

Orange County Quilters Guild

Bylaws & Standing Policies



**These Bylaws and Standing Policies were last
updated on March 6, 2023**

*Bylaws
&
Standing Policies*



ORANGE COUNTY QUILTERS GUILD BYLAWS

ARTICLE I - NAME

The name of this organization shall be the ORANGE COUNTY QUILTERS GUILD, hereinafter referred to as the Guild.

ARTICLE II - PURPOSE & LIMITATIONS

Section 1 The purpose of this Guild shall be:

- a) To promote cooperation and exchange of ideas among those interested in or engaged in quilting.
- b) To encourage and maintain high standards of design and technique in quilting.
- c) To instruct the members in methods and techniques of creative quilting and to inspire personal achievements.

Section 2 This Guild is incorporated as a non-profit organization under the laws of the State of California and has been granted tax-exempt status by the IRS as a non-profit 501(c)(4) organization. Because of this tax structure, if an individual member makes a contribution to the Guild it is not tax deductible; however, if a business makes a contribution it may qualify as a business expense. The Guild is not organized for personal profit. All activities of the Guild shall be conducted in such a manner that no part of the net income shall benefit any individual member, except as noted in the Bylaws and Standing policies and except as that member may be hired as a principal lecturer/teacher by the Board.

Section 3 In the event of dissolution, any and all properties owned by the Guild shall be distributed only to organizations which qualify as non-profit under the IRS code of the U.S. Government and as the Board shall select as recipients.

ARTICLE III - MEMBERSHIP

Section 1 Membership in this Guild shall be open to anyone interested in quilting. To be a member of this Guild, each individual must pay dues as established by the Board and

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approved by the membership. The membership year is March 1 through the last day of February.

Section 2 A member is defined as an individual who pays dues or has been awarded Life Membership, participates in Guild activities and/or works on committees, has voting privileges, has the right to hold office, may serve as a committee chair, and agrees to abide by the Bylaws and the Standing Policies of the Guild.

Section 3 A Junior Associate member is defined as a youth, age 12 to 18, who is interested in quilting. A Junior Associate member pays a discounted membership fee and agrees to abide by the Bylaws and Standing Policies of the Guild.

Section 4 The Board is authorized to establish, with the approval of the membership, an appropriate numerical limitation on the size of the Guild membership as is necessary to sustain an effective organization.

ARTICLE IV - THE BOARD

Section 1 The Board shall consist of all elected officers, standing committee chairpersons and the immediate past president. Voting Board members shall be: President, 1st Vice President (Programs), 2nd Vice President (Workshops), Secretary, Treasurer, Past President, Membership, Newsletter, Parliamentarian and Special Events Chairperson for the upcoming Special Event (i.e., Camp Watch-A-Patcher or Quilt Show Chairperson). Board members accepting positions agree to perform their duties proficiently in the best interest of the Guild. Should a Board member, other than an elected officer, not perform the required duties as specified in the position description and in accordance with the Bylaws and Standing Policies, after evaluation and a vote by the Board, that member shall vacate the position. (2/9/2010)

Section 2 The term of the Board is from March to the following March. Board members are elected or appointed for a one year term or until a successor is appointed, except for Camp Watch-A-

Patcher and Quilt Show Chairperson positions which each have a multi-year term. Board members may serve a maximum of two consecutive terms in the same position. A partial year of 180 days or more is considered one term. Sharing a Board position counts as one term for each person co-chairing. (9/13/2011)

Section 3 The positions of President, Secretary and Treasurer may only be held by one person at a time. All other Board positions may be co-chaired by two or more members.

Section 4 Attendance at Board meetings is required. If a Board member has missed more than three consecutive Board meetings without being excused, the Board has the authority to declare the office vacant.

Section 5 All Board members shall present reports (either written or verbal as defined in their position descriptions) at each monthly Board meeting. If a Board member is unable to attend the meeting, the absence must be reported to the President prior to the meeting.

Section 6 A quorum is the number of Board members required to transact Guild business at a Board meeting. A minimum of 50% plus one Board member shall constitute a quorum at a Board meeting.

