

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)
April 1, 2018

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.

In 2015 Handbook was updated by Jan Andrews, Sharon Fry, Jim Jensen, and Phyllis Gallaway to reflect changes to the Bylaws, and the Policies, Procedures, and Reference Manual, revised in 2014 and 2015.

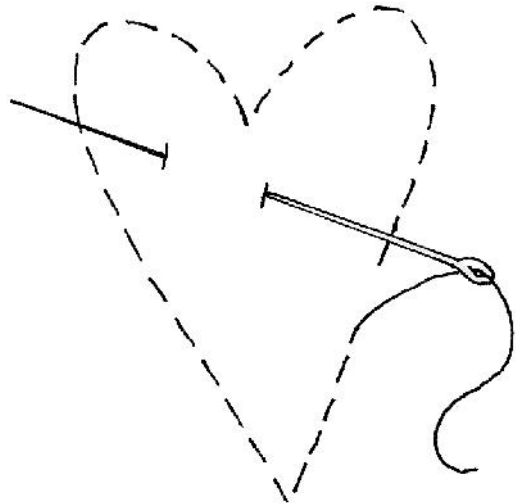
Jan Andrews
Membership Committee

Sharon Fry
Parliamentarian

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!

Table of Contents

Guild Support.....	1
Communication	2
Website.....	2
Newsletter.....	3
Group Emails	3
Guild Calendar-on-a-Page	3
Meetings and Special Events.....	4
Regular Meetings.....	4
Board Meetings.....	4
Special Event Meetings.....	4
Special Meetings.....	4
Minutes	4
Membership and Dues	5
Active Members	5
Affiliates	5
Honorary Life Members.....	5
Immediate Past President.....	5
Membership Cards and Roster.....	5
Member Benefits.....	6
Affiliate Presentations	6
Awards.....	6
Basting Support	6
Discounts	7
Historian.....	7
Hospitality	7
Library.....	8
Mini-Groups	9
Northern California Quilt Council (NCQC) Membership.....	9
Photographs.....	9
Programs	9
Sunshine.....	9
Activities.....	10
Block-of-the-Month.....	10
Boutique.....	10
Challenge Quilt	10
Community Quilts/Quiltathons	10
Craft Fair.....	11
Door Prizes	11
Fairs (Sonoma County and Cloverdale Citrus)	11
Field Trips	11
Friendship Blocks.....	11

Table of Contents

(continued)

Sew-a-Row	12
Sewing Room Sale.....	12
Show-and-Tell.....	12
Technique Sharing Workshops (TSW)	13
Tri-Guild Luncheon.....	13
Unfinished Objects (UFO), Works-in-Progress (WIP) Challenge	13
Workshops.....	13
Fundraising	14
Silent Auction	14
Guild Pins and Other Items	14
Opportunity Quilt	14
Organization	15
History.....	15
Executive Board.....	15
Quorum.....	15
Nominating Committee.....	15
Elections	16
Audit Committee	16
Awards Committee.....	16
Budget Committee	16
Standing Committees.....	16
Other Committees.....	16
Appendices	
A. Current Membership Roster	
B. Calendar-on-a-Page	
C. Current Year's Program and Workshop Schedule	
D. Bylaws of Santa Rosa Quilt Guild	



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 Founding 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 3,400 quilting books listed with an easy-to-use search feature. Guild Members may check out our two Accuquilt® cutters and our many dies just like a library book or DVD. Information about the Go!® Products may be found by scrolling to the very bottom of the Library's Home Page. The library also has a huge selection of rulers, templates, and stencils to loan.



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 of our 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!

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/>



Communication

continued



A limited number of printed copies are available to Members who do not have access to a computer. Printed copies are usually 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

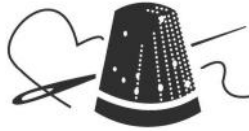
Contact Person: Group Email Coordinator

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, and political commentaries are ***never*** distributed to our email list members. Distribution of Member information to non-members, such as names, addresses, phone number, and/or email addresses is ***strictly prohibited***.



