

Bylaws

ARTICLE I NAME

The name of this nonprofit organization shall be FOLSOM QUILT AND FIBER GUILD.

ARTICLE II PURPOSE

The purpose of this organization shall be to promote quilt and fiber art by: 1) encouraging the exchange of ideas among those interested or engaged in quilt and fiber art, 2) providing opportunities for members to learn a wide variety of techniques used in quilt and fiber art, 3) encouraging high standards of design and technique in quilt and fiber art, 4) inspiring personal achievement among its members, 5) stimulating interest in and educating the community in quilt and fiber art, and 6) holding regular meetings to accomplish these goals.

ARTICLE III MEMBERS

SECTION 1. MEMBERSHIP

(a) Any person, regardless of race, color, creed, sex, national origin or religion, who subscribes to the purposes of this Guild, can apply to become a member of the FOLSOM QUILT AND FIBER GUILD.

(b)Member: Defined as a person 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. Only members are eligible to vote, hold a Guild office, and/or serve as Guild committee chairpersons. Members agree to abide by the Bylaws and Policies of this Guild.

(c)The Board of Directors is authorized to establish an appropriate numerical limitation on the size of the membership based on space limitations, with the approval of the membership.

(d)The Membership Chairperson shall maintain a waiting list for potential members.

SECTION 2. FEES, DUES, AND ASSESSMENTS

(a)No fee shall be charged for making application for membership in this Guild.

(b)The Treasurer shall apply to the State for Non-profit status on an annual basis.

(c)Annual dues will be charged. Dues will be established each year at the Annual Budget Committee meeting. The Guild's operating expenses will be considered in determining dues.

(d)Membership renewal dues are due on or before the April general meeting. The Membership Committee must receive renewal dues no later than the April monthly meeting, or postmarked no later than said meeting, in order to retain their current membership number and to ensure their name is in the roster.

(e)Persons establishing new membership after October first will pay half the applicable dues.

(f) Guests are welcome at meetings. However, there will be a nominal charge for entry and participation, which will be established by the board at the time the budget is submitted, and will be included in the budget.

(g)No other assessments will be made for membership in this Guild.

SECTION 3. MEMBERSHIP LIST

(a)This Guild shall keep a membership list containing the name, address and phone number of each member. This list shall be kept by the Membership Committee Chairperson, kept current and available for inspection and copy to any member of this Guild.

(b) Members shall receive a membership list with the knowledge that this list will NOT be used for COMMERCIAL or SOLICITATION purposes.

SECTION 4. FISCAL YEAR

The fiscal year for this Guild shall begin April 1, and end March 31.

ARTICLE IV MEETINGS

SECTION 1. GENERAL MEETINGS

- This Guild shall hold a regular general meeting once a month.
- See Article VI, Section 3 (e) for Board Meeting rules.

SECTION 2. SPECIAL MEETINGS

- (a)** Any member of the Board of Directors may call a Special Meeting.
- (b)** Special meetings shall be announced in advance of said meeting.

SECTION 3. MEETING PLACE

The President-Elect will arrange for a meeting place for regular general meetings with approval from the Board of Directors.

SECTION 4. QUORUM

A quorum for the transaction of Guild business at any regular or special meeting of the membership shall be twenty percent (20%) of the membership.

SECTION 5. VOTING

A simple majority of the quorum is required for approval of Guild business, including that of the Board of Directors, unless otherwise specified herein.

ARTICLE V OFFICERS

SECTION 1. OFFICERS

(a) The officers of the Guild shall be: President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Program Chairperson, Program Chairperson-Elect, Quilt Show Chairperson, and Quilt Show Chairperson-Elect.

(b) All officers shall be elected to a term of one (1) year. No member may serve in one office for more than two (2) consecutive terms.

(c) Officers shall take office at the beginning of the fiscal year, April 1. Any officer filling a vacancy of six (6) months or less shall not be considered to have served a term.

(d) Offices may be shared by more than one person. If position is shared, co-chairs should work together as a team by each assisting with all the duties of the Office.

