

ACACIA QUILT GUILD OF ORANGE COUNTY STANDING POLICIES

A. Code of Conduct This will be applicable to all meetings.

1. Members will respect all speakers.
2. Members will silence phones when the meeting starts. If a phone call must be answered, the member will leave the room to do so.
3. Members will be courteous and avoid starting discussions that distract others.
4. Members will keep an open mind and listen to the opinions of others.
5. Members will not raise their voices during discussions.
6. Members will ask permission of the owner before handling quilts or other articles that are on display.

B. General Meetings.

1. General Meetings will be held on the first Thursday of each month. If the first Thursday is a holiday, the meeting will be held on the second Thursday.
2. Doors will open at 5:30 p.m. and the meeting will start at 6:30 p.m.
3. No sales of any profit-making type will be allowed at General Meetings unless scheduled by the Vice-President - Programs & Workshops or approved by the Board prior to the specific meeting.
4. The featured speaker/teacher may sell merchandise at the General Meeting.
5. Members and guests will check in at the Membership desk.
6. Guests will be asked for a donation of \$3.00 at the General Meeting. This donation will not be requested during the June and December meetings, which are potluck events.
7. Use of cameras, recording devices, or cell phones during the meeting is by permission of the guest speaker.
8. The General Meeting in the month of May shall be designated as the Annual Business Meeting at which Guild officers shall be elected and the Annual Budget shall be approved for the upcoming year.
9. The Board transition and Installation of the new Board will be held in June as part of the General Meeting.
10. The June General Meeting will be a potluck to celebrate Acacia's Birthday/Anniversary.
11. The December General Meeting will be a potluck meeting to celebrate the Winter Holidays.
12. The Guild will not be responsible for the loss of any personal items brought to Guild functions.

C. Membership

1. The Guild membership list may NOT be used by guild members to generate any non-guild mailing lists for commercial or private gain.
2. Membership must be held by individual quilters. No commercial businesses are allowed to hold membership in the Guild.
3. Dues will be \$30.00 per year, June 1st through May 31st. Dues for members joining after November 30th will be \$15.00. Dues for members joining after the last day of February will be \$10.00.
4. A membership directory will be provided annually which will include:
 - a. A roster of all current members,
 - b. A list of all Board members, and
 - c. The Guild's Bylaws and Standing Policies.
5. Members who have not paid dues by the July General Meeting will be removed from the membership directory.
6. A member which signs up after the annual distribution of the directory will be added to the rooster which is delivered via email to the entire membership as needed. Each member is responsible for keeping their directory records current.
7. Membership cards for new and renewing members shall be available upon request and picked up at a General Meeting.
8. As a courtesy to all, members shall wear a name tag to the General Meetings. Temporary name tags will be available for those who did not bring a name tag.
9. Members have the authority to invite or to allow people to attend meetings as "guests of the Guild" with prior notice given to the Membership Chair.
10. Levels of Guild Memberships are indicated in the Bylaws.
11. Charter members are defined in the Bylaws.
12. A member can be nominated to receive Lifetime membership by any general member.
 - a. The nominator needs to complete an application which will include an essay on why the person deserves to become a Lifetime member. The essay should include the following: type of service the nominee has provided to the guild, what the nominee has done to promote the guild, and how the nominee shares their knowledge and skills to advance the guild's mission. The nominee should be a guild member for at least 5 years.
 - b. After the Board has reviewed a Lifetime membership request, the voting members shall approve or deny the application in a special confidential meeting. Members selected for Lifetime membership shall be announced at a General Meeting.
13. The Guild President shall not pay membership dues while serving in that position starting with the June 2026 installation of officers. All past presidents prior to this date shall continue to receive free Lifetime membership.
14. Members are encouraged to participate in activities sponsored by the Guild, but it is not a requirement of Membership.

D. Board

1. The Board shall consist of Elected Officers and Appointed Committee Chairs.
2. Auxiliary Committee Members are invited to attend Board Meetings, but do not hold a voting position on Board matters.
3. The Board's position descriptions are included in the membership directory.
4. Board Meetings will be held on the third Thursday of each month unless otherwise decided. Board Meetings are open to all members.
5. Board Meetings may be held via Zoom until further notice. They will be conducted in a similar manner to in-person meetings.
6. The Board has the authority to approve non-budgeted items valued under \$250. Non-budgeted items valued over \$250 must be voted on by the membership with prior notification before the vote is taken.
7. If a Board member is not able to perform her/his duties, she/he shall notify the President of this matter via text or email and find a substitute to fill in for her/him during the period of unavailability. Substitutes are not eligible to cast votes on Board matters. If the substitute represents a committee chair, the substitute must be a member of that committee.
8. All Elected Officers and Appointed Committee Chairpersons shall be required to:
 - a. Attend Board Meetings.
 - b. Maintain an up-to-date procedure book, which includes, but is not limited to, position description, monthly calendar, property list, budget and expenses, year-end and monthly board reports, addresses of businesses, and copies of form used.
 - c. Check out and maintain equipment required to perform duties.
 - d. Present their budget for the upcoming year to the Treasurer at the March Board Meeting.
 - e. Prepare a written annual report for the May Board Meeting.
 - f. Pass on the Procedure book to the succeeding chairperson within 30 days of leaving office.
 - g. Return all equipment that was checked out to the Equipment Chairperson within 15 days of leaving office.

