

Handbook of the Hands Across the Valley Quilters Guild with Constitution and Bylaws

Hands Across the Valley Quilters Guild
PO Box 2066
Amherst, MA 01004-2066
www.handsacrossthevalley.org

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TABLE OF CONTENTS

HISTORY	4
LOGO AND BANNER	4
NEW ENGLAND QUILT MUSEUM	4
HAVQG POLICIES	5
• Membership Requirements	5
• Dues	5
• Meetings & Cancellations	6
• Guests	6
• Name Tags	6
• Financial Hardship	6
HAVQG RESOURCES	7
• Library	7
• History	7
HAVQG ACTIVITIES	7
• Workshops	7
• In-House Raffle Blocks	10
• Round Robins	8
• Special Interest Groups	8
• Quilt Stretches	8
HAVQG COMMUNICATIONS	9
• Newsletter	9
• Website	9
• Facebook Page	9
BIENNIAL QUILT SHOW	9
• Raffle Quilt	9
COMMUNITY INVOLVEMENT	10
• Charitable Contributions	10
• Community Projects	12
• Eastern States Exposition “Big E”	12
• Kids and Quilting Grant Program	12

CONSTITUTION AND BY-LAWS	13
Article I. Name	13
Article II. Purpose	13
Article III. Membership	13
Article IV. Dues and Fees	13
Article V. Officers	14
Article VI. Duties of Officers	15
Article VII. Board of Directors	16
Article VIII. Meetings	16
Article IX. Quorum	17
Article X. Committees	17
Article XI. Amendments	19
Article XII. Dissolution	19

HANDBOOK

HISTORY

The Hands Across the Valley Quilters Guild (HAVQG) was formed in 1983 by a group of quilters who came together to share their joy in and knowledge of quilt making. The ten charter members were Brenda Aldrich, Yvonne Berman, Sybil Eddy, Beverly Flowers, Barbara Keegan, Jane Lane, Celeste Lawler, Marion Newell (president), Natalie Patch, and Gloria Williams.

The Guild's first involvement with a quilt show was a joint effort with the Amherst Women's Club in the spring of 1983. That spring the Guild also worked on a quilt to take to the round-the-clock "quiltathon" at New England Images I, the New England Quilters Guild show.

In the fall of 1984, the Guild put on a month-long show at the Jones Library in Amherst. Guild members loaned so many quilts that the quilts on display were changed during the show. It was a challenge for the Guild to provide security for the quilts during the Library's open hours.

In October of 1986, the Guild held its first show at Amherst's Masonic Hall. Subsequent shows have been held in the much larger and brighter space of Amherst College's LeFrak Gymnasium. In 1999, our show space was doubled when Amherst College allowed the Guild to use the "Cage" for vendors and additional displays. In 2011, the Quilt Show moved to the University of Massachusetts campus. Each show has been a wonderful showcase for the work of Guild members and other quilt makers from New England and beyond.

LOGO AND BANNER

The HAVQG logo is Marion Newell's adaptation of the quilt patterns Grandmother's Engagement Ring and Whig's Defeat. Yvonne Berman, inspired by a quilt on the cover of Quilter's Newsletter Magazine, designed the Guild's banner which depicts the architectural richness of the Pioneer Valley. Beverly Flowers, Yvonne Berman, Cyndi Shepard, Eunice Griswold and other members contributed to making and quilting the Guild's banner. Members who wish to reserve the banner for display at Guild events can contact Holly Fitzpatrick.

NEW ENGLAND QUILT MUSEUM

In 1987, the New England Quilt Museum (NEQM) opened. Originally a project of the now defunct New England Quilters Guild, it is currently a separate organization which is located in Lowell, MA. The Guild supports the Museum by donating some of the proceeds from the quilt raffled at the biennial Quilt Show.

In addition, we are a supporting guild of the NEQM and receive the following benefits:

- Four Guest Passes, each admitting two people
- Listing on the NEQM website with a link to the guild website
- Invitation to exclusive events including “Meet the Teachers” and the Annual Guild Representative meeting
- A Guild Directory and Teacher Directory for use in planning programs and sharing programs with other guilds
- Guild contact information and addresses for communicating with other guilds
- Eligibility in the NEQM reciprocal advertising program
- Additional benefits accrue with additional contributions

One Guild member will serve as the official liaison with the NEQM.