(e) There are nine Officer Positions on the Board of Directors; each position is entitled to one vote. Each Standing Committee is entitled to one vote.

(f) All officers and chairpersons are responsible for maintaining a written record of guidelines for their office and transferring that information to their successors.

SECTION 2. DUTIES OF THE OFFICERS

(a)President: The President shall be the chief elected officer of the Guild and the Board of Directors, and shall have the responsibility for the general management of this Guild. The President shall appoint the chairpersons of all standing and special committees as needed. The President shall appoint the Nomination Committee. See Article VII, Section 1 (a). The President shall be an ex-officio member of all committees except the Nomination Committee. The President shall be the official spokesperson for the Guild, and has the power to co-sign all checks for the Guild.

(b)President-Elect: The President-Elect shall be responsible for a place to hold the Guild general, board and workshop meetings for the following term. The President-Elect shall be responsible for monitoring the written record of guidelines for the officers, both elected and appointed, and transferring those records to the succeeding officers and chairpersons. The President-Elect shall be responsible for working in collaboration with the Quilt Show Chairperson-Elect to develop the Quilt and Fiber Show theme for the year in which the President-Elect will be President. The President-Elect will appoint a Raffle Quilt Coordinator, while serving as President-Elect, to assist with the design and completion of the Raffle Quilt that will be created during the year in which the President-Elect becomes President. In the absence, disability or resignation of the President, the President-Elect shall assume the duties of the President. The President-Elect shall also assume any duties assigned by the President and shall chair

the Nominations Committee. At the end of the term the President-Elect shall be nominated to become President.

(c) Secretary: The Secretary shall be responsible for the records of this Guild, which includes maintaining a file of the Guild's newsletters. The Secretary shall keep the minutes of the General and Board meetings. All minutes shall be open to the inspection of the general membership. The Secretary shall arrange for pickup of mail from the Guild's mailbox, distribute mail to Guild members, and be responsible for correspondence as directed by the Guild President. The Secretary shall, in the absence of the President and President-Elect, conduct Guild business. The Secretary has the power to co-sign checks.

(d) Treasurer: The Treasurer shall have charge of all Guild finances and be responsible for keeping an accurate record of the financial affairs of this Guild. The Treasurer shall receive and deposit all monies and pay all authorized Guild bills, including those certified by the chairperson of the committee incurring said bills. A financial statement shall be presented at each meeting of the Board of Directors. 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. The Treasurer has the power to sign checks and is the keeper of the checking account(s). The Treasurer is responsible for reconciling the Guild's bank accounts in a timely manner.

(e) Treasurer-Elect: The Treasurer-Elect shall assist the Treasurer and shall perform duties as assigned by the Treasurer in carrying out the responsibilities for keeping accurate financial records for this Guild. In the absence of the Treasurer, the Treasurer-Elect shall have the power to sign checks. At the end of the term the Treasurer-Elect shall be nominated to become Treasurer.

(f) Program Chairperson: The Program Chairperson shall be responsible for the program segment of the general meetings, workshops and special activities for this Guild. The Program Chairperson is responsible for the setup/take down of the meeting and workshop facility, including the lighting and audiovisual equipment. The Program Chairperson is responsible for arranging housing, food, transportation, and hosting teachers and lecturers contracted for the current fiscal year. The Program Chairperson is responsible for publicizing, promoting and advertising the Guild's programs and workshops to members and for providing information necessary to update the Guild's website, roster, and newsletter.

(g) Program Chairperson-Elect: The Program Chairperson-Elect shall hire all teachers and lecturers for the year in which that person will be Program Chairperson, in cooperation with the current Program Chairperson. The Program Chairperson-Elect shall assist the Program Chairperson with the program for monthly general meetings and perform related duties assigned by the Program Chairperson. In the absence of the Program Chairperson, the Program Chairperson-Elect shall assume all duties and responsibilities of the office of Program Chairperson. At the end of the term, the Program Chairperson-Elect shall be nominated to become Program Chairperson.