Guild Calendar-on-a-Page

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



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 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 Elected Board 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. Committee Chairs 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

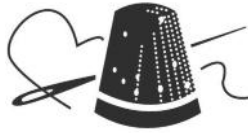
On the third Thursday in September the Guild traditionally celebrates Founders' Day in memory of its beginning. In 1976 a group of women took a quilting class from Joyce Gross at the Santa Rosa Junior College. Upon completion of the class, Joyce encouraged the students to continue meeting, so Dotty Zagar 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, and may also be found on our blog.



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, but are encouraged to serve on committees and participate in all other guild functions. 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

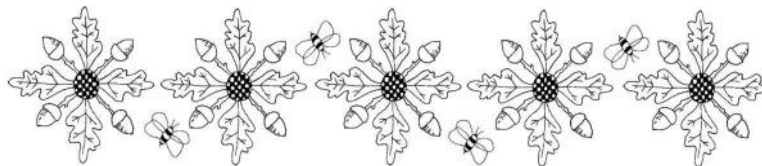
The immediate Past President shall be exempt from dues for the year following his or her presidency, or if an Honorary Life Member, may be given a workshop certificate.

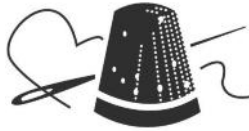
Membership Cards and Roster

New Members receive membership cards upon joining the Guild. Renewing Members receive membership cards annually.

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, and is continuously updated throughout the year.

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

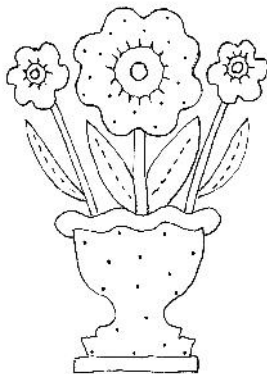
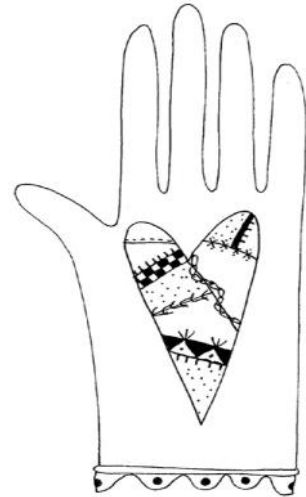
Contact Person: President or Membership Committee

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, a permanent membership card, 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

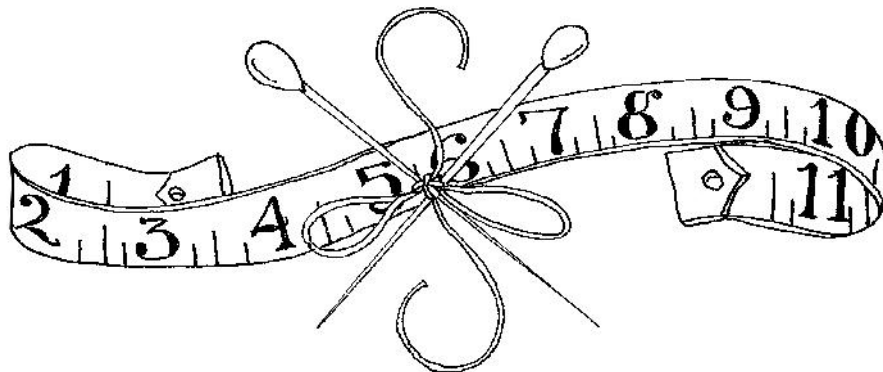
The Guild Historian collects photos, news articles, and other items of interest. Scrapbook archives are maintained at the meeting site. Members are encouraged to submit items for the Scrapbook, such as newspaper and magazine articles recognizing the talents of a Guild Member. The Historian keeps a printed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

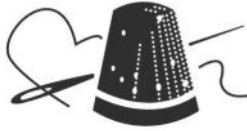
Hospitality Contact Person: Hospitality Committee Chair

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.