More information may be found at the museum webpage: www.nequiltmuseum.org

HAVQG POLICIES

Membership Requirements

Anyone who shares an interest in quilts and in quilting is welcome to join HAVQG. We do not discriminate on the basis of race, color, religion, ability, gender, age or national origin. We are a volunteer group and rely on all members to contribute their time and energy to the smooth running of the Guild. Members are encouraged to participate in at least one of the many Guild committees, special interest groups, and ongoing guild activities. Our committees manage all aspects of the Guild’s workings in various ways, e.g., publicity, programs, membership, biennial quilt show and charitable contributions.

Dues

Dues are \$30 per year if paid by June 30th and \$35 if paid after July 1st. Members who join after January 1st pay \$5 per remaining meeting. Anyone who joins during the month following the Biennial Quilt Show will pay \$30. This includes the remainder of the Guild year and dues for the following year to June 30th.

Previously, anyone 65 years or older who had been a member of the Guild for ten years could request exemption from dues. The Board of Directors voted to delete this provision, which is reflected in the revised Guild Handbook and Bylaws of 2014.

New members may join by paying dues at a meeting or by sending a check to the Guild. Please provide a telephone number, mailing address and email address along with a self-addressed stamped envelope. If paying by mail, please send to:

Hands Across the Valley Quilters Guild
PO Box 2066
Amherst, MA 01004-2066

Meetings

Guild meetings are scheduled from 2:30 p.m. to 4:30 p.m., typically on the second Sunday of the month, from September to June, at Immanuel Lutheran Church, 867 North Pleasant Street, Amherst, MA. The church is available for set-up at 2:00 p.m.

In addition to regular business meetings there are scheduled programs, which may include slide shows, trunk shows, lectures, demonstrations, show and tell, or just a chance to socialize and problem-solve together.

Members are invited to share their ideas for future programs and/or workshops. Suggestions may be given to the Vice President of Programs at any time.

A member of the Hospitality Committee welcomes attendees and provides Guild information at the beginning of each meeting.

Meeting Cancellations

In the event of inclement weather, the President, in conjunction with any advisors chosen, will decide by 9:00 a.m. whether to hold a meeting. The President will post a public announcement on News40 Storm Trackers Western Mass News Television stations run cancellation and other storm-related messages across the foot of the screen and on their websites during inclement weather conditions. In addition, the Vice President of Communications will send an email message to members.

Guests

Guests may attend HAVQG meetings for a \$5 guest fee. Workshops, special events, trips, etc., may involve additional fees. Upon arrival at the meeting, guests should check in with the Membership Secretary.

Name Tags

Each member of the Guild is expected to make a fabric name tag to wear to the meetings. New members are not expected to have a fabric name tag for the first three meetings after joining; after that, members who do not have their name tags are fined \$0.25 per meeting. The name tag should be made of fiber/fabric, be handmade and have the member's first name clearly displayed. When everyone wears a name tag, it's much easier to get to know people and to introduce new members.

Financial Hardship

Any member unable to participate in Guild activities due to financial hardship may submit a request for waiver or reduction in fees.

HAVQG RESOURCES

Library

The Guild Library has expanded from a few volumes to an inventory of approximately 475 books. A rotating selection of these materials is available at each meeting to allow members to view most of the collection during the course of the year. Because of the size of the Guild library, members are encouraged to contact the Guild Library Chair to request specific books. A complete inventory of the HAVQG library, updated with a list of new acquisitions, is published periodically.

Books and other materials may be checked out or returned at any time by contacting the Library Chair. To check out books at a meeting, please PRINT the date, your name, and email address/telephone number on the card located in the book and place the card in the library card file box. Books may be checked out for two months and are due the second meeting after they are checked out. Members may be billed for books that are more than two months overdue so that a replacement can be purchased. Guild members will receive an email reminder of overdue materials.

Special requests for library purchases may be presented to the HAVQG Board for consideration. Donations of quilt-related books or other materials, as well as suggestions about the library, are gratefully received at any time.

History

Written and photographic documentation of Guild projects and activities is managed and secured by the Guild Historian. Archives are available for review.

