

Arizona Quilters Guild



Chapter Leadership Manual

Revised December 2023

Welcome to Chapter Leadership

You are taking on the responsibility of leadership for a significant area of the Arizona Quilters Guild. The chapters of AQG are the strength of a growing and active organization serving the quilters of Arizona.

The chapter leadership is vital to the success of a chapter!! We expect you understand that to be informed of AQG opportunities, policies, procedures, methods, and activities is part of the responsibility of keeping the chapter members informed and relevant.

In choosing to become part of the chapter leadership team you have committed to be a conduit of information between the board and the chapter; to be a voice of inspiration and encouragement to your members; and to provide reasoned leadership when planning and directing the activities of your chapter.

We look forward to working with you and are available to assist your chapter goals, answer questions, meet with your chapter and be available in any way we can to make your chapter successful.

Hoping for an active, successful, and productive year.

Your AQG Board of Directors

December 2023

AQG Chapter Leadership Handbook

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Section 1-Chapter Procedures

Chapter Policy & Procedures

Policy

Chapters are local area groups of members belonging to AQG and governed by the financial policies of this 501(c)3 organization. Chapters in good standing meet the requirements of the procedures enumerated in the AQG Bylaws [Article IV] and in this document.

Procedures

Governance

1. Chapters will be governed by the Bylaws of this Organization
2. Chapters must follow procedures set forth in AQG Bylaws for dissolution [Article IV, Section F]
3. Chapters shall verify AQG membership of all current members, which must be a minimum of ten (10)
4. Chapters may set the frequency, time, and place of their meetings
5. Chapters should have selected a unique chapter name upon formation; however, Chapters may request a name change:
 - a. The chapter must send a letter to the AQG office requesting a name change. The letter should include both the current chapter name and the proposed chapter name. The letter should also include a statement that the chapter members voted on the proposed action and approved the change by a majority vote
 - b. The request for a name change will be presented to the AQG Board for approval. The Board will vote and notify the chapter in writing of the results
 - c. AQG will issue the chapter an amended charter showing both the initial charter date (if available) and the revised/amended date

Membership

1. Chapter members must be a member of AQG
2. Chapters should encourage attendance of Members at AQG meetings and events
3. Participants at Chapter-sponsored classes or seminars must be AQG members or have paid the Individual Daily Membership (IDM) fee.
4. Chapters must maintain a membership of at least 10 to remain a chapter in good standing

Finances

1. Chapters must submit semiannual financial reports covering the months of July through December and January through June. The reports, using the form provided, are due in the corporate office by February 15 and August 15, and should be sent to the AQG Treasurer in accordance with IRS regulations. Chapters not providing these reports by the specified deadlines will be notified of failure to comply. Failure to submit requested documentation within twenty (20) days of notice will result in revocation of the chapter's charter
2. Chapters retain the right to establish chapter dues, the amount of which will be determined by the chapter's governing board.

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Leadership

1. Chapter officers must be elected from the chapter membership. Members-at-large may attend chapter meetings but may not serve as officers of a chapter
2. Chapters will provide a list of officers on the electronic form on the website immediately following Elections and any other reports requested/required by the AQG Board
3. A Chapter Leadership meeting will be held at least once per fiscal year. Chapter representation at that meeting is mandatory, preferably the Chapter Leadership and the Chapter Treasurer. The Chapter Secretary or Program Leadership is also invited to attend

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Responsibilities of a Chapter

To remain a chapter in good standing; chapters **must** comply with the following:

1 – Membership

- All chapter members must belong to the chapter and AQG.
- Chapter leadership must verify that members have kept their AQG membership status current.
- Check the website or with the membership director to ensure all chapter members are active members of AQG.
- Guests may attend chapter meetings three (3) times before they are required to join.
- Chapters must maintain the minimum number of ten (10) members.

2 – Financial Reports

- Chapter Financial Recap reports are due in the AQG office twice yearly.
 - February 15 (for July 1 – December 31)
 - August 15 (for January 1 – June 30)
- The form for these reports is on the website.
- Submit W-9 reports for all teachers paid for programs. Form is available on the website.

3 –Change of officer reports

- Inform the AQG Membership Director when officers change for your chapter. Include current contact information for those officers.
- The form for this is on the website.