ARTICLE V - OFFICERS AND DUTIES

Section 1 The elected officers of the Guild shall be: President, 1st Vice President (Programs), 2nd Vice President (Workshops), Secretary, and Treasurer. In order to hold an elected office of the Guild, an individual must have been a member of Orange County Quilters Guild for at least two consecutive years.

Section 2 The President oversees all Guild activities and presides at all meetings of the Guild and the Board. The President shall appoint, with Board approval, all committee chairpersons not otherwise provided for and serve as an ex-officio member of all committees except the nominating committee.

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Section 3 The 1st Vice President (Programs) shall schedule and prepare contracts for programs and workshops for the Guild meetings with the approval of the Board. The 1st Vice President (Programs) shall also perform all duties of the President in the President's absence.

Section 4 The 2nd Vice President (Workshops) shall register students, collect fees, be responsible for and display teacher samples, attend workshops and be available to assist the teachers and students as needed.

Section 5 The Secretary shall record the proceedings of the General Guild and Board meetings and special meetings as called by the President. The Secretary shall maintain a record of all meetings; keep the Bylaws and the Standing Policies up-to-date and conduct all Guild correspondence under the direction of the President.

Section 6 The Treasurer shall maintain accurate books recording all of the Guild's properties and transactions. Financial statements and reports required by the Guild to comply with federal and state regulations shall be prepared and submitted to the Board and made available to the membership monthly. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Guild. The Treasurer shall submit the books for audit within 30 days of fiscal year end. A review or audit may be requested by the Board at any time. The Treasurer is responsible for the filing of tax returns for the fiscal year end in which the term was served.

The Treasurer shall act as Chairperson of the Budget Committee which consists of one member from the Board and three volunteers from the general membership. This committee shall prepare an annual budget proposal for presentation by the Treasurer at the annual business meeting in February.

Section 7 The Past President shall serve as advisor and member of the Board. The Past President shall serve as Chairperson for the President's Quilt.

Section 8 The President, Secretary and Treasurer of the Guild shall serve as the Board of Directors of this organization for the purposes of incorporation.

ARTICLE VI - STANDING COMMITTEES

Section 1 The Standing Committees shall be: Camp Watch-A-Patcher, Historian, Hospitality, Immediate Past President, Librarian, Membership, Newsletter, Parliamentarian, Philanthropy, Publicity, Quilt Show, and Southern California Council of Quilt Guilds Representative.

Section 2 Standing committee chairpersons will be appointed by the President Elect with existing Board approval. Voting standing committee chairpersons have one vote regardless of how many co-chair persons share the position. In the event the co-chairs disagree, they shall abstain from voting. Committee chairpersons select necessary committee members. (2/9/2010)

- a) Committee chairpersons cannot arbitrarily change or omit the duties of their position as outlined in the position description, or the established procedure, without Board approval.
- b) Committee chairpersons are required to keep their procedure manuals current and to make this information available to their successors at the joint Board meeting in March.
- c) Committee chairpersons are required to submit a budget recommendation to the Board at the December Board meeting for the upcoming fiscal year for their respective committee. Copies of the budget recommendation shall go to the President, Treasurer, and the Committee's procedure manual.

Section 3 The Camp Watch-A-Patcher Chairperson shall be responsible for presiding over Camp Watch-A-Patcher and shall enlist members of the Guild to form a committee to help put on the event. The term of office may begin 91 days after the conclusion of the prior event and shall end 90 days after the conclusion of the current event.

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Section 4 The Historian shall record all Guild events and create an archival record to be kept in the library permanently. Special care is to be taken to preserve the history of the Guild. The Historian will compile a book for each year. The books belong to the Guild.

Section 5 The Hospitality Chairperson shall arrange refreshments and other details needed to promote a social atmosphere at all meetings and functions of the Guild.

Section 6 The Librarian shall be responsible for the collection and cataloging of all publications included in the Guild's Library and the enforcement of the rules of the Library listed in Standing Policies.

Section 7 The Membership Chairperson shall collect dues at the general meetings and keep all membership records and lists up to date. The Membership Chairperson shall advise the Board of membership status.