HAVQG ACTIVITIES

Workshops

Members reserve a place in Guild-sponsored workshops by registering and paying the full fee. If a member decides to cancel attendance in a workshop after registering, it is that member's responsibility to find a replacement. **Workshop fees are not refunded.** The Guild may help find a replacement by making announcements in meetings or by an email message.

In-House Raffle Blocks

Each year the In-House Raffle Block Chair(s) selects a quilt block design and challenges Guild members to complete at least one block to be included in an informal raffle at a Guild meeting. Members may make as many blocks as they choose. Each submitted block should have the member's name clearly identified. Each block submitted provides one chance at winning. The Chair(s) will present finished blocks or make a quilt top to be raffled among participants. Depending on the number of blocks submitted, there may be more than one drawing. The deadline for block submission is the May meeting and the drawing will be held at the June meeting. First choice of blocks or top is given to winners who are present at the meeting.

Round Robins

A Round Robin is comprised of a group of Guild members (typically twelve). Each Round Robin group establishes a meeting schedule and guidelines for its purpose and membership goals. A typical format is one in which members meet once a month and each member takes a turn hosting once a year. Round Robins work on members' projects or their own as determined by the membership in each Round Robin. Additional Round Robins may be formed at any time. The Membership Secretary should be provided a list of members for each Round Robin.

Special Interest Groups

Members may form informal groups to explore topics of mutual interest. To start a group, a member should announce to the Guild members the intention to form a group and identify the topic the group will pursue. Member names and focus of each special interest group should be provided to the Membership Secretary. Joining a special interest group is a good way to become involved with the Guild and get to know other members.

Quilt Stretches

The Guild owns a set of stretching bars that, when put together, create a frame on which the three layers of a quilt can be mounted and basted together. Working together with fellow quilters makes quilt basting an easy activity. Members, who wish to arrange a quilt stretch, should contact Carolyn Croteau. The bars may be reserved and are available for the personal use of Guild members only.

COMMUNICATIONS

Maintaining the flow of information is vital to the smooth running of the Guild. This is accomplished via email, newsletter and digital media, including, but not limited to, Facebook and the HAVQG website.

HAVQG Newsletter

The Guild newsletter, *The Valley Dispatch*, is produced and distributed for most monthly meetings. The newsletter includes messages from the Guild Board and committee chairs, reports on Guild activities and announcements about Guild events, updates on the biennial quilt show, members' input and requests, and other information of interest to members, such as upcoming quilt shows in New England and information from the New England Quilt Museum. The Guild calendar and Treasurer's report are published in the September and June newsletters.

HAVQG Website

The Guild maintains a website at www.HandsAcrossTheValley.org. The Webmaster posts information such as Guild history, Guild activities, meeting schedules, quilt show information and other information of interest to our members and the public. The Webmaster will maintain website content and functionality.

HAVQG Facebook Page

The Guild maintains a Facebook page. The page manager posts information such as Guild history, Guild activities, meeting schedules, quilt show information and other information of interest to our members as well as the public.

BIENNIAL QUILT SHOW “Hands All Around”

In odd-numbered years, the Guild sponsors a large quilt show, “Hands All Around,” for which HAVQG is renowned. The proceeds support the operation of the Guild and selected charitable organizations. A tremendous amount of work is required to put together a show of this scale and quality. The Show Chair, Chair Elect, and numerous committee chairs form the Show Committee. All Guild members are encouraged to volunteer on a committee and to volunteer their time during the four days of activities for the Show.

Raffle Quilt

Two years before a quilt show, a Raffle Quilt Committee prepares either block kits or distributes a pattern and requests that members supply their own fabric. Blocks are completed by Guild members and assembled into a top by the Committee. The quilt may be machine quilted or hand quilted. The finished quilt becomes the raffle prize at the next show. The finale of the quilt show is the raffle of a quilt created by members of the Guild.

Raffle tickets are available for sale one year before the raffle winner is announced at the quilt show. All members of the Guild are encouraged to promote the sale of these tickets and may be provided with a color photograph to show prospective ticket purchasers. Each Guild member is expected to sell packets of tickets.

