

# Orange County Quilters Guild

## Bylaws & Standing Policies



Note: In Article II, Section 2, of the Bylaws below it states that

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)(3).

Please note that Orange County Quilters Guild is in the process of applying for 501(c)(3) status. If OCQG does not receive 501(c)(3) approval, OCQG will continue as our current status, 501(c)(4).

These *Bylaws* were approved by the OCQG Membership on October 8, 2024.

These *Standing Policies* were last updated on May 5, 2026, and approved by the  
OCQG Board.

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# *Bylaws*





**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 and preserve the art of quilting, provide education and resources to its Members and engage in education and charitable activities that benefit the community.
- b) To have an exchange of ideas among those interested in or engaged in quilting and sewing including thread painting, embroidery, needlepoint and other forms of fiber arts.
- c) To encourage and maintain excellence and high standards in design and techniques in quilting.
- d) To instruct and inspire creativity and personal achievement in quilting as a life skill for Members and others.
- e) To use our skills in quilting to reach out to philanthropic and charitable organizations, providing quilts to those in need in our communities such as children, first responders, veterans, seniors, and others.

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)(3)<sup>1</sup>. The Guild is not organized for personal profit or private gain. 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 501(c)(3) 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. The Membership year is March 1 through the last day of February. To become a Member of the Guild, each individual:

- Must pay annual dues as established by the Board and approved by the Membership.
- Must agree to abide by the ByLaws and the Standing Policies of the Guild.

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<sup>1</sup> Please note that Orange County Quilters Guild is in the process of applying for 501(c)(3) status. If OCQG does not receive 501(c)(3) approval, OCQG will continue as our current status, 501(c)(4).

Section 2 There are four categories of Membership.

- 1) **General Membership** is defined as an individual who submits an application or a renewal application, pays dues, and is in good standing.
- 2) **Presidents' Membership**, effective beginning March 2025, is for those who complete one or two terms as President. At completion, a free Membership of two years will be given upon submitting an annual registration renewal form for each of the two years.
- 3) **Active Lifetime Membership**, previously called Lifetime Members or former Presidents, will retain free Membership if they complete an annual registration form each year.
- 4) **Junior Associate** Membership 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 3 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, hereinafter called the **Executive Board**, and, appointed officers, hereinafter called **Standing Committee Chairpersons**, and includes the Past President.

Section 2 **Executive Board** - Is elected with voting privileges and shall consist of:

- President
- 1st Vice President (Programs)
- 2nd Vice President (Workshops)
- Ways & Means
- Secretary
- Treasurer

With the exception of President, Secretary, or Treasurer, these positions may be co-chaired by two or more Members. If co-chaired, there is only one vote per position. If the co-chairs cannot agree on their vote, they should abstain from voting.

#### Section 3 **Qualifications - President**

Before being considered for the position of **President**, a potential nominee must have

- at least two years as a Member of the Orange County Quilters Guild, and
- held a different position on the Board for at least one full year.

#### Section 4 **Qualifications - Executive Board**

Before being considered for a position on the **Executive Board**, an individual must be a Member of the Orange County Quilters Guild for the past two consecutive years.

Section 5 **Executive Board Nominees** will be voted on at the November Guild meeting and installed at the February Business meeting to begin their terms March 1.

## **BYLAWS**

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Those Members taking positions for the first time will be considered "Elects" (President Elect, 1st VP Elect, etc.). From the election in November until the last day of February, the Elects will train alongside the current Executive Board Member, attending meetings and assisting with other duties. Their Term will begin March 1.

Section 6 **Executive Board** Members may serve a maximum of two consecutive one-year 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.

Following two one-year terms, if a position remains unfilled for the Executive Board, the current officer may be offered an additional one year term, maximum.

Section 7 The President, Secretary and Treasurer of the Guild shall serve as the **Board of Directors** of this organization for the purposes of incorporation.

Section 8 **Standing Committee Board Members** are appointed by the President with Board approval, with the exception of the Past President. Each has voting privileges. They shall consist of

- Past President
- Community Outreach
- Membership
- Newsletter Editor
- Parliamentarian

Each position, with the exception of the Past President, may be co-chaired by two or more Members. If co-chaired, there is only one vote per position. In the event the co-chairs disagree, they shall abstain from voting.

Section 9

- All Board Members are required to attend Board meetings.
- All Board Members shall present reports, written or verbal, at each Board or General Membership meeting.
- If a Board Member is unable to attend the meeting, the absence must be reported to the President prior to the meeting.
- Committee Chairpersons (Standing and General) will select necessary Committee Members with the approval of the Board.