Each Member is encouraged to provide a salad, snack, finger food, and/or dessert for the buffet table at least twice a year. Birthday months, and six months after make good reminders for these contributions to the buffet table.

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 3,400 books, plus magazines, videos, CDs, DVDs, rulers, stencils, templates, and two Accuquilt® cutters and many dies. Our SRQG library has been rumored to be 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.

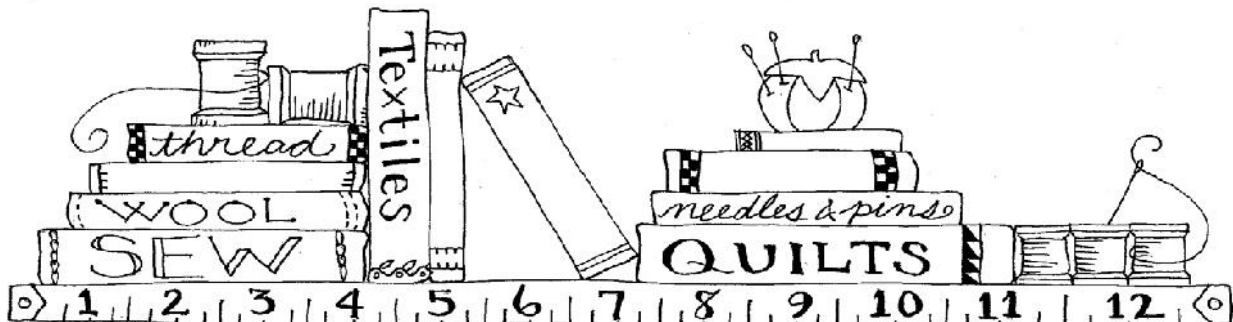
By clicking on “Library” on our Guild website, books can be located by title, author, and/or subject. Many publications feature an image of the cover and reviews from Sharon. There is a link to a tutorial, written by Linda Hooper, at the top of the Library page.

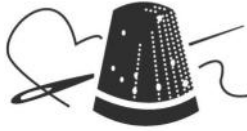
A laptop computer, very generously donated by Jan Andrews, is set up in the library area to help with locating books. Members are invited to use the computer on their own or may ask for assistance.

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 library workers in conversation during a meeting as they hate to miss anything, and it is rude to the people at the podium.

Extra eyes are most welcome in locating items for the library, as well as suggestions 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 in January, April, and July 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

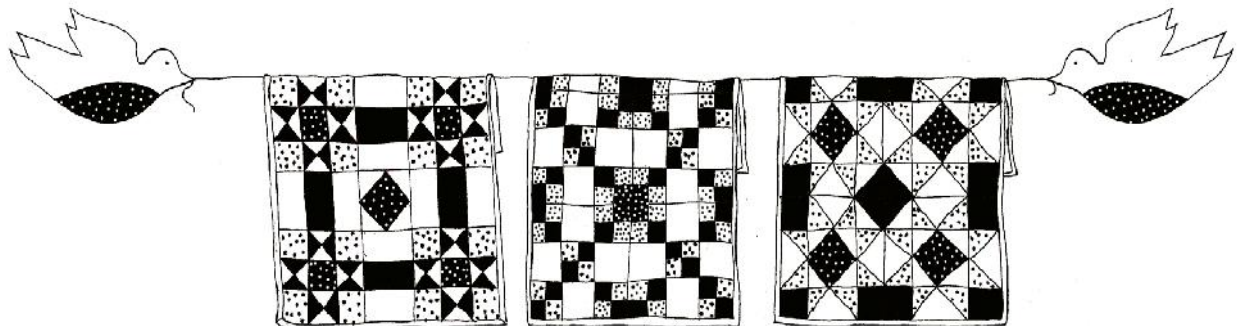
The Guild Photographer takes photos of Members presenting items at Guild meeting Show-and-Tell and at other Guild events and activities, and also photographs selected works of program artists. The photos are edited, labeled, and posted to the Guild website by date.