Section 8 The Newsletter Chairperson shall edit the monthly newsletter and include articles pertaining to all Guild meetings, workshops, functions and quilt related information. The Newsletter Chairperson shall solicit advertising for the newsletter and may enlist members of the Guild to form a committee to help.

Section 9 The Parliamentarian shall direct the Board and the membership in accordance with the Guild's Bylaws and Standing Policies, supervise Guild elections, advise on parliamentary procedures and interpret the bylaws when requested. The Parliamentarian shall audit all pertinent documents, notebooks, reports and final reports submitted at the conclusion of a Permanent Special Event and transfer those materials to storage or to the new Event Chairperson. The Parliamentarian shall chair the Nominating Committee and present the slate of officers to the Board at the December Board meeting for approval. The Parliamentarian shall chair the Bylaw and Standing Policies Revision Committee.

Section 10 The Philanthropy Chairperson shall schedule and/or organize programs and activities for philanthropic donations.

Section 11 The Publicity Chairperson shall be responsible for preparing publicity releases for meetings and Guild functions.

Section 12 The Quilt Show Chairperson shall preside over the Quilt Show and enlist members of the Guild to form a committee to help put on the Show. The term of office may begin 91 days after the conclusion of the prior event and shall end 90 days after the conclusion of the current event.

Section 13 The Southern California Council of Quilt Guilds Representative shall attend the quarterly Council meetings and report pertinent information to the Board and then to the Guild.

ARTICLE VII - GENERAL COMMITTEES

Section 1 General Committee Chairpersons will be appointed by the President Elect with existing Board approval.

- a) General Committee Chairpersons have no vote at the Board Meetings.
- b) Job descriptions shall be defined and approved by the Board upon the creation of a new general committee.

Section 2 General Committees may include but are not limited to: Block Party, Budget, Brochures, Bulletin Board, Christmas Ornament Exchange, Door Prizes, Email, Equipment, Friendship Groups, Guest/New Member Greeters, Mailing Crew, Membership/Check-in, Opportunity Basket, Quilts for Children / Quilts for Vets, Show and Tell, Special Events, Sunshine and Shadows, Swap-A-Block, Webmaster, and Yearbook.

ARTICLE VIII - ELECTIONS

Section 1 The Nominating Committee of five (one member from the Board, three volunteers from the general membership plus the Parliamentarian) shall be formed in October to seek candidates for office for presentation in January and election in February. No

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member of the nominating committee may be a nominee for an elected office. The list of candidates for office shall be published in the monthly newsletter prior to the January general meeting. Newly elected officers will take office in March.

Section 2 Additional nominations may be made from the floor at the January general meeting with the written consent of those nominees. At the February general meeting, if there is only one nominee for each office, the slate may be elected by voice vote of the majority of members present. Otherwise, voting shall be by ballot.

ARTICLE IX - MEETINGS

General meetings of this Guild will be held monthly at the date, time and location set by the Board with the approval of the membership.

ARTICLE X - AUTHORITY

Section 1 A quorum is the number of members required to transact Guild business at a general meeting. A quorum is defined as 25% of the members. Unless otherwise required, all motions may be acted upon by a simple majority vote of those members present who are entitled to vote on the matter.

Section 2 In conducting the affairs of this Guild, the final authority for procedure shall be the most recent version of *Robert's Rules of Order* wherever applicable and not inconsistent with these bylaws.

Section 3 All contracts of the Guild, except for speakers, must be approved by the Board prior to signature and must be signed by the President and the applicable chairperson.

Section 4 The terms "agent," "proceeding," and "expense" made here shall have the same meaning as such terms in Section 7237 of the Nonprofit Corporation Law, as amended.

The Guild may indemnify each of its agents against expenses, judgments, fines, settlements, and other amounts, actually and reasonably incurred by such person having been made or having

been threatened to be made a party to a proceeding to the fullest extent possible by the provision of the Nonprofit Corporation Law. The Guild may advance the expense reasonably expected to be incurred by such agent in defending any such proceeding upon receipt of the undertaking required by the Nonprofit Corporation Law.

