

Santa Rosa Quilt Guild

Member Handbook



Santa Rosa Quilt Guild
PO Box 9251
Santa Rosa, CA 95405
www.santarosaquiltguild.org
www.srqg.org

The Santa Rosa Quilt Guild is a member of the following quilting organizations:
Northern California Quilt Council (NCQC)
American Quilt Study Group (AQSG)
December 11, 2015

Acknowledgments

The Member Handbook for Santa Rosa Quilt Guild was created in 2001 by the following committee:

Sharon Fry, Phyllis Gallaway, Holly Palma,
Lee Trevelyan, and Dotty Zagar.

Phyllis Gallaway formatted and typed the original handbook, added artwork, and arranged for printing.

In 2009, Pam Brown and Anne Dondero
revised and updated the handbook
with formatting and graphics by Jan Andrews.

This 2015 Handbook reflects changes to the Bylaws,
plus the Policies, Procedures, and Reference Manual,
made in 2014 and 2015

Jan Westerman and Jan Andrews
Membership Committee

With the assistance of Sharon Fry, Jim Jensen, and Phyllis Gallaway.



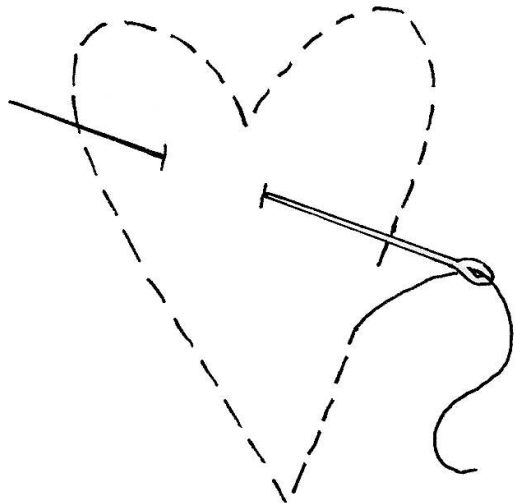
Fall 2015

>Welcome!

WELCOME to the Santa Rosa Quilt Guild! We are an active group of women and men who share a love of quilting and all things quilt-related. We welcome all who share our interests and are glad that you are joining us.

The Santa Rosa Quilt Guild is a non-profit organization established in 1976 whose purpose is to preserve and continue the tradition, culture, and history of the art of quilt making; to contribute to the growth of knowledge in quilting techniques; and to sponsor and support quilting activities within our community.

This handbook is a resource for understanding how our Guild functions since our busy meetings can be a little overwhelming at times. We hope it will provide answers to your questions and encourage you to participate in the many activities and wonderful programs offered to our Members. At least one Contact Person is listed for each activity, and their names can be found on the top section of our Guild roster. Please do not hesitate to ask questions or get more information from any Board Member or Guild Member.



Meetings are conducted in a relaxed and friendly atmosphere. We learn from one another in this environment of support and sharing. We ask that Members and Guests refrain from wearing perfumes or strong-scented lotions to Guild functions, as many suffer from allergies.

We want all of your experiences with the Guild to be fun. So, ENJOY!

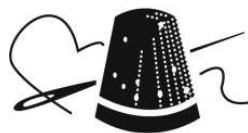
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Guild Support

The Guild is as vibrant and exciting as its Members. Active Member participation helps make our Guild run smoothly. Those who serve on the Executive Board, on Committees, and as Event Coordinators contribute their time toward making our Guild a flourishing organization.

Volunteering is an integral part of the Guild. Opportunities range from chairing or serving on a Committee to assisting Committee Members, from fundraising to working on Community quilts, from holding an office to sharing a skill or technique in a mini-group, and in many other ways limited only by our imaginations. Many volunteer activities are announced throughout the year, and we hope that you will give generously of your time to support our Guild.



The logo of the Santa Rosa Quilt Guild is a rose designed by commercial artist Ed Gross, husband of Charter Member Joyce Gross. The Guild banner was made by former Members Vernice Thorn, Betty Thorn, and Vivian Danz.



Communication

In addition to sharing information at meetings, we have a number of communication tools available to members. If you do not find the information you are seeking, please ask any Member for help.

Website Contact Person: Website Coordinator

<http://santarosaquiltguild.org/> or www.srqg.org

Members are encouraged to visit our website often as it is frequently updated with pictures from Show-and-Tell and information from our meetings. Each page of our site is informative.

On our home page you can get a glimpse of the Guild's activities for the present year under the heading of Calendar. Our monthly newsletter is filled with Guild information and current events. Check out our Programs/Workshop page to see the upcoming speakers, or the TSW (Technique Sharing Workshops) page for after-meeting activities. Both of these pages have supply lists, which can be downloaded for your convenience. There are also pages for Block-of-the-Month, Friendship Blocks, Community Quilts, and our Opportunity Quilt. The Library page is a "must see" as we have over 3,000 quilting books listed with an easy-to-use search feature.

On our Download Forms page you will find forms for reimbursement requests, membership renewal, eScrip, and more. Historical Guild documents may also be found on the Download Forms page, including a list of Past Presidents, Honorary Life Members, Merit Award Recipients, and past Opportunity Quilts.

We also have a blog (short for web log) which is used as a bulletin board. Here information is posted for upcoming events, reports from past events, quilt-related items for sale, recipes, patterns, videos of special events at meetings, some technique tutorials, and much more. The minutes to our business meetings are also posted. If you have something you would like posted on the blog, contact the Website Coordinator at the Guild meetings or by email. Happy surfing!





Communication

continued

Newsletter

Contact Person: Newsletter Editor



Our newsletter, ***Stitch'n Times***, contains the latest news and reminders of Guild information. It is a handy reference for upcoming programs, the status of on-going activities, and the newest library items. The Editor and the Members appreciate articles and news of interest, and any Member is invited to submit both articles and suggestions for articles. The deadline is announced by the Newsletter Editor. Non-Member subscriptions are available.

The preferred method of delivery for the newsletter is via our website. The file is available as an Adobe Acrobat reader .pdf. Acrobat Reader is available as a free download at its website: <http://get.adobe.com/reader/>

A limited number of printed copies are available to Members who do not have access to a computer. Printed copies are available at the first meeting of the month and are mailed if a member is absent for that meeting. Newsletters do not contain membership roster information.

Group Emails

Contact Person: Group Email Coordinator

News updates pertinent to Guild members are also announced in the form of blind group emails. The membership application form has a section for requesting to be included in this group. Any Member may submit information for distribution to other Members. Note that emails are limited to Guild business and other matters pertinent to quilters, such as fabric sales, formation of work groups, meeting reminders, and anything believed to be of general interest to the Membership. Jokes, sales pitches, offensive material, and political commentaries are **never** distributed to our email list members. We **never** sell our email addresses to third parties.



Guild Calendar-on-a-Page

The Guild Calendar-on-a-Page lists the activities for each month. It is updated annually and is available on our website. Current events may also be found in the monthly newsletter.



Meetings & Special Events

Regular Meetings

The Guild meets on the first and third Thursdays of the month, January through November, at the Scottish Rite Center/Masonic Lodge, 600 Acacia Lane, at Highway 12, in Santa Rosa. In December there is only one meeting, on the first Thursday.

