

RIDGE QUILTERS' GUILD

ADDENDUM TO BYLAWS

Revised February 1, 2016

OPERATING PROCEDURES

1. Committee duties will be decided by the executive board and voted on at the general meeting as necessary.
2. Amounts up to \$150.00 in excess of the approved budget amount in any category must be approved by the executive board. Amounts more than \$150.00 in excess of the approved budget amount in any category must be approved by the general membership.
3. The new elected executive board members shall attend the June board meeting before taking office.
4. Any resignation by an executive board member or committee chairperson must be submitted in writing one week prior to the next Board Meeting.
5. All committee chairpersons shall keep a notebook of activities and contacts for the fiscal year and present these notebooks to the president for review at the May executive board meeting.

Section A.01 Dues & Fees

1. Annual membership dues are \$30.00
2. Membership dues for those joining January to March are \$15.00. Those joining after April 1 receive membership through the next fiscal year.
3. Paid speaker fee for non-members shall be \$5.00
4. Drop-in Sew Day fee for non-members shall be \$5.00
5. Renewals must be paid by the August General Meeting.

Section A.02 Committees

The committees shall be:

1. Budget
2. Block of the Month
3. Challenge
4. Community Quilt
5. Door Prizes
6. Educational Outreach
7. Guilds of the North Quarter
8. Historian/ Photographer
9. Home Tour (odd numbered years)
10. Hospitality
11. Membership
12. Newsletter
13. Northern California Quilters Council-NCQC
14. Opportunity Quilt
15. Parliamentarian
16. Property
17. Publicity
18. Quilt Show (even numbered years)
19. Retreat
20. Round Robin.
21. Secret Pals
22. Sunshine
23. Treasure Table
24. Webmaster

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Section A.03 Standing Committees

A standing committee shall be created or dissolved by the president of the Guild as needs are determined. In order to be reimbursed above the budgeted amount, a committee must seek approval from the the executive board.

Section A.04 Duties of Standing Committees:

All committee chairpersons must keep accurate financial records and report them on a quarterly basis to the treasurer for verification. If a committee exceeds their budgeted amount, the executive board must approve additional expenditures.

A. Budget

- Budget proposals for the following operating year are due from all existing officers and committee chairs by the May board meeting.
- Budget committee shall consist of retiring president, incoming president, secretary, and treasurer.
- All committee chairs must submit budget requirements to the budget committee.
- The budget committee shall meet in May, after elections, and prepare the budget for the new upcoming operating year and present it to the executive board at the June board meeting for approval.
- The budget shall become effective upon approval by the regular membership at the June meeting.

B. Block of the Month

- Prepare, distribute, and collect packets.
- Hold drawing for the Block-of-the-Month.
- Turn monies into treasurer each month.

C. Challenge

- Any member can propose a quilt challenge to the board for approval.
- If approved by the board, the member can present it to the general membership.
- Rules for the Challenge will be published in the newsletter.

D. Community Quilts

- Keep a current copy of the Guild resale permit.
- Collect and distribute materials for the making of community quilts.
- Maintain contact with agencies for the distribution of quilts.
- Report at each Guild meeting the number of items distributed and where.
- Send newsletter chair and webmaster the report.

E. Door Prizes

- Provide tickets to sell.
- Secure door prizes.
- Conduct monthly drawings.
- Turn monies into treasurer each month.
- Keep a current copy of the Guild resale permit.

F. Educational Outreach

- Promote quilting in the community especially in the school classrooms.

G. Historian/Photographer

- Maintain collection of articles and pictures of Guild functions in electronic format.
- Forward electronic pictures of events to newsletter chairperson and the webmaster for the monthly newsletter and web page.