Section 5 The Guild shall have the power to purchase and maintain insurance on behalf of any agent of the Guild against any liability asserted against or incurred by the agent in such capacity, or arising out of the agent's status as such, whether or not the Guild would have the power to indemnify the agent against such liability under the provisions of this Section 4.

ARTICLE XI - AMENDMENT OF BYLAWS

These bylaws may be amended by doing all of the following:

- a) Present proposed amendments for review and approval by the Board;
- b) Notify all members of the Guild in writing 30 days prior to a general meeting, either through the newsletter or by a special mailing of proposed amendments;
- c) Ensure there is a quorum present at the general meeting; and
- d) Certify approval by a two-thirds vote of the members in attendance.

STANDING POLICIES

ORANGE COUNTY QUILTERS GUILD STANDING POLICIES

1. GENERAL MEETINGS

- A. General meetings will be held the second Tuesday of each month with the exception of July. There will be no meeting in the month of July. Doors will open at 6:00 p.m. and the meeting will start at 7:00 p.m. (04/13/2020)
- B. No sales of any profit-making type will be allowed at general meetings except by the featured speaker. (9/10/1996)
- C. Members will check in at the meeting room entrance and show a current-year membership card. (3/2/1981)
- D. No children under twelve (12) are permitted, except at the express invitation of the Guest Speaker. (3/1/2011)
- E. No smoking is allowed in general meetings. Food and beverages will be kept out of work areas. (3/2/1981)
- F. Use of cameras and tape recorders is by permission of the guest speaker only. (8/19/1985)
- G. February is the Annual Business Meeting with election of officers and presentation of the annual budget. Once elected, the new officers will be installed at the end of the February General meeting. (3/1/2011)
- H. The Guild bulletin board will be at all general meetings, and serves as a clearinghouse for free brochures and pamphlets of interest to quilters. A detailed, year-to-date Treasurer's report will be posted monthly on the bulletin board. The bulletin board may also have shop information and items of interest; however, no merchandise may be displayed. (11/11/2003)
- I. The Guild will not be responsible for any personal items brought to Guild functions. (12/10/1985)

2. MEMBERSHIP

- A. The Guild membership list may not be used for commercial purposes. (5/13/1985)
- B. Membership must be in the name of an individual and only one membership per person. (1/16/1984)
- C. Junior Associate memberships will be offered to individuals, ages 12 to 18 interested in quilting. Junior Associates must be accompanied to the general meetings by a Guild member. A Junior Associate membership includes the newsletter, yearbook, the right to participate in workshops, library privileges as defined in Section 8 (A), bus trips, participation in special events, contests, participation in the President's Quilt, and discounts at participating shops. (11/11/2003)
- D. Dues will be \$40 per year for regular members and \$15 per year for Junior Associate members, March 1 through the last day of February. (02/27/2023)
- E. Guests will be charged \$5 per meeting. (3/1/2011)
- F. The Guild will give Life Memberships to all Past Presidents. The Board may give lifetime memberships to those members who have provided exceptional service to the Guild over a period of years. Lifetime memberships currently include Blanche Young, Maureen Cole and Beverly Packard. (11/11/2003)
- G. New membership cards will be mailed and renewals may be picked up at meetings unless other arrangements are made with the Membership Chairperson. (11/11/2003)
- H. Stitched nametags are to be worn at general meetings; new members are allowed two general meetings to create nametags. A fine of 25 cents will be charged for missing tags. (11/11/2003)

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3. BOARD

- A. Meetings of the Board will be held within 10 days of each general meeting. (10/13/1987)
- B. The Guild will maintain membership in Southern California Council of Quilt Guilds. (11/11/2003)
- C. The Board has the authority to set a calendar for future events. (11/11/2003)
- D. The Board has the authority to approve non-budgeted items less than or equal to \$250. Prior notification must be made to the membership in writing before voting on any proposed non-budgeted item in excess of \$250. (2/13/2001)
- E. The President has executive privileges to allow people to attend the meetings as “guests of the Guild.” (12/10/1984)

4. PROPERTY

- A. The Guild will maintain a Post Office box as a permanent mailing address. The Post Office box is the responsibility of the President. (11/11/2003)
- B. The Guild logo and banner are copyrighted under the Guild name and cannot be used for personal gain. Reproduction of the logo in any form for non-guild activities requires written permission from the Board. (11/11/2003)
- C. The Guild will maintain a public storage facility to store equipment and Guild records. The storage facility is the responsibility of the President.