Meetings start promptly at 10:00 a.m. and last approximately two hours; however, you may want to extend your time and enjoy the optional activities after the meeting. Bring your lunch, beverage container, and utensils, and plan to enjoy the company. The Guild provides coffee and tea, and Members bring items for the buffet table, especially during their birth month and six months later.

The first meeting of the month is usually a business meeting, during which we hear Committee reports, announce Block-of-the-Month and Friendship Blocks, share our projects at Show-and-Tell, and make other general interest announcements. The second meeting of the month is usually a program meeting or special event. The December Holiday meeting includes a potluck.

Guests are welcome at all meetings.

Board Meetings

The Executive Board (Elected Officers and Members-at-Large) meets on the fourth Thursday of each month as needed, except November and December, at 10:00 a.m. at the regular Guild meeting location. Members may present items to the Board for discussion after notifying the President in writing and identifying the topic. Any member may attend Board meetings.

In December Elected Officers and Committee Chairs of both the current and incoming boards meet to discuss their responsibilities.

Special Event Meetings

Installation of Officers	First meeting in January
Founders' Day Celebration and potluck	Third Thursday in September
Holiday Celebration and potluck	First Thursday in December

On the third Thursday in September the Guild traditionally celebrates Founders' Day in memory of its beginning. In 1976 a group of women took a quilting class from Joyce Gross at the Santa Rosa Junior College. Upon completion of the class, Joyce encouraged the students to continue meeting, so Dotty Zagar invited the group to her home for an inaugural meeting of what would become the Santa Rosa Quilt Guild.

Special Meetings

Special meetings may be announced, consistent with the Bylaws.

Minutes

The Minutes of Regular, Program, and Special Events meetings are available from the Secretary or the President.



Membership & Dues

The Santa Rosa Quilt Guild operates on a calendar year. Membership is open to any individual with an active interest in quilting and a willingness to comply with the Guild's policies and procedures. Dues are set by the Board, payable upon joining, and by January 1 each year for renewal. Dues are pro-rated 50% for new members joining July 1 or later, and 25% for joining October 1 or later.

Active Members

Members whose dues are current are Active Members. They may hold office, vote on issues, serve as Committee Chairs, and make up a quorum.

Affiliates

Businesses, organizations, and individuals wanting to support the Guild are eligible to be Affiliates. Affiliates may not hold office, vote on issues, serve as Committee Chairs, or make up a quorum. They are given recognition in the roster and newsletters and have an opportunity each year to make a 15-minute presentation to the Membership at a business meeting. Following their presentation they may offer items for purchase. Dues are the same as for Active Members.

Honorary Life Members

This is a very special honor given to Members selected for continued outstanding service to our Guild. They have all the rights and privileges of Active Members, are permanently exempt from annual dues, and receive a permanent Membership Card.

Immediate Past President

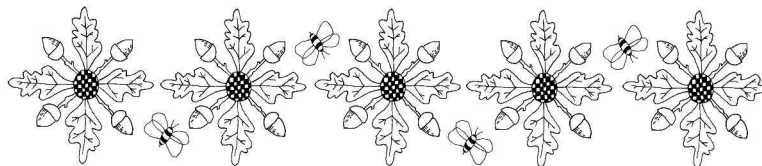
The immediate Past President shall be exempt from dues for the year following his or her presidency.

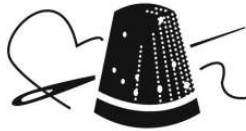
Membership Cards and Roster

New Members receive membership cards upon joining the Guild. Renewing Members receive membership cards annually. Affiliates receive an annual Certificate of Appreciation.

An Active Member and Affiliate Roster will be printed and distributed annually during the first quarter of each year. New Member information and changes to the Roster will be printed and distributed in April and August, as needed. A digital copy of the roster is available for members who request one.

Distribution of roster information, except to other Guild Members for the purpose of personal contact, is prohibited.





Member Benefits

We are fortunate in the number and variety of Member benefits, which are described below, listed alphabetically.

Affiliate Presentations

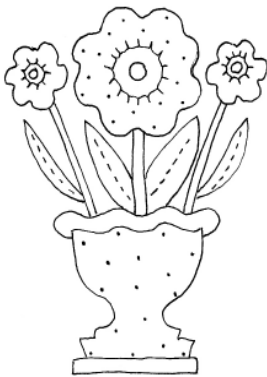
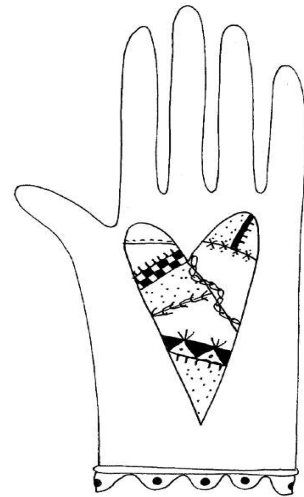
Contact Person: President or Membership Committee

Affiliates are invited to take advantage of an annual opportunity for a 15-minute presentation to the Membership during a meeting. Affiliates may use this time to display and discuss quilt-related items and services they can provide, and may have items for purchase after the meeting. Scheduling is coordinated with the President.

Awards

Contact Person: Awards Committee Chair

The Guild may award "Honorary Life Member" status for continued outstanding service to the Guild. To be eligible for consideration the individual must have been an Active Member for at least five years and must have served full terms in at least one Elected Office and one additional position (Elected Office or Committee Chair). Honorary Life Members receive a Certificate of Recognition and are exempt from dues for life.



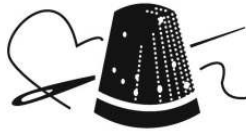
The Guild may present Merit Awards to Members who have shown extraordinary dedication to the Guild in a particular field. To be eligible for consideration, the Member must have been an Active Member for at least two years. Merit Award recipients are given an engraved gold charm, a voucher for a workshop, or one year dues paid, the recipient's choice.

Active Members may submit nomination forms to the Awards Committee by the end of the first meeting in June. Nominations shall contain a statement of justification and the required number of supporting signatures (at least 15% of Active Member count as of January 31st). The Awards Committee will review the nominations for eligibility compliance and verify the appropriate number of valid supporting signatures before presenting the nominations to the Board for consideration. The Board shall decide by majority vote whether to grant the awards, and the Awards Committee shall act upon its recommendation. Awards are presented at the Founders' Day meeting on the third Thursday in September.

Basting Support

Contact Person: Vice President

Help with quilt basting after meetings is available upon request. Basting is scheduled and announced in advance, and everyone is encouraged to help. Check with the contact person to verify which supplies the Guild provides and which items you will need to provide.



Member Benefits

continued

Discounts

Several of our Affiliates, as well as many fabric and quilt stores throughout the country, offer discounts to Guild Members. These discounts vary, so carry your Guild card with you and check directly with each vendor.

Historian Contact Person: Historian

The Guild Historian collects photos, news articles, and other items of interest. Scrapbook archives are maintained at the meeting site. Members are encouraged to submit items for the Scrapbook, such as newspaper and magazine articles recognizing the talents of a Guild Member. The Historian keeps a printed copy of the newsletter at home as reference.