4 –Chapter Leadership Meetings

- Attend at least one-Chapter Leadership meeting per year.
- The President/Chapter Leadership, Treasurer, and Secretary/Program Leadership are urged to attend.

5- Annual Membership Meeting

The chapter should be represented by at least one member at the Annual Membership Meeting.

6 –Mini-grant program

- If participating in the mini-grant program, submit Summary report by August 31st to provide details and receipts on how grant was used.
- Initial applications for mini-grant program are due by October 31st.

7 –Attendance

- Chapter members are encouraged to attend all chapter/AQG Membership meetings and events.
- AQG stresses the voluntary nature of the organization but encourages members to be active.

8 – Maintain communications

Submit news and photos to *The Patchwork Chatter* several times yearly.

9 -- Annual Charter Review

In January of each year, Chapter Charter Reviews will be done by the AQG Board. Chapters that have not met the responsibilities listed above for the previous year will be placed on probation. If these responsibilities are not met during the probationary year, the chapter charter will be revoked, and insurance coverage will cease immediately. If the chapter wishes to return to active status, it must wait for one year and re-apply for charter status.

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Chapter Calendar

January	
February	**Six-month financial report due on the 15th (July 1 – December 31 of previous year)
March	Quilt Show
April	Early bird discount membership renewal starts
May	
June	Annual Membership renewals due Update of Chapter Officers
July	New membership year starts (July to December)
August	**Six-month financial report due on the 15th (January 1- June 30) **Mini-grant summary spending report due for (previous year) **Chapter Leadership Meeting
September	
October	Mini-Grand application due
November	Mini-Grant checks are mailed
December	

**Required to retain chapter in good standing status

Section 2-Membership

To become a Member:

- Complete online membership application: arizonaquiltersguild.org
- Pay AQG fees
- Receive confirmation email with login information for website

**A paper membership application should only be used if a member does not have an email address or access to the website. Only use the current year membership form available on the AQG website.

General Information:

- Membership year is July 1-June 30
- Membership applications accepted throughout the year
- Early Bird Membership: discounted renewal fee may be paid April 1-June 30
- AQG dues are separate and distinct from chapter dues; members must join AQG in order to join a chapter
- AQG membership is required to participate in AQG activities

Benefits of Membership:

- Access to the AQG website, member portion: arizonaquiltersguild.org
- Monthly newsletter: The Patchwork Chatter
- Membership in AQG chapters
- Reduced admission rate to annual quilt show.
- Eligible to enter items in quilt show at no fee
- Free or reduced rate access to teachers and classes

Chapter Membership Chairperson:

- Encourage all AQG members to join and renew membership on the AQG website
- Understand the AQG online membership procedures and tutor members
- Understand and tutor members on how to update their personal information in their online profile
- Understand and tutor members on how to download or print their membership card
- Chapter Membership Chairpersons will have access and ability to download a spreadsheet of their chapter membership from the AQG website
- Chapter Membership Chairpersons will compare the AQG paid memberships with paid chapter memberships. Any discrepancies should be reported to the AQG Membership Chairperson
- Only if members do not have an email address or access to the AQG website should the paper membership form used.
- Download the current year membership form from the AQG website
- Ensure the membership application is completed in FULL, email addresses and phone numbers are especially critical
- Checks are made out to AQG. Do NOT staple check to form. Do NOT send cash

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- Checks must be received in the AQG office by June 30 to take advantage of the discounted renewal fee. After June 30, the renewal fee is the same as the new member fee
- Chapters are required to submit a Chapter Positions form within two weeks of new chapter officers being installed, form available on the AQG website.

Note: Members are listed on the website in the Membership Directory. However, some members may choose to not have their information published and therefore will not appear. If there is a question about someone's membership status and the name cannot be found on the roster, please contact the AQG Membership Chairperson: membership@aqgmail.org

Section 3-Finances

Gifts, Grants and Donations

Policy

In accordance with the Arizona Quilters Guild mission to promote, sponsor and contribute to the quilting knowledge of our members and the community, AQG was awarded their 501(c)3 designation based upon educational activities. In addition, the guild policy is that no one member will benefit from a gift or donation to the exclusion of other members. The following policy and procedure shall govern the award of gifts, grants, and donations. The misuse of gifts, grants, and donations may jeopardize the 502(c)3 status of AQG.