The guild will no longer keep binders or paper documents unless required by law. All documents will be scanned and/or sent to an electronic storage site that will be accessed by the board members. (02/27/2023)

5. EQUIPMENT

- A. Equipment Chairperson will maintain all equipment in good working order, issue and update equipment cards, track all equipment which is checked out, report lost or damaged equipment, and ensure an accurate inventory of Guild equipment. (11/11/2003)
- B. Any Committee Chairperson requiring equipment for a general meeting must check out equipment through the Equipment Chairperson. The committee chairperson will be required to pick up and return the equipment to the storage facility. The Equipment Chairperson will ensure that the storage facility is open before and after meetings on an established schedule. The person checking out the equipment will be responsible for replacement if it is not returned. (11/11/2003)
- C. Equipment Chairperson is responsible for purchasing budgeted equipment and adding this equipment to the current inventory list complete with any identification numbers. Members must receive authorization and instructions from the Equipment Chairperson prior to purchasing any equipment for the Guild. All original receipts and warranties will remain with the equipment card. Copies of the receipts will be sent to the Treasurer to maintain accurate accounting records. (11/11/2003)
- D. Software purchased on behalf of the Guild requires special instructions for registration. Instructions will be provided by the Equipment Chairperson. (11/11/2003)
- E. An equipment list will be listed on the Web site and a list will be maintained in the Library. (2/14/2006)
- F. A joint inventory will be conducted by the outgoing Equipment Chairperson and the incoming Equipment Chairperson. These results will be presented to the Board within 45 days of taking office. (11/11/2003).

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6. FINANCES

- A. Any committee chairperson receiving funds on behalf of the Guild must turn the funds over to the Treasurer with the appropriate paperwork within 45 days. (11/11/2003)
- B. Cash collected at the general meetings must be turned in to the Treasurer that night, or at the following board meeting. Cash may not be deposited into personal accounts. (11/11/2003)
- C. If a check is returned for insufficient funds or account closed, the writer of the check will be liable for any bank fees assessed the Guild. Membership privileges will be suspended until all charges are satisfied. (1/15/1996)
- D. Requests for reimbursement from the Treasurer must be itemized with receipts stapled to the reimbursement form. Authorized expenses include reasonable phone calls on Guild business and current year IRS business mileage allowance. Requests for reimbursement must be submitted within 60 days of expenditure. (11/11/2003)
- E. Monthly bank statements are to be opened and reviewed by the President prior to delivering statements to the Treasurer. (11/11/2003)
- F. Individuals cannot sign a check made payable to themselves. (11/11/2003)

7. HOSPITALITY

- A. The Guild will provide beverages and paper products for general meetings. (3/16/1981)
- B. Members are requested to bring a refreshment to share at general meetings on a rotating basis. (11/11/2003)

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8. LIBRARY

- A. Library will include books and other forms of educational media as determined by the Librarian. Material will be available for checkout at each general meeting and will be loaned for one month or until the next general meeting. Junior Associate members require a Guild member's signature to check out materials. (2/14/2006)
- B. Library items may be renewed for one month only if the Librarian is notified prior to the Guild meeting and if no one is on the waiting list for the item. There is a \$2.00 charge per item per month for each overdue item. Items returned to the Librarian must be properly checked in before being checked out to the next borrower. (11/11/2003)
- C. Any lost or damaged item must be replaced or the purchase cost reimbursed by the member responsible. A refundable deposit may be charged for special library items. Slide carousel sets are available with a refundable security deposit of \$100.00. (11/11/2003)
- D. Any member may check out materials from the library for the purpose of education or programs as long as no fee is charged to view materials. Individuals who are not Guild members can rent materials with an appropriate deposit. (2/14/1995)
- E. If a member has fines in excess of \$20.00 a year, library privileges may be revoked for the remainder of the membership year. Membership cannot be renewed until all fines are cleared with the library. (2/14/1995)
- F. Old items considered out of date and not of historical value may be removed from inventory and sold with Board approval at the Librarian's discretion each month or donated to a public library. (2/14/2006)
- G. Donated items (books, magazines, etc.) not considered appropriate or necessary for OCQG may be sold to members