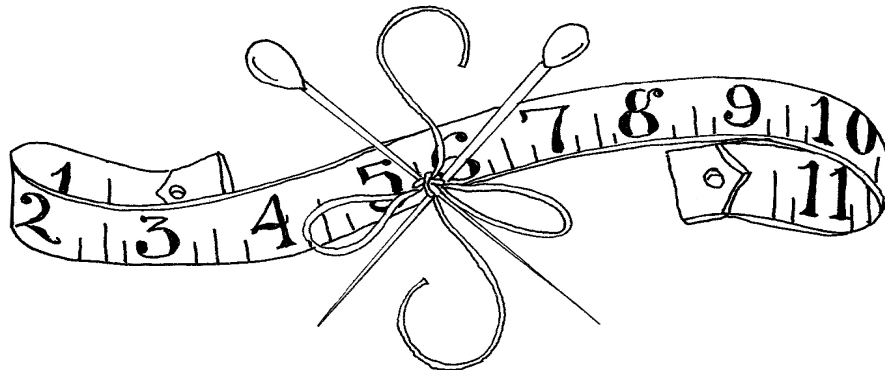
Hospitality Contact Person: Hospitality Committee Chair

We enjoy desserts and light snacks after the meetings, thanks to Member generosity. The Guild provides coffee and tea. To promote recycling and conservation, Members should bring their own mugs and utensils. We suggest that Members bring a light lunch to the meeting as our snacks are not a full meal, and activities often last into the early afternoon.

Members take turns bringing salads, snacks, finger foods, and desserts for the buffet table. Each Member is encouraged to share an edible goodie twice a year. Some Members find it easier to remember if they plan to bring something during their birthday and half-birthday months.



Members are also invited to contribute to the potlucks on Founders' Day in September and the Holiday Celebration in December, with sign-ups being taken several weeks in advance.





Member Benefits

continued

Library

Contact Person: Librarian

Sharon Fry very shyly offered to help check in books at the first quilt guild meeting she attended in January 1990. At the very next meeting she was promoted to the position of Librarian. At that time all of the books were contained in one box. We now have over 3,000 books, plus magazines, videos, CDs, DVDs, plus rulers, stencils, and templates, and boast that it is the "Best Quilt Guild Library in the World." Sharon constantly reminds everyone that this could not have happened without the assistance of scores of volunteers who appear magically to assist with checking in items, filing, searching, and organizing. Members may volunteer for five minutes, or five hours, or anywhere in between. Training is on the spot and is a nice way to meet fellow Members. The support of Members through their donations to the Silent Auction Table has meant that the Library is self-sustaining. Not only are there items on the rolling cart that is positioned in the meeting hall, but there are also numerous cabinets in the storage room across the hall for Members to peruse.

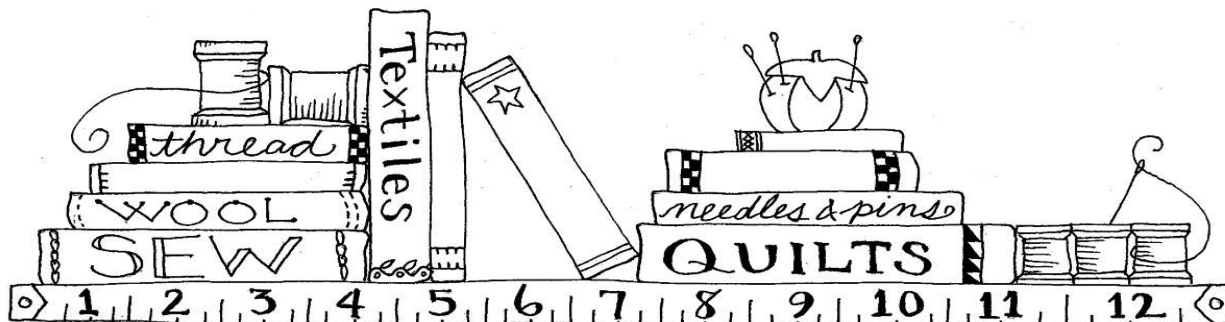
By clicking on "Library" on our Guild website, books can be located by title, author, and/or subject. Many publications feature an image of the cover and reviews from Sharon. There is a link to a tutorial, written by Linda Hooper, at the top of the Library page.

A laptop computer, very generously donated by Jan Andrews, is set up in the library area to help with locating books. Members are invited to use the computer on their own or may ask for assistance.

Members are encouraged to check out as many items as they wish, but asked that they return them at the next meeting to keep them circulating. Sign-out cards are inside the front covers of publications. Please fill in full first and last names, plus the current date, and leave the cards on the library table to be filed. If a Reserve List is attached to the item, please transfer it to the check-out card. Volunteers in the library area are available to answer procedural questions, as well as to assist in finding items. Members are responsible for the replacement of lost or damaged items.

The library opens approximately 45 minutes before the start of the meetings, and remains open until the conclusion of after-meeting activities. People may quietly browse through the books during a meeting, but Sharon insists that people do not engage her in conversation during a meeting as she hates to miss anything.

Extra eyes are most welcome in locating items for the library, as well as hints to make our library run as smoothly as possible.





Member Benefits

continued

Mini-Groups

Contact Person: Member who wants to start a group

Although the Guild does not sponsor mini-groups, Members interested in forming or joining one may use the Guild meeting, newsletter, blog, and/or email to solicit interest or locate an existing group. These groups operate autonomously and vary in style, theme, and function.

NCQC Membership

Contact Person: Program Coordinator-Elect

The Guild is a member of the Northern California Quilt Council (NCQC), a consortium of teachers, vendors, and quilt guilds, which facilitates communication among quilt groups and shop owners, and coordinates a master calendar of quilting events in Northern California. The Council meets quarterly (January, April, July, October) on the third Wednesday of the month to discuss common concerns and new ideas. It shares information about speakers, workshops, shops, and anything else that is of interest to quilters. Their meetings are open to all who have an interest in quilting.

Photographs

Contact Person: Guild Photographer

The Guild Photographer takes photos of Members presenting items at Guild meeting Show-and-Tell and at other Guild events and activities, and also photographs selected works of program artists. The photos are edited, labeled, and posted to the Guild website by date.

Programs

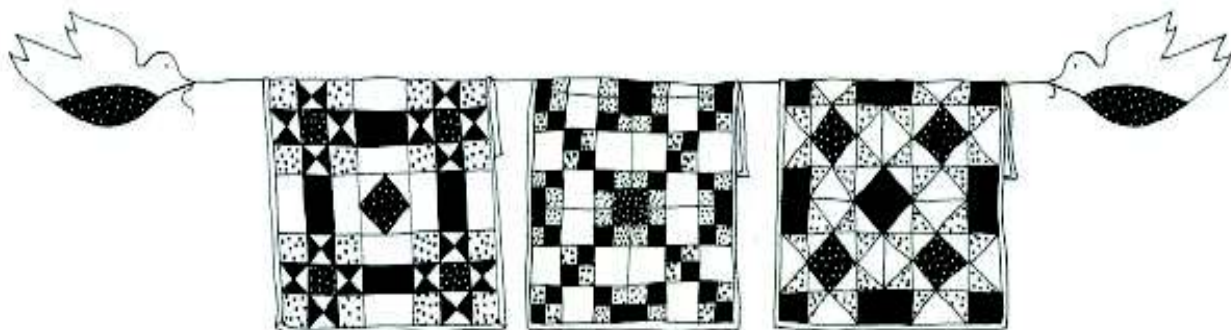
Contact Person: Program Coordinator

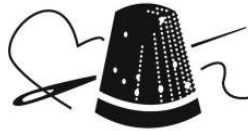
Our Guild has several featured speakers each year at program meetings. These talented and interesting speakers are specialists in varied aspects of the art of quilting, and frequently conduct a workshop the following day. Speakers may have quilt-related items for purchase after the meeting.

