

ELK GROVE QUILT GUILD POLICIES AND PROCEDURES2026

MEETINGS

Guild general meetings are held on the third Thursday of each month at the designated location as listed on the website. 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 general 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. in person and/or via electronic media. 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.

A quorum for a Board meeting will be 25% of the Board.

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 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

Non-members may attend two meetings as a guest. Persons attending more than two meetings as a guest shall be required to become a member or pay a \$5 visitor fee for every meeting attended after the first two meetings.

MEMBERSHIP

1. Membership in the Guild is open to any person who subscribes to the purposes of this Guild and complies with its Bylaws.
2. Members in good standing may hold office in accordance to Article V, Section 1 of the Bylaws; 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.
3. It is requested that each Guild member contribute at least one quilt top per fiscal year as their contribution to our community service efforts.
4. Members are encouraged to sell/purchase a packet of raffle tickets for the Guild Opportunity Quilt.
5. Junior Members must be 17 years of age or younger 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.

6. Membership shall terminate upon occurrence of any of the following events:

- a. Failure to pay dues by July 31.
- 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.
- f. Refusal to return, replace, or restore to original condition any Guild property borrowed or rented from the Guild.
- g. 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.

7. Affiliate Members shall be invoiced in May and 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:

- a. 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.
- b. Designation as an Affiliate Member in each Guild newsletter and directory.
- c. The right to use an edited membership list solely to publicize the Affiliate Member's own business. An edited membership list is defined as the General Membership list with a designation of those members who have indicated their desire to be included in an Affiliate Member mailing list.
- d. The membership list for Affiliate Members may not be sold or used by any other business or for any unauthorized purpose.
- e. An email copy of the monthly newsletter.
- f. Free entry for no more than two (2) individuals to any Guild meeting which is open to the General Membership.
- g. Affiliate Members and their employees are entitled to join the Guild as Regular Members with all the rights and privileges thereof.

DUES

Membership dues per year are:

Regular Member	\$40.00
Junior Member	\$10.00
Affiliate Member	\$45.00

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 July 31. At that time, members' names will be dropped from the membership directory, 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. If the dues are not paid by the end of August they will be dropped from the newsletter and directory.

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. 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 for veterans - maximum of 60"x70"

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.

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 with the other Community Services Committees and Programs
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 approved agencies
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 for Veterans

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

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 connection 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.

Members/vendors may place ads in the newsletter by contacting the Newsletter Editor. Ads are available at the following rates:

1. Business card size ads - \$ 7 per month
2. Quarter page ads - \$12 per month
3. Half page ads - \$22 per month
4. Full page ads - \$42 per month

POST OFFICE BOX

The Guild shall maintain a post office box as a permanent mailing address.

OFFICERS AND COMMITTEE CHAIRS TURNING OVER RECORDS

All Officers and Committee Chairs shall maintain a written record and/or USB drive 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 and/or USB drive.

PROGRAMS AND WORKSHOPS

1. The Program Chair/Chair-Elect will schedule programs and workshops 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 speakers in June due to our Installation of Officers and potluck.
 - c) There are no speakers in December due to our Holiday potluck.
 - d) 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.
 - e) Meetings may have members presenting a trunk show and/or a workshop.

2. At least one year prior to taking the office of Programs and Workshops, the Program Chair-Elect may 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.
3. The Program Chair 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.
4. The Program Chair-Elect will present the tentative schedule of speakers and workshops for the next fiscal year 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.

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. In addition to the registration fee, the instructor 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 an instructor for lodging may enroll in the workshop at no cost.
3. The Program Chair and Chair-Elect 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.
6. If a member cancels less than 30 days 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 the Guild.

HIRING INSTRUCTORS 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 given a \$25 gift certificate as a token of appreciation for teaching the class.
2. If the Guild member is considered to be a professional instructor, then their rate is usually higher and, therefore, would be considered as one of the four well-known, highly-paid instructors 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.

RETREATS

The Guild may schedule weekend or weekday quilting retreats throughout the year. 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 ensure 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.

Payment is due at the time of sign-ups. Signups are 90 days prior to the retreat.

If a member is unable to attend the retreat, no credit or refund will be given. However, if there is a wait list for the retreat, the Retreat Coordinator, or his/her delegate, will give the names and phone numbers to the withdrawing attendee to make arrangements for another member to go to the retreat in his/her place. Any financial reimbursement between the withdrawing member and the substituting member is between them and not the responsibility of the Retreat Coordinator or Guild.

COMMITTEE CHAIRS/SPECIAL POSITIONS

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 – 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 prepare the working document for the meeting. 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 as Chair, Treasurer-Elect, President, President-Elect, Program Chair, Program Chair-Elect, Event and Activity Coordinator, 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 for veterans, 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.

Education Fund – Oversees the sponsoring of a donation to a local non-profit 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 donation is not awarded in that year.

Electronic Media – Arranges authorized electronic meetings to provide a means for members to attend the general meetings, Board meetings and activities.

Except as otherwise provided in these bylaws, meetings of the board (and/or membership) shall be conducted through use of internet meeting services, designated by the president (and/or board) that support visible displays identifying those participating, those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, allowing members to vote, and showing the results of votes.

Fundraising – 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.

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, maintain, and distribute an annual current membership directory 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 if applicable, 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 directory. Shall collect Membership Applications and dues each year and issue membership cards. Shall display all guild flyers and notices.

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. Shall receive payment for ads and provide the payments and invoicing information to the Treasurer and also inform the Publicity person.

Opportunity Quilt Chair – Shall be responsible for the overseeing of the opportunity quilt/item until it is awarded.

1. The chair will be responsible to fill the following sub-committee positions:
 - a. Creative committee – Shall determine the design, fabric and construction of the quilt/item.
 - b. Raffle ticket committee – Shall be responsible for creating, designing and printing the raffle tickets.
 - c. Travel committee. - 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 Opportunity Quilt to be shown at various venues in the community. Members are not reimbursed for mileage to transport the quilt.
2. The chair will present the sub-committee ideas to the Board for approval.
3. After Board approval, the chair will bring the ideas to the guild members for a vote.

Property Manager – Shall have the responsibility for the storage, maintenance, and rental of Guild materials and property. The Property Manager Chair shall maintain a current inventory and shall retain three keys to the Guild storage unit. All Guild equipment currently not in use shall be maintained in a 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. If access is needed to the storage unit, contact the property manager. If she/he is unavailable, she/he will designate an alternate.

Publicity – Shall coordinate all press releases and publicity for the Guild. Shall solicit and bill advertisers for their newsletter ads.

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.

Retreats - Chooses facility, schedules date, prepares sign-up sheet, collects money and submits payments to 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 Editor and Webmaster each month. If they cannot attend a Guild meeting, they shall make arrangements for a substitute.

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 Guild Website and Facebook for the Guild, making necessary deletions or additions to keep sites current.

AMENDMENTS

These 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)
(Amended September 8, 2022)
(Amended: October 20, 2022)
(Amended: February 15, 2024)
(Amended: July 18, 2024)
(Amended: August 13, 2026)