Board Members accepting positions agree to perform their duties proficiently in the best interest of the Guild.

Section 10 The term of the Board is from March 1 through the last day of February, the following year.

### **Article V - ELECTED OFFICES AND DUTIES**

Section 1 The Executive Board

#### **A) President:**

- Sets the Agenda for the term in office with the exception of those events that have been pre-determined to be annual events.
- Presides at all meetings of the Guild and the Board and calls special meetings when needed, including Zoom (or similar).
- Oversees all Guild activities.
- Appoints, with Board approval, all Committee Chairpersons and serves as Ex-officio member of all committees, except the Nominating Committee.
- May appoint special committees to meet specific needs of the Guild at any time.
- Must review and sign all contracts, commitments, and online commitments, with the exception of contracts previously agreed to by the 1st Vice President.
- Will review all bank and financial statements and forward to the Treasurer.
- See standing policies for additional information.

**B) The 1st Vice President - Programs**

- In the absence, resignation or removal of the President, serves and performs the duties of the President.
- Schedules and contracts for programs and workshops, approved by the Board.
- All signed contracts are to be provided to the President and Treasurer.
- Submits a budget, to include 2nd Vice President expenses, to the Treasurer and Budget Committee by October for the next fiscal year.
- See standing policies for additional information.

**C) 2nd Vice President - Workshops**

- In the absence of the 1st Vice President, or resignation or removal of the President, will serve as, and perform the duties of the 1st Vice President as deemed necessary by the Board.
- Shall register students, collect fees and promote the workshops.
- Work closely with 1st Vice President to prepare a Budget by October for the next fiscal year.
- See standing policies for additional information.

**D) Ways & Means**

- Responsible for committees associated with fundraising, excluding occasional one-time, short-term fundraising projects.
- Oversees, selects Committee Chairs, or may Chair a position when needed for
  - Quilts In the Garden
  - Retreats
  - Opportunity Quilts
  - Sponsorships and Grants
  - Raffles
  - Other Events (approved by Board)
- Each of the committees under the Ways & Means Chairman are considered non-voting General Committees (See Article VII).
- Works with President and any other Member on fundraising suggestions.
- Works with and assists each Committee Chairperson to develop an Annual Budget for the Budget committee by October for the next fiscal year.

## **BYLAWS**

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- Works with the assistance of the 501(c)(3)<sup>2</sup> Chair and Treasurer to be sure the required reports are completed for raffles and fundraisers, and that grants comply with the regulations.
- Will notify the Treasurer when a Request for Insurance Certification is needed for a venue other than our standard meeting location.
- See standing policies for additional information.

### **E) Secretary**

- Shall record the proceedings and maintain a record of both the General and Board meetings and special meetings as called by the President.
- Prepares the minutes, as recommended by the Attorney General's office, to accurately portray the board's discussion and decisions, providing a record supporting the board's decisions. It acts as evidence that meetings were held, and matters referenced were decided.
- Will make note of who is in attendance for quorum requirements.
- Will record the number of votes required for board approval, actions by unanimous written consent, and actions by committee.
- Shall submit the minutes to the Board, prior to the following Board meeting, for review, corrections, and final approval before filing for the Membership to read.
- Shall retain a record of all meetings.
- See standing policies for additional information.

### **F) Treasurer**

- Shall maintain accurate books, recording all of the Guild's properties and transactions.
- Shall prepare Financial Statements and Reports required to comply with Federal and State regulations, and submit to the Board prior to the next monthly board meeting.
- Shall collect and deposit all monies and other valuables in the name, and to the credit of the Guild.
- Is responsible for the filing of tax returns for the fiscal year end in which the term was served.
- 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.
- Each quarter, the Treasurer will have a simple audit for accuracy by the **Internal Auditor**. In addition, the Treasurer shall submit the books for a final audit within 30 days of fiscal year end, or the President, with Board approval, can have an annual audit completed by a professional and paid for from the budget.
- See standing policies for additional information.

## **Article VI - STANDING COMMITTEES AND DUTIES**

Section 1 Following the election, the President Elect (who could also be the current President) will appoint new or renew Standing Committee Chairpersons. The Board will approve all appointments.

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<sup>2</sup> Please note that Orange County Quilters Guild is in the process of applying for 501(c)(3) status. If OCQG does not receive 501(c)(3) approval, OCQG will continue as our current status, 501(c)(4).

Section 2 Standing Committee Chairpersons have one vote regardless of how many co-chairpersons share the position. In the event the co-chairs disagree, they shall abstain from voting.