Sunshine

Contact Person: Sunshine Committee Chair

The Guild sends get-well, sympathy, congratulatory, and other cards to Members and their families, as appropriate. Cards are often circulated at meetings for signatures and other supportive commentary. If you are aware of a Member who is in need of a little sunshine, please let the contact person know as soon as possible through phone call, email, or personal contact.





Activities

Our Guild has many wonderful activities, which are great opportunities to get better acquainted with fellow Members. They are described below, listed alphabetically.

Block-of-the-Month

Contact Person: Block-of-the-Month Committee Chair

At each business meeting the Guild makes available a block pattern and displays a sample. Information about the block is also posted on our website. Members have an opportunity to make one or more of these blocks and submit them to the Committee Chair for display the following month. This is a good opportunity to build your skills. A drawing for blocks is held during the first meeting of the following month. At the discretion of the BOM Chair, blocks will be given to one or more participants.



Boutique

Contact Person: Boutique Committee Chair

The Boutique is a collection of items sewn by the Boutique Committee and other Members. Items are sold at Guild meetings and other venues. The Boutique raises money for the Guild and creates a purpose for joining together for fellowship and sharing ideas in a Quilting Bee atmosphere. At many meetings a Boutique Table raffle is held, which generates income for the Guild.

Challenge Quilt

Contact Person: Challenge Quilt Coordinator

If a Member volunteers to coordinate it, a challenge is issued. Although the “rules” vary each time, the challenge sometimes involves a theme and/or specific fabrics. Approximately six months later there is a grand Show-and-Tell of the completed challenge quilts. The terms of the challenge, the number and type of prizes, categories for which prizes are awarded, and criteria for selecting the prize winners are determined by the Coordinator.

Community Quilts/Quiltathons

Contact Person: Community Projects Chair

The Guild makes and donates quilts to organizations serving people in need of comfort and support in our community. Recipients include the preemie nurseries at Sutter and Memorial Hospitals, Valley of the Moon Children’s Center, Public Health Nursing, YMCA Safe House, Sonoma County Veterans, and

On the Community Quilts page of our website you will find a chart with sizes of donation quilts needed, steps for making a community quilt, and instructions for crocheting or knitting the baby hats that we give to the Sutter preemie nursery.



The quilts may be made from fabric and batting that has been donated to the guild, or from your own stash. Completed tops and finished quilts are always welcomed. Guild fabric is available in packages of pre-cut squares and border fabric for construction of scrap tops for your convenience. Orphan blocks are also available for those desiring a challenge. The tops are layered and quilted during “Quiltathons” which are scheduled several times a year, after meetings. Guild Members are encouraged to stay and participate in Quiltathons by helping with the many tasks involved in layering, basting, and tying or machine quilting. Members may bring sewing machines, but it is not a requirement for participation. Quiltathons are lots of fun!



Activities

continued

Community Outreach

Contact Person: Community Outreach Coordinator

The Guild also collects such items as scarves, knit hats, fleece throws and pillowcases for Veterans and other deserving groups. Members may choose their own patterns, but are requested to ask the Coordinator for color suggestions.

Craft Fair

Contact Person: Craft Fair Coordinator

An annual Craft Fair is held at the first meeting in November, if enough Members are interested in selling their hand crafted items.

Door Prizes

Contact Person: Membership Committee

Two Members win door prizes at each meeting. You qualify when you SIGN IN at the Membership Table. At the end of the meeting, two numbers between one and the last number signed in are chosen by a Guest or New Member. If one of these is the number next to your signature, you are a winner. To encourage Members to get to know one another, you MUST be wearing a nametag to win. Paper nametags are available at the Membership Table for Members at a cost of 25 cents.

Fairs (Sonoma County and Cloverdale Citrus)

Contact Person: Fair Liaison

Each year the three quilt guilds in Sonoma County (Santa Rosa Quilt Guild, Moonlight Quilters of Sonoma County, and the Petaluma Quilt Guild) volunteer to demonstrate quilting by machine or handwork at the Sonoma County Fair. This event provides a special opportunity for us to promote quilting in the community and to answer questions from the public. Members of all three guilds may sign up to be part of this demonstration and will be provided with a pass to the Fair.

Our Guild sponsors two awards each at the Cloverdale Citrus Fair and the Sonoma County Fair. At the Sonoma County Fair, the award ribbon for Best Hand Quilting in the adult category is accompanied by a check for \$50. The award for Best Use of Color and Design ribbon in the junior category is accompanied by a check for \$25. At the Cloverdale Citrus Fair, the award ribbon for Best Hand Quilting in the adult category is accompanied by a check for \$25, and a Special Award ribbon in the youth category is accompanied by a check for \$10.

Field Trips

Contact Person: Field Trip Coordinator

The Guild plans field trips based on Member interest. These trips are loads of fun and very affordable since the cost is shared. There is usually a field trip to Pacific International Quilt Festival (PIQF) in Santa Clara. Members are encouraged to suggest other interesting field trips for consideration.

Friendship Blocks

Contact Person: Friendship Block Committee Chair

This program is based on the rich history of friendship quilts in the United States. In our version, one Member chooses a pieced or appliqué block pattern, or a theme, for Members to construct. The completed blocks are given to the Member who chose the block pattern. When you sign up to make one of these blocks you are promising to complete the block and return it to the Committee Chair by the due date.



Activities

continued

Friendship Blocks Continued

Now, for the important question: How can you be that lucky Member who may ask for blocks to be made to your specification? Just complete three Friendship Blocks for others! You may choose to do multiples of the same block (if available), or all different blocks.

And, last but not least, since this is a sharing program, you must “pay back” the number of blocks that you receive in response to initiating a Friendship Block. In other words, you must make one Friendship Block for someone else for each Friendship Block you receive; you may also get FB credits for making a President’s gift quilt block, or working on the Opportunity Quilt construction.

Gift Exchange (Optional)

At the November business meeting the President will ask us if there is interest for a gift exchange. If there is, Members who are interested bring a gift-wrapped item to the December meeting. The gift should meet the standards of the suggested established value. Each participating Member then receives a gift by random number drawing from among those brought by others. The name of the member is noted inside the package.

Sew-a-Row

Contact Person: Sew-a-Row Chair

The Sew-a-Row program is an optional activity for the year. The Chair seeks out “starter rows” or “medallions” from all members who desire to make one, and then organizes for each row to rotate through four other members who sign up to add a row to the project. Each rotation allows approximately eight weeks to complete the additions. At the end of the project each Sew-a-Row will have at least five rows. A die is thrown to determine the winner of the project.

Sewing Room Sale

Contact Person: Sewing Room Sale Coordinator

An annual Sewing Room Sale may take place each year, if enough members are interested in reserving a table. The Sewing Room Sale is in the nature of a garage sale, and the items for sale should reflect this. The event is generally held at the first meeting in July.