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at general meetings by the Librarian, with prices set at her discretion, or may be donated to a public library. (2/14/2006)

9. NEWSLETTER

A. A monthly newsletter shall be made available to the members in such format as deemed appropriate by the member. (2/14/2006)

B. Members pay \$1 per month for a two-line ad. Ads are to be quilt related and placed as space is available. (2/11/1992)

C. Business advertising will be accepted for the newsletter using rates and ad sizes specified on the Advertising Rate Sheet available from the Newsletter Chairperson. Rates will be established at the discretion of the Board. (11/11/2003)

10. GUIDELINES FOR OPPORTUNITY QUILTS FROM OUTSIDE ORGANIZATIONS

A. Guilds who are members of the Southern California Council of Quilt Guilds and other philanthropic groups may display an Opportunity Quilt and sell tickets at general meetings. The Visiting Guild must provide a quilt stand for the opportunity quilt being offered. (11/11/2003)

B. Opportunity quilts may be shown at general meetings with prior approval by the President. (2/14/2006)

11. GUIDELINES FOR PHILANTHROPIC REQUESTS

A. Written Requests

1) Written requests may be submitted by members at any time to the Philanthropy Chairperson. (2/14/2006)

2) Philanthropic requests should be quilt related and must be approved by the Board. Requests for the Southern California area will be given priority.

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- 3) Prior notification must be made to the membership in writing before voting on any proposed philanthropic expenditures in excess of \$100. (2/11/1992)

B. Orange County Fair Incentive Award

- 1) The purpose of this award is to promote entries of exhibiting a high quality of work in the Quilt Division of the Orange County Fair. (6/17/1997)
- 2) A check for \$100 will be given annually to the maker of the quilt chosen by judges as the "Best Quilt" (Twin Size or Larger category) in the Adult Quilt Division. The funds will come from the Philanthropic budget. (2/14/2006)
- 3) The President, or designated representative, will identify and contact the winner of the award and arrange for the check to be presented at a general meeting. (2/14/2006)

12. PROGRAMS AND WORKSHOPS

- A. Contracts made with teachers and lecturers must be explicit as to costs, additional fees, cancellation privileges, time limits, travel arrangements (airfares and ground transportation), housing and dining provisions, and the use of photographic and recording equipment. (3/2/1981)
- B. The 1st Vice President will handle speaker hospitality. (11/11/2003)
- C. Those who host a speaker overnight will receive a free workshop. (9/14/1981)
- D. Workshops are not intended to make a profit. Workshops with low sign-ups, when expenses cannot be met, may be canceled by the Guild and fees paid will be refunded. (2/14/2006)
- E. The Guild may give a maximum of three workshops as door prizes when space is available. (7/15/1985)

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- F. Fees are to be paid in advance by persons attending workshops. (1/5/2010)
- G. Workshop-fees are-\$35 for members and \$50 for non-members effective for payments received after June 1st 2012. (4/8/2012) Shortened workshops will be offered at a reduced rate of \$20. (6/2/2015)
- H. OCQG workshop registration fees are non-refundable; however, a voucher toward a future workshop registration will be issued provided cancellation is made by the Registrant 14 or more days prior to the date of the original workshop. The value of the voucher will be equivalent to the original registration fee paid. Alternately, a Registrant with a paid place in a workshop may send someone else in her/his place.