Gifts: AQG members will not purchase gifts using AQG or Chapter funds for Board Members, Committee Members, members, guest speakers, or quilt show judges above \$25.00. AQG Board Members will not accept gifts from merchants, affiliate members, or vendors.

Grants: The grant(s) to individuals must align with AQG's exempt purpose of education. The Chapter must set up a set of criteria and a process that provides a more objective result and precludes any claims of favoritism for those related to the organization.

Donations: No Member of AQG shall solicit a donation for an AQG function without the prior approval of the Board.

Refer to the AQG Policy and Procedures, section 29 for specific procedures.

Chapter Use of Fund-Raising

The following policy is designed to help clarify how Chapter funds from fund-raising activities involving the public, those obtained within the Chapter itself, and those obtained through an AQG Charitable Mini-Grant are managed:

Chapter Fund Raising - AQG Policy

- Monies received from the public through fund-raising or granting methods, e.g. opportunity quilts, sale of boutique items, raffles, funds or foundation grants, etc., must be used by the Chapter for Chapter activities consistent with the 501(c)(3) designation of Arizona Quilters Guild. These activities are limited to philanthropic projects and educational opportunities that are directed toward the public or are available to the entire Chapter.
- Examples:
- With funds received/solicited from the public, a Chapter may:
 - hire a teacher and pay for the facility that is available to all members
 - pay for a room and supplies to work on charity quilts
 - pay expenses for attending the AQG-mandated Chapter Leadership Meeting
- With funds received/solicited from the public, a Chapter may not
 - pay for a facility or room and board to work on UFOs or personal projects
 - pay for a Christmas party or year-end dinner event
 - hire a bus and go to a quilt show
- Monies received through internal Chapter fund-raising, e.g. Chapter dues, UFO sales, silent auctions, etc., may be used for any Chapter activities such as luncheons, retreats, parties, etc. Chapter monies should always be used to benefit the whole membership, not individuals, unless a demonstrable service is being provided to the entire Chapter by this expenditure.

Accountability

Funds accrued and expenditures by the Chapter must be accounted for properly and reported to the AQG Treasurer in periodic reports.

Receiving Donations Procedures

At times an AQG Chapter will receive a donation from a member of the community, a guild member, a corporation or non-profit organization, etc.

- When receiving a donation, a receipt shall be provided upon request and must include the following information:
 - Arizona Quilters Guild
 - A Non-Profit organization incorporated in the State of Arizona
 - Tax ID # 94-2931471
 - Name of Chapter
 - Chapter Treasurer
 - Name of donor
 - Phone, address, email address of donor
 - Description of the Donation
 - Value of the donation as determined by donor
 - Donor did not receive any goods or services in return for the donation
 - Signature of Treasurer
 - Signature of Donor
 - Date of donation
 - Must have 3 copies, one for donor, one for Chapter treasurer, one for AQG treasurer
- The form is available on-line

Mini-Grant Program

Policy

The Mini-Grant Program supports AQG Chapters in Good Standing with small cash grants for community service projects.

Procedures

Program Guidelines

- Grants will be made for no more than \$400 per Chapter.
- The grant year will start with the application on October 31 and end with the summary report on August 31 of the following fiscal year.
- Grants will support a Chapter's quilting or sewing community service projects only.
- Grants are intended to help cover the cost of quilting or sewing supplies or other materials utilized in the execution of community service projects.
- Grants may not be re-granted to another organization; Chapters may not donate funds as a gift to another organization.
- There will be one round of funding each year.
- Chapters are eligible to apply once each year.
- Chapters must use the grants within the grant fiscal year (ending June 30).
- The Chapter must demonstrate a match in the project (match may include labor, materials, and/or funds) and report the match on the spending report.
- Any amount of the mini-grant not matched and reported will need to be returned to AQG.
- AQG requires summary (spending and giving) reports from grantee Chapters. This report is part of the definition of "good standing" for the Chapter.
- The AQG Board will evaluate the Mini-Grant Program on an annual basis. There is no representation or guarantee that the Mini-Grant Program will continue from year to year.