E. Equipment

1. All equipment maintained by the Equipment Chairperson is considered to be Guild property.
2. The Equipment Chairperson will maintain all equipment in good working order, track all equipment that is checked out, report lost or damaged equipment to the Board, and ensure an accurate annual inventory of Guild equipment.
3. Any Committee Chairperson or Guild member requiring equipment for a General Meeting or for a community event must check out the equipment by either signing it out and in the form in the storage unit or borrowing it through and returning it to the Equipment Chairperson.

4. The person checking out Guild equipment will be financially responsible for its replacement if it is not returned in good working order to the Equipment Chair or the Guild.
5. The Equipment Chairperson is responsible for purchasing budgeted items and updating the inventory list.
6. Originals of receipts and warranties will remain with the Equipment Chair.
7. Copies of the receipts will be sent to the Treasurer to maintain accurate accounting records.
8. A joint inventory will be conducted by the outgoing Equipment Chairperson and the incoming Equipment Chairperson. The results will be presented to the Board within 30 days of taking office.
9. After a 3-hour shift of volunteer work at the Guild's storage unit, a member is entitled to select fabric from storage to take home. All volunteers will sign in and out on the volunteer form at the facility to verify days/hours worked.

F. Finances

1. Any committee chairperson collecting monies on behalf of the Guild must turn the funds and appropriate paperwork over to the Treasurer within 30 days.
2. Monies collected at General Meetings must be given to the Treasurer that night, or prior to the next General Meeting. Cash may not be deposited into personal accounts.
3. If a guild member's check is returned for insufficient funds or account closure, the writer of the check will be liable for any bank fees assessed to the Guild. Membership privileges will be suspended until all fees/charges are reimbursed to the Guild.
4. All requests for reimbursement of expenses must be for expenses previously allocated in the budget or have been approved by the Board.
5. All expense reimbursement requests must be accompanied by a completed Reimbursement Request form along with full and complete backup documentation. Itemized original receipts, contracts, etc. are required to validate the items purchased.
6. A blank Reimbursement Request form is available in hard copy from the Treasurer at General Meetings.
7. Authorized check signers are the President, Secretary, and Treasurer.
8. Guild members shall not sign a check made payable to themselves.

G. Programs and Workshops

1. All speakers and workshop teachers are to be selected by the 2nd Vice President - Programs & Workshops who is authorized to enter into contracts on the Guild's behalf once reviewed by the Board.
2. The 2nd Vice President -Programs and Workshops shall seek Board approval if the total cost of a proposed event exceeds \$1,000.
3. Contracts made with teachers and lecturers must be explicit as to: cost, additional fees, cancellation deadlines, time limits for presentations,

- equipment needed for presentations, travel arrangements, meals, and the use of photographic and recording equipment.
4. Guild members who present a lecture at the General Meeting shall receive a stipend of \$100.00 plus expenses. Exceptions shall be made for guild members who are professional quilt teachers.
 5. Quilters University demonstrators shall each receive \$25 plus expenses.
 6. Guild members who teach a Guild workshop shall receive a stipend of \$150.00 plus expenses. Exceptions shall be made for guild members who are professional quilt teachers.
 7. The 2nd Vice President - Programs & Workshops will provide or arrange for speaker meals/hospitality during workshops.
 8. Guild members who host a speaker overnight will receive a free workshop.
 9. Workshop fees will be refunded to those who have paid in advance where the workshop has been cancelled by the Guild.
 10. Reasons for cancellation include insufficient sign-ups, potential loss where fees & expenses cannot be met, or situations beyond the Guild's control.
 11. Fees are to be paid in advance by persons attending workshops.
 12. Workshops will be open to non-members when space is available at the basic rate with an additional \$10.00 fee. However, members of designated guilds (selected on an annual basis) may take Acacia workshops at the guild member rate.
 13. Workshop fees will not be refunded where a general member has paid in advance but does not attend a workshop. Depending on the circumstances and with 2nd Vice-President - Programs & Workshop's approval, the workshop fees that have been paid in advance may be applied to a future workshop. This will be determined on a case-by-case basis.
 14. Members who have paid for a workshop in advance may send someone else in their place if they are unable to attend the workshop.
 15. Selected workshops will have special pricing, and these prices will be publicized in advance.
 16. The 2nd Vice President – Programs and Workshops provides monthly workshop schedule updates to the Board as well as a tentative schedule to be posted in the newsletter and on the website.
 17. Guild members who offer free workshops to teach a skill that will be used to raise funds for the Guild shall receive a stipend of \$75 plus lunch and reimbursement for expenses if receipts are provided within 30 days of the workshop.
 18. All workshop participants will provide their own lunch, beverage, and snacks.

