

# **ELK GROVE QUILT GUILD BYLAWS**

## **ARTICLE I – NAME OF THE GUILD**

The name of this nonprofit organization is **ELK GROVE QUILT GUILD** and is hereafter referred to as the Guild. Only Guild special committees such as Quiltaholics, Block of the Month, etc. are permitted to use the Guild's name and resources when reserving facilities, recruiting members, or soliciting donations. These special committees are sanctioned by the Guild and are open to all members. The committees will publicize their meeting times and locations in the Guild newsletter and website.

## **ARTICLE II – PURPOSE OF THE GUILD**

The Elk Grove Quilt Guild was founded in 1998. The purpose of the Guild is to preserve the heritage of quilting, promote cooperation and exchange of ideas among those persons interested or engaged in quilting, further the education and skill levels of the members, share the spirit of friendship, and contribute to the welfare of the community.

## **ARTICLE III – MEMBERSHIP**

1. Membership is open to any person who subscribes to the purpose of the Guild, regardless of race, color, creed, sex, sexual orientation, national origin, or religion.

**Regular Membership** - Defined as a member, who pays annual dues, receives a monthly newsletter, receives free entry to all Guild general meetings, and is eligible to participate in all Guild activities. Regular members are eligible to vote, hold a Guild office, and/or serve as Guild Committee Chairs.

**Junior Membership** – Defined as a member who must be from 10 – 17 years of age at the beginning of the fiscal year (July 1<sup>st</sup>). They must have an adult sponsor who is a Guild member. Junior members are nonvoting members and cannot hold an office.

**Affiliate Membership** – Defined as a member who is any business or merchant who supports the purpose of the Guild and complies with the Bylaws. Affiliate membership is subject to the approval of the Board.

2. The Guild's fiscal year is from July 1 through June 30.

3. Annual dues are due and payable at the July meeting and will be delinquent the day after the July meeting. Members with unpaid dues at that time will be dropped from the Guild Roster. Any change in the dues amount will be determined by a vote of membership based on yearly budget needs. Annual dues may be prorated for new members only.

## **ARTICLE IV – MEETINGS**

1. Meetings shall be held the **third** Thursday of each month at the designated time and place.
2. A quorum shall consist of 25 percent of the Guild.
3. Robert's Rules of Order shall govern this organization in all instances not consistent with or covered by these Bylaws.

## **ARTICLE V – OFFICERS AND BOARD OF DIRECTORS**

1. The Guild shall elect a President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Program Chair, Program Chair-Elect, Quilt Show Chair, Quilt Show Chair-Elect, and Parliamentarian. Except for the office of President, the Board of Directors may appoint alternate officers.

2. These officers or alternates, plus the Committee Chairs, shall comprise the Board of Directors, each with an equal vote. A quorum shall consist of 25 percent of the Board of Directors.

3. Officers shall be elected by ballot at the May meeting and assume office July 1.
4. Officers shall hold the same office no more than two consecutive terms, a term being one year.
5. The Board of Directors shall be empowered to fill vacancies and handle all emergency business.
6. Regular attendance by all Officers and Committee Chairs at Board meetings is expected to ensure the vitality of this Guild. If they cannot attend the meeting, they shall contact the President by email at least the Monday before the meeting to provide their report.
7. A job description, timeline of duties, ledger sheet of budget expenses from previous years and other pertinent information for each Board position are to be kept in binder form to pass on to the succeeding Board or Committee Chair. All Board members will be required to submit a monthly report to the Board in person or in writing on the status of their committee which shall be filed in the binder. Committee Chairs will give committee reports at Guild general meetings and submit monthly articles in a timely manner to the Newsletter editor.