Show-and-Tell

Members are inspired by seeing finished quilted projects. Announce your name loudly, the name of your quilt, and share the story of the project and/or special techniques used.

Other than Members of the Videography Committee, anyone who wants to record any portion of a Guild meeting must have prior Board approval.



Activities

continued

Technique Sharing Workshops (TSW)

Contact Person: Technique Sharing Workshop (TSW) Chair

Periodically mini-workshops will feature Members of the Guild who are willing to share a favorite technique or expertise. These may occur after meetings. There is no fee, but there may be a materials cost. All you need to do to attend is sign up so the teacher may properly prepare handouts and/or materials. Contact the TSW Chair if you would like to teach, or if you see a technique you would like to learn more about.

Tri-Guild Luncheon Contact Person: Tri-Guild Luncheon Coordinator

Early each year our Guild joins the Moonlight Quilters of Sonoma County and the Petaluma Quilt Guild for a Tri-Guild luncheon. Responsibility for the luncheon rotates among the Guilds. This is a wonderful opportunity to meet new quilting friends and refresh old quilting friendships.

UnFinished Objects (UFO) Challenge **Works-in-Progress (WIP) Challenge**

Contact Person:
UFO / Works-in-Progress Coordinator

Do you need an incentive to reduce your stack of UnFinished Projects (UFO) and Works-in-Progress (WIP)? Let the Guild help you. Each year, if there is a volunteer to coordinate it, the Guild issues a UFO and a WIP Challenge. Members may make a \$5.00 bet with the Guild that they will finish a specific UFO or WIP in the time allotted. At the end of the designated period the completed UFO(s) or WIP(s) will be displayed, and those Members win back their bet(s). Incomplete UFO(s)/WIP(s) donate their bet(s) to the Guild. Chocolate and/or fabric incentive is usually provided to those who complete their UFO(s) and WIP(s).

Workshops

Contact Person: Program Coordinator

Workshops featuring the guest speakers are often held the Friday following the Program Meeting. Workshops are usually held at the Luther Burbank Art and Garden Center in Santa Rosa. Workshop hours are usually 9:00 a.m. until 3:30 p.m.

To reserve a space in the workshop Guild Members **MUST** pay when signing up for the workshop. Workshops, supply lists, and costs are posted on the website. Members may sign up and submit payment for any and all workshop offerings. If a workshop is full Members may sign up on the waiting list. Since Workshops are self-supporting, refunds for cancellations are available only if there is a replacement on the waiting list, or for extreme health situations.

Only paid workshop participants are allowed at the workshops. No drop-ins or auditing of workshops is permitted. No pets or children are allowed at workshops.





Fundraising

Operational costs for the Guild are offset by dues and by fundraising.

Silent Auction

Contact Person: Librarian

At each meeting silent auction tables are set up with items donated by Members. To bid on an item, write your name and bid on the tag attached to the item. One-half hour after the end of each meeting, an announcement is made that the auction is closed, and successful bidders may pick up their items and put the appropriate amount in the jar on the library table. The proceeds are used to fund library purchases.

Guild Pins and Other Items

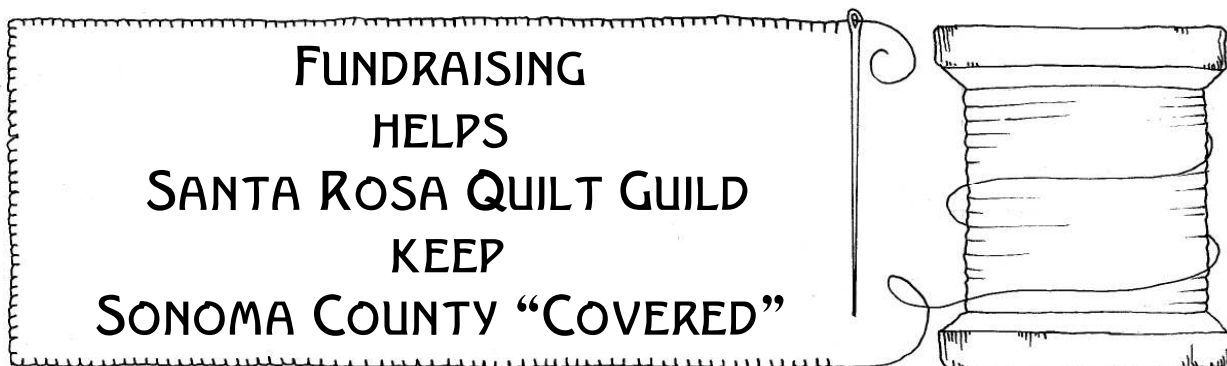
Contact Persons: Membership Committee

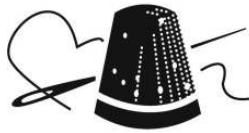
Guild pins may be purchased at the Membership Table. Other items may be available for purchase, but vary over time, e.g., notecards and postcards of former Opportunity Quilts

Opportunity Quilt

Contact Persons: Opportunity Quilt Coordinator or
Opportunity Quilt Ticket Chair

Each year an opportunity quilt is made by the Guild and raffled to generate operating funds. This is a collaborative effort. The Opportunity Quilt Coordinator organizes the making of the quilt top and the quilting, and the Opportunity Quilt Tickets Chair is in charge of ticket sales. Everyone is encouraged to assist with the quilt construction and ticket sales. Each Member is requested to sell and/or buy at least \$20 worth of tickets. Assistance is needed to sell tickets at many venues throughout the year. Since these tickets practically sell themselves, join in and have some fun while promoting an interest in quilting. A link to information about SRQG past Opportunity Quilts may be found on the Downloads page of our website.





Organization

History

The Santa Rosa Quilt Guild was established in 1976 and has remained active ever since. The Guild incorporated in the State of California in 1983 and has an Internal Revenue Code section 501(c)(3) status.

Executive Board

The Guild has eleven Elected Officers: President, Vice President, Program Coordinator, Program Coordinator-Elect, Secretary, Treasurer, Parliamentarian, and four Members-at-Large. Officers serve a one-year term, consistent with the calendar year. Their primary duties are listed in the Bylaws. No officer may be elected for more than three consecutive terms in the same office.

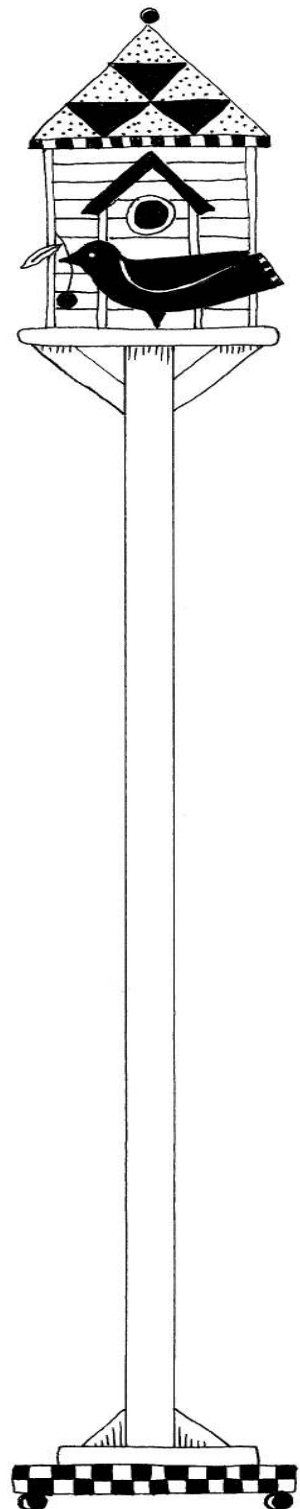
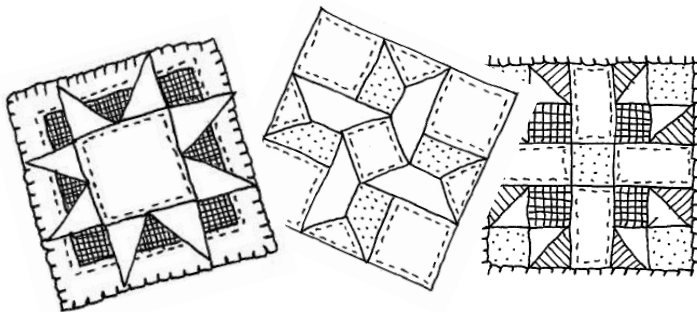
Quorum