H. Philanthropy

1. This committee meets monthly to make kits and sew pillowcases and blankets.
2. This committee provides suggestions for charitable giving partners to the Board for review and approval prior to presenting it to the membership and before obligating the guild to the project(s).

3. This committee gathers to make their recommendations, but the membership makes the choice(s) of charities based on the recommendations.
4. All new projects will be presented to Guild members at a general meeting for voting. New projects must receive majority vote from members to validate participation as a guild.
5. If a new project does not receive a majority vote individual members can form a friendship group to produce these items.
6. If any member(s) does not agree with the committee's charity choice(s), they may submit a written statement to the Board detailing their objections. (See details on item Z: Process for review of Concerns)

I. Secret Pal

1. Members choosing to participate in this program must turn in their participant form by the August general meeting.
2. The Secret Pal coordinator will send out matches by the end of August.
3. Gift-giving months will be September, November, February, and May
4. The value of the gifts shall be up to \$20.

J. Sunshine and Shadows

1. Cards/Communications shall be sent out to members on the following schedule:
 - a. Condolence: within 3 days of being notified of the bereavement,
 - b. Congratulations: within 7 days of being notified of the good news,
 - c. Get Well: within 7 days of hearing of the illness.

K. Ways and Means

1. The Chairperson shall identify possible fundraising options (i.e., restaurant or other retail shop rebates) and present them to the Board for approval.

L. End of Year Transition

1. All keyholders will turn in any Guild keys they hold to the 1st Vice President at the June general meeting. The 1st Vice President will then reissue the keys to the appropriate office holders.
2. All passwords to Guild email accounts will change in June.
3. All Board members who will not be continuing in their previous office shall turn all position-related Guild materials and supplies over to the new office holder.

M. Electronic/Virtual Meetings

1. An electronic invitation will be emailed to members.
2. The proposed agenda will be followed unless noted by the President.
3. Robert's Rules of Order will be followed when making motions.

N. Communications

1. The President will send out a weekly e-blast. If no e-blast is sent it means that there is no urgent information to share that week.
2. Members who would like to share information in an e-blast should submit the information by 6:00 p.m. on Monday for that day's e-blast.

O. Newsletter

1. A guild newsletter will be published electronically each month and be available on the website.
2. Members with email addresses will receive the newsletter electronically. Members without email addresses can access the website directly for the newsletter.
3. Guild members may place a two-line ad and a photo where appropriate for one month free of charge per year. Ads are to be quilt or sewing related and placed as space is available. Ads may be up to ¼ page in size.
4. Business advertising may be accepted using rates and ad sizes specified on the Advertising Rate Sheet, which is available in the Directory. Rates will be established at the discretion of the Board.
5. The President will review the Newsletter and revise as appropriate before it is sent out to the membership.
6. The deadline for newsletter submissions is the third Monday of the month at 7 p.m. as posted in the Newsletter.

P. Hospitality

1. The Guild will provide beverages (coffee, tea, and hot chocolate) and paper products for General Meetings.
2. Members are requested to bring refreshments to share at General Meetings.
3. During potluck months (June and December) all members are requested to bring food items.

Q. Southern California Council of Quilt Guilds (SCCQG)

1. The Guild will maintain annual membership in Southern California Council of Quilt Guilds (SCCQG).
2. The Guild will also participate in the insurance policy provided by SCCQG in the years where the Guild holds special events.

R. Guidelines for Acacia Opportunity Quilts

1. The Opportunity Quilt committee will be composed of at least three members: One (1) Board member and two (2) from the general membership.
2. A new Committee will form each September for the following year's quilt.
3. The Committee will present several quilt ideas to the Board for approval no later than January of the following year so that the quilt can be completed by the June meeting. The selection of the design can include tops that are already in storage.

4. The Committee will present projected total costs and timelines for completion for each quilt option.
5. The Committee will procure the pattern and materials for completion.
6. The Committee will seek volunteers for quilt construction and completion.
7. The quilt sewist(s) will be added to the Committee if not already a member.
8. Guild members will be encouraged to purchase or sell tickets for the Guild's opportunity quilts.