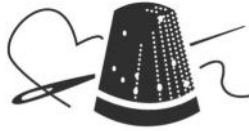
Programs Contact Person: Program Coordinator

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.

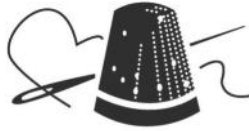
Community Quilts/Quiltathons Contact Person: Community Projects Chair

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 other charitable organizations, as requested.

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

Craft Fair Contact Person: Craft Fair Coordinator

If there is sufficient interest in Members selling their hand crafted items, a Craft Fair may be held at the first meeting in November

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.

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. Check out our website for pictures of the Sew-a-Row projects.

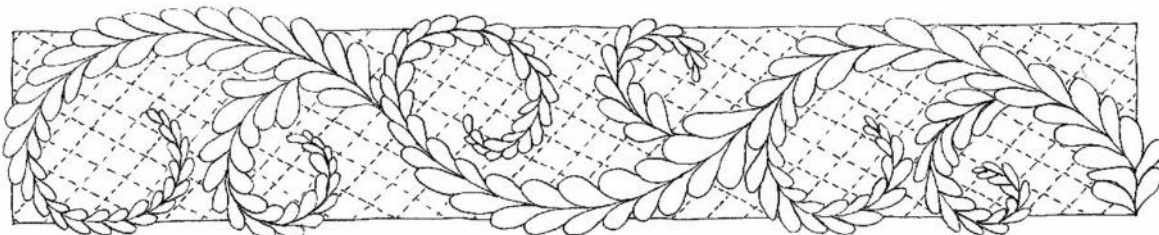
Sewing Room Sale Contact Person: Sewing Room Sale Coordinator

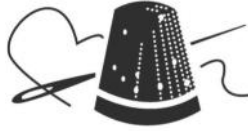
An annual Sewing Room Sale may take place each year, at the discretion of the Sewing Room Sale Chairperson. Tax laws dictate that we limit booth participation to members only (not Affiliates), at no charge, although voluntary donations to SRQG (recommended 10%) may be accepted. The Sewing Room Sale is 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 or August.

Show-and-Tell

Members are inspired by seeing finished quilted projects. Show-and-Tell takes place at the end of each Member meeting. If you want to share your quilt with the group, bring it forward when the call is given from the stage. Someone will be at the head of the line to record your name and the title of the quilt for our website. When you go up on stage, use the microphone and announce your name loudly, the name of your quilt, and share the story of the project and/or special techniques used. Be sure to take your quilt to the other end of the stage where it will be photographed if you want it posted on our website.

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 Objects (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). Members who do not complete 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. Workshop location may vary: please consult the website or contact the Program Coordinator. 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. 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

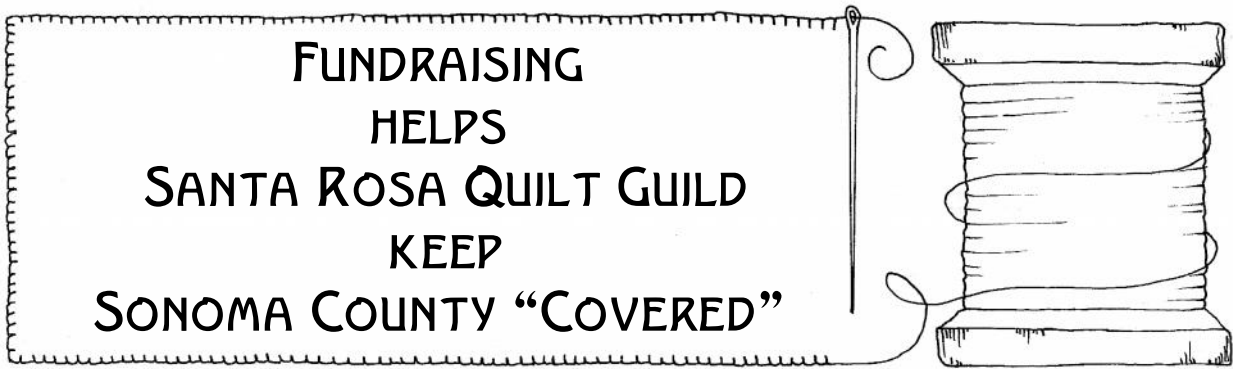
At each meeting silent auction tables are set up with items donated by Members. To bid on an item, write your name and bid on the tag attached to the item. One-half hour after the end of each meeting, an announcement is made that the auction is closed, and successful bidders may pick up their items and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

