

Santa Rosa Quilt Guild

Member Handbook



**Santa Rosa Quilt Guild
PO Box 9251
Santa Rosa, CA 95405**

The Santa Rosa Quilt Guild is a member of the following quilting organizations:

Northern California Quilt Council (NCQC)
American Quilt Study Group (AQSG)
California Heritage Quilt Project (CHQP)
American Museum of Quilts and Textiles

Acknowledgments

This Member Handbook is a revision of the Handbook 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.

Thank you to all of the Board Members and Committee Chairs, especially Sharon Fry and Linda Hooper, for their help with this update.

A very special thank you to Jan Andrews for the wonderful job she did selecting new artwork and reformatting this Handbook.

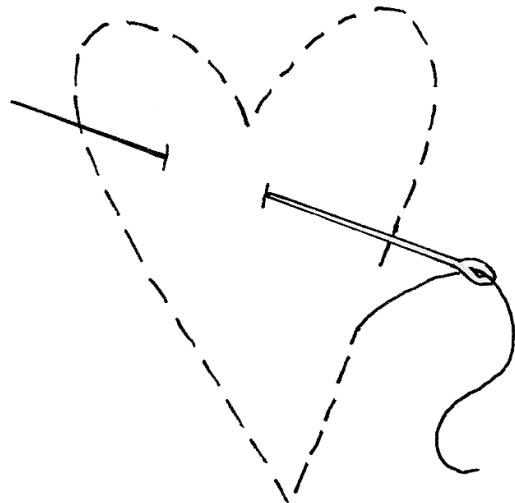


Pam Brown and Anne Dondero
Membership Committee
Fall 2009

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

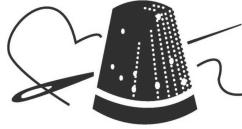
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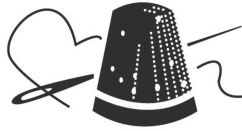
Guild Support

The Guild is as vibrant and exciting as its Members. Active Member participation helps make our Guild run smoothly. Those who serve on the Board of Directors, 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/Honorary Life Member Joyce Gross. The Guild banner was made by Member Vernice Thorn and former Members 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/>

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.

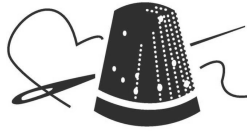
On our home page you can get a glimpse of the Guild's activities for the present year under the heading of Calendar. Our monthly newsletter is filled with Guild information and current events. Check out our Programs/Workshop page to see the upcoming speakers, or the TSW (Technique Sharing Workshops) 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 2,222 quilting books listed with an easy-to-use search feature. On our Download Forms page you will find forms for reimbursement requests, membership renewal, Community Smart Cards, and more.



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, 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!

Newsletter Contact Person: Newsletter Editor and Newsletter Circulation

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 usually two to three weeks prior to publication. Non-member subscriptions are available.



Communication

continued

Newsletter continued

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. Since newsletters are distributed to Sonoma County merchandising venues to attract new members, they do not contain membership roster information.

Group Emails

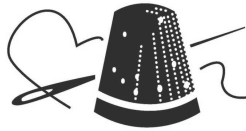
Contact Person: Membership Committee

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. At the current time our Librarian sends these emails to the 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.



Guild Calendar

The Guild Calendar lists the activities for each month. It is updated annually and is available on our website and 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 will provide coffee and tea, and Members bring items for the buffet table.

The first meeting of the month is usually the 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 potluck and optional gift exchange.

Guests are welcome at all regular meetings, but may be asked to make a \$5 donation at program meetings. No donation is requested upon presentation of any current Quilt Guild membership card.

Board Meetings

The Executive Board (Elected Officers and Committee Chairs) meets on the fourth Thursday of each month, except July, 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 and to exchange Committee Notebooks.

