

WELCOME TO Q.U.I.L.T., INCORPORATED (Q.U.I.L.T., Inc.)

Q.U.I.L.T., Inc. is a group of friendly faces (and busy hands) who get together once a month from September through June to learn about, promote, and share in the art of making quilts. Q.U.I.L.T., Inc. is a non-profit organization with a commitment to service. We are a dynamic group that depends on the participation of all its members. So, come to meetings and learn all you can. And be sure to share your own expertise with the rest of us. We are Quilters United in Learning Together and the name is very apt!

We have prepared this booklet to introduce ourselves and our services to new members and to reacquaint old members with new (and forgotten) policies.

Q.U.I.L.T., Inc. OFFICERS AND BOARD OF DIRECTORS

Officers

President	Treasurer
1 st Vice President	Secretary
2 nd Vice President/Program Committee Chair	

Board of Directors

The Board of Directors is made up of the Officers, the retiring President, and the Chairs of the Standing Committees. The current list of Standing Committees as established by the By-Laws and Board of Directors is:

Program Committee	Mini-Mart
Budget	Newsletter
Fundraising	Publicity
Historian	Service Projects
Hospitality	Quilt Show Chairs
Library	Website
Membership	

Descriptions of the responsibilities of the officers and committees are available from the President or the Committee Chairs. Guild By-Laws are available from the President and on our website <http://www.quiltinc.org> in the Guild Members Only section. Board meetings are open to all members of Q.U.I.L.T., Inc. If you wish to attend, please contact the President for the date and time of the next meeting.

MEMBERSHIP, DUES, AND GUESTS

Membership is open to anyone who is interested in quilting. Payment of the annual dues of \$25 entitles a member to a Membership Card, voting privileges, a Newsletter subscription, use of the Q.U.I.L.T., Inc. library, access to workshops, and special privileges that may arise. Dues are used for renting the meeting space, printing the newsletter, having guest speakers, and maintaining the Q.U.I.L.T., Inc. library.

Numbered membership cards will be issued when dues are paid. Cards are good for the program year, which runs from September through June. Dues paid by new members in April or later are applied through the following guild year. A membership list will be distributed to all members each fall. Guests: There will be a donation for visitors at meetings with a speaker in an amount determined by the Board. Some guild meetings featuring a prominent speaker may have a higher donation or may be closed to non-members.

MONTHLY GUILD MEETINGS (Programs)

Guild meetings of Q.U.I.L.T., Inc. are held at the Delmar Reformed Church at 386 Delaware Avenue in Delmar on the second Friday of the month unless otherwise stated. Sign-in begins by 9:15 a.m., and guild meetings start promptly at 9:45 a.m. with a business meeting prior to the program. Please come early to visit the library and mini-mart, and the service project, information, and fundraising tables. Guild meetings run from 9:45 a.m. until about 12:00 p.m.

In general there will be a theme to each guild meeting. Some meetings feature a speaker and/or trunk show. At other meetings, we may have mini-demonstrations or an auction; a display of quilts made for a guild challenge, followed by viewer's choice voting; or time set aside to work on service projects (usually combined with our guild birthday celebration). The morning program generally includes Show-and-Share; the afternoon may include a workshop, work on service projects, or a special session, such as Quilting 101, where members share their quilting knowledge. The afternoon is a good time to bring a quilt for basting or any project that you may want help with. Bring your lunch and chat with friends.

Q.U.I.L.T., Inc. Snow Policy: If Bethlehem schools are closed or delayed 2 hours due to weather, there will be NO GUILD MEETING; if schools are delayed for 1 hour, the meeting will be held.

NAME TAGS

Name tags should be worn at each guild meeting. Create a name tag from your own design or use a name tag pattern from the pattern file in the library. To encourage everyone to wear a name tag, there will be a drawing at guild meetings. The member whose name/number is drawn must be present at the time of the drawing and wearing a name tag to receive the quilt-related prize!

FUNDRAISING

Monthly meetings of Q.U.I.L.T., Inc. include an opportunity to participate in a raffle or other fundraising activity for exciting gifts, including baskets of fabric, gift certificates, quilts, and quilt supplies. Proceeds support guild activities, including speakers.

INFORMATION TABLE

Our information table contains information on quilt shows and classes, correspondence from other groups, and other flyers of interest to quilters. Feel free to use this space for quilt-related information that you want to disburse to our guild.

LIBRARY

Library use is a privilege that comes with membership. One must be a member of Q.U.I.L.T., Inc. to borrow materials on loan that include the following.

Books and magazines: Books and magazines are loaned for one month (or until the next guild meeting). Write your name and date borrowed on the library card in the book and leave in the designated holder. In general, you may take out a maximum of three books/magazines per month. A late fee of \$1.00 per month per book/magazine is charged for overdue returns, with a \$5.00 maximum charge. Return books in the basket designated for this purpose. (In May a maximum of six books may be taken out until September.)

Pattern File: The library has a binder of "patterns of the month" that have been developed over the years. Copies **are not** to be removed from the binder. Copies may be ordered from the librarian at a cost of \$.25 per copy and will be delivered at the next guild meeting.