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- H. Home Tour**
- Plan and execute all phases of the home tour.
- I. Hospitality**
- Arrange for and serve refreshments at the regular business meetings.
 - Help the designated planner for the June and December meetings.
- J. Membership**
- Collect annual dues and issue membership cards.
 - Maintain current roster of all members.
 - Maintain sign-in sheets and guest list at the door of the general business meetings.
 - Prepare and distribute new roster.
 - Provide new members' names to the newsletter and sunshine chair people.
 - Sell Guild pins to members and non-members.
 - Collect nonmember fee for guest speaker.
 - Maintain and update new member packet.
- K. Newsletter**
- Publish and distribute monthly newsletter containing pertinent information to Guild members.
 - Maintain a library of back issues of Guild newsletter.
 - Collect fees from Newsletter advertisements.
- L. Northern California Quarterly Council (NCQC)**
- Attend the Northern California Quarterly Council regional meeting.
 - Report to the next executive board meeting after attending the regional meeting.
 - Report to the general meeting.
- M. Guilds of the North Quarter Representative**
- Attend quarterly North Quarter meetings
 - Report to general membership
- N. Opportunity Quilt**
- marketing of a quilt for fundraising purposes.
 - Acquire and keep a current copy of the Guild Resale Permit from the president.
 - Submit final income and expenditure report to the treasurer within seven (7) days of raffle date.
 - Schedule visiting opportunity quilts and notify the President before the meeting.
- O. Parliamentary**
- Acquire a copy of the most recently published *Roberts Rules of Order* to keep on hand during all Guild meetings.
 - Read and fully understand *Roberts Rules of Order*.
 - Read and fully understand the Guild's bylaws.
 - See to their execution during Guild meetings.
- P. Property**
- Keep inventory of all property in storage units.
 - Keep a sign-in and sign-out sheet with name of persons and description of property taken and returned.
 - Provide president with a complete inventory list each year and update inventory as needed.
 - Follow records retention policy per Section B. of this document.
- Q. Publicity**
- Prepare and distribute news releases.
 - Produce, update and distribute Guild brochures and flyers to motels, businesses and the Chamber of Commerce.

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R. Quilt Show

- Plan and execute all phases of the quilt show.

S. Retreat

- create a committee to help with all the logistics.
- secure the rental of the venue one year prior to the event.
- announce the date and solicit participants and fees at least 6 months prior to the retreat.
- with the help of the committee plan the events, trips, and/or meals within budget.

T. Round Robin

- Gathering a list of people who want to participate in the challenge. Do this by a Show and Tell to explain how it works.
- Make the rules, which can be anything. Size requirements, colors, assigned technique for each round. Also it can be a no peek, which makes it super fun at the end when it comes back home.
- Carefully assign each round. Make a sticker or tag to be put on each entry, with the list of who it will go to next.
- Every meeting be prepared to follow through if an entry needs to be picked up or delivered. Keep the round moving. Keep track of who has what and where is it going.
- After the last round encourage everyone to finish and bring it back for a show. Have guild vote on best. The owner gets a blue ribbon and/or a prize.

U. Secret Pal

- Collect information from members interested in participating.
- Provide a place for distribution of gifts and cards during meeting.
- Maintain a list of each member's secret pal for reference only.

V. Sunshine

- Send get well/sympathy cards to members as needed.

W. Treasure Table

- Administer the sale of fabric, patterns and quilting items donated by members for the benefit of the Guild.
- Keep a current copy of the Guild resale permit.

X. Webmaster

- Webmaster should have basic skills and knowledge of the computer and the Internet.
- Must own a computer.
- Know how to create, edit hypertext, and know conventions and etiquette of the Internet.
- Duties are maintenance augmentation and improvement of existing pages.
- Take editorial responsibility for content and quality of site.
- List quilt related community events.

Section A.05 The chairperson of a standing committee shall be responsible for the actions of the committee and carrying out the charged duties.

Section A.06 The existence of each standing committee shall cease upon election of the new president and shall be reestablished by the new president.

Section B. 01 Records Retention

- The following Guild documents (both paper and electronic formats) shall be stored for five (5) full years:
 - Membership lists

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- General and board meeting minutes
- Event documents, fliers, etc.
- CDs and Photos

- After five (5) full years, and with Board approval, the property chairperson will have these documents shredded and discarded by an office services business, i.e. UPS.
- Guild financial documents need to be stored for seven (7) full years, including:
 - Receipts for purchased property
 - Contracts
 - Treasurer's notes
 - Tax records
 - Insurance coverage
- After seven (7) full years, and with Board approval, the property chairperson will have these documents shredded and discarded by an office services business, i.e. UPS.

Section C. 01 Member Responsibilities

- Members shall volunteer to work an event (i.e., quilt show, home tour, etc.) to the extent possible. In return the event organizer will offer the volunteer a half-price ticket for entrance into the event.
- Each member is asked to donate a minimum of two (2) community quilts to the Guild for distribution to community organizations or individuals in need.
- Each member shall sell a minimum of thirteen (13) raffle tickets for the annual Opportunity Quilt, or alternatively, the member can buy the tickets herself/himself at a cost of \$10.

Section D. 01 Workshops

- The guild must receive payment for an event at the time of sign-up.
- The guild will accept a Workshop cancellation up to 30 days before an event with a full refund.
- Any person signing up for the event will forfeit their Workshop fee if a cancellation is received less than 30 days before the event.
- A person is permitted to resell their spot.

Section E.01 Retreats

- The guild must receive payment for a retreat at the time of sign-up.
- Retreat cancellation will depend on contract language.

Updates:

August 1, 2012
September 5, 2013
November 15, 2013
October 21, 2014
February 1, 2016

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