## **ARTICLE VI – DUTIES OF OFFICERS**

1. **President:** The President shall be the Chief Elected Officer of the Guild and the Board of Directors and shall have the responsibility of the general management of the Guild.
  - It is desirable that the President must have been a Guild member in good standing for at least two years.
  - The President shall appoint the Chairs for all Standing and Special Committees as needed.
  - The President will coordinate visiting opportunity quilts to Guild meetings and provide the visiting Guild's contact information to our Guild's Opportunity Quilt Chair.
  - The President shall be an ex-officio member of all committees except the Nominating Committee.
  - The President shall be the official spokesperson for the Guild and has power to co-sign all checks for the Guild.
  - The President is a member of the Budget Committee.
  - The President is authorized to reserve facilities for the General and Board meetings.
  - The President shall retain a key to the Post Office mailbox and the Guild storage unit.
2. **President-Elect:** The President-Elect shall act in the absence or resignation of the President, shall be in charge of securing meeting facilities for general meetings and Board meetings, and assists in activities as directed by the President.
  - It is desirable that the President-Elect must have been a Guild member in good standing for at least two years.
  - The President-Elect is a member of the Budget Committee.
  - The President-Elect is responsible for overseeing the Guild's thank you gift to the outgoing President and will coordinate with the Board and Guild members on the design, construction and quilting of the quilt.
  - The President-Elect will obtain prior approval from the Board before making any purchases for the quilt which should not be any larger than a lap quilt.
3. **Secretary:** The Secretary shall record the minutes of the regular, special and Board of Directors meetings and shall take care of the Guild correspondence.
  - Condensed minutes of the Board of Directors meetings are to be printed in the monthly newsletter.
  - The Secretary shall maintain all official records and documentation.
  - The Secretary is responsible for reserving the room for the Board meeting on the second Thursday of the month and picking up the key to the room if necessary.
  - The Secretary may be designated to co-sign checks.
  - The Secretary shall retain one key to the Post Office mailbox and collect the mail on a weekly basis.
3. **Treasurer:** The Treasurer shall receive and deposit all monies from dues and Guild activities, pay bills as budgeted or approved by the Board of Directors or membership.
  - The Treasurer shall make an oral report at the monthly Board of Directors meetings.

- The treasurer shall make a written report to the membership quarterly.
  - A year-to-date statement shall be presented at the end of each fiscal year.
  - The Treasurer is responsible for preparing and rendering the financial books for auditing as determined by the Board.
  - All checks written on the Guild account will require two of the ~~three~~ four officers' signatures that are on file with the bank.
  - The Treasurer is a member of the Budget Committee.
  - The Treasurer may co-sign checks for the Guild.
4. **Treasurer-Elect:** The Treasurer-Elect shall assist the Treasurer and perform duties assigned by the Treasurer.
    - In the absence of the Treasurer, the Treasurer-Elect may co-sign checks.
    - After serving as Treasurer-Elect, he/she shall be nominated to become Treasurer.
    - The Treasurer-Elect is a member of the Budget Committee.
  5. **Program Chair(s):** The Program Chair shall be responsible for the program segment of the general meetings, workshops, and special activities for the Guild.
    - The Program Chair is authorized to reserve facilities for workshops.
    - The Program Chair is responsible for the delivery of irons, ironing boards, and extension cords to Guild workshops.
    - The Program Chair is a member of the Budget Committee.
  6. **Program Chair-Elect:** The Program Chair-Elect shall assist the Program Chair in preparation for being Program Chair in the following year.
    - In the absence of the Program Chair, the Program Chair-Elect shall perform the duties normally performed by the Program Chair.
    - The Program Chair-Elect shall arrange for Guild meetings speakers and workshop leaders for the next Guild fiscal year.
    - All arrangements shall meet budgetary constraints.
    - The program Chair-Elect is part of the Budget Committee
  7. **Quilt Show Chair:** The Quilt Show Chair is responsible for acquiring a place to hold the biennial Quilt show and appointing chairs.
    - They shall be responsible for printing the raffle tickets and all other marketing materials.
    - The Quilt Show Chair is a member of the Budget Committee.
    - The quilt show chair turns over all binders, pertaining to the quilt show, to the quilt show chair elect by December 31<sup>st</sup> following the quilt show
  8. **Quilt Show Chair-Elect:** The Quilt Show Chair-Elect shall be elected in the odd year preceding the Quilt Show and shall be responsible for all aspects of planning and arranging a Quilt Show.
    - Shall oversee the design, construction, and quilting of an opportunity quilt by Guild members.
    - The Quilt Show Chair-Elect shall assume all duties and responsibility commensurate with the year in which she/he will be Quilt Show Chair.
  9. **Parliamentarian:** The Parliamentarian shall ensure that all proceedings are conducted according to the Guild's stated Bylaws and Policies and Procedures and "*Robert's Rules of Order*".
    - The Parliamentarian will serve as the chair of the Nominating Committee.
    - The Parliamentarian will serve as the chair of the Bylaws Committee.
    - The Parliamentarian is a member of the Budget Committee.