Stencil File and DVD File: Stencils and videos are loaned for one month (or until the next guild meeting). The protocol for signing out and returning stencils and DVDs is the same as for books and magazines.

Please note:

- All items borrowed must be signed out using the library cards affixed to the item.
- The above policy is to be followed to prevent loss of library privileges.
- There is no library in December, March, and June.

NEWSLETTER

Q.U.I.L.T., Inc. publishes a newsletter, generally in November, March, and June, that includes notices about upcoming guild meetings and local quilt shows, workshops, policy changes, and miscellaneous quilt-related information. To contribute to the newsletter, mail or e-mail items to the Newsletter Editor. A paper copy of the newsletter will be ready for you at the membership table at the guild meeting unless you prefer to receive it by e-mail or download it from our website. To join the newsletter e-mail list, contact the Newsletter Editor. (If you opt to pick up a paper copy but do not attend that particular guild meeting, you may pick it up at the next meeting, or it will be mailed to you.) The newsletter can be found on our website <http://www.quiltinc.org> in the Guild Members Only section.

QUILT SHOW

Q.U.I.L.T., Inc. presented its first show in 1988. The show is held every other year in April. Members display quilts, clothing, and other related items. The show is a large undertaking and requires much planning and MANY volunteers. Profits from the show help supplement the programs of Q.U.I.L.T., Inc.

QUILTERS' MINI-MART

The Quilters' Mini-Mart is one interesting way we have of making money, as well as recycling quilt-related items that members no longer want. Items not sold will be stored as space permits and offered again at the next meeting. Orvus, a soap used by conservators and recommended for cleaning quilts, is available at the Mini-Mart in 3 oz containers for our members at a nominal fee.

SERVICE PROJECTS

Q.U.I.L.T., Inc. is committed to community service and has many ongoing service projects. We ask that each member contribute at least 3 hours of time to these important and worthwhile projects as part of membership. We make many quilts to donate to various local organizations. Some will be distributed to those in need, and others will be used as raffle quilts. At least one guild meeting per year is devoted to work on service projects; work may also be done after some guild meetings or at the homes of members. During service project work days, members may contribute by pinning quilts, cutting fabric, or sewing quilts together. These work days are a great way to meet other members, have fun, and chat. Some members take quilts home to machine quilt or apply bindings, and some members make quilts or quilt tops at home and bring them to guild meetings. Requests from groups seeking quilts from Q.U.I.L.T., Inc. may be submitted to the Service Committee.

For our placemat project, we make placemats throughout the year and in the fall donate them to organizations that provide meals to shut-ins, such as Meals on Wheels, community organizations, and church-based groups. We have a placemat competition for those who wish to participate, with prizes for 1st, 2nd, and 3rd place and most placemats made.

SHOW-AND-SHARE

We encourage all members and guests, whether beginner, intermediate, or advanced quilters, to share their work with the group. Show-and-Share is one of the highlights of our guild meetings.

SUGGESTION BOX

There will generally be a suggestion box at guild meetings. If you have ideas for programs, speakers, positive recommendations, and ways to improve guild meetings, please write down your suggestions and place them in the suggestion box on the information table. Suggestions will be reviewed by the appropriate Board member(s).

WEBSITE

The Q.U.I.L.T., Inc. website is <http://www.quiltinc.org> and includes much information on guild activities including programs and workshops, quilt show, guild contacts, challenges, and special events. If you join the website, you will be able to access additional content, including newsletters.

WORKSHOPS

Q.U.I.L.T., Inc. schedules several workshops per year on a variety of quilting techniques. Attending workshops is a good way to learn new techniques, get to know the teachers in a small group, and make new friends. Workshops are not supported by Q.U.I.L.T., Inc. membership dues; attendees pay a fee to cover the cost of the workshop. Workshops have limited registration, which is usually done at guild meetings or by mail.

Members of Q.U.I.L.T., Inc. will be given priority for workshop registration and are encouraged to register early since some workshops fill quickly. Workshops will be publicized in the newsletter, on the website, and at guild meetings. Non-members may register for workshops for an additional fee.

Registration procedure: Workshop descriptions and registration forms are printed in the newsletter and are posted on the website. To register, complete the registration form and bring it to a guild meeting or mail it to the workshop coordinator, along with a check made out to Q.U.I.L.T., Inc. for the requested amount (separate check for each workshop).

Workshop rules:

- Only those who have paid the workshop fee will be allowed into the workshop.
- If you cannot attend the workshop, call the workshop coordinator since there may be a waiting list. If you register for a workshop and do not attend, your registration fee will be forfeited unless another person fills the space.
- Come on time and be well supplied.
- Remember to wear your name tag.

Supply lists for workshops are posted on our website <http://www.quiltinc.org> and are available from the workshop coordinator.

Audit Policy: Auditors are allowed with the permission of the instructor, but auditors must pay the full price for the workshop. To inquire about auditing, contact the workshop coordinator.