### A. Responsibilities of officers:

#### 1. President:

- a. Attend and chair all regularly scheduled meetings.
- b. Bring record books to meetings.
- c. Set specific meeting dates and confirm meeting sites..
- d. Create agenda for meetings and provide to Secretary for distribution to Officers and guild reps prior to the meeting.
- e. Propose projects, set goals, and promote the CMQHOF.
- f. Coordinate with the Board of Directors.
- g. Appoint and coordinate with all committees (ie Quilt Show, Induction, Picnic, Judging, Nominating) and any other standing committees.
- h. Update all outgoing communications (ie. letter for nominations for induction, letter of acceptance/rejection, invitation to induction ceremony, letters to reps or inducted members as needed).

#### 2. Vice President:

- a. Assume the duties of the President as needed.
- b. Assist in the coordination of all committees.

#### 3. Secretary:

- a. Send meeting notices and meeting agenda to officers, guild reps, and all inducted members. Send at least 4-5 weeks prior to the event.
- b. Take minutes at the three (3) regularly scheduled meetings and distribute, unapproved, to the BOD after each meeting. Minutes will be read and approved at the next scheduled meeting.
- c. Keep membership lists up to date. The following lists are to be kept up to date:
  - a. inducted members by status and year of induction.
  - b. Guild representatives and guild information.
  - c. Current mailing list which includes active inducted members, current BOD, and Chair of any standing committees.
- d. Send all CMQHOF correspondence.
- e. Maintain and update By-Laws and Guidelines and distribute as needed.
- f. Maintain records of any Equipment Loan Agreements.

#### 4. Treasurer:

- a. Maintain all financial records in an accurate and timely manner.
- b. Reimburse BOD members for approved expenses upon submission of a receipt.
- c. Present written financial report at each meeting.
- d. File required Internal Revenue Service (IRS) documents. This includes the annual CHAR500 registration (our number is 16-19-39 and the website is [https://www.charitiesnys.com/RegistrySearch/search\\_charities.jsp](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp))
- e. Pay royalties for "Unbroken Threads"

#### 5. Historian:

- a. Chair the History Committee.
- b. Record and preserve mementos of each year's events, as well as maintaining items which have been archived.
- c. Provide an annual report to the BOD.

6. Board of Directors:

- a. The BOD consists of the Executive Committee (President, Vice President, Secretary, Treasurer, and Historian) and a Representative from each member guild. Member guilds are those who operate within the five (5) counties and have paid an annual membership fee.
- b. The Executive Committee and a designated Representative from each member guild should attend all regularly scheduled meetings. If a representative is unable to attend, they shall appoint a substitute from their guild.
- c. Guild reps shall report back to their individual guilds about the meeting. Reps should also be sure that any inducted member from their guild receives a copy of the minutes if requested.

7. Committees:

a. Induction:

- a. The BOD will assign a guild to host the ceremony on the date provided by the BOD.
- b. The host guild will be responsible for the following:
  1. Location
  2. Program
  3. Refreshments
- c. The BOD will be responsible for:
  1. Sending to each guild the induction nomination letter, application, and criteria.
  2. These are to be sent the first week in February of odd years with a deadline of the middle of April.
  3. Guest Speaker and associated fees
- d. The BOD will pay for mailing, program printing, and provide to each new inductee a certificate and silver thimble.
- e. All nominees must reside in their respective guild's county which is to be one of the five CMQHOF dues paid counties: Delaware, Green, Schoharie, Sullivan and Ulster.

b. Judging:

- a. The President will appoint one inducted member from each county to act as a judge and will serve as an ex-officio judge. If the President is not an inducted member, another member of the Executive Committee who has been inducted will be appointed to that position. The committee will elect a chairperson.
- b. The President, working with the Committee Chair, will determine the date and location of judging.
- c. The Chairperson will provide the judges with copies of the criteria and judging forms prior to the judging date.
- d. The committee Chairperson will provide a critique of each nominee's judging results to the President to be sent with the letter of acceptance/rejection.
- e. The committee will present a written report of the judging process and make suggestions for improvements to the process.
- f. Applications for induction into the HOF are to be sent directly to the Chairperson of the judging committee.