We have entered into an agreement with 6 other guilds to offer our workshops to their members at the same price we charge our members. We may also take their workshops at their member price. This is known as a reciprocal agreement between guilds. The guilds in this agreement are Acacia Quilt Guild, Friendship Quilt Guild, North Cities Quilt Guild, Orange Grove Quilt Guild, and Quilters by the Sea Quilt Guild. (02/27/2023)

13. SPECIAL EVENTS GUIDELINES

- A. A special Event is any activity that is not a regular monthly program or workshop (11/11/2003)
 - 1) Occasional Special Events (such as seminars, retreats, luncheons, bus trips, birthdays or Christmas parties) require a Special Event Chairperson be appointed by the President for the specific function. (11/11/2003)
 - 2) Permanent Special Events include the Quilt Show and Camp Watch-A-Patcher held in different years with a Standing Committee Chairperson for each event. These events are under the direction of the Board. At the

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conclusion of the current event, the President will call for volunteers at a general meeting to chair the next event. Once a committee chairperson is approved by the Board, the chairperson will put together a committee for the special Event and submit it to the Board for approval by the October Board meeting in the first year of a multi-year term. (6/7/2011)

- B. In order to hold the following positions, an individual must have been a member of Orange County Quilters Guild for at least two consecutive years: Quilt Show Chairperson, Camp Watch-A-Patcher Chairperson, Event Accountant, Registrar. (2/14/2006)
- C. An Event Accountant may not serve concurrently as Accountant for any other Event or as Guild Treasurer, and may not hold the position of Event Accountant for two consecutive terms in the same Special Event. The Event Accountant shall maintain accounting records on a cash basis using appropriate computer software provided by the Guild. Each month an accounting report shall be presented at the Board meeting, containing at a minimum a balance sheet, a year-to-date statement of collections and expenditures and a comparison of such against the Event Budget. A bank reconciliation shall also be submitted at each month's Board meeting to the Guild Treasurer for review. Both monthly submissions shall continue from the month following the initial seed money advancement until a final accounting report is submitted to the Board. The final accounting report will be submitted to the Board no later than 90 days from the conclusion of the Event. (2/14/2006)
- D. The Special Event Chairperson will present a detailed budget to the Board for approval at the November Board meeting of the first year in the 2-year term. The budget shall provide sufficient detail so that all major areas of endeavor (teachers, facilities, campers' bags, class fees, advertising, vendors, auctions and so forth) are addressed. Each fiscal quarter, this budget is to be updated to reflect changing plans. Any major

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changes will require Board approval. After the initial budget is approved, seed money will be funded. The special Event shall maintain its own Event bank account. There shall be at least three Event Committee people plus the Guild Treasurer designated as account signatories. All checks greater than \$500 shall require two signatures. (2/14/2006)

- E. Seed money is defined as money used to initiate a Special Event and is held by the Guild in a separate checking account. The amount of the Seed money is established by the Board. (11/11/2003)
- F. Final accounting reports shall be jointly submitted by the Event Accountant and Event Chairperson to the Board. At that time, all accounting records shall be organized and turned over to the Board. This shall include at a minimum all monthly financial reports and budgets, all bank statements and each monthly bank reconciliation, support for all disbursements and all deposits, cancelled checks and deposit receipts, and any correspondence. (2/14/2006)
- G. An audit of the event financial statements shall be conducted by a three-person committee, consisting of the Event Accountant, the Guild Treasurer, and an independent Board member (not involved in the Special Event) appointed by the President. The results of this audit shall be given to the Board within 60 days of the submission of the Event's final accounting to the Board. Upon completion of the audit, the Guild Treasurer will retain the Special Event financial records and the blank check stock. (2/14/2006)
- H. Within three months following the close of the Special Event, and following the audit conducted on the Event Accountant's records, all monies, in excess of the Special Event's expenses and seed money, must be accounted for and paid to the Guild's general checking account. The Event Chairperson will present a check to the President at a general meeting. (2/14/2006)

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- I. The Event Chairperson is responsible for collecting all pertinent documents, notebooks and reports from each committee chairperson for inclusion in the final event report. All materials will be turned in to the Parliamentarian for auditing at the Board meeting following the general meeting where the check presentation and report are made. Following the audit by the Parliamentarian, all materials will be placed in the storage facility through the Equipment Chairperson or passed on to the next Event Chairperson for that event. (11/11/2003)