Section 3 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 4 **Past President**

- Shall serve as an advisor to the current President.
- Remains as a voting Member of the Board until the current President's term expires.
- Shall be the **Internal Auditor** and inspect the records of the Treasurer quarterly.
- The Past President shall serve as Chairperson for the President's Quilt.

Section 5 **Community Outreach/Special Events**

- Shall be responsible for all details associated with interaction in the community to heighten awareness of quilting and other fiber arts.
- Oversees and selects Chairpersons and committee where needed for
  - OC Fair
  - Philanthropy
  - Special Events (Not permanent events)
- Reaches out to the community to engage them in the art of quilting by using our skills to instruct and inspire
- Coordinates donations to charitable organizations through Philanthropy including Quilts for Kids, Veterans, and others.
- Attends monthly Board Meetings.
- Provides an Annual Budget for the next fiscal year.
- See standing policies for additional information.

Section 6 **Membership Chairperson**

- Shall collect yearly dues and keep all records and lists up to date.
- Shall notify Members at the General Meeting, in the Newsletter, or by email when renewal fees are due.
- Coordinates with the General Meeting Sign-in Desk.
- See standing policies for additional information.

Section 7 **Newsletter Editor**

- Receives articles and submissions from the Board and Committee Chairpersons.
- Constructs and edits newsletter to post on website, seeking President's approval prior to posting.
- See standing policies for additional information.

Section 8 **Parliamentarian**

- Directs the Board and Membership in accordance with the Guild's Bylaws and Standing Policies.
- Shall be prepared to answer questions and interpret the Bylaws when requested and remind officers of procedures.

## **BYLAWS**

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- Shall select a Chairperson and committee to review the Bylaws and Standing Policies every even year, or as needed.
- Shall form a nominating committee and present the slate of officers to the Board at the October Board meeting for approval.
- Shall be familiar with Guild Bylaws, Standing Policies and Roberts Rules of Order (Newest edition).
- See standing policies for additional information.

Section 9 It is recommended that each Standing Committee Chairperson shall try to seek an assistant with the help of the President or the Volunteer Coordinator.

### **Article VII- GENERAL COMMITTEES (Non-voting)**

Section 1 Chairpersons for General Committees, as needed, shall be appointed by the President/President Elect except for General Committee Chairpersons who are appointed by *Ways & Means* and *Community Outreach*. All appointees are to be approved by the Board.

General Committees shall be defined in the Standing Policies.

General Committee Members can hold more than one position.

### **Article VIII - ELECTIONS**

Section 1 The Nominating Committee

- Parliamentarian shall form a committee of five (one member from the Board, three volunteers from the general membership plus the Parliamentarian).
- Shall be formed in **August** to seek candidates for office for presentation in **October**.
- No Member of the nominating committee may be nominated for an elected office.
- The list of candidates for office shall be published in the monthly newsletter, and/or emailed 21 days or more, prior to the November General Meeting.

Section 2 Additional nominations may be made from the floor at the October General Meeting with the written consent of those nominees.

Section 3 At the November General Meeting, if there is only one nominee for each office, the slate may be elected by voice vote or hand vote. A simple majority vote of Members present is needed to confirm the slate. All Members attending the General Meeting via Zoom will have one vote each.

### **Article IX - VACANCIES**

Section 1 If a **Standing Committee Board Member** is not able to serve their full term and desires to resign, they must submit their resignation in writing to the Board and the Board must vote to accept it. Until accepted, the Board Member maintains their position, unless the Member has relocated out of the area or has passed away. The **President** may select a replacement for the remainder of the term with the approval of the Board.

Section 2 If an **Executive Board Member** resigns in writing, or a position is vacated (e.g., illness or death), the **Board** will nominate and vote to replace that position for the remainder of the term.

Section 3 If a Member of the of the **Board of Directors** (i.e., President, Secretary, or Treasurer) resigns, the President must replace that office as soon as possible. If the **President resigns**, the **1st Vice President** will step in to fill the vacancy. Upon resignation of the **Secretary** or **Treasurer**, they must present a letter of resignation and the Board must accept it before the positions can be filled. Directors must remain in their positions until a replacement is found and all necessary notifications are sent to the appropriate government agencies, signatures canceled on bank accounts, and Debit/Credit cards are turned in. Any new appointee must qualify as stated in the Bylaws for the position being filled.

#### Section 4 Non-Performance or Violations of Conduct

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, the Member shall vacate the position. The President or Board will replace following the guidelines set.

### **Article X - MEETINGS**

Section 1 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.

Section 2 Attendance at Board meetings is required for Board Members. 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. All Members of the Guild are invited to attend the Board meetings without the opportunity to make motions or vote.