A quorum for the Executive Board shall be at least 80% of Board Members present. Lacking a quorum, the President may contact absent Board Members in order to achieve a quorum.

A General Meeting quorum shall consist of 35% of the current Active Member count.

Nominating Committee

The Nominating Committee consists of five voting Members: Parliamentarian as Chair, two Board Members, and two General Members. This committee meets in the third quarter to identify a slate of officers. The slate is presented to the Board in September and announced by the Parliamentarian at the October business meeting. The election is held at the first meeting in November. The President may not serve on the Nominating Committee.





Organization

continued

Elections

Voting for elected positions will take place at the November business meeting. Additional nominations may be added from the floor during the voting process. Voting is by show of hands unless there is more than one nominee for a position, in which case voting will be by secret ballot. Only Active Members may vote and hold office. A majority vote shall determine the election. The term of office is one calendar year, and Members may be elected to a maximum of three consecutive terms in one position. Committee Chairs are appointed by the President.

Audit Committee

The Audit Committee is composed of the Vice President and one General Member and is chaired by the former. They audit prior year's the bookkeeping records at the beginning of each year and report back to the Board.

Budget Committee

The Budget Committee is composed of the incumbent and incoming Presidents and Treasurers, and one General Member. It is chaired by the incumbent Treasurer. This Committee meets during the final quarter of each year to prepare a budget proposal for the coming year, subject to the approval of the Board at the October Board meeting, and final approval of the General Membership at the December meeting.

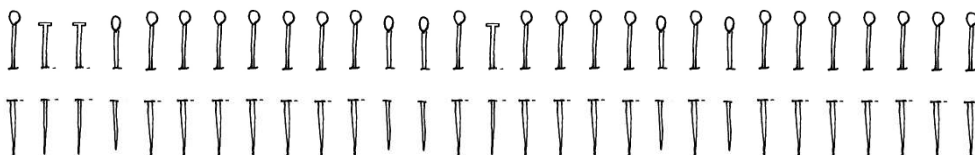
Standing Committees

Standing Committees are those which operate continuously throughout the year. These committees must be established and dissolved by the Executive Board.

Other Committees

Various other committees may exist as needed to facilitate Guild operations and coordinate Guild events and activities. These include the Awards Committee, and may also include, but are not limited to, Basting, Guild Liaisons, Events Coordinator, Fair Liaison, Field Trip Coordinator, etc.

The Awards Committee is composed of a Chair, one Board Member, and one General Member. It is responsible for reviewing awards nominations for compliance with eligibility requirements, verifying the appropriate number of Active Member signatures, and presenting the nominations to the Board.





SANTA ROSA QUILT GUILD 2016 CALENDAR (as of 12/2/15)

<p style="text-align: center;">January*</p> <p>Jan 7 – Installation of Officers Sew-a-Row: starter rows due TSW: TBD</p> <p>Jan 14 – Valley Fire Victim Quilting Bee</p> <p>Jan 21 – Program: Linda Ballard “What if I....” Sew-a-Row: starter rows due</p> <p>Jan 22 - Workshop “Aloha Princess”</p> <p>Jan 26- Pointless Sisters</p>	<p style="text-align: center;">February*</p> <p>Feb 4 - General Meeting Quiltathon Guild Challenge Introduced Sew-a-Row Sign-Ups</p> <p>Feb 18 -Program: Rob Appell “Quilts from the Sea and Beyond” TSW: TBD</p> <p>Feb 19 - Workshop: “Color Strata”</p> <p>Feb 12-15 Cloverdale Citrus Fair Feb 23 - Pointless Sisters</p>	<p style="text-align: center;">March*</p> <p>Mar 3- General Meeting TSW: TBD UFO Challenge Begins</p> <p>Mar 12-Tri-Guild Luncheon (SRQG)</p> <p>Mar 17 - Program: Anne Shaw “Line, Shape and Design”</p> <p>Mar 18 - Workshop: “Flowers of the Gorge (art quilts)”</p> <p>Mar 30 - 5th Thurs Retreat on Wed!</p> <p>Mar 22 - Pointless Sisters</p>
<p style="text-align: center;">April*</p> <p>Apr 7- General Meeting TSW: TBD Sew-a-Row: Row 2 due Opportunity Quilt Raffle Valley of the Moon (Meg E-D)</p> <p>Apr 21 - Prog: Kim Fauth “Absolutely Beautiful Creative Designs/Quilting Magic”</p> <p>Apr 22 - Workshop: “ABCD Quilts, 32 Blocks in 3 hours”</p> <p>Apr 26 - Pointless Sisters</p>	<p style="text-align: center;">May*</p> <p>May 5 - General Meeting Quiltathon</p> <p>May 19 - Program: Lenore Crawford “How to Create an Art Quilt”</p> <p>May 20 – Workshop: “Fusing and Fabric Painting”</p> <p>May 24 - Pointless Sisters</p>	<p style="text-align: center;">June*</p> <p>Jun 2 - General Meeting Award Nominations due Sew-a-Row: Row 3 due TSW: Mystery Quilt</p> <p>Jun 16 - Program: Grace Errea “The Value of Value”</p> <p>Jun 17- Workshop: “Heat Set Machine Applique”</p> <p>Jun 30 - 5th Thursday Retreat</p> <p>Jun 4-5 MQSC Quilt Show Jun 21 - Pointless Sisters</p>
<p style="text-align: center;">July*</p> <p>Jul 7- General meeting Sewing Room sale</p> <p>Jul 21 - Program: Cindy Needham “Love of Linens”</p> <p>Jul 22 - Workshop: “Machine Quilting Feathers”</p> <p>July 22 - Aug 7 County Fair</p> <p>Jul 26 - Pointless Sisters</p>	<p style="text-align: center;">August*</p> <p>Aug 4 General Meeting Sew-a-Row: Row 4 due Guild Challenge Due TSW: TBD</p> <p>Aug 18 - Program: Sandra Bruce “The Paths Taken”</p> <p>Aug 19 - Workshop: “Color Dance”</p> <p>Aug ??- Lake Tahoe Retreat July 22 - Aug 7 County Fair Aug 23 - Pointless Sisters</p>	<p style="text-align: center;">September*</p> <p>Sep1 - General Meeting UFO Challenge due TSW – TBD</p> <p>Sep 15 - Founders' Day Potluck Guild Awards presented</p> <p>Sep 29 - 5th Thursday Retreat</p> <p>Sep ??- Lake Tahoe Retreat</p> <p>Sep 27 - Pointless Sisters</p>
<p style="text-align: center;">October*</p> <p>Oct 6 - General Meeting Quiltathon Officer Nominations Announced</p> <p>Oct 20 - Program: Jan Soules “Spectacular Borders” TSW - TBD</p> <p>Oct 21 – Workshop: TBD</p> <p>Oct 13 PIQF bus trip Oct 13-16 PIQF</p> <p>Oct 25 - Pointless Sisters</p>	<p style="text-align: center;">November*</p> <p>Nov 3 - General Meeting Voting 2017 Officers Present 2017 budget Craft Fair Sew-a-Row: Final Row due</p> <p>Nov 17 - Program: Karen Combs “Quilts of Illusion” TSW - TBD</p> <p>Nov 18 - Workshop: “Patchwork Illusions”</p> <p>Nov 22 - Pointless Sisters</p>	<p style="text-align: center;">December*</p> <p>Dec 1 - Holiday Potluck Sew-a-Row Show/Lottery Vote on Budget</p> <p>Dec 6 Joint Board Meeting</p>