#### **ARTICLE VII – RESIGNATION OR REMOVAL FROM OFFICE.**

Any Officer may be removed from office by a majority vote of the General Membership present upon the recommendation of the Board for:

1. Conflict of interest.
2. Financial irresponsibility.

3. Misuse of funds.
4. Actions in conflict with the Bylaws, purposes, and policies of the Guild. Any Officer or Committee Chair may resign at any time, by giving notice to the President or President-Elect. Resignation shall be effective immediately unless a later date is specified. Any individual committee member may be removed by a majority vote of the Board of Directors, other than the person whose removal is being considered. Any vacancy occurring in a committee chair position, regardless of cause, shall be filled by presidential appointment.

### **ARTICLE VIII – ELECTIONS**

1. The Parliamentarian shall create a Nominating Committee at the January meeting consisting of three other Guild members.
2. The Nominating Committee will present the new slate of proposed officers, who are in good standing, at the April general meeting and in the May newsletter. To be voted on at the May meeting.
3. With the consent of the nominee, the Nominating Committee may make nominations from the floor at the April meeting after the presentation of the candidates.
4. Voting and tabulation of votes for selection of new officers will take place at the May meeting. Voting shall be by show of hands, if there are no contested offices, or by written ballot tabulated by the Nominating Committee with the results announced by the Chair of the Nominating Committee. The results will be published in the June newsletter.
5. New Board members will be presented at the June meeting and assume office July 1..

### **ARTICLE IX – STANDING COMMITTEES**

The Board of Directors, as needed to accommodate the requirements of the Guild, will establish Standing Committees which include, but are not limited to Auditor, Block of the Month, Community Service-Quilts, Community Service-Pillowcases, Community Service-Christmas Stockings, Community Service-Quilts of Valor, Retreat Coordinator, Fund Raising, Hospitality, Membership, Newsletter, NCQC, Opportunity Quilt, Property Manager, Publicity, Quiltaholics, Scholarship, Sew & Show, Sunshine, and Webmaster. The President will appoint Committee Chairs, and their duties will be outlined in the Guild's Policies and Procedures.

### **ARTICLE X – FUNDS AND FINANCES**

1. All funds of this Guild shall be turned over to the Treasurer who shall be responsible for their safekeeping.
2. The finances of this Guild shall be handled and managed in accordance with sound accounting practices and procedures. No funds shall be expended except in accordance with the budget established by the membership, provided, however, that nothing in this section shall prohibit the Board from transferring funds from one budget account to another. Except as is herein provided, neither the members, nor any officer nor any employee of this Guild shall incur any indebtedness in excess of the budget.
3. Recommendations brought before the Board for charitable donations exceeding those budgeted shall be submitted to the general membership for approval.
4. The Guild Auditor will conduct periodic reviews at the discretion of the President, the Board of Directors and/or general membership.
5. All authorized expenditures shall be disbursed only upon signatures of two authorized Guild officers.
6. No person who is now or who later becomes a member of this Guild shall be personally liable to the Guild's creditors or for any indebtedness of the liability of this Guild. Any and all creditors shall look only to the Guild's assets for payment.

## **ARTICLE XI - AMENDMENTS**

These Bylaws can be amended at any regular meeting of the Guild by a majority vote of the members present, provided that the proposed amendment has been approved by the Board of Directors and has been submitted in writing at least seven (7) days before the meeting.

## **ARTICLE X – DISSOLUTION**

Upon dissolution of the Guild, assets remaining after payment or provision of payment of all debts and liabilities of the Guild shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable purpose and which has established its tax exempt status under section 501(C) (3) of the Internal Revenue Code.

# **ELK GROVE QUILT GUILD POLICIES AND PROCEDURES**

## **MEETINGS**

Guild general meetings are held on the third Thursday of each month at the Sunshine Swim & Fitness Center, Elk Grove Shopping Center, 9360 Elk Grove-Florin Road, Suite 4, Elk Grove, CA. Social hour begins at 6:00 p.m., and the meetings commence at 6:30 p.m. unless stated differently in the newsletter. A quorum for a business meeting will be 25% of the membership. Current Officers and Committee Chairs will give reports at general meetings.

Guild Board of Directors' meetings are normally held on the second Thursday of each month at 6:30 p.m. Call the President or Secretary to confirm the location. Guild members who are not Officers or Committee Chairs are welcome to attend Board meetings and are allowed to make motions but cannot second motions or vote on any issues that come before the Board. Only the board will discuss and vote on motions.

All members have the right to request that an item be placed on the agenda of the board meetings by contacting the president.