S. Guidelines for Opportunity Quilts from Outside Organizations

1. Guilds who are members of the Southern California Council of Quilt Guilds may display an Opportunity Quilt and sell Opportunity Quilt tickets at an Acacia General Meeting with prior authorization from either the President or the 2nd Vice President - Programs & Workshops.
2. The visiting guild must provide a quilt stand for the Opportunity Quilt being shown.
3. A visiting Opportunity Quilt may be shown once in one year at a General Meeting with prior authorization from the President or the 2nd Vice President - Programs & Workshops.

T. Special Events Guidelines

1. A Special Event is any activity that is not a regular monthly program or workshop.
2. A Special Event may include, but is not limited to: new member celebration, seminar, retreat, luncheon, bus trip, birthday parties, or holiday parties.
3. Special Events require a Chairperson who shall be appointed by the President for the specific function.
4. The Special Event Chairperson is responsible for providing a final written report to the President at conclusion of the event.
5. The Tea & Quilt Auction is a biennial fundraising event for the Guild. This event shall have a separate committee with chairperson(s) and subcommittees. The Tea Chairperson(s) is responsible for collecting all pertinent documents, notebooks, and reports from each subcommittee chairperson for inclusion in the final event report. This written report shall be submitted to the Board.
6. Members are strongly encouraged to volunteer for Guild special events.

U. Memorial Donations

1. Acacia Quilt Guild shall make a financial donation in memory of a guild member who has passed away. The deceased Guild member shall have been a member in good standing for at least six (6) months at the time of their passing.
2. The amount of \$100 shall be donated in the name of the late Guild member to a specific charity chosen by the late Guild member's family. The charity must be a registered non-profit organization under IRC 501(c)(3).

3. If no charity is chosen by the late Guild member's family within three (3) months of the quilter's passing, the donation shall be made to one of the following organizations at the discretion of the Board:
 - a. The International Quilt Study Center & Museum, Lincoln, NE,
 - b. The National Quilt Museum, Paducah, KY,
 - c. Purchase of a Leaf in the Legacy Tree at the Ehler's Event Center, Buena Park, CA, or
 - d. The California Heritage Quilt Project, Jurupa Valley, CA.
4. A collection may be taken up by the membership in memory of the deceased quilter and the Board shall add it to the \$100 donation.

V. Philanthropy Sew Days

1. Instruct attendees in sewing techniques as needed.
2. Provide patterns and kits for attendees.
3. Get a sign-in sheet from Ehlers staff for participants.
4. Set out ironing boards, irons, cutting boards, rotary cutters, thread (if available), and extension cords for participants.
5. Have Ehlers staff open the Picasso room and side gate.
6. Ensure the safety of participants.

W. Free Sew Days

1. Set out ironing boards, irons, cutting boards, rotary cutters, thread (if available), and extension cords for participants.
2. Guild members bring their own projects.
3. Have Ehlers staff open the Picasso room and side gate.
4. Ensure the safety of participants.
5. Get sign-in sheet from Ehlers staff for participants.

X. Friendship Groups

1. Friendship groups meet monthly.
2. Friendship groups are covered by the Guild's insurance while using an Ehlers facility.
3. Friendship groups are independently self-sufficient.

Y. Process for Updating Standing Policies and Position Descriptions

1. Members wanting to change or add a new standing policy and/or position description must submit a written request to the President via Email to: acaciaquiltguild2015@yahoo.com. The president will then forward this information to the Board for review.
2. This request will detail the need for a change or addition. The request will go on the agenda for the next Board meeting.
3. If the Board cannot resolve an identified need, then an *ad hoc* committee can be created. Its findings will be presented to the Board for a vote.
4. An *ad hoc* committee can also be convened to update standing policies or position descriptions. The committee will be composed of the Parliamentarian, one elected officer, and one general member volunteer.

5. Upon Board approval, the new/updated item will be added to the following General Meeting agenda for a majority vote.

Z. Process for Review of Concerns

1. There are official procedures to follow when addressing guild concerns or grievances. Issues cannot be discussed during a meeting until a review of the item, concern, or grievance has been conducted by the elected Board.
2. A concern or grievance must be submitted in writing on the Concern/Grievance submission form. The form will be available at the Membership sign-in table and on the website.
3. The Concern/Grievance Form must be submitted in person, by mail, or via email, to an elected Board member for review at the next Board meeting. All submissions will be confidential (if desired) between the member submitting and the elected Board.
4. The matter of concern will be reviewed with the appropriate committee or guild member(s) to determine a solution. If a solution cannot be agreed upon, a special committee will be established to discuss the matter, identify potential solutions, and select a solution to resolve the issue.
5. Once the resolution has been determined and a solution is in place, an announcement of the issue and its resolution will be presented to the membership at the next General Meeting.
6. If the member submitting the form is known, the member shall receive feedback from the Board.

Revised/Approved October 2006

B. – 11. Amended 11/17/09

O. – Amended April 2017.

Revised/ September 2023

FINAL DRAFT REVISED 08-27-2025