Note: Event dates subject to change; check newsletter or website (www.santarosaquiltguild.org)

TSW = Technique Sharing Workshop (see website for updates)

*Executive Board meetings are held 4th Thurs. of month (except Nov and Dec), 10 am to noon, regular meeting site.

Santa Rosa Quilt Guild Programs & Workshops 2016

January: Linda Ballard
Program: "What if I...."
Workshop: "Aloha Princess"

February: Rob Appell
Program: "Quilts From the Sea and Beyond"
Workshop: "Color Strata Quilts"

March: Ann Shaw
Program: "Line, Shape and Design"
Workshop: "Flowers of the Gorge" (art quilt)

April: Kim Fauth
Program: "Absolutely Beautiful Creative Designs/Quilting Magic"
Workshop: "ABCD Quilts--32 Blocks in Three Hours"

May: Lenore Crawford
Program: "How to Create an Art Quilt"
Workshop: "Fusing and Fabric Painting"

June: Grace Errea
Program: "The Value of Value"
Workshop: "Heat Set Machine Applique"

July: Cindy Needham
Program: "Love of Linens"
Workshop: "Machine Quilting Feathers"

August: Sandra Bruce
Program: "The Paths Taken"
Workshop: "Color Dance"

October: Jan Soules
Program: "Spectacular Borders"
Workshop: "To Be Announced"

November: Karen Combs
Program: "Quilts of Illusions"
Workshop: "Patchwork Illusions"

SANTA ROSA QUILT GUILD BYLAWS

ARTICLE I

Name

The name of this organization is Santa Rosa Quilt Guild, a non-profit corporation.

ARTICLE II

Purpose

The Purpose of this Guild is:

1. To preserve and continue the traditions, culture, and history of the art of quilt making;
2. To contribute to the growth of knowledge in quilting techniques;
3. To sponsor and support quilting activities within the community;
4. To give comfort and show support to our community by making quilts for those in need.

Established in 1976, the Santa Rosa Quilt Guild is dedicated to preserving our quilting heritage through education and enhancement of quilt-making skills. Our Members share a love of quilting and all things quilt-related, and welcome those who have similar interests.

ARTICLE III

Membership

Section A. Eligibility Any individual with an active interest in quilts shall be eligible for Membership, which is automatic upon payment of annual dues.

Section B. Classifications

1. Active Members Members who have paid dues for the current year are Active Members. They may hold office, vote on issues brought before the Membership, and be part of a quorum. They may serve on committees and/or as Committee Chairs.
2. Honorary Life Members Those Active Members who have been honored for continued outstanding service to our guild are Honorary Life Members. They have all the rights and privileges of Active Membership.
3. Affiliates Affiliates are those interested businesses, organizations, or individuals who wish to support the Guild and who have paid the applicable current year Affiliate fee. They are not eligible to hold office, vote, be a part of a quorum, or chair a committee. They are welcome to serve on a committee and participate in all other Guild activities.

Section C. Dues and Fees The Guild fiscal year begins January 1 and ends December 31 of each year. Dues and fees shall be set by the Board and approved by the Membership.

1. New Members Dues for new Members joining after July 1 will be one-half of the annual dues; after October 1, dues will be one-quarter of the annual dues.
2. Renewing Active Members Current year dues are payable by January 1 each year. Members who are late in paying dues must pay the full amount for the fiscal year. Dues are permanently exempt for Honorary Life Members.
3. Affiliates The fee for a new Affiliate joining after July 1 will be one-half of the annual fee, and after October 1 the fee will be one-quarter of the annual fee.

Section D. Membership Cards

1. Active Members Each Active Member shall receive a membership card upon joining and every year upon renewing membership by payment of dues.
2. Honorary Life Members Honorary Life Members shall each receive a perpetual membership card.

3. Affiliates Affiliates shall not receive membership cards but shall receive a certificate for each calendar year of affiliation and shall be given recognition in the roster, newsletter, and on the website.

ARTICLE IV Meetings

- Section A. Regular Meetings
1. Regular meetings shall be held the first and third Thursdays of each month, except for legal holidays and the third Thursday of December.
 2. Time and location shall be set by the Board.
- Section B. Executive Board Meeting
1. Executive Board meetings shall be held the fourth Thursday of the month as needed except in November and December.
 2. Time and location shall be set by the Board.
- Section C. Annual Meeting There shall be an annual meeting each January during which the Executive Board for the year shall be installed.
- Section D. Special Meetings Special meetings of the Executive Board may be called as deemed necessary by either the Executive Board or the President.
- Section E. Quorum
1. The quorum for an Executive Board meeting shall be 80% of the Executive Board. Lacking such a quorum, the President may contact, in the presence of those Board Members in attendance, other Board Members by telephone to effect a substitute quorum. The absent Board Member votes are to be later substantiated in writing, and such records shall be attached to the minutes for that meeting.
 2. The quorum for a regular meeting shall consist of 35% of current Active Members.
- Section F. Majority Vote Motions shall carry by a 51% majority of the eligible voters present.

ARTICLE V Executive Board

- Section A. The Executive Board shall consist of seven elected Officers (President, Vice President, Secretary, Treasurer, Program Coordinator, Program Coordinator Elect, and Parliamentarian) and four elected At-Large Board Members. This group shall be referred to as the Executive Board. All members of the Executive Board shall have full voting privileges.
- Section B. Duties of the Elected Officers
1. President
 - a. Presides at all meetings of the Guild;
 - b. Calls special meetings when necessary;
 - c. Represents the Guild at conventions and public occasions, or appoints a substitute;
 - d. Is authorized to be a member of the Budget Committee;
 - e. Is authorized to sign checks;
 - f. Is authorized to sign contracts;
 - g. Maintains the list of Standing Committees and their primary responsibilities;
 - h. Appoints chairpersons to serve on all Standing Committees.
 2. Vice President
 - a. Presides at meetings in the absence of the President;
 - b. Assists the President in administration of Guild business;
 - c. Arranges the locations of meetings.