Special Event Meetings

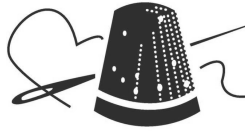
Installation of Officers First meeting in January
Founder's Day Celebration and potluck Third Thursday in September
Holiday Celebration and potluck First Thursday in December

Special Meetings

Special meetings may be announced, consistent with the Bylaws.

Minutes

The Minutes of all meetings are on the Guild's website.



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 \$30 annually, payable upon joining, and by January 1 each year for renewal. Dues are pro-rated: \$15 for joining July 1 or later, \$7.50 for joining October 1 or later.

Active Members

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

Affiliate Members

Businesses, organizations, and individuals wanting to support the Guild are eligible for Affiliate Membership. Affiliate Members may not hold office, vote on issues, 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.

Charter Members

This is a distinctive group of Members who joined the Guild during its founding phase (on or before September 20, 1976). Charter Member dues and rights 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 and are permanently exempt from annual dues.

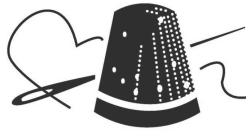
Immediate Past President

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 and Honorary Life Members receive membership cards annually. Affiliate Members receive an annual Certificate of Appreciation in lieu of a membership card.

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 several times a year, as needed. ***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

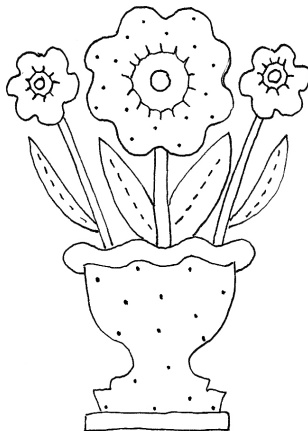
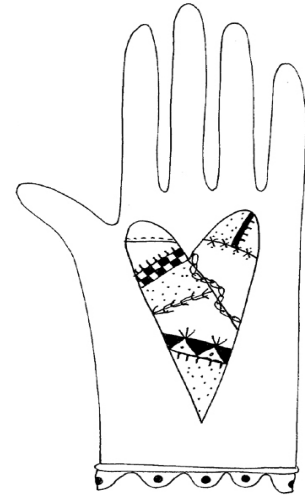
Contact Person: Membership Committee

Affiliate Members 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 Membership Committee.

Awards

Contact Person: Awards Committee

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 receive an engraved gold charm.

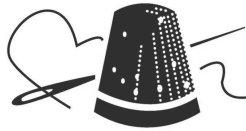
Active Members may submit nomination forms to the Awards Committee in June. Nominations shall contain a statement of justification and the required number of supporting signatures (at least 10% of Active Member count as of January 1). The Awards Committee will review the nominations for eligibility compliance 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 recommend 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.

Bag Lady

Contact Person: “Bag Lady”

This humorous position was created and has been held for many years by longtime Guild Member Juanita Campbell, who drew attention to the fact that quilts are best transported and stored in fabric, NOT in plastic. Juanita began making simple pillowcase-style fabric bags from her own stash of donated “uglies.” She brings a supply to meetings and when anyone, Member or Guest, pulls a quilt out of a plastic bag, Juanita stands up and offers them a cloth alternative.



Member Benefits

continued

Basting Support Contact Person: Basting Committee Chair

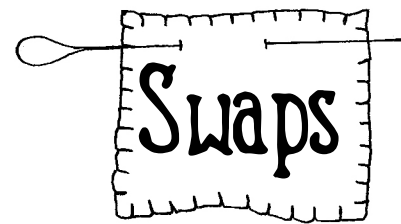
Help with quilt basting after meetings is available upon request. Bastings are scheduled and announced in advance, and everyone is encouraged to help. Check with the contact person to verify which supplies the Guild provides and which items you will need to provide.

Discounts

Several of our Affiliate Members, 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.

Fabric Swap Contact Person: Guild Member who announces the swap

A Member interested in a fabric swap may announce their swap at any meeting, and is responsible for deciding the details of the swap (theme, colors, size, etc.), and for conducting the swap. The swap may be held after any meeting.