(h) Quilt Show Chairperson: The Quilt Show Chairperson is responsible for all aspects of administering the annual quilt and fiber show. The Quilt Show Chairperson shall work with the Quilt Show Chairperson-Elect to design the layout of any given quilt and fiber show. The Quilt Show Chairperson shall appoint chairpersons for Quilt Show committees which may include, but are not limited to: 1) white glove/security, 2) food service/hospitality, 3) vendors, 4) publicity, 5) boutique, 6) demonstrations, 7) door tickets, 8) preview party, 9) programs, 10) check in/out of the quilt show entries, 11) set up/take down of the show, 12) decorations, 13) awards, 14) judging, 15) logo design, and 16) sale of merchandise, 17) fashion show, 18) name tags, 19) signs, and 20) wearables. The Quilt Show Chairperson may form other committees as needed, and shall be responsible for the security of the show.

(i) Quilt Show Chairperson-Elect: The Quilt Show Chairperson-Elect shall assist the Quilt Show Chairperson in administering the quilt show as requested by the Quilt Show Chairperson. The Quilt Show Chairperson-Elect shall work with the Quilt Show Chairperson to design the layout of the quilt and fiber show. The Chairperson-Elect shall be responsible for working in collaboration with the President-Elect to develop the Quilt and Fiber Show theme for the year in which the Chairperson-Elect is Quilt Show Chairperson. The Chairperson-Elect shall be responsible for obtaining the facility for the Quilt and Fiber Show for the year in which the Quilt Show Chairperson-Elect is Quilt Show Chairperson. In the absence of the Chairperson, the Quilt Show Chairperson-Elect shall conduct the Quilt Show Committee meetings, and assume the duties and responsibilities of the office as necessary. At the end of the term, the Quilt Show Chairperson-Elect shall be nominated to become Quilt Show Chairperson.

ARTICLE VI BOARD OF DIRECTORS

SECTION 1. BOARD OF DIRECTORS

The Board of Directors shall consist of the President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Program Chairperson, Program Chairperson-Elect, Quilt Show Chairperson, Quilt Show Chairperson-Elect, and chairpersons for all Standing Committees.

SECTION 2. STANDING COMMITTEES

The President will appoint other members to assist with Guild Business as needed. Standing Committees will include, but are not limited to: Block of the Month, Challenges, Cuddle Quilts, Education, Hospitality, Membership, Newsletter, Parliamentarian, Pot of Gold, Property Management, Public Information/Marketing, Retreat Coordinator, Show and Tell and Sunshine. Each standing committee chair shall have one vote on the Board of Directors; shared chairmanships do not get multiple votes.

SECTION 3. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

(a) Except as otherwise provided in these Bylaws or in the laws of California, the Board of Directors shall implement policy.

(b) The Board of Directors shall declare and adopt policies under the following conditions: 1) when it is clearly within the philosophy and goals of this Guild, and 2) when not expressly prohibited by these Bylaws.

(c) The Board of Directors shall prepare an annual budget by the May general meeting and submit said budget to the membership for approval.

(d) All Policy and Guideline changes must be presented to the Board of Directors for discussion and approval one (1) meeting prior to the meeting at which said policies and guidelines are adopted by the Board.

(e) The Board of Directors shall meet once a month, a minimum of ten (10) times a year, on a day, location and time designated by the Guild President.

(f) The Board of Directors shall purchase commercial general liability insurance for the Guild each year.

SECTION 4. BOARD OF DIRECTOR VACANCIES

Elected positions vacated prior to September 30 shall require the general membership to elect a replacement. The President and/or Board of

Directors shall fill any vacancy occurring on the Board of Directors after September 30 through appointment.

SECTION 5. QUORUM

A quorum for the transaction of business by the Guild's Board of Directors shall be fifty percent (50%) of the elected Officers and twenty-five percent (25%) of the Chairs of the current Standing Committees.

SECTION 6. VOTING

A simple majority of the quorum is required for approval of Guild business.