COMMUNITY INVOLVEMENT

Charitable Contributions Committee

The Guild supports quilt-related organizations and charities in the Pioneer Valley, especially those that assist women. As part of the Show Committee, a group of Guild members is asked to determine community agencies that may be eligible to receive monetary donations from HAVQG. These donations become available from the general proceeds from the “Hands All Around Quilt Show”. The Contributions Committee solicits suggestions from Guild members regarding potential beneficiaries, reviews these suggestions, selects agencies, and recommends a percentage amount of the charitable budget portion to the HAVQG Board of Directors. The Board votes on this list but does not initially determine the monetary gift amount for each organization.

Following the Quilt Show, the Board of Directors determines, with the Treasurer’s advice, what portion of the Show proceeds are needed for Guild operation until the next show, usually about 20 months, and what portion of the show proceeds can be allocated to charitable donations. The HAVQG Board votes on the monetary gift amounts for the previously selected charitable organizations at their meeting following the Quilt Show. These donations are sent out accordingly at this time.

General Guidelines for Guild-Sponsored Charitable Contributions

Selecting Recipients

Recognizing the perception of quilts as a source of comfort and as an art form, the Guild will target organizations that serve those in need and groups that seek to promote and preserve the arts and crafts. Further, recognizing the role of women in quilt making, the Guild especially encourages the consideration of those organizations that serve women.

Formation of Committee

The Guild shall form a Charitable Contributions Committee at the same time as the formation of each Quilt Show Committee. The committee will serve for two years. The Committee will consist of six members: one member from the previous committee, one Executive Board member, Chair of the quilt show or her/his designee, and one member from each of three counties (Hampshire, Hampden, Franklin).

The Committee will elect a chairperson from among its members.

Quilt Show Proceeds

The Board of Director of the Guild will determine the financial needs of the Guild until the next Quilt show. These monies will be set aside in the treasury. The remaining monies may be disbursed to organizations from Hampshire, Hampden and Franklin Counties that meet the stated guidelines.

Raffle Quilt Proceeds

In order to list the intended recipients in the Quilt Show Program, the Committee shall determine recipients before the printing of the raffle tickets.

Proceeds will be disbursed as follows:

- 25% to Hospice (rotating among the three counties)
- 25% to the New England Quilt Museum
- 50% Guild discretion: start-up money for the next raffle quilt, Guild expenses, and/or charitable organization.

Community Projects

The Community Projects Committee organizes the assembly of quilts for charitable giving. Donations of fabric, batting, and quilt tops are welcome and will be used at the discretion of the Community Projects Committee. Completed quilts are distributed annually at the discretion of the Community Projects Committee. Quilts are generally given to local shelters, end-of-life care programs, and other places offering comfort, responding to various disasters or other unexpected needs.

Guild members are encouraged to participate throughout the year. Proposals from Guild members for quilt recipients should be submitted to the Community Projects Chair(s).

Eastern States Exposition (Big E)

HAVQG volunteers are invited to demonstrate quilting at the Big E and submit our quilts to the Big E quilt show in the New England Building on the West Springfield fairgrounds. We may display our banner, small quilted projects, and information about the Guild. Volunteers are also needed to staff the information area, act as fair ambassadors, and conduct demonstrations. The Guild provides two monetary awards to quilt exhibitors.

Kids and Quilting Grant Program

The Kids and Quilting Grant Program was established in 1991 by HAVQG to encourage quilt appreciation and quilt making among children (ages 3-18 years) of our communities (Hampshire, Hampden, and Franklin Counties). Funding is intended to encourage new projects and to introduce children to the history and/or art of quilting. Quilt activities or projects are broadly defined and may include field trips, film rentals, developing resources, as well as quilt making. To date, the grant program has funded classroom quilts and programs, after-school quilt making classes, and new resources for libraries serving children.

Kids and Quilting grants are not intended as primary or sole funding for major projects. Applications are accepted at any time and reviewed as received.

CONSTITUTION AND BYLAWS

Article I. Name

The Name of this organization shall be Hands Across the Valley Quilters Guild.

Article II. Purpose

The purpose of this Guild shall be to maintain an association of persons interested in sharing their joy in and knowledge of quilt making, in exploring new ideas and techniques, in stimulating and encouraging the growth and refinement of the art/craft; and in focusing public attention on the beauty and practicality of quilt making through the continuing education of its members.

Article III. Membership

Section 1. Membership in the Guild shall be open to all persons interested in the craft of quilt making, regardless of the individual's level of expertise or experience.