Chapter Mini-Grant Application Guidelines:

1. Chapters shall prepare an application. Applications are found in the Chapter Leadership Handbook or on the AQG website.
2. Applications must be received in the AQG office by October 31 of the grant year. Applications arriving after October 31 with good reason will not receive consideration, unless approved by the board.
3. Prior to the November Board meeting, the Mini-Grant Committee will:
 - Determine if the applying Chapter is in good standing by reviewing mini-grant history, conferring with the AQG Treasurer and/or other AQG officers.
 - Review each application for completeness, accuracy and match to the grant program guidelines; specifically, that funds will support quilting or sewing community service projects
4. At the November Board meeting, the Mini-Grant Committee will recommend acceptable applications to the Board for approval.
5. After Board approval, the Mini-Grant Committee will:
 - Issue approval/denial emails or letters to Chapters and prepare a payment request for approved grants for the Secretary.

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- Make certain checks have been issued to Chapters by Mid-November.
6. After check receipt, Chapters should execute their community service plan by spending the mini-grant funds and matching the mini-grant with contributions by members, including labor and donated materials. Save receipts.
 7. Chapters will send reports on use of grant funds by submitting the Community Service Mini-Grant Summary report by August 31.
 8. The Mini-Grant Committee will compile an annual report about the mini-grant for publication in the newsletter and on the AQG website.
 9. The Board will consider a budget allocation to continue the mini-grant program for the next fiscal year at the following June Board meeting.

Procedures for Reporting Teacher/Speaker Payments

- All teachers, speakers or special guests must provide a W-9 form to be submitted to the AQG Treasurer
- All payments must be recorded in the chapter financial records and reported within 10 days of event to the AQG Treasurer through the on-line form available on the AQG Website.
- The information to be provided will include:
 - Chapter Name
 - Date of event
 - Contact person
- Name
- Phone
- Email
 - Speaker/Teacher/Guest
 - Class/Lecture topic or class
 - Amount of payment for services
 - Amount of other expenses paid or reimbursement for (transportation, lodging, meals, supplies, etc.)

Form on website

Instructions for Preparing the Chapter Financial Recap

Contact the AQG Treasurer at treasurer@azquiltersguild.org if you have any questions.

Section 1: Beginning Balances

1.A. through 1.C. - These numbers should come from Section 4 from the **previous period** Chapter Financial Recap Report. (*These balances may or may not match your bank's statements due to items that have not yet cleared on your bank statement.*)

Section 2: Funds Received

2.A. - Chapter membership dues - Dues collected to be retained by the individual chapter

2.B. - AQG membership dues - Dues collected by chapter but remitted to AQG

2.C. - Receipts from fundraisers/opportunity quilts - Monies received from fundraising efforts

2.D. - Receipts from sales of merchandise - Monies received from inventory items such as bags, fabric, etc.

2.E. - Fees for retreats/gateways - Monies collected from members to pay for their retreat expense

2.F. - Class Fees - Monies collected for class fees put on by the individual chapter including cash and checks

2.G. - Chapter quilt show receipts - Monies collected for chapter quilt show

2.H. - Fees for group trips to quilting events - Monies collected from members to cover the cost of any trip

2.I. - Fees for parties - Monies collected from members to cover their cost for attending the party

2.L. - Other funds received - If monies received does not fall into one of the above categories, then please itemize it with a description of the receipt and the amount received. If you have multiple items, it is okay to group together, but like-kind receipts totaling over \$100, please itemize. For example, Mini-Grants would be recorded here with the amount received.

2.M. - Total funds received (add lines 2A to 2L).

Note: *If you issue a refund, then offset the category that was used when recording the monies received initially.*

Section 3: Expenditures

3.A. - AQG membership fees remitted to AQG - Should match the total amount collected by the Chapter

3.B. - Rent/Fees paid for meeting space

3.C. - Fundraising expenses - Related to income reported on 2.C. and 2.D. If you have costs for both fundraising and inventory, please breakdown total and specify the portion that is inventory and the portion that relates to fundraising.

3.D. - Newsletter printing - Cost of publications/flyers/brochures, etc. that the Chapter pays for

3.E. - Newsletter postage - All postage/shipping costs for services

3.F. - Fees paid to teacher/speaker - Includes only those fees paid for services rendered.