c. Picnic

- a. The Committee Chair, appointed by the President, will contact CD Lane Park in Maplecrest, NY (after the 1<sup>st</sup> of the year) and set a Monday in July for the summer meeting/picnic.
  - b. The chairperson will ask for volunteers to serve on the picnic committee.
  - c. The picnic committee will set the challenge block or quilt for the following year.
  - d. The committee will provide necessary supplies for setting up food tables, check in table and items for hanging “Show and Tell”, such as: clothesline, clothespins, ladders, stepstools, tablecloths for food and check in tables, guest book, trash bags, as well as emergency bathroom supplies of toilet paper and paper towels, and provide cleanup.
  - e. The committee will hang up the HOF banner, “show and tell” items, challenge blocks or quilts, set up food tables and check in table (including guest book and door prize tickets).
  - f. The treasurer will take in the admission charge and guild dues.
  - g. The President of the HOF will award the door prizes.
  - h. The committee Chairperson will provide a written report of the picnic to be presented to the President with recommendations for the next picnic.
- d. Quilt Show
- a. The BOD will appoint a committee to coordinate, plan, and execute the quilt show. The committee will elect a chairperson.
  - b. The BOD will determine the location and dates of the quilt show to be presented every other year on the even year.
  - c. The show committee will determine the theme/challenge of the show.
  - d. The show committee will form the following subcommittees if utilized: Admission/Door Prizes, Vendors, Set up/Hanging, Mailing/Registration, Quilt Take in, Publicity, Program, Music, Take Down, Decorations, Company Donations, Slide Show of Inducted members and blocks, Treasurer/Financial, Boutique, Quilt for quilting at the show.
  - e. The Quilt Show will be funded by the HOF and all profits will be the sole property of the HOF. As needed, a monetary donation and or a donation of a quilted item will be made to the hosting location.
- e. Raffle Quilt
- a. A Raffle quilt will be done every two (2) years and a winner will be drawn at the Greater Catskill Mountain Quilt Show in even years.
  - b. At the fall meeting following the Quilt Show, a committee will be defined to organize the next raffle quilt process (choice of pattern and fabric, purchase of fabric and batting, creation of fabric packs with instructions and distribution of same, setting of quilt, layering of quilt, distribution of quilt for quilting, binding and labeling, and obtaining pictures and tickets for sale.
  - c. The quilt will be done by inducted members and guild members.
  - d. The quilt will be completed by Jan 1 of the next even year.
  - e. At the fall business meeting, guilds will be asked to notify the Raffle sales Coordinator of suggested dates and locations for sale of raffle tickets at local events.
  - f. Each guild will receive and be responsible for the sale of at least 10 books of tickets.

- g. Tickets will be \$1.00 each of 6 for \$5.00.
  - h. The Raffle Sales Coordinator, appointed by the BOD, will create a schedule of events and find volunteers to sell tickets.
  - i. All proceeds of the raffle quilt will be divided between the member guilds' designated charity with the treasurer sending checks along with a letter directly to charity,
- f. Nominations
- a. A Nominating Committee shall be appointed by the President at the Spring meeting of the election year. This committee shall consist of 3 members, one from the BOD and 2 from the membership at large.
  - b. Membership in the nominating committee does not preclude a person from being a nominee.
  - c. The Nominating Committee shall present a slate of candidates at the summer meeting. At this time, other nominations may be made from the floor.
  - d. The Nominating Committee will present all candidates for office at the fall meeting. Elections shall be made by voice vote except in the case of a contested office in which case the vote shall be by ballot for that office.
- g. Reimbursement to guilds for meeting expenses:
- a) The Spring and Fall meetings will now be held at the Catskill Center and attendees are to bring their lunch and beverage with the host providing desserts/coffee (established 5/18/2019 meeting minutes). Hosting guilds will not be offered the \$50 reimbursement fees due to the Catskill Center not charging a fee for use of their space.
  - b) The picnic committee will receive up to \$50 for reimbursement for supplies needed to host the picnic.
  - c) The hosting guild for the Induction Ceremony will be reimbursed up to \$100 for expenses.

#### Change History:

- Created at June 9, 2014 By-Laws/Guidelines Committees. To be distributed at summer meeting and voted on at the fall business meeting. P Cumming, Secretary
- Draft (except for B #6 Nominations) was voted on approved October 7, 2014 P Cumming, Secretary CMQHOF
- B#6 approved at May 11, 2015 meeting. P Cumming, Secretary
- B#1-d added May 16, 2016. S Vrooman, Secretary
- Convert to newer version that is directly updateable by Microsoft Office (Word) Version 2016 or higher. No change to content, except to correct 2 typos and insert automated page numbering. June 25, 2019, Anna Wang, Secretary (2018-2019 term)
- Expanded IRS requirements for Treasurer; Clarified responsibilities for speaker at Induction Ceremony; Removed voting/ribbons for show and allowed flexibility in committee formation depending on activities chosen for show; Clarified hosting location and reimbursement of guilds for meetings, added Equipment Loan Agreement, added raffle quilt monies to each guild's selected charity.