Section 2. Each member shall have one vote and must be present to vote.

Section 3. Members are expected to participate on at least one of the many Guild committees or special interest groups.

Article IV. Dues and Fees

Section 1. Dues shall be collected annually, payable each year by the June meeting. Any person joining for the first time in January or later shall pay a prorated amount based on the number of months remaining until renewal in June.

Article V. Officers

Section 1. The officers of the Guild shall be a President, Vice President of Programs, Vice President of Communications, Treasurer, Membership Secretary, Recording Secretary, and Corresponding Secretary, henceforth called the Executive Committee.

Section 2. A slate of officers for election shall be presented to the membership by the President or designee at the regular meeting in May of each year. If necessary to obtain a slate of officers, the President or designee shall chair a nominating committee.

Section 3. The election of officers shall be held at the annual meeting in June of each year. Nominations will be accepted from the floor, with prior permission from the person being nominated. Election will be conducted by written ballot when necessary.

Section 4. Requirement for the office of President:
Candidate must have served one year on the Board of Directors.

Section 5. Executive Officers shall each serve a two-year term of office as follows:

- President will serve not more than one term of two consecutive years with office ending in an even year.
- Vice President of Programs will serve not more than one term of two consecutive years with office ending in an odd year.
- Vice President of Communications will serve not more than one term of two consecutive years with office ending in an even year.
- Treasurer will serve not more than one term of two consecutive years with office ending in an even year.
- Recording Secretary will serve not more than one term of two consecutive years with office ending in an odd year.
- Corresponding Secretary will serve not more than one term of two consecutive years with office ending in an even year.
- Membership Secretary will serve not more than one term of two consecutive years with office ending in an odd year.

Executive Committee officers may serve additional terms as long as they are not consecutive. If the Nominating Committee cannot fill positions and no one steps forward to fill the office, the outgoing officer will be asked to extend for one term only. This should only be done as a last resort.

Section 6. Should one of the offices become vacant during the year, the President shall be empowered to appoint a replacement to complete the term of office, with the approval of the Executive Committee.

Article VI. Duties of Officers

Section 1. President

- Presides over and conducts meetings of the Guild, Board of Directors and Executive Committee; serves as ex officio member of all committees.
- Appoints chairpersons of all standing committees and special committees, with the exception of the Programs Committee and Communications Committee, subject to the approval of the Board of Directors.

Section 2. Vice President of Programs

- Performs the duties of the President in the absence of the President.
- Chairs the Programs Committee, which is focused on developing engaging programs, workshops, and activities.

Section 3. Vice President of Communications

- Performs the duties of the President in the absence of the President and Vice President of Programs.
- Oversees and coordinates all written and electronic Guild communications.
- Solicits and presents Guild communications via email and newsletter.
- Distributes meeting cancellation notices by email when informed by the President.

Section 4. Treasurer

- Keeps and maintains the financial records of the Guild.
- Receives all monies and pays all bills.
- Prepares a preliminary budget for the coming two years, to be presented at the February Board meeting before the Quilt Show.
- Prepares a final two-year budget to be approved at the June Board meeting after the Quilt Show. The Guild's fiscal year begins July 1 and concludes June 30 of the following year. Financial Reports are to be included in the September & June newsletters.

Section 5. Recording Secretary

- Keeps correct minutes of all business, Board, and Executive Committee meetings.
- Prepares a brief summary of the minutes of Board and Executive Committee meetings for inclusion in the newsletter, noting any significant activity transacted.
- Prepares the Guild's annual report and distributes copies to the President, Vice of President - Communications and Historian, and retains a copy in files.

Section 6. Corresponding Secretary

- Conducts the postal service correspondence of the Guild.
- Mails Guild communications to members not on email.
- Collects mail from post office box and distributes promptly.

Section 7. Membership Secretary.

- Collects all dues and remits to Treasurer.
- Maintains accurate list of Guild membership, including current address, phone number, and email (if available) of each member.
- Maintains accurate membership lists of Round Robin and Special Interest groups.
- Sends reminders to lapsed members re: membership and dues.

Article VII. Board of Directors

Section 1. The Board of Directors shall consist of the officers of the Guild (Executive Committee), the chairpersons of all standing committees, and the immediate past president.

Section 2. The Board of Directors shall transact the general business of the Guild.