Note: *1) If the collective payments of all chapters and the Guild to a teacher/speaker is equal to or greater than \$600, the Guild must issue a 1099 to that individual. If the individual is an S-Corp or C-Corp, then they will not get one. All speakers/teachers should fill out IRS form W-9 which the Guild/Chapter keeps on file for IRS auditing.*

2) It is the Chapter's responsibility to notify AQG (see online form) of the total payments made to a Teacher/Speaker along with the W-9 information 10 days after presentation.

3.G. - Other education expenses - Any disbursements for educational materials/lodging/mileage, etc.

3.H. - Chapter quilt show expenses - All disbursements related to a chapter quilt show

3.I. - Office supplies - Disbursements for office related expenses including equipment that costs under \$500

3.J. - Bank charges - All fees charged by a bank. This does not include check order fees which should be categorized in 3.I

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Note: If the bank charge is for a NSF check, please use the same category as when the check was first written. The same is true when you deposited someone's check and it came back as Insufficient Funds. Offset the same 'Funds Received' account when the deposit was recorded.

3.K. - Telephone - Payments made for telephone costs including cell phone reimbursements, long distance, etc.

3.L. - Insurance - Payments made for insurance purposes

3.M.- Retreat/Getaways - All costs paid out for retreats/getaways. This includes airfare, lodging, meals, etc.

3.N. - Group trips to quilting events - All costs paid out for trips to quilting events. This includes airfare, ground transportation, lodging, meals, etc.

3.O. - Party/luncheon expenses - This includes party supplies, awards, food costs, etc.

3.P. - Donations/Contributions - Monies paid out for charitable purposes.

3.Q. - Advertising - All advertising and marketing costs

3.R. - Fabric purchased for donations/gifts - This includes supply costs that will be used for donation/gift purposes.

3.S. - Other expenditures - If a disbursement does not fall into one of the above categories, then please itemize it with a description of the cost and the amount paid out. If you have multiple items, it is okay to group together, but like-kind **costs totaling over \$100, please itemize**. If the Chapter purchases a piece of equipment with a total purchase price of the equipment, including shipping and tax, greater than \$500 - list it here along with a description of the equipment and approximate life of the equipment.

3.T. - Total Expenditures (add lines 3Q to 3S)

Section 4: Ending Balances Cash, Bank Accounts and Investments

4.A. through 4.C. - Represents the balances per the Chapter's Records, not the bank statements.

4.D. Total cash and bank account balances at close of period.

Section 5: Reconciliation

5.A. Total cash or bank account balances at beginning of the period - line 1.D.

5.B. Plus total funds received - Line 2.M.

5.C. Minus Total Expenditures - Line 3.T.

5.D. Net Balance - **Line 5.D. must match 4.D.**

Note: The balances on line 4.D. and 5.D. may or may not match your bank's statements ending balance due to items that have not yet cleared on the Chapter's bank statement. AQG requires that the Chapters include a copy of their bank statements as well as a copy of their bank reconciliations.

Document and records retention

Per requirements supplied by our financial tax consultant, records will be held at the corporate office following the schedule below.

- Account records -7 years
- Annual audits – Permanent
- Annual reports to Secretary of state – Permanent
- Articles of incorporation – Permanent
- Bank records – 7 years
- Board meeting minutes – Permanent
- Board policies and resolutions – Permanent
- Bylaws- Permanent
- Chatter newsletter - Permanent
- Contracts – 7 years
- Credit card receipts – 7 years
- Donation records – 7 years
- General correspondence – 3 years
- General ledgers – 7 years
- Grant applications – 7 years
- Invoices – 7 years
- IRS 1099 reports – 7 years
- IRS applications – Permanent
- Lease information – 7 years
- Membership records – 3 years
- Membership rosters - Permanent
- Mini grant records – 7 years
- Quilt show records – 7 years
- Receipts – 7 years
- Tax returns – 7 years

Section 4-Liability Insurance

Policies

The purpose of liability insurance is to protect the Arizona Quilters Guild financially when the Guild is responsible for someone else's personal injury or property damage. AQG maintains general liability insurance to provide that protection to its members.