#### Section 3 **Electronic Meetings**

The Guild and its committees may hold Electronic/Virtual meetings, as needed.

- Electronic/Virtual meetings must provide, as a minimum, for all participants to be able to see and/or hear each other simultaneously.
- The Guild **shall adopt Standing Rules** for the conduct of such meetings.
- Voting can be conducted during an electronic/virtual meeting.

Ref: Rules for Electronic/Virtual Meetings, National Association of Parliamentarians, 2009, pp. 19-22 and Robert's Rules of Order Newly Revised (12th ed.), (2020), 9:30-36

### **Article XI - AUTHORITY**

#### Section 1 **Quorums**

- **Guild Business at General Meeting - (25%/Majority)**

The quorum is the number of Members required to transact Guild business at a General Meeting. A quorum requires more than **25%** of the current active Members to be in attendance. Unless otherwise required, all motions may be acted upon by a simple majority vote (more than 50%) of those Members present who are entitled to vote on the matter.

- **Board Quorum - (50%+/Majority)**

A quorum, defined as more than **50%** of the Board Members, must be present before any business can be discussed or motions made. To pass a motion, a vote in favor (i.e., "yes") by 50% or more of the Board Members present is needed.

## **BYLAWS**

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- **Bylaws Amendments (25% / 2/3)**

Quorum - to pass any Bylaw, amendments, or revisions, a quorum of **25%** of the Membership must be present. The Bylaw is certified by approval of **two-thirds vote of the Members in attendance**.

### **Section 2 *Contracts and Services***

All contracts, including e-online and long-term agreements, excluding those made by the 1st Vice President and Ways & Means Chairperson, must be approved by the Board prior to signature and must be signed or agreed to by the President, with a copy provided to the Treasurer. Members are not permitted to contract or acquire services or pay from personal funds for any services unless first approved by the President. Proof of payment and receipt must be submitted to the Treasurer for reimbursement within 90 days. Otherwise, reimbursement will be forfeited.

**Section 3** In conducting the affairs of this Guild, the final authority for procedure shall be the most recent version of Roberts Rules of Order (Newest Edition) wherever applicable and not inconsistent with these Bylaws.

**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, judgements, 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 Section 4 above.

## **Article XII AMENDMENT OF BYLAWS**

**Section 1** These bylaws may be amended by doing all of the following:

- Present proposed amendments for review and approval by the Board.
- Notify all Members of the Guild in writing 21 days prior to a General Meeting, by newsletter and email.
- Ensure there is a quorum present at the General Meeting (See Article XI).
- Certify approval by a two-thirds vote of the Members in attendance.



# *Standing Policies*





## STANDING POLICIES

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# ORANGE COUNTY QUILTERS GUILD STANDING POLICIES

*Standing Policies are the working guidelines that help bring our Guild's Bylaws to life. They outline how we do things day-to-day, keep activities running smoothly, and may be updated by the Board as our Guild grows and changes.*

## 1. GENERAL MEETINGS

*General Meetings are where members come together for fellowship, learning, and Guild business.*

- **Schedule:** Meetings are held on the second Tuesday of each month (no meeting in July).
- **Times:** Doors open at 6:00 p.m. for Social Hour; the Business Meeting begins at 7:00 p.m.
- **Recording Policy:** Out of respect for our guest speakers, cameras, phones, or recording devices may not be used during meetings or workshops unless you have the speaker's permission.
- **Sales Policy:** The featured speaker may sell items at a General Meeting.
- **Annual & Special Meetings:**
  - **February:** Annual Business Meeting, Installation of Officers, presentation of the annual budget, and introduction of Standing Committee Chairpersons. Guests are not allowed to attend this meeting.
  - **November:** Election of officers for the following year. Guests may attend the November meeting; however, they do not have voting privileges.
- **Information Display:** A Guild bulletin board or notebook (as chosen by the President) will be available at each meeting. The Treasurer's year-to-date report and Secretary's Minutes will also be posted monthly. An information table may hold flyers or brochures of interest—but merchandise may not be displayed.
- **Policies:**
  - Please watch over your personal items—the Guild cannot be responsible for belongings brought to meetings.
  - Smoking is not permitted at Guild events.

## 2. MEMBERSHIP

*Membership is at the heart of the Guild, offering opportunities for learning, friendship, and participation in quilting activities.*

- **Membership Use:** The membership list is for Guild purposes only and may not be used for commercial reasons.
- **Individual Membership:** Membership is held in the name of one individual, with one membership per person.
- **Check-In:** Members check in at the door and complete a prize drawing ticket. (You must be present to win.)

- **Name Tags:** Members wear handmade name tags at meetings