ARTICLE VII ELECTIONS

SECTION 1. NOMINATIONS

(a)The Nominations Committee shall consist of five members. The President shall appoint four members to the Nominations Committee from the general membership at the January meeting. The Chairperson of the Nominations Committee shall be the President-Elect.

(b)The Nominations Committee shall be responsible for receiving nominations of persons willing to serve as elected officials of this Guild.

(c)The Nominations Committee shall present a list of candidates to the membership at the February general meeting. Additional nominations shall be accepted from the floor with the consent of the nominees.

(d)This committee shall be responsible for conducting the election during the last general meeting of the fiscal year, March, and reporting the results at that meeting.

(e)Should no candidate receive a majority vote of the membership present, a second election will be held between the two top candidates.

(f) The winning candidates will assume their duties at the beginning of the fiscal year, April 1.

(g)The Guild's Parliamentarian shall oversee the balloting/election process.

SECTION 2. BALLOTS

(a) Officers shall be elected by secret ballot or acclamation if there are no contested offices.

(b) An election of officers (balloting) shall take place only if a quorum of the membership is present. (ARTICLE IV, SECTION 4 & 5).

ARTICLE VIII FUNDS & FINANCES

SECTION 1. FUNDS

(a) The finances of this Guild shall be handled and managed by the Treasurer in accordance with sound accounting practices and procedures. No funds shall be expended except in accordance with the budget established by the membership or approved by the Budget Committee during the interim period. See Section 5(d). Nothing in this section shall prohibit the Board from transferring funds from one budget account to another. Any budget variations that cannot be accommodated by transferring funds from one budget category to another must be approved by the membership. 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.

(b) Recommendations brought before the Board for charitable donations exceeding \$250.00 shall be submitted to the general membership for approval.

SECTION 2. AUDIT

An audit may be called for at the discretion of the President and/or Board of Directors.

SECTION 3. AUTHORIZED EXPENDITURES

All authorized expenditures shall be disbursed only upon approval by two (2) authorized Guild officers and/or committee chairperson pursuant to ARTICLE V, SECTION 2.

SECTION 4. LIABILITY

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.

SECTION 5. THE BUDGET COMMITTEE

(a) The budget committee shall meet after the election of new officers and after the receipt of end-of-fiscal-year bank balances to determine the budget for the upcoming fiscal year, which begins in April.

(b) All elected officers and committee members are members of the budget committee. The committee will be co-chaired by the Treasurer and the President of the new fiscal year. After April 1st outgoing officers may serve as advisors to the budget committee.

(c) The budget will be presented to and approved by the board at the April board meeting. It will be presented to and approved by the general membership at the May general meeting.

(d) The elected officers for the fiscal year beginning April 1 have interim authority to approve all ordinary and necessary expenses during the period from April 1 through the second Tuesday in May until the final budget is approved by the membership.

SECTION 6. SCHOLARSHIP/GRANT

Scholarship/grants shall be given to further the stated purpose of the Folsom Quilt and Fiber Guild (refer to ARTICLE II, PURPOSE).

As part of the application process the applicant shall identify a specific project or goal that will benefit the Guild and be presented to the general membership.

ARTICLE IX RULES & REGULATIONS

SECTION 1. PARLIAMENTARY AUTHORITY

When there is a question on the procedures not covered by these Bylaws, then the most current edition of ROBERT'S RULES OF ORDER, REVISED will prevail.

SECTION 2. BYLAWS AMENDMENTS

Prior to voting on any amendments to the Bylaws, all members must receive written notice of the proposed amendment(s) and the amendment(s) must have been approved by the Board. These Bylaws shall be reviewed at least every three (3) years and revised as necessary. Amendments to, or revisions of,

these Bylaws shall become effective upon approval by a simple majority of a quorum of this Guild's membership (ARTICLE IV, SECTION 4 & 5).

SECTION 3. BYLAWS

These Bylaws may be temporarily suspended in part or in whole by two-thirds (2/3) vote of the members in attendance at any duly constituted regular or special meeting.

SECTION 4. RULES, POLICIES AND GUIDELINES

Rules, policies and guidelines shall be developed at the discretion of the Board and shall become an attachment to the Bylaws.

