

RIDGE QUILTERS' GUILD

OPERATING PROCEDURES

(Addendum to Bylaws)

Approved January 16, 2024

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 of the approved budget amount in any category must be approved by the general membership.
3. The newly 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 Board Meeting.

Section A.01 Dues and Fees

1. Annual membership dues are \$30.00. Upon renewal of membership, the Membership Committee can collect the annual \$10 Opportunity Tickets requirement.
2. New Member dues for joining after January 1 to May 1 are prorated to \$15.00. Those joining after May 1 will pay the annual dues amount which will cover 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, or the member will be deleted from the Roster and membership terminated.

Section A.02 List of Committees

The committees can include but are not limited to:

1. Budget
2. Block of the Month
3. Challenge
4. Community Service
5. Drop In
6. Educational Outreach
7. Quilt Guilds of the North Quarter
8. Historian/Photographer
9. Home Tour (odd numbered years)
10. Hospitality

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11. Membership
12. Newsletter
13. Northern California Quilters Council – NCQC
14. Opportunity Quilt
15. Parliamentary
16. Pick-a-Prize
17. Property
18. Publicity
19. Quilt Show (even numbered years)
20. Retreat
21. Round Robin
22. Secret Sisters
23. Sunshine
24. Treasure Table
25. Webmaster

Section A.03 Committees

A committee can 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 Executive Board.

Section A.04 Duties of Committee Chairpersons

All committee chairpersons must keep accurate financial records and report them to the Treasurer. If a committee exceeds their budgeted amount, the Executive Board must approve additional expenditures. Amounts over \$150 must be approved by the general membership.

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, current Secretary, and current Treasurer.
- All committee chairs must submit budget requirements to the budget committee.
- The budget committee shall meet in May, after the 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.

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- 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 in to 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 Service

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

E. Educational Outreach

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

F. Historian/Photographer

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

G. Home Tour

- Plan and execute all phases of the home tour.
- Prepare notebook of event and present to the Executive Board no later than the May Board Meeting which includes the results of a post evaluation of the event.

H. Hospitality

- Arrange for and serve refreshments at the regular business meetings.
- Help the designated planner for the June and December meetings.

I. Membership

- Collect annual dues and Opportunity Quilt Ticket funds from members and issue membership cards.

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- Maintain current roster of all members.
- Maintain sign-in sheets and guest list at the door of the general business meetings.
- Prepare and forward to the newsletter chair the new roster for distribution.
- Provide new members' names to the newsletter and sunshine chairpeople.
- Sell Guild pins (if available) to members and non-members.
- Collect nonmember fee for guest speaker.
- Maintain and update new member packet.

J. Newsletter

- Publish and distribute monthly newsletter containing pertinent information to Guild members. Forward updated rosters when received.
- Maintain a library of back issues of Guild newsletter.
- Collect fees from Newsletter advertisements.

K. Northern California Quilt Council (NCQC)

- Attend the Northern California Quilt Council regional meeting.
- Report to the next Executive Board meeting after attending the regional meeting.
- Report to the general membership.

L. Quilt Guilds of the North Quarter (QGNQ)

- Attend quarterly North Quarter meetings.
- Report to the next Executive Board meeting after attending the meeting.
- Report to the general membership.

M. Opportunity Quilt

- Marketing of a quilt for fundraising purposes.
- Acquire and keep current copy of the Guild Resale Permit from the President
- Schedule visiting opportunity quilts and notify the President before the meeting.
- Submit final income and expenditure report to the Treasurer by the next Board Meeting after the award.

N. Parliamentarian

- 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 by-laws.
- See to their execution during Guild meetings.

O. Pick-a-Prize

- Provide tickets to sell.
- Secure door prizes.

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- Conduct monthly drawings.
- Turn monies in to Treasurer each month.
- Keep a current copy of the Guild resale permit.

P. Property

- Keep inventory of all property in storage units.
- Keep a sign-in and sign-out sheet with the name of person(s) 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.

R. Quilt Show

- Plan and execute all phases of the quilt show.
- Prepare notebook of event and present to the Executive Board no later than the May Board Meeting which includes the results of a post evaluation of the event.

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

- Gather a list of people who want to participate in the round robin. 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 it is 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.

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U. Secret Sisters

- Collect information from members interested in participating.
- Provide a place for distribution of gifts and cards during meetings.
- Maintain a list of each member's secret sister for reference only.
- Ensure all gifts are picked up prior to the meeting adjournment.

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.
- Submit money collected to Treasurer monthly.

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 committee shall be responsible for the actions of the committee and carrying out the duties.

Section A.06 The existence of each 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
 - General and board meeting minutes
 - Event documents, flyers, 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, e.g. UPS.
- Guild financial documents need to be stored for seven (7) full years, including:
 - Receipts for purchased property.
 - Contracts

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- 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, e.g. UPS.

Section C.01 Member Responsibilities

- Members shall volunteer to work at 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 annually to the Community Service program. This could be quilts, clothes covers, walker bags, placemats, batting, etc.
- 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

March 5, 2018

September 19, 2019

January 16, 2024