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. Periodically the Guild Photographer supplies the Historian with CDs of photos. These may be checked out by Members. The Historian keeps a printed copy of the newsletter at home as reference.

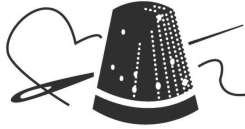
Hospitality Contact Person: Hospitality Committee Chair



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. The Guild asks for a donation each time you forget your mug and have to use one of the paper cups. 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 finger food desserts such as cookies, brownies, fruit, and crackers 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 2,222 books, plus magazines, videos, CDs, DVDs, and a few rulers, 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 and purchase of 50/50 tickets 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 four large cabinets in rooms across the hall that are open for Members to peruse.

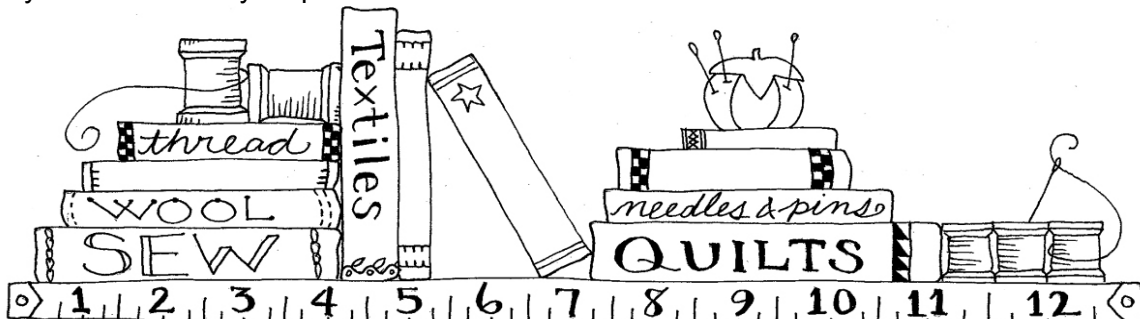
By clicking on "Library" on our Guild website, books can be located by title, author, and/or subject. Many publications feature an image of the cover and reviews from Sharon. There is a link to a tutorial, written by Linda Hooper, at the top of the Library page.

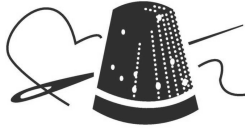
A laptop computer, very generously donated by Jan Andrews, is set up in the library area to help with locating books. Members are invited to use the computer on their own or may ask for assistance.

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 books. 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: NCQC Representative

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. Our NCQC representative attends these meetings and reports back to our Members.

Photographs Contact Person: Guild Photographer

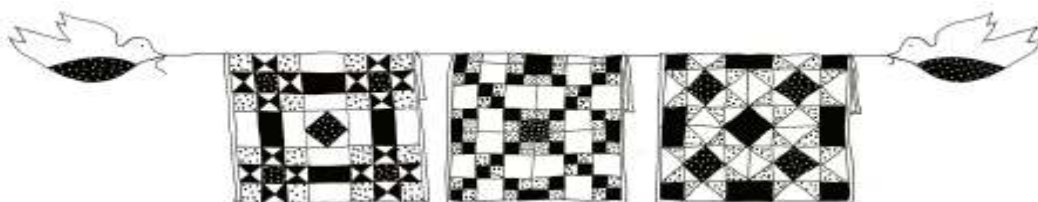
The Guild Photographer takes photos of Members presenting items at Guild meeting Show-and-Tell and at other Guild events and activities, and also photographs selected works of program artists. The photos are edited, labeled, and posted to the Guild website by date. A CD of these photos is compiled periodically and archived with the Historian. Members may borrow the CDs for review or to make prints at their own expense.