## **NAME TAGS**

Members are requested to provide their own nametag (e.g., cross-stitched, embroidered, quilted etc.). New members will be given two months to have their nametag. Nametags are to be worn at all Guild general meetings, and members will be fined 50 cents if they forgot to wear it. (Fines will be collected at the Membership table).

## **GUESTS**

Guests are welcome to attend general meetings but will be charged a \$3.00 visitor fee. This fee may be waived if there is no guest speaker at the meeting.

## **MEMBERSHIP**

Membership in the Guild is open to any person who subscribes to the purposes of this Guild and complies with its Bylaws.

1. Members in good standing may hold office, receive the newsletter, and participate in all Guild activities. Members shall participate in and support the projects and activities of the Guild. Members may attend all general, board and annual meetings of the Guild and have the privilege of voting and holding office. Members may participate in workshops and other Guild-sponsored events.
2. It shall be the privilege of each Guild member to contribute at least one quilt top, pillowcase, Christmas stocking, or some volunteer service time per fiscal year as their contribution to our community service efforts. Members are encouraged to sell/purchase a packet of raffle tickets for the Guild Opportunity Quilt.

3. Junior Members must be from 10 to 17 years of age at the beginning of the fiscal year (July 1). They must have an adult sponsor who is a Guild member; they are nonvoting members and cannot hold an office.
4. Affiliate Members shall pay annual dues during the month of June for membership beginning July 1 for the following year. Affiliate Members will be required to show proof of a business permit or license (not a State resale number).

Affiliate Members are entitled to:

- 1) Submit up to a half-page ad/write-up to be published in the newsletter once a year and a monthly business card-size ad.
  - 2) Designation as an Affiliate Member in each Guild newsletter, roster, and quilt show program.
  - 3) The right to use an edited roster solely to publicize the Affiliate Member's own business. An edited roster is defined as the General Membership roster with a designation of those members who have indicated their desire to be included in an Affiliate Member mailing list.
  - 4) The roster for Affiliate Members may not be sold or used by any other business or for any unauthorized purpose.
  - 5) An email copy of the monthly newsletter.
  - 6) Free entry for no more than two (2) individuals to any Guild meeting which is open to the General Membership.
  - 7) Preference of vendor booth space at the Guild Quilt Show in accordance with Quilt Show Policy.
  - 8) Affiliate Members and their employees are entitled to join the Guild as Regular Members with all the rights and privileges thereof.
5. Membership shall terminate upon occurrence of any of the following events:
    - a) Failure to pay dues,
    - b) Written resignation of member,
    - c) Conduct tending to injure the good name of the Guild, disturb its well-being or hamper it in its work,
    - d) Conduct in violation of the Bylaws,
    - e) Refusal to pay monies rightfully due the Guild within fourteen days of notification that such monies are due; and/or
    - f) Refusal to return, replace, or restore to original condition any Guild property borrowed or rented from the Guild.
  6. Denial or revocation of membership shall require a two-thirds vote of the Board members present. Individuals whose membership is in question shall be notified in writing and be given the opportunity to address the Board before any action is taken.

## **DUES**

Membership dues per year are:

Regular Member	\$35.00
Junior Member	\$10.00
Affiliate Member	\$40.00

Dues are to be paid to the Guild Membership Chair. **Regular and Junior Membership dues are due at the July meeting and are delinquent after the July meeting. At that time, members' names will be dropped from the membership roster, and they will lose all member privileges until membership**

**dues are paid. Annual dues may be prorated for new members only.** Affiliate Membership renewal dues are due and payable during the month of June.

## **COMMUNITY SERVICE**

One of the main goals of the Guild is to contribute to the welfare of the community. Our members can fulfill this contribution by completing at least one community service project each year such as quilts, quilting services, pillowcases, or Christmas stockings. Listed below are examples and recommended sizes for our projects:

- Lap Quilts min 36 x 40 – max 40 x 40
- Child's Quilt 40 x 50
- Teen/Adult Quilts 50 x 60
- Standard size Pillowcases for children's hospitals
- Christmas Stockings for foster care families
- Quilts of Valor quilts at a minimum of 55"x65" to a maximum of 72"x90" for veterans

Members may prefer to use their own materials to create a project or may pick up a pre-cut kit at the Community Service table at every Guild meeting. Pattern instructions are provided for the quilts, pillowcases, and stockings. A fully completed quilt is most desirable. However, donations of quilt tops, backing, batting and binding fabric, or quilting services are always appreciated. It is also requested that the completed quilts and pillowcases have been washed.