- The AQG Liability Insurance Policy, issued by The Hartford Insurance Company, provides liability insurance coverage not only to all members of AQG, but also to volunteers and guests, while they are attending an AQG or AQG Chapter meeting or event.
- Retreats, quilt shows, classes, charity sew-ins, open house gatherings, and any other AQG- or chapter-sponsored activity qualify as a meeting or event.
- Some venues may request an insurance certificate naming them as an additional insured. If so, follow the procedure below to obtain the insurance certificate.

Procedure

1. Log on to the AQG website and go to Resources, Documents. Scroll down to Insurance Request and click on the link to the online form.
2. Complete the form and submit it.
3. The request will be routed to a Board member who will send it to the AQG insurance agent.
4. The agent will complete the request and send the insurance certificate via email to the individual who requested the certificate.

Additional information

The insurance coverage for a venue does not carry over from one AQG fiscal year (July 1 – June 30) to the next. It must be requested each year.

Events that may require an insurance certificate include (but are not limited to)

- Quilt show
- Quilt auction
- Charity work day
- Classes by national educators, traveling teachers, or member-led classes at a time different than a regular meeting
- Retreats
- Quilt camp for young quilters

When a third party (chartered or leased bus) is providing transportation for an AQG group to an AQG event, a certificate of insurance from that company naming AQG as “additional insured” must be submitted at least two weeks before the trip.

Section 5 Education

Education Program

The AQG education's program goal is to provide educational opportunities to members at the state and chapter level. The state brings in national educators, has an AQG teacher network and maintains a list of speakers willing to speak at chapter events.

The national teacher expenses are subsidized by AQG as part to the AQG membership benefits.

Additionally, each chapter is encouraged to develop their educational programs based on their group's needs.

More information is available on the AQG website (www.azquiltersguild.org).

AQG Speakers Bureau

The AQG Speaker Bureau is to be utilized by anyone looking to find a speaker or teacher. This is a list of known speakers and topics. These speakers are not required to be a member or affiliate of AQG.

Arrangements and fees are to be made directly by the chapter or member.

AQG does not endorse the speakers as this is for information only.

Section 6-Communications

Public Communication Policy

Chapters in good standing are required to display their association with the Arizona Quilters Guild on **all** printed publications, including webpage, Facebook, Instagram, Quilt show publicity, etc.

The display will be presented as:

“(name of chapter)”
“a chapter of the Arizona Quilters Guild”

Meetings of the Membership

Policy

All members are encouraged to attend the Annual Membership Meetings of the Guild: Annual reports of the Executive Officers, the Board of Directors, and any special committees shall be presented at these meetings. A summary of the reports will be published in the newsletter and the meeting minutes will be published on the website.

Procedure

The primary purpose of the Guild Membership Meeting is to provide a forum for the Board to present their annual reports to the Membership. Other activities or presentations may be scheduled before or after the Membership Meeting.

The minutes for this meeting are recorded by the AQG Secretary, approved by the Board of Directors, and published to the website in a timely manner.

A common agenda for a meeting:

- Recognition of Chapters in attendance
- Introduction of Current Board Members and Committee Members
- Call for volunteers for vacant Board positions or committees (optional)
- Annual reports by each Board Member
- Presentation of amendments to the Bylaws and voting by the membership (if necessary)
- President’s message to the membership (optional)
- Presentation of Past President quilt
- Member’s show-and-tell according to the President’s challenge (optional)

Meeting registration forms are online

AQG Website

General Information

- All people have access to the AQG Website home page.
- Members have access to the other portions of the website by logging in with the user name and password given when becoming a member of AQG.
- The website is always a *work in progress*, so it is recommended to check regularly to stay updated.

Member Benefits

- Access to the newsletter, *The Patchwork Chatter*
- Exclusive access to the website's Membership roster
- Access to listing of quilt-related services
- Online Forms

Services

- Information about all AQG meetings, events, and members in the news
- Calendar listing of all AQG and chapter events, and other quilting events of interest
- Separate listing under Events and Programs for Chapter Quilt Shows and Events in calendar listing
- Forms for all AQG programs and events
- Online Forms
- Affiliate Member Directory and links to retail websites
- Service Directory
- Classified Advertisements

