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**MISSION STATEMENT**

Our organization is known as the Chattahoochee Evening Stars, Inc. (also abbreviated as CES); herein referred to as the Guild. The Guild is a non-profit organization, which will:

1. Promote quilting through educational programs and demonstrations.
2. Promote friendships within the Guild.
3. Promote friendships with other guilds within our area.
4. Participate in community service projects.

**MEMBERSHIP INFORMATION**

Members joining the Guild from January through June will pay the current yearly dues. Members joining the Guild from July through December will pay half the price of the current yearly dues.

**GUILD FINANCES**

- The Executive Board will establish a minimum reserve to be set annually
- The Treasurer will only reimburse Guild Committee expenses to members through the current *Expense Reimbursement Form* which includes the signature of the Committee Chair
- The *Expense Reimbursement Form* must include all receipts
- Executive Board expenses must include the signature of the President or the Vice-President
- Quarterly financial reports will be published by the Treasurer in the Guild newsletter
- The Guild finances will be audited each year by a Guild Officer and a minimum of two Members in good standing who are not currently on the Executive Board

**GUILD MEETINGS AND GUILD EVENTS**

- General meetings of the membership are held on the first Monday of the month except on federal holidays
- Socializing begins at 6:00 pm with meetings starting at 7:00 pm and concluding at approximately 9:00 pm
- Cancellations due to inclement weather will follow the Fulton County School System
- General meetings are open to guests
  - Guests will be asked to pay a guest fee when there is a paid speaker, which is set at the discretion of the Executive Board

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**GUILD MEETINGS AND GUILD EVENTS** *(Continued)*

- CES-sponsored workshops and retreats are limited to members in good standing unless otherwise authorized
  - The Program Committee will set fees for CES-sponsored workshops. Fees will cover the cost of the workshop
  - Refunds requested by Members for cancellation are at the discretion of the Program Committee
- Retreat expenses shall be covered by the participants
  - The Retreat Committee will use its best judgment to establish the cost per participant
  - Adjustments to the cost per participant will be made, if necessary, at the end of the retreat.
  - It is the expectation of the Guild and retreat participants that neither will bear extra expense because of cancellations
  - The Retreat Committee will evaluate the impact of the cancellation and refund at their discretion after all debts are paid

**GUILD OFFICERS - Executive Board**

The Guild Officers include the President, Vice-President, Secretary, Treasurer, and Program Chair. The Guild Officers and the immediate past President are also called the Executive Board.

**GUILD COMMITTEES**

- The Standing Committees of the Guild include: Awards/UFO/NESTY, Bee, Challenge Quilts, Community Exhibits, Community Service, Holiday Party, Historian/Photographer, Membership/Marketing /Recruitment, Newsletter, Nominating, Program, Refreshment, Retreat, Sunshine/New Member Greeters, Virtual Technology, Ways & Means, and Webmaster/Social Media
- The Guild's Executive Committee consists of the Guild's officers and the Standing Committees' chairpersons

**COMMITTEE RESPONSIBILITIES AND ACTIVITIES - GENERAL**

- Each Committee Chairperson is responsible for ensuring a smooth transition to the next year's Committee Chairperson before the completion of the current year
- As required, documentation, supplies, and all materials needed for the new Committee Chairperson are transferred and training is completed

**COMMITTEE RESPONSIBILITIES AND ACTIVITIES - SPECIFIC**

- Awards UFO/NESTY Committee
  - Awards
    - Maintain a record of awards via a sign-up sheet at monthly meetings
    - Present awards for completed items
    - Organize Show and Tell
  - UFO/NESTY
    - Introduce the UFO/NESTY program at the January meeting
    - Provide and maintain a sign-up sheet for members
    - Present awards for the completed program in January of the subsequent year

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**COMMITTEE RESPONSIBILITIES AND ACTIVITIES – SPECIFIC** *(Continued)*

- Bee Committee
  - Organize and host the monthly gatherings on the third Tuesday evening of each month
  - Send email reminders to the guild membership
  - Send articles to the newsletter editor, as needed
  - Coordinate a bee activity, for example, PHD (Projects Half Done)
- Challenge Quilts Committee
  - Choose and coordinate a guild challenge and present guidelines by the February meeting
  - Publish guidelines in the newsletter and on the website
  - Promote the challenge through flyers, emails, and social media
  - Coordinate the challenge quilt presentation with the Program Committee
- Community Exhibits Committee
  - Plan and coordinate guild exhibits in the community with the Executive Board
  - Act as the liaison between the guild and the exhibit sponsor (City of Alpharetta staff, Alpharetta Business Association, etc.)
  - Be responsible for communication and exhibit-related logistics within the guild
- Community Service Committee
  - Plan and coordinate activities with the general membership for community service project(s)
  - Present any suggested groups to the Executive Board for review and to finalize the decisions
  - Introduce the selected groups to the guild and explain how they serve the community
  - Develop an action plan to educate guild members on how to carry out the projects
  - Submit a monthly newsletter article
  - Keep records of items made and donated; communicate this record to appropriate individuals or charity groups
  - Designate and maintain support for the community organizations. The number of community service (charity) groups supported will be maintained at no more than three (3) groups, as manageable. These groups can change each year or as needed. Any member can suggest a new community group by contacting the Committee chair
- Holiday Party Committee
  - Plan and coordinate the events for the December holiday party
  - Planning should be underway by June/July so venues and caterers can be secured
  - Announce the party plans no later than the September guild meeting
- Historian/Photographer Committee
  - Keep and maintain an electronic record of the guild's activities and milestones
  - Photograph events and activities at monthly meetings, including "Show and Tell"
  - Store photos in an electronic file
  - Send photos to the Newsletter Chairperson and the Website/Social Media Chairperson