Section 3. Meetings of the Board of Directors shall be held at least twice a year on a date specified by the President. Chairpersons of each standing committee will submit pertinent information for the Guild's annual report to be compiled by the Recording Secretary.

Section 4. A majority of the Board of Directors shall constitute a quorum.

Section 5. The elected officers, including the President, Vice President of Programs, Vice President of Communications, Treasurer, Membership Secretary, Recording Secretary, and Corresponding Secretary, shall constitute the Executive Committee.

Section 6. The Executive Committee shall have discretionary power to act on behalf of the Guild and conduct business as necessary between regularly scheduled meetings of the Board.

Section 7. The Executive Committee shall have the authority to establish special committees consistent with the purpose of the Guild.

Article VIII. Meetings

Section 1. Regular meetings shall be held each month from September to June.

Section 2. The annual meeting shall be held in June of each year.

Section 3. Special meetings may be called by the President or upon the written request of six members.

Article IX. Quorum

Section 1. One-third of the membership of the Guild shall constitute a quorum at any regular meeting.

Section 2. A majority of the members of a committee shall constitute a quorum at a committee meeting.

Article X. Committees

Section 1. Standing committees shall be as follows:

Programs, Communications, Hospitality, Community Projects, Quilt Show, Charitable Contributions, Historian, Librarian, NEQM Representative, In-House Raffle Blocks, and Kids and Quilting.

Special committees will be formed as necessary.

Section 2. With the exception of the Librarian, Historian, and NEQM Representative, committees shall consist of the chairperson and one or more members who volunteer for service or are chosen by the chairperson.

Section 3. The duties of the Standing Committees are as follows:

Each committee shall prepare and submit an annual report to the President, and an annual proposed budget to the Treasurer.

Programs: Plans and carries out Guild programs and for the year.

Prepares and distributes announcements regarding Guild meetings and activities to area media.

The Vice President of Programs shall chair the Programs Committee.

Communications: Compiles and distributes information regarding meeting announcements and Guild activities to the membership. Oversees the website (www.handsacrossthevalley.org), the newsletter, *The Valley Dispatch*, and any other digital media.

The Vice President of Communications shall chair the Communications Committee.

Librarian: Catalogs and maintains the Guild's library. Provides access to all library resources to Guild members.

Community Projects: Organizes the making of quilts by the Guild membership to be distributed to selected organizations.

Kids and Quilting: Administers the Kids and Quilting Grant Program.

Quilt Show: Oversees and coordinates planning of the biennial quilt show, held in odd-numbered years. Show Chair's term runs from the June two years before the show one is chairing and ends the June following the show one chaired, ie, from June 2019 to June 2021. Following the Quilt Show, the Committee Chair is responsible for compiling a written Quilt Show report with contributions from all Committee Chairs.

Charitable Contributions: Advises the Board of Directors as to the charitable organizations and percentage to be given to each agency from the charitable contributions proceeds from the quilt show. Names of the charitable organizations voted by the Board should be available to the Show Committee early enough (the fall preceding the Show) that these groups can be recognized in the Show Program.

Historian: Maintains Guild archives.

NEQM Representative: Liaison with New England Quilt Museum.

Article XI. Amendments

Section 1. Any changes affecting the Bylaws or composition of the Guild must be acted upon by the entire Guild.

Section 2. Notice of any proposed change in the Bylaws shall be given in writing at any regular meeting and voted upon at the following meeting.

Section 3. These Bylaws may be amended by a majority of those present at any regular or special meeting, provided such majority constitutes a quorum under Article IX, Section 1, and further provided that proper notice was given.

Article XII. Dissolution

Section 1. The Hands Across the Valley Quilters Guild shall cease to exist when the paid members vote to dissolve.

Section 2. Upon dissolution of the Hands Across the Valley Quilters Guild, the Executive Board shall dispose of all assets of the Guild to such organizations that operate exclusively for charitable or educational purposes and that qualify as tax-exempt organizations under Sections 501(c)(3) and 501(c)(4) of the Internal Revenue Code.

Revised Handbook and Bylaws February 2020

HAVQG Bylaws Committee:

Gloria Carver, Ina Forman, Debbie Leonard Lovejoy, Beth Russell-Smith, Pamela Wermuth,