Donated cotton fabric is always welcome in lengths of at least one yard and hopefully in a couple of coordinating colors so we can turn it into a quilt or pillowcases. Christmas fabric is desirable in at least a fat quarter or one-half yard or more of fabric.

The following committees are responsible for the organization of preparing kits, collecting completed projects, and distributing them to the Guild's approved agencies.

### Quilts for Children and Adults

1. Maintain fabric and prepare quilt kits for members to complete
2. Attend all Guild meetings to distribute the quilt kits and collect completed quilts
3. Responsible for having quilts quilted and bound if necessary
4. Distribute quilts to approved agencies that need quilts
5. Submit monthly articles for the Guild's Newsletter encouraging members to complete projects and reporting on latest distribution of quilts
6. Responsible for coordinating the Guild's two Community Sew Meetings in April and October with the other Community Services Committees
7. Receives a budget to purchase fabric and batting as needed

### Pillowcases

1. Maintain fabric and prepare pillowcase kits for members to complete
2. Attend all Guild meetings to hand out kits and collect completed pillowcases
3. Distribute pillowcases to approved agencies
4. Submit two articles per year for the Guild's Newsletter reporting on delivery of pillowcases
5. Receives a budget to purchase fabric as needed

### Christmas Stockings

1. Maintain fabric and prepare stocking kits for members to complete
2. Attend all Guild meetings to hand out kits and collect completed stockings
3. Distribute stockings to River Oaks Child Services each year by November 30
4. Submit Guild Newsletter article in October reminding members of November cutoff to submit their completed stockings
5. Receives a budget to purchase fabric as needed

## Quilts of Valor

1. Maintain fabric and prepare quilt kits for members to complete
2. Attend all Guild meetings to hand out kits and collect completed quilts
3. Responsible for having quilts quilted and bound if necessary
4. Responsible for arranging award presentations with receiving veterans
5. Submit Guild Newsletter article when a quilt has been awarded
6. Receives a budget to purchase fabric and batting as needed
7. Shall chair an Elk Grove Quilt Guild Quilts of Valor Sewing Group which meets once a month at a local quilt shop

## **NEWSLETTER**

The Guild newsletter is published monthly and mailed/e-mailed directly to all Regular and Affiliate Members and newsletter advertisers. This newsletter will be each member's link to the planned Guild activities. Each newsletter will include the President's message, Secretary's Board Meeting minutes, Committee reports, names and phone numbers of the Board of Directors and Committee Chairs, and birthdays. Articles of interest to the Guild may be submitted by any member and will be published as space permits. Articles may be edited if necessary due to space limitations. Proposed articles for the newsletter should be submitted to the editor as soon as possible but no later than the Sunday following the general meeting.

The Newsletters may be viewed on the Guild's website [www.elkgrovequiltguild.org](http://www.elkgrovequiltguild.org). Access is gained by using the ID: "**EGQG**" and the password: "**quilters**" (both are not case sensitive).

Members/vendors may place ads in the newsletter by contacting the Guild Publicity Chair. Ads are available at the following rates:

1. Business card size ads - \$5 per month
2. Quarter page ads - \$10 per month
3. Half page ads - \$20 per month
4. Full page ads - \$40 per month

## **EQUIPMENT/SUPPLIES**

1. The Guild shall maintain a post office box as a permanent mailing address. It is the responsibility of the President to distribute keys to the post office box, as deemed appropriate.
2. Permission to reproduce the Guild logo in any form by anyone requires written permission of the Board of Directors.
3. All Guild equipment currently not in use shall be maintained in a Guild storage unit.
4. Quilt display frame rental is \$4 per frame. A deposit of \$30 per frame is required at the time the frames are picked up. The deposit amount will be returned to the renter upon return of the frames to the Property Management Committee, provided that the frames are returned in the same condition in which they were rented. The maximum deposit for quilt display frames will be \$500. The Board, on an individual basis, will evaluate a fee waiver for frame rental.

The following chairs/positions will have access to storage as needed to perform their duties: President, Program Chair(s), Quilt Show Chair, all Community Service Chairs, Fund Raising, Hospitality, Opportunity Quilt, and Property Managers.

## **OFFICERS AND COMMITTEE CHAIRS TURNING OVER RECORDS**

All Officers and Committee Chairs shall maintain a written record showing the guidelines and duties for their office and their activities for the year. This information shall contain a job description, timeline of duties, ledger sheet of budget expenses from previous years, and other pertinent information. At the end of their term, they will be responsible for transferring that information to their successors.