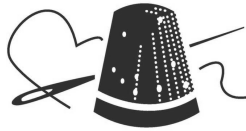
Programs Contact Person: Program Committee Chair

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. Guests at program meetings may be requested to make a \$5 donation, unless they are members of another Guild. This donation may be applied to membership if the guest joins the Guild the same day.

Sunshine Contact Person: Sunshine Committee Chair

The Guild sends get-well, sympathy, congratulations, 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.





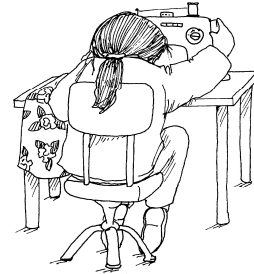
Activities

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. One lucky participant, chosen by drawing, wins all the completed blocks for the month.



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 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 Projects/Quiltathon

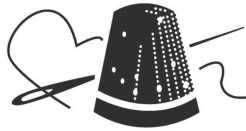
Contact Person: Community Projects Chair

The Guild makes and donates quilts and baby caps to organizations serving people in need in our community. We donate to a number of organizations, including the premie nursery at Sutter Medical Hospital, Camp Pendleton (Wounded Warriors), and the Valley of the Moon Children’s Home.



Instructions are available for knitted and crocheted baby caps on our blog under “Patterns.”

The quilts may be made from fabric and batting that has been donated to the guild, or from your own stash. Guild fabric is available in packages of pre-cut squares and border fabric for construction of scrap tops for your convenience. These 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

Door Prize Contact Person: Membership Committee

One Member wins a door prize at each meeting. You qualify when you SIGN IN at the Membership Table. At the end of the meeting, a number between one and the last number signed in is chosen by a Guest or New Member. If that is the number next to your signature, you are the winner. To encourage Members to get to know one another, you MUST be wearing your cloth nametag to win.

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. The award ribbon for Best Hand Quilting in the adult category is accompanied by a check for \$25. The Special Award in the junior category is accompanied by a check for \$10.

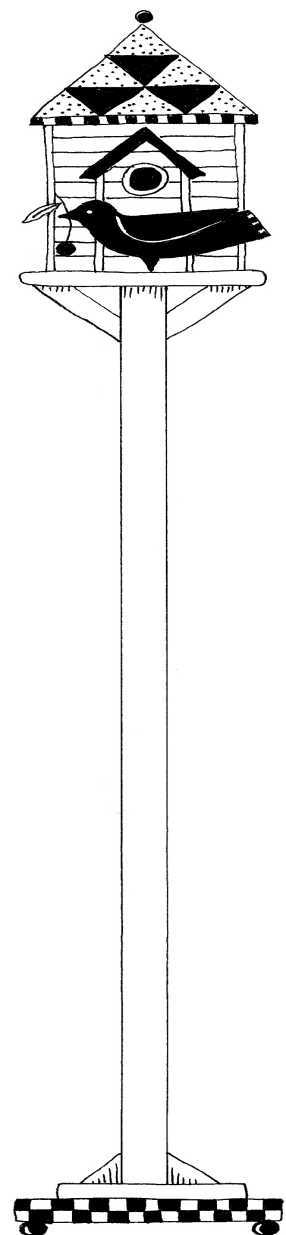
Field Trips Contact Person: Field Trip Coordinator

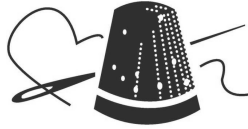
The Guild plans field trips based on Member interest. These trips are loads of fun and very affordable since the cost is shared. There is usually a field trip to Pacific International Quilt Festival (PIQF) in Santa Clara. Members are encouraged to suggest other interesting field trips for consideration.

Friendship Blocks Contact Person: Friendship Block Committee Chair

This program is based on the rich history of friendship quilts in the United States. Our version has one Member choosing a pieced or appliqué block pattern that is distributed to other 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 at the meeting one month later.