These bylaws were reviewed, revised and approved during the 2016-2017 membership year. They were approved by the General Membership on:

Date: December 13, 2016 Outgoing President: Marsha Smith

G u i l d P o l i c i e s

Policies are the rules and guidelines that support the Guild's Bylaws and provide parameters for the Guild. Policy is voted on by the Guild's Board of Directors. Policies can be changed as needed by the Board, whereas changes in the Bylaws require approval of the Guild membership as stated in the Bylaws (ARTICLE IV, Section 4&5).

MEETINGS

- General meetings are usually held the second Tuesday of the month at the Folsom Community Center, 52 Natoma Street, Folsom, at 7:00 p.m. Meetings may be rescheduled at the discretion of the Board of Directors.
- Board meetings are held monthly at the discretion of the Board's president. The minutes of the general meetings and the Board meetings will be published in the newsletter, pursuant to ARTICLE V, Section 2c) of the Bylaws.
- Members are expected to wear a name tag at the general meetings. Members not wearing a name tag will be asked to donate 25 cents to the Guild.

GUESTS

- Guests are welcome at all general meetings, with the exception of the July and December meetings, which are “member only” meetings.
- Guests will be charged a standard fee at each general meeting as established by the budget committee at the beginning of each fiscal year.
- Guests will be asked to sign the guest book and pay the guest fee at the membership table at each meeting they attend.

MEMBERSHIP

- Current members may renew their membership beginning in February. The membership application form will be included in the February newsletter and will also be available at the general meetings in February, March and April.
- Membership dues will be reviewed and established by the Budget Committee and approved by the General Membership pursuant to ARTICLE III, SECTION 2(c) of the Bylaws. The timeline for changing the amount of dues is as follows:
 - Renew at old rate by April meeting.
 - Vote to change rate for following year at April general meeting.
 - Include new rate* in Guild Policies in the Roster (May-June)
 - Include new rate in membership renewal forms in December-April.
 - Renew at new rate by next April meeting.
- * Annual dues for a Member are \$35.00
- An appropriate numerical limitation on the size of the membership for the following year will be established by the Board each year at their May meeting (based on renewal results) pursuant to ARTICLE III, SECTION 1(c) of the Bylaws. If a numerical limitation has been set, and the number of members reaches that limit, additional persons interested in becoming members of the Guild will contact the Membership Chairperson to be placed on the waiting list.
- Full dues will be charged from April through September; one-half of the annual dues will be charged from October 1 through March.
- Dues for new members must be paid at the time of application.

The annual roster will include members who have renewed by the April meeting.

QUILT SHOW

- The Guild hosts an annual show of quilt and fiber items. This is a major Guild event and all members are expected to actively participate.
- Each member may bring one guest to the Quilt Show Preview Party.
- Members may exhibit items at the show. The number of items each may exhibit may be limited, at the Quilt Show Chairperson's discretion.
- Nonmembers may exhibit an item if a member sponsors them. A member may sponsor only one nonmember, and only one item per nonmember. A nonmember may not be sponsored by more than one member.

PROGRAMS

- The Guild offers a wide variety of programs and workshops for its members. Workshops are intended to be self-supporting. Workshop fees will be established at the budget committee meeting, but may vary with the speaker costs and the length of the workshop.
- Fees will not be refunded unless the workshop is cancelled. However, if an enrollee is unable to attend, the vacancy may be filled by someone on the waiting list maintained by the Program Chairperson. If there is no waiting list, the enrollee may find a replacement. In either of those situations, the enrollee who was unable to attend will receive a refund.
- To avoid cancellation due to insufficient enrollment, enrollees may elect to divide and pay the teacher's fee that has not been covered by the normal workshop fees.
- The Guild member who hosts the teacher and the Program Chairperson may enroll in the workshop at no cost. If another member performs the duties of the Program Chairperson, the Program Chairperson may designate that person as the recipient of the free workshop.
- Teachers who have items they wish to sell at a general meeting or workshop must make arrangements to do so in accordance with their contract with the Guild.