- d. Chairs the Audit Committee and maintains the Audit Committee Job Description binder.
- 3. Secretary
 - a. Records the minutes of regular, special, and Executive Board meetings;
 - b. Maintains a permanent record of the minutes and all corporate records excluding corporate financial record;
 - c. Provides copy of the minutes to President, Treasurer, Historian, Parliamentarian, and for a binder available for the Membership;
 - d. Provides minutes of the regular meetings to the Website Manager for posting on the blog;
 - e. Maintains a register of all changes made by vote in a format that records the date, motion passed, and "replacement date" (should that occur);
 - f. Conducts Guild correspondence.
- 4. Treasurer
 - a. Receives and disburses Guild monies and keeps permanent account of same;
 - b. Presents monthly financial statements at regular and Board meetings and provides copies for the President and Secretary;
 - c. Presents annual report to membership;
 - d. Prepares and files annual forms as required by the state and federal governments;
 - e. Chairs Budget Committee and presents proposed annual budget to the Executive Board; maintains Budget Committee Job Description binder;
 - f. Submits accounts to Audit Committee;
 - g. Maintains all corporate financial records.
- 5. Program Coordinator
 - a. Arranges, schedules, and conducts programs and workshops;
 - b. Is authorized to sign contracts with guest artists;
 - c. Provides Treasurer with required documentation.
- 6. Program Coordinator Elect
 - a. Schedules guest artists for programs and workshops for the following year;
 - b. Is authorized to sign contracts with guest artists.
- 7. Parliamentarian
 - a. Ensures that established Policies and Procedures are followed at all meetings;
 - b. Advises the President of non-compliance with Bylaws and documented Policies and Procedures;
 - c. Chairs the Nominating Committee and maintains the Nominating Committee Job Description binder;
 - d. Maintains Bylaws, Policies and Procedures, and Member Handbook, reflecting changes as they occur.

Section C. Duties of the Executive Board

- 1. Transacts Guild business;
- 2. Appoints Active Members to fill Executive Board vacancies arising during the current term;
- 3. Appoints Active Members to serve on the Nominating, Audit, and Budget Committees;
- 4. Holds meetings, as needed;
- 5. Votes on all expenditures submitted for payment and submits to the General Membership for approval by majority vote any amount exceeding that stated in Policies and Procedures;
- 6. Approves the establishment and dissolution of Standing Committees;
- 7. Maintains Job Description binder applicable to the individual position or as assigned;
- 8. Performs other duties as outlined in Policies and Procedures.
- 9. Once a decision is reached by the Executive Board, all Board Members shall "speak with one voice."

Section D. Conflict of Interest Board Members shall refrain from any and all practices that may be construed to be a conflict of interest.

ARTICLE VI
Election of Executive Board

Section A. Procedures

1. Active Members are eligible to vote and hold office.
2. The Nominating Committee identifies candidates for following year's Executive Board during the third quarter.
3. The Nominating Committee presents nominations to the Executive Board for review at the September Board meeting
4. The Parliamentarian announces the slate of candidates for the next year's Executive Board at the first regular meeting in October.
5. Election of Officers: If there is only one candidate for a position, voting shall be by show of hands. If there are multiple candidates for a position, voting shall be by written ballot; candidates receiving a majority of votes cast shall be declared elected.
6. Election of At-Large Board Members: If there are only four candidates, voting shall be by show of hands. If there are more than four candidates, voting shall be by written ballot; the candidates receiving the four greatest number of votes shall be declared elected.
7. Voting shall take place at the first regular meeting in November. Nominations may be added from the floor during the voting process.

Section B. Vacancies

1. Upon vacancy of the President's office, the Vice President shall complete the term.
2. Upon vacancy of other elected positions, the Executive Board shall appoint a replacement to complete the term.

Section C. Tenure

1. Each term of office shall be one year.
2. Executive Board Members may be elected for a maximum of three consecutive terms in the same position.

ARTICLE VII
Committees

Section A. Committee Chairs Except for the three Annual Committees, Committee Chairs shall be appointed by the President, and all Committee Chairs shall act in an advisory capacity to the Executive Board.

Section B. Standing Committees Standing Committees are those which operate continuously throughout the year.

1. Proposals to establish or dissolve a Standing Committee must be approved by the Executive Board.
2. The list of Standing Committees and their primary responsibilities will be maintained by the President.
3. Each Committee Chair shall maintain a current Job Description binder.

Section C. Annual Committees Annual Committees convene once each year to facilitate Guild operations.

1. Audit Committee
 - a. Consists of Vice President as Chair and one Active Member who is not currently a Board Member;
 - b. Audits the bookkeeping records; reports the results at the March Board meeting.
2. Budget Committee
 - a. Consists of incumbent Treasurer as Chair, incumbent President, incoming Treasurer, incoming President, and one Active Member who is not currently a Board Member. If this does not result in five individuals, the Treasurer shall fill the vacancy from the Executive Board;

- b. Submits the proposed budget for the following year at the October Executive Board meeting for review by the Board;
 - c. Presents the proposed budget for approval of the Active Members at the December meeting.
- 3. Nominating Committee
 - a. Consists of Parliamentarian as Chair, two Executive Board Members, and two Active Members who are not currently Board Members;
 - b. Meets in the third quarter to identify candidates for elected positions;
 - c. Presents nominations to the Executive Board in September and announces nominations at the first regular meeting in October.

Section D. Other Committee Other Committees may be established as needed to facilitate Guild operations and/or coordinate Guild events and activities.

ARTICLE VIII Amendments

Bylaws may be amended at any regular or special meeting by a majority vote of the Active Membership present and voting. The proposed amendments must be announced at a preceding regular meeting. A written notice of proposed amendments shall be made available to the Active Membership at that time and a copy shall be filed with the Secretary.

ARTICLE IX Dissolution

- Section A. Procedures
- 1. At any regular or special meeting a motion may be made to dissolve the Santa Rosa Quilt Guild.
 - 2. Said motion must be made in writing and announced at a preceding regular meeting.
 - 3. Said motion shall carry by a majority vote of the active membership present and voting.
- Section B. Disbursement of Funds
- 1. A motion to disburse existing funds must be made at the time of dissolution.
 - 2. Said motion will carry by a majority vote of the Active Membership present and voting.
 - 3. All outstanding obligations shall be paid before remaining funds are disbursed.
 - 4. Any funds remaining shall be donated to a non-profit organization(s) related to quilts, e.g., museum, textile art center, research center, quilt study group, quilt guild, etc.
- Section C. Disbursement of Material Assets
- 1. A motion to disperse material assets must be made at the time of dissolution.
 - 2. Said motion will carry by a majority vote of the Active Membership present and voting. Material assets shall be auctioned to Active Members and the resulting funds disbursed as in Section B this Article. Material assets remaining after the auction shall be donated to non-profit organization(s) related to quilts, as in Section B of this Article.
- Section D. The Executive Board shall act as a temporary Committee to oversee all details of Guild dissolution and disbursement of assets.

Santa Rosa Quilt Guild was incorporated May 12, 1983 (Corp. No. 1141295)
 These Bylaws are revised in their entirety by vote of the Membership September 4, 2014, and supersedes any and all previous versions. These Bylaws shall take effect November 1, 2014.