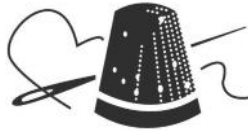
Guild Pins and Other Items Contact Persons: Membership Committee

Guild pins may be purchased at the Membership Table. Other items may be available for purchase such as 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 Opportunity Quilt 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.

Elected Board

The Guild has thirteen Elected Officers: President, Vice President, Program Coordinator, Program Coordinator-Elect, Secretary, Treasurer, Parliamentarian, and six 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.

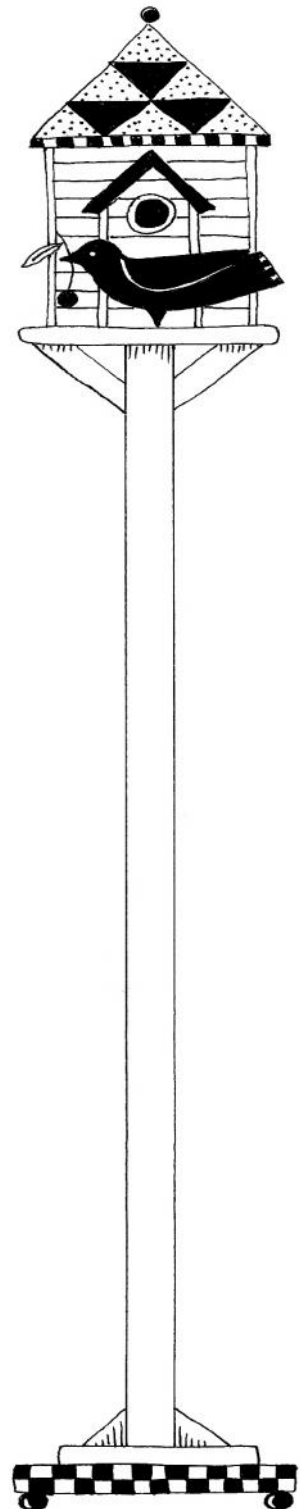
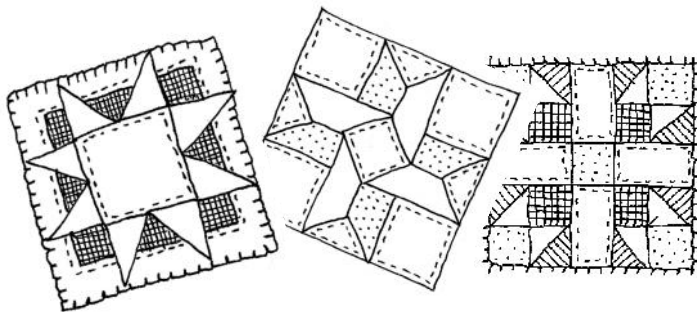
Quorum

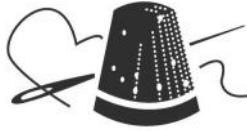
A quorum for the Executive Board shall be at least 80% of Board Members present. Lacking a quorum, the President may contact absent Board Members in order to achieve a quorum.

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 first meeting in October. The election is held at the first meeting in November.





Organization continued

Elections

Voting for elected positions will take place at the first meeting in November. Final nominations must be submitted to the Nominating Committee no later than the close of the last regular meeting in October. Voting is by show of hands unless there is more than one nominee for a position, in which case voting will be by written 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.

Awards Committee

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.

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, but are not limited to, Basting, Guild Liaisons, Events Coordinator, Fair Liaison, Field Trip Coordinator, etc.