- J. Camp Watch-A-Patcher
 - 1) Camp Watch-A-Patcher Committee Positions under the direction of the Camp Watch-A-Patcher Chairperson may include, but are not limited to: (2/14/2006)

- Past Camp Chairperson
- Assistant(s) to Chairperson
- Registrar
- Event Accountant
- Publicity
- Quilt Challenge
- Brochure/Flyer Designer
- Logo/Theme Designer
- Gift Coordinator/Camp Bag/T-Shirt
- Camp Bag Donations
- Door Prizes
- Silent Auction
- Banquet Program Coordinator
- Banquet Fashion Show Coordinator
- Banquet Centerpiece Designer
- Field Trip Coordinator
- Evening Programs
- Past Camp Projects Display
- Teachers' Reception
- Teacher TLC
- Teacher Angel Program
- Goodnight Fairy

STANDING POLICIES

Thank You Coordinator

- 2) In order to facilitate the long hours of work that management of Camp Watch-A-Patcher requires, the Camp Chairperson (director), one Assistant to the Chairperson, and Registrar will have their rooms and meals paid for by the Guild at the Camp Watch-A-Patcher at which they serve in these positions. Room and board may be provided for one day prior to the start of Camp through one day following the final day of Camp for the Director and one assistant, and for the actual days of Camp for the Registrar. In view of the responsibilities and work involved in these three positions, the Director and Registrar should not attend classes during Camp Watch-A-Patcher; the Assistant to the Director may attend classes Tuesday thru Thursday at the discretion of the Director. (2/14/2006)

- 3) The Camp Chairperson (director), one Assistant to the Chairperson, and Registrar will be awarded up to a full schedule of classes at either but not both of the next two Camps following the Camp Watch-A-Patcher at which they served in these positions. (2/18/1997)

K. Quilt Show

- 1) Quilt Show committee positions under the direction of the Quilt Show chairperson may include, but are not limited to: (2/14/2006)
 - Past Quilt Show Chairperson
 - Assistant(s) to Chairperson
 - Quilt Acquisition and Return
 - Event Accountant
 - Quilt Display
 - Quilt Auction
 - Show Catalog and Quilt Information Sheets
 - Opportunity Quilt Ticket Sales
 - Ticket Design
 - Hospitality
 - White Glove Hostess
 - Quilt Show Pin Design

STANDING POLICIES

Quilt Show Labels
Set Up and Take Down
Special Displays
Publicity
Flyers
Signs and Publications
Vendors

- 2) The Guild will allow picture taking at quilt shows for personal use only. Vendor booths may only be photographed with permission of the vendors. (11/11/2003)

14. YEARBOOK

- A. A yearbook will be published annually by May, to be distributed to all members and yearbook advertisers. The yearbook may include bylaws, standing policies, new member information, member roster with email addresses, and advertising. (12/1/2015)
- B. Advertisements in the yearbook do not need to be quilt related. Yearbook advertising rates will be set by the Board. (12/7/2010)
- C. The yearbook is not to be used for commercial or personal gain. (2/14/1995)

15. GUIDELINES FOR GENERAL COMMITTEES

- A. All General Committee Chairpersons, standing and special, are to:
 - 1) Attend meetings as necessary.
 - 2) Keep an up-to-date procedure book, which includes, but is not limited to, job descriptions, monthly calendar, property list, budget and expenses, year-end and monthly board reports, addresses of businesses, and copies of forms used.
 - 3) Check out and maintain equipment required to perform their duties.

STANDING POLICIES

- 4) Present their budget for the following year to the Treasurer at the December Board meeting. Prepare a written annual report in triplicate, due at the February general Board meeting. (11/11/2003)
- 5) Procedure book will be passed on to the succeeding chairperson within ten days of leaving office. All equipment will be checked back in through the Equipment Chairperson within ten days of leaving office. (11/11/2003)

16. WEBSITE

- A. The Guild will maintain a website that will include the following: programs, workshops, special events, newsletter, calendar, sew and tell, block party, standing policies, bylaws, meeting information, contact information, philanthropy. (3/6/2023)