Now, for the important question: How can you be that lucky Member who submits a pattern and receives all the completed Friendship Blocks? Just complete three Friendship Blocks for others! You may choose to do multiples of the same block (if available), or all different blocks. This will put you on an eligibility list from which Members will be drawn and invited to submit their Friendship Blocks design. If you have completed 20 Friendship Blocks and have not yet been chosen, you are automatically invited to request blocks.



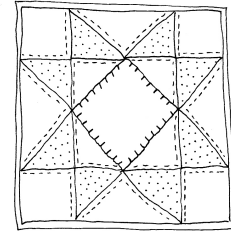


Activities

continued

Friendship Blocks continued

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.



Gift Exchange

At the November business meeting the President will remind us of the annual gift exchange. 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 selects a gift from among those brought by others. At this meeting the Guild may collect other gifts for the Community, including such items as stuffed animals, toys, warm clothing, shoes, and socks. Items need not be new, but should be clean and in good condition.

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” 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.

Show-and-Tell

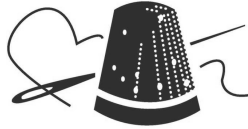
If you wish to share a quilted project, when the President announces Show-and-Tell, line up at the front of the room and sign the Show-and-Tell list. Announce your name loudly, the name of your quilt, and pause to smile at the Guild photographer while she records the event.

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.

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.



Activities

continued

Works-in-Progress (WIP) Challenge

Contact Person: Works-in-Progress
(WIP) Challenge Coordinator

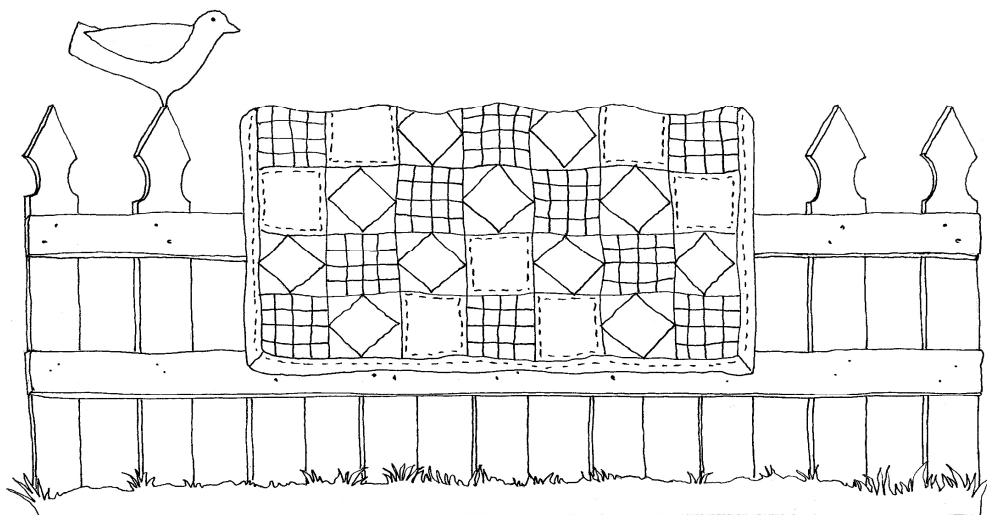
Do you need an incentive to reduce your stack of Works-in-Progress (WIP)? Let the Guild help you. Each year, if there is a volunteer to coordinate it, the Guild issues a WIP Challenge. Members may make a \$5.00 bet with the Guild that they will finish a specific WIP in the time allotted, approximately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

Workshops Contact Person: Program Committee Chair and/or Workshop Chair

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. During the month of April the location varies. Workshop hours are usually 8:30 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 and in the newsletter. Individuals may sign up and submit payment for any and all workshop offerings. If a workshop is full individuals may sign up on the waiting list. Non-members may sign up for an additional \$10 per workshop. Refunds are given to individuals who cancel more than 30 days before the scheduled workshop. If an individual needs to cancel within 30 days of the workshop, no refund is given. If there is a waiting list, they may contact one of those individuals and make their own arrangements for reimbursement with the substitute.