RAFFLE QUILT

- A quilt will be designed and constructed each year by guild members, to be shown and awarded to an individual at the annual Quilt Show.
- The Raffle Quilt Coordinator will work with the President-Elect and the Quilt Show Chairperson-Elect to ensure that the design of the quilt reflects the theme of the Quilt Show.
- The Raffle Quilt Coordinator will be responsible for designing and executing the construction of the Raffle Quilt for the second Quilt Show following the date she/he is appointed. The Raffle Quilt Coordinator will ensure that the Quilt is completed within one year so it can be shown beginning in April of the year before the show.
- The Raffle Quilt Coordinator will have the option of deciding how many people will be involved in the design of the quilt.
- The Raffle Quilt Coordinator will ensure that as many Guild members as possible are included in the construction and quilting of the quilt, and will keep Guild members apprised of the planning and construction of the quilt.

JOINT PREPARATION MEETINGS

- If any general meeting involves a potluck meal, the hospitality committee and the program committee will share the responsibility for the table set-up at these two meetings.

GUILD COMMITTEE GUIDELINES

- **ADVERTISING:** The Advertising Committee solicits business advertising for the newsletter and collects advertising fees. Nonmembers can place “want ads” for quilt and fiber-related items in the newsletter for a fee.
- **PROJECT/BLOCK OF THE MONTH:** Each year the Project/Block of the Month Committee submits a budget and establishes the procedures under which the program will operate. Members and guests may sign up to participate in the program, and a fee may be charged.
- **CHALLENGES:** The Challenge Coordinator will coordinate all challenges held during Guild meetings. Challenges are open to Guild members only. Members are encouraged to enter their challenges in the quilt show.
 - (a) The coordinator may manage one of the challenges. A fee may be charged for a challenge entry packet.

(b) Additional challenges may be held during the year. Any member may create and manage a challenge by working with the Challenge Coordinator. Challenges that could be held each year are: Wearable Art, Mini Quilt, Art Quilt, or Block Exchange, Pillow, Apron, Handbag/Tote, or other.

(c) The challenge coordinator will work with the Program Chair to determine the scheduling of challenges.

(d) The Challenge coordinator will ensure consistency in the judging, fees charged, awards and ribbons among the challenges.

- **COMMUNITY LIAISON:** The Community Liaison represents our Guild to the community and helps to determine ways that the Guild can serve the community. This person is responsible for coordinating the donations we make each year to charitable organizations and to local food banks. This person's responsibilities will vary from year to year depending on community needs. In the past, community projects have included such things as arranging Oral History Days for the California Heritage Quilt Project, collecting quilts for display at local hospitals, making banners for the Folsom Zoo, participating in completing and documenting the California Sesquicentennial Quilt and making quilts for the Breast Cancer Quilt Auction.

- **CUDDLE QUILTS:** Quilts, usually lap or crib size, are made by Guild members and given to individuals and organizations in need. Many local organizations and schools are recipients of these quilts, and quilts have also been given for national and international causes. The Cuddle Quilt Committee puts together kits of fabric and batting for members to assemble into quilts and accepts cuddle quilts made independently.

- **EDUCATION:** The Education Committee coordinates the Guild's efforts to educate all those interested in the art of quilting and other related fiber arts. This may be accomplished by conducting Quilt Day for Kids, awarding scholarships to Guild members for education/workshops, awarding scholarships to non-member applicants, such as students, who are interested in fiber arts. The Education Committee may also arrange for the Guild to give presentations to schools, offering beginning quilt classes and conducting other outreach programs as appropriate. The Education Committee coordinates the Guild's Grant/Scholarship Program.

(a) There are specific requirements for the recipients of Guild scholarships. The Education chair presents the applications to the Board of Directors, who will determine the recipients of the grants/scholarships.