All Board members will be required to submit a monthly report to the Board in person or in writing on the status of their committee. A copy should always be filed in their Officer/Committee binder.

### **PROGRAMS', WORKSHOPS', AND SPECIAL ACTIVITIES' SCHEDULE**

1. The Program Chair/Chair-Elect will schedule programs, workshops, and special activities with the following guidelines in mind:
  - a) The Guild will have no more than four well-known, highly paid speakers and paid workshops a year. These well-known speaker/workshops may be held the Saturday following the speaker's Thursday night presentation. If the facility is available, these workshops may be held the Friday following the speaker's Thursday night presentation if the Guild will be responsible to pay for their housing and mileage. These well-known speaker/workshops will be spread out throughout the year by scheduling one each quarter if possible.
  - b) There are no workshops in April and October due to the Community Service workshops.
  - c) There are no speakers/workshops in June due to our Installation of Officers and potluck.
  - d) There are no speakers/workshops in December due to our Holiday potluck.
  - e) The Guild prefers to schedule two community service days on a regularly scheduled meeting day throughout the year to make community service projects. The hours for these days may be extended beyond the normal meeting times.
  - f) Meetings may have members presenting a trunk show and/or a workshop.
2. Other options for programs include inviting Affiliates or stores to discuss the latest notions, fabric, or upcoming events. Guild members may be asked to participate in Mentor/Demonstration Nights where members demonstrate specific skills such as machine or hand appliqué, binding, putting together a quilt block, machine quilting, paper piecing, etc. White elephant sales nights can be held by renting tables to members for \$10.
3. At least one year prior to taking the office of Programs and Workshops, the Program Chair-Elect will attend the Northern California Quilt Council (NCQC) presentations and gather brochures about the speakers and workshops available in our area. It is advisable that the Program Chair/Chair-Elect attend the two meetings a year for these teachers' presentations. At these meetings, the Program Chair/Chair-Elect can discuss the available dates for teachers in the coming year, set a tentative date in their calendar, or call/email later with available dates. No contract is signed at this time. There is no reimbursement for mileage to attend these meetings.
4. They will maintain a list of all the prior years' speakers and workshops to ensure the same speakers are not returning too soon and teaching the same workshop.
5. The tentative schedule of speakers and workshops for the next fiscal year will be presented at the February Board meeting for approval by the Guild board prior to final commitments and contracts being signed. The approved schedule will be published in the March Guild newsletter and listed on the Guild website. The Program Chair/Chair-Elect will send emails to the Presidents of other local Quilt Guilds informing them of our schedule and that all our classes are also open to their members.
6. The Guild may schedule weekend or weekday quilting retreats throughout the year at either motels or meeting halls. A Guild member will be designated to act as liaison between the facility and the Guild to schedule the retreats, receive and sign the facility contracts, and forward deposits to the facility. The Guild member will prepare a sign-up list and participant contract, collect registration fees, prepare Treasurer deposit documents, and insure invoices are paid. The registration fee normally covers all lodging and most meals. If all reserved slots are not filled by Guild members, other quilting/sewing

organizations may be contacted for participants. The Guild member will notify participants of the facility address, arrival time, and room assignments and coordinates the arrangements of the sewing room.

### **PRICING, PAYMENTS AND REFUNDS FOR WORKSHOPS**

1. Payment must be made at the time of registration. Checks/cash will be deposited in the Guild's treasury as soon as they are received. If the class is eventually cancelled, the registration will be refunded. Instructors will usually only take a maximum of 20 people. In addition to the registration fee, the teacher could also charge a fee for a pattern or supplies. Non-members will pay \$10 over the regular registration fee.
2. The Guild member who hosts a teacher for lodging may enroll in the workshop at no cost.
3. The Program Chair and Co-Chair may enroll in one workshop per year at no cost per year which is not transferrable.
4. If a predetermined minimum enrollment has not been achieved 30 days prior to the class, the Program Chair/Chair-Elect may cancel the workshop. If the Guild cancels the workshop, all fees will be refunded.
5. If a member withdraws from a class 30 days or more before the date of the workshop, the Treasurer will issue a full refund. If a member withdraws from a class less than 30 days up to one week prior to the date of the workshop, the member will be given a credit voucher slip that may be used towards other workshops. The member will be responsible for retaining the slip until it is used.
6. If a member cancels less than one week prior to the workshop, no credit or refund will be given. However, if there is a wait list for the class, the Program Chair, or his/her delegate, will give the names and phone numbers to the withdrawing student to make arrangements for another member to take the class in his/her place. Any financial reimbursement between the withdrawing member and the substituting member is between them and not the responsibility of the Program Chair or Guild.