Chapter Resources

- Chapter Leadership Handbook
- Education Programs

Submittal of Information to Website and the *Chatter*

- Deadline for *Chatter* and website submissions is the 12th of the month **prior** to the month of publication
- Chapter Reports should include information about recent activities and your plans for future meetings/activities
- Limit your report to no more than 250 words
- Submit as a Word document attached to an e-mail
 - Pictures are very welcome. Everyone enjoys seeing their fellow AQG members “in action.”
 - Send pictures of quilt-related activities to the Editor to include as space permits in the *Chatter*. Up to six (6) photos can be included on the website
- A jpeg file for each photo, attached to an e-mail, is required
- If e-mail is not available, a print of the photo(s) may be mailed to the AQG office to be scanned
- **Do not** insert your photo into a Word document or the body of an e-mail
- **Do not** combine photos to form a collage.
- Include a **caption** for each photo to identify the activity and/or person(s).
- AQG President and the Newsletter Editor reserve the right to edit Chapter Reports due to space limitations.
- Email address for the Chatter Editor is newsletter@aqgmail.org.
- Chapter Reports (Chapter Information)
 - Chapter Information is available to all AQG members online: under “About Us” click on “About Us”, click on Chapters Information which will open a drop-down menu to choose a chapter
 - Chapters may update their bios by submitting information to the website director at Webmaster@aqgmal.org.
- The Chatter is open to anyone accessing the AQG website.

Section 7-Becoming a Chapter

A new chapter is formed by a group of people who wish to become a part of the Arizona Quilters Guild to participate in the benefits of a larger, well-established organization that can provide more opportunities than a local group.

Chapter Formation

- **Members** - Must consist of a minimum of ten members
- **Name** - Select a name that will be unique within the Arizona Quilters Guild, in accordance with Article III of the AQG Bylaws
- **Chair**
 - Name a contact person to represent the potential chapter.
 - Report the contact person's information (name, address, phone number and email address) to the AQG Board.
 - The AQG Board will communicate with the contact person regarding information related to becoming a chapter.
- **Meetings** - Determine location, dates and times for their meetings (except for a virtual chapter)
- **Dues:**
 - Before being accepted as a Chapter, members must pay AQG dues; this membership is renewable by June 30th of each year
 - Determine if Chapter dues will be required and what they will be. AQG does not require Chapter dues; that decision rests with the individual Chapter according to its needs

To Obtain a Chapter Charter

- If desired, AQG Board members will meet with a prospective group and answer any questions about affiliation with the Arizona Quilters Guild.
- Once the group understands the requirements and benefits of AQG membership, and all members desire to formalize their commitment, an application and a letter requesting Charter status must be sent to the AQG Board.
- Following Board acceptance of the letter, the Charter will be granted at the next AQG Membership meeting.

Application Form is online

Section 8-Dissolution of a Chapter

Chapter dissolution

If a Chapter chooses to dissolve for any reason, they must follow dissolution steps to complete the dissolution process:

1. Submit a Letter of Intent to Dissolve to the AQG President.
2. Provide a final bank statement and proof of the account closure within 30 days of the Letter of Intent to Dissolve.
3. Pay all of Chapter's legitimate outstanding debts incurred in furtherance of AQG and its stated mission. No future encumbrances may be incurred.
4. Complete a final financial recap report.
5. Submit a report and account for all monetary assets (bank accounts, petty cash, etc) and non-monetary assets (fabric, equipment, tools, educational supplies, etc.) of the Chapter.
6. Return all assets to AQG or donate, with written approval of the Board, to a U.S.C. §501(c)3 organization whose purposes align with the purposes of AQG within 60 days of Letter of Intent to Dissolve.
7. Return the Chapter Charter.

AQG Dissolution of a Chapter

1. AQG must follow the procedures set forth in the AQG Bylaws [Article IV, Section G] to dissolve a Chapter.
2. Chapters will be considered for dissolution if they are not in good standing for
 - a. Failure to submit semi-annual financial reports.
 - b. Failure to maintain at least 10 members.
 - c. Failure to have at least one representative at the Chapter Leadership Meeting.
 - d. Improper use of the AQG name, logo, non-profit status or otherwise misrepresent AQG with intent to defraud.
3. After identifying a qualifying reason for dissolution, AQG will place the Chapter on probation for six months. Probation time period will be communicated through correspondence.
4. The Chapter will be allowed the opportunity to present their defense in writing to AQG.
5. If at the end of the probation period the Chapter is still not in good-standing, AQG will revoke the Charter.