- **HOSPITALITY:** Refreshments are served at each Guild meeting, organized by the Hospitality Committee. Guild members will be asked to contribute refreshments.
- **MEMBERSHIP:** The Membership Committee is responsible for distributing applications for membership, processing applications when they are received and maintaining the membership database. If a waiting list exists, Membership will contact people on the waiting list to complete our roster each year. Membership will arrange for the printing of the membership roster, maintain a waiting list, if one exists, process guests and assist members at each meeting. Membership will coordinate a welcoming event for new members.
- **NEWSLETTER:** The Newsletter Editor publishes the Guild's monthly newsletter. Articles must be submitted to the Newsletter Editor within established deadlines. The Newsletter Editor is responsible for coordinating the distribution of the newsletter.
- **NEWSLETTER COLUMNIST:** The Newsletter Columnist writes a column of news about our Guild members for the newsletter. News of interest must be submitted to the Newsletter Columnist within established deadlines.
- **N.C.Q.C. REPRESENTATIVE:** The N.C.Q.C. Representative attends meetings of the Northern California Quilt Council. This person reports information obtained at the Guild's board meetings. The Northern California Quilt Council facilitates communications among quilt groups, quilt teachers, shop owners and other vendors. Guild members are welcome to attend N.C.Q.C. meetings.
- **PARLIAMENTARIAN:** The Parliamentarian ensures that all proceedings of the Guild are conducted according to the Guild's Bylaws and Policies and/or the most current edition of Robert's Rules of Order.
- **POT OF GOLD:** The Pot of Gold Committee provides gifts at each general meeting. Members have the opportunity to make donations to the Pot of Gold.
- **PROPERTY MANAGER:** The Property Manager is responsible for the storage, maintenance and rental of the Guild's materials and property. This person assures that all property needed for the Quilt Show is transported to and from the Quilt Show in a timely manner and coordinates use of the equipment with the Quilt Show Committee.
- **PUBLIC INFORMATION AND MARKETING:** The chair will collaborate with the newsletter editor, webmaster, community liaison and Quilt Show Publicity

Chair to: promote the Guild by actively seeking opportunities to publicize the Guild and Guild activities to the public year-round through print and electronic media; develop contacts with local media to promote the Guild's events and activities, quilting and fiber arts; remain abreast of all Guild activities; and assist committee chairs to publicize their events and activities.

- **RAFFLE QUILT:** The Raffle Quilt Coordinator is responsible for the construction of the quilt that is shown throughout the community each year and awarded to an individual at the annual Quilt and Fiber Show. The Coordinator is responsible for the design of the quilt, which shall reflect the Quilt Show theme selected by the Quilt Show Chair-Elect and the President-Elect. See the Raffle Quilt Policy in the policy section of this document.
- **RAFFLE QUILT TICKET DISTRIBUTION and TRACKING:** This committee is responsible for arranging for printing the tickets for the raffle quilt, distributing tickets to each Guild member, collecting money from members for ticket donations and assuring that the Raffle Quilt Travel Committee members have an adequate supply of tickets.
- **RAFFLE QUILT TRAVEL:** This committee is responsible for making arrangements for the Raffle Quilt to be shown at various venues in the community throughout the year. This includes filling out the necessary paperwork, transporting the quilt to and from venues and arranging for Guild members to accompany the quilt.
- **RETREAT COORDINATORS:** The Retreat Coordinators plan trips or additional workshops for the Guild, making arrangements for such things as lodging, transportation, programs and meals. Examples of such events have included bus trips to the Quilt Show in Sisters, Oregon and retreats to Lake Tahoe.
- **SHOW AND TELL:** At each general meeting members come forward and "show and tell" information about their quilts, garments or other fiber items. The Show and Tell Chairperson coordinates this part of the meeting.
- **SUNSHINE:** The Sunshine Committee sends congratulatory cards to Guild members when appropriate, and makes contact with Guild members in need of cheering up through cards, phone calls or other assistance.
- **WEBMASTER:** The Webmaster is responsible for keeping the Guild's Internet website current and for updating the format as necessary.

These Guild Policies were reviewed and revised during the 2015-2016 membership year and finalized and approved by the Board of Directors on April 12, 2016.

(This document is subject to review/revision during the 2016-2017 guild year.)