### **HIRING TEACHERS WHO ARE GUILD MEMBERS**

1. If a Guild member is willing and agrees to teach workshops for the Guild, there will be reimbursements of up to \$25 for expenses related to putting on the workshop. Guild member instructors are usually compensated for teaching the class with a gift certificate in the amount of \$25.
2. If the Guild member is considered to be a professional teacher, then their rate is usually higher and, therefore, would be considered as one of the four well-known, highly-paid teachers that the Guild acquires during the year. However, if the member is not willing to teach without receiving a fee, the issue should come before the Board as an information item.

### **HARVEST OF QUILTS SHOW**

The Guild hosts a biennial quilt show in the odd years, i.e. 2019, 2021. This is a major Guild event, and all members are expected to participate in some way. A Quilt Show Chair is a Guild Officer who will be elected two years prior to their quilt show and will attend Board Meetings. They will create a Quilt Show committee and conduct monthly planning meetings.

Effective July 1, 2015, the following conditions will apply concerning how quilt entries may be submitted to the show:

1. Brand new Guild members may exhibit or have quilts judged if they have submitted their quilt entries and paid their dues by the July Guild meeting.
2. Guild members who are renewing their membership may exhibit a quilt if they have submitted their quilt entries and paid their dues by the July Guild meeting.

3. Guild members who are renewing their membership by the July Guild meeting and wish to have quilts judged must have been a member for the two consecutive fiscal years prior to the quilt show. As an example, for the 2019 quilt show, the member's dues must have been paid for fiscal years' 2017-18 and 2018-19.

Non-members may only exhibit items at the discretion of the Quilt Show Chair.

### **COMMITTEE CHAIRS/SPECIAL POSITIONS**

**Monthly Board Meetings:** All Officers and Committee Chairs are expected to attend the Guild Board Meeting held the second Thursday of each month and provide a report outlining their current activities. If they cannot attend, they will send an email report to the President prior to the Board Meeting. Board Members are not reimbursed for mileage to Board meetings or for running errands for the Guild.

**Auditor** – Shall be responsible for reviewing the financial records of the Guild throughout the year and providing reports to the President.

**Block of the Month (BOM)** – Shall organize and coordinate all aspects of the Block of the Month. This shall include selecting blocks and printing one copy of the block for each member interested in BOM. BOM Committee chair will prepare a sample of the completed block for display the month that the block pattern is to be distributed. There is a budget which allows the Chair to purchase fabric for the blocks and print patterns to distribute to Guild members. If patterns or fabric are purchased and provided to members, there must be a charge to offset the printing or fabric purchase.

**Budget Committee** – Shall prepare an annual budget for the operation of the Guild's activities. The Budget Committee will meet in April to develop the next fiscal year's budget. The Treasurer will present the proposed budget for approval by the Board of Directors at the May Board meeting. Upon approval by the Board of Directors, the proposed budget will be published in the June newsletter. The proposed budget will be presented to the Guild members at the June meeting for final approval. The Budget Committee includes the Treasurer, President, President-Elect, Program Chair, Program Chair-Elect, Quilt Show Chair, Quilt Show Chair-Elect, and the Parliamentarian.

**Community Service** - Shall coordinate projects approved by the membership to benefit the community. Typical projects are, but not limited to, comfort quilts, Quilts of Valor, Food Bank contributions, pillowcases, and Christmas stockings. Chairs shall propose potential Community Service recipients for approval by the Board of Directors at the July board meeting. All items made or furnished by the Guild members shall be donated to the community and shall not be used for any fundraising purposes. Members are not compensated for their donations, but may be provided letters documenting their donation. Members are not reimbursed for mileage to deliver projects.

**Fundraising** – Shall propose potential fundraising events and activities to the Board of Directors. Chair shall coordinate all approved fundraising events and activities chosen to benefit the Guild and the community, excluding quilt show fundraising activities. The Chair may contact affiliates, local businesses, and Guild members for donated items. Shall prepare and deliver raffle baskets to most regularly scheduled Guild meetings, sell raffle tickets, and submit collected monies to the Treasurer. Purchases to fill raffle baskets are limited to spending only 10% of the total yearly funds raised through raffle ticket sales to maintain our non-profit designation.