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**COMMITTEE RESPONSIBILITIES AND ACTIVITIES – SPECIFIC** *(Continued)*

- Membership/Marketing/Recruitment Committee
  - Membership
    - Maintain an updated membership roster and make it available to these officers and committee chairpersons: president, vice president, secretary, treasurer, bee, program, newsletter, refreshment, and website/social media
    - Send the current roster to the webmaster, newsletter editor, and president monthly
    - Record attendance at monthly meetings, including both in-person and virtual
    - Give a photocopy of monthly meeting attendance to the facility attendant
    - Collect guest fees, provide guests with a nametag, and introduce guests to new member greeter
    - Coordinate new member dues and renewals
    - Collect a completed membership application for all new and renewing members
    - Communicate and forward all monies collected to the treasurer
    - Provide a new member packet to each new member including a general information sheet, membership application, calendar of events, nametag fabric, and challenge quilt instruction
    - Send articles for the monthly newsletter including roster updates and birthdays
  - Recruitment
    - Maintain a supply of guild business cards for use at community events and for prospective members
    - Encourage members to post about the guild on their personal social media accounts and neighborhood newsletters/websites
    - Contact visitors to invite them back and encourage membership
- New Member Greeters/Sunshine Committee
  - New Member Greeters
    - Greet and guide new members or guests during regular meetings
    - Welcome members and help educate them on some of the current activities at the meetings
    - Introduce new members and guests to the membership during the meeting
  - Sunshine
    - Reach out to members who have had a major life event in acknowledgment of the guild's support by a phone call or greeting card
    - Allow members the opportunity to sign a card, if possible
- Newsletter Committee
  - Electronically publish and distribute the CES Guild newsletter at least 7 days prior to the monthly meeting
    - This newsletter should contain information regarding the General Membership, Executive Board, and Executive Committee meetings; it should also contain information relating to any guild programs, the yearly calendar of events, monthly meeting minutes, and information regarding quilting events in our area

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**COMMITTEE RESPONSIBILITIES AND ACTIVITIES - SPECIFIC** *(Continued)*

- Nominating Committee
  - Consists of the Vice President and at least one (1) non-board member
  - Shall be responsible for soliciting members to fill the positions of the Officers and Standing Committee Chairpersons for the upcoming year
  - The Nominating Committee will reconvene if a vacancy occurs on the Executive Board and appoint a successor
- Program Committee
  - Plan and execute programs for the Guild
    - Programs include the Guild's monthly meetings and workshops as funding is available
    - Other activities may also be included, such as field trips or member-led workshops
  - Consists of at least two members serving alternate two-year terms
  - Research prospective speakers
  - Coordinate the annual calendar of events
  - Execute contracts with speakers
  - Work with the president and treasurer to create a program budget
  - Report to the executive committee during the planning phase
  - Maintain a list of ideas for future reference and work forward as necessary
- Refreshment Committee
  - Coordinate the refreshments for all monthly meetings by developing and distributing the schedule using the current membership list
  - Send notifications of assignments, and provide backup as needed
  - Acknowledge refreshment providers during monthly meetings
  - Send refreshment provider list to the newsletter editor
- Retreat Committee
  - Coordinate virtual and/or in-person Guild retreats
  - Communicate with the executive board during the planning phase
  - Make regular detailed announcements at monthly meetings and in newsletters
  - Coordinate registration with the treasurer
- Virtual Technology Committee
  - Requires a minimum of two members to coordinate virtual and in-person guild meetings, retreats, and workshops
  - Responsible for scheduling the virtual meetings in the software, hosting, and communicating the link information with guild members
- Ways & Means Committee
  - Carry out fundraising projects to further the "Purpose" of the Guild
  - Coordinate fundraisers as necessary with the Executive Board
  - Coordinate opportunity prize drawings at monthly meetings
  - Assist the vice president with the city of Alpharetta cultural arts grants
- Webmaster/Social Media Committee
  - Proactively maintain and update the guild website at least monthly, including program calendar of events, membership roster, show and tell photos, newsletters, meeting minutes, and financial reports.
  - Post speaker information and guild photos regularly on Facebook and Instagram
  - Maintain the account with the website host and coordinate fees with the treasurer