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





Fundraising

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

50/50 Drawing Contact Person: Librarian

During meetings raffle tickets are sold for \$1 each, 3 for \$2.50 and 6 for \$5. At the end of each meeting, a ticket is drawn and the winner receives half of the ticket proceeds. The other half is used for library purchases.

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

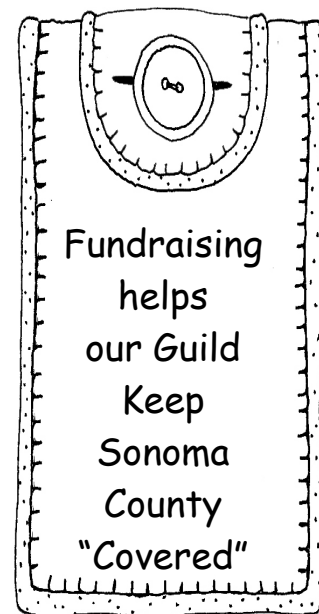
Guild pins may be purchased at the Membership Table. Other items may be available for purchase, but vary over time, e.g., notecards and postcards of former Opportunity Quilts, and mugs featuring our Guild logo.

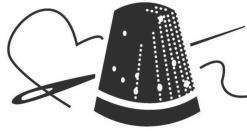
Opportunity Quilt Contact Persons: Opportunity Quilt Coordinator and
Ticket Sales Coordinator

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 Ticket Sales Coordinator 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.

Community Smart Card Contact Person: Community
Smart Card Coordinator

The Community Smart Card is an easy way to make a donation to the Guild when you shop in Sonoma County. Each time you make a purchase from a participating local merchant the Guild gets a cash donation at no cost to you. The funds are used to support our Guild programs and help keep our membership dues low. With a swipe of a card you can participate in this easy fundraiser and make a donation in your name. A list of merchants participating in this fundraiser can be seen on our website blog and at www.communitysmart.com. Under the drop-down menu click on "sign up," and order your card.





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 tax exempt status.

Officers

The Guild has eight Elected Officers: President, Vice President, Program Chair, Program Chair-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian. 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 two consecutive terms in the same office.

Executive Board

The Executive Board is composed of the Elected Officers, the Chair of each Committee, and the immediate Past President. If a member holds two Board positions by virtue of chairing two Standing Committees, or chairing one Standing Committee and holding an Elected Office, that Member has one vote for each qualifying position, up to a maximum of two votes.

Quorum

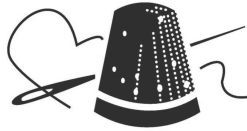
A quorum for the Executive Board shall be at least 40% of Board Members, i.e., 40% of Board positions represented by a voting presence. Board Members shall be counted once for each qualifying position they hold, up to a maximum of two positions per individual. Lacking a quorum, the President may contact other Board Members in order to achieve a quorum.

A General Meeting quorum shall consist of 20% of the Active Member count from the Annual Roster which is issued during the first quarter of the year.

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, with a maximum of two consecutive terms in one position. Committee Chairs (other than the Program Chair and Chair-elect) 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 the bookkeeping records at the end of each year and report back to the General Membership.

Finance Committee

The Finance 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 December Board Meeting, and final approval of the General Membership at the January meeting.

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.

Standing Committees

Standing Committees are those which operate continuously throughout the year. These committees may be established and dissolved by the Executive Board. Each Standing Committee has one voting position on the Executive Board, held by the Committee Chair, or shared by co-Chairs. Standing Committees are marked by an asterisk on the Committee list in the Roster.

Other Committees

Various other committees may exist as needed to facilitate Guild operations and coordinate Guild events and activities. These shall include Audit, Awards, Finance, and Nominating committees. They may also include, but are not limited to Bag Lady, Basting, Guild Liasons, Events Coordinator, Fair Liaison, Field Trip Coordinator, etc.