**Historian**– Shall keep a digital scrapbook of articles and photographs pertaining to Guild activities and/or its members.

**Hospitality** – Shall be responsible for coordinating refreshments at each Guild meeting including setup and cleanup of the refreshment area and the meeting room. Shall provide plates, cups, cutlery, water, and hot water pot for all meetings and potlucks. Notifies the newsletter editor of the initials of the members' last names who will bring refreshments each month to the general meetings and the December and June potlucks. Shall provide tablecloths and decorations for the December and June potlucks.

**Membership** – Shall publish and maintain an annual current roster of members which shall include the Guild Bylaws and Policies and Procedures. Shall greet and sign in members and guests and collect visitor's fees at each meeting. Shall print and distribute the Guild information brochure to members, guests, and quilt shops. Notifies the President, Secretary, newsletter editor, and Sunshine Chair of changes in the membership roster. Shall collect Membership Applications and dues each year and issue membership cards. Shall display all guild flyers and notices.

**NCQC Representative** – Shall represent the Guild in all matters involving the Northern California Quilting Council, including their quarterly meetings, and shall report back to the Board of Directors information acquired at all meetings. Members are not reimbursed for mileage to attend the meetings.

**Newsletter** – The Guild Newsletter is the primary source to provide all members with Guild information. The Newsletter Chair shall be responsible for all aspects of a monthly newsletter.

**Opportunity Quilt Travel** – Shall be responsible for the promotion and travel for fundraising purposes of the Guild's Opportunity Quilt until it is awarded. Responsible for distributing raffle tickets to each Guild member, collecting money from members/public from ticket sales, maintaining records of funds received at each event, and assuring that the Quilt Travel Committee members have an adequate supply of tickets. Responsible for making arrangements for the Raffle Quilt to be shown at various venues in the community. Members are not reimbursed for mileage to transport the quilt. Shall attend the Quilt Show monthly planning meetings or submit a report if they will be absent.

**Property Manager** – Shall have the responsibility for the storage, maintenance, and rental of Guild materials and property, including extra quilt show frames. Chair shall maintain a current inventory and shall retain two keys to the Guild storage unit. The Property Manager shall be the liaison with the storage management to identify those individuals who will have access to the unit-

**Publicity** – Shall coordinate all press releases and publicity for the Guild. Shall submit notices of meetings to "*The Sacramento Bee*" and "*Elk Grove Citizen*". Shall solicit and bill advertisers for their newsletter ads and submit ads to the newsletter editor. Shall receive payment for the ads and provide the payments and invoicing information to the Treasurer.

**Quiltaholics** - Arranges a monthly meeting for open sewing/quilting and is authorized to reserve the facility for the meetings. Meeting dates and times will be announced but tend to be held the **second** Saturday of the month. Potluck refreshments are welcome.

**Retreat Coordinator** - Choose facility, schedule date, prepare sign-up sheet, collect money and prepare deposit for the treasurer. During the retreat, shall coordinate with facility personnel to make sure the retreat runs smoothly.

**Sew and Show** – A portion of each Guild meeting is set aside for the display of our projects. The Sew and Show Chair is responsible for creating a signup sheet to log in quilts and/or projects and taking photos. Shall be responsible for submitting the photos to the Newsletter and Webmaster each month. If they cannot attend a Guild meeting, they shall make arrangements for a substitute.

**Scholarship** – Oversees the sponsoring of a scholarship to a local organization, such as the Fabric/Arts Department at Sacramento City College. Receives recommendations for alternate recipients. Obtains check from Guild Treasurer and ensures funds are delivered to recipient. If Guild funds are not available, a scholarship is not awarded in that year.

**Sunshine** – Makes contact with Guild members needing cheering up through cards, phone calls or other assistance. Sends congratulations cards as appropriate and submits birthday greetings to members via the monthly newsletter.

**Webmaster** - Will maintain the Website for the Guild making necessary deletions or additions to keep site current.

## **AMENDMENTS**

These Bylaws and Policies and Procedures shall be reviewed at least every two years by a special committee appointed by the President.

(Amended: June 21, 2015)

(Amended: March 15, 2018)

(Amended: August 9, 2018)

(Amended: September 13, 2018)

(Amended: May 9, 2019)

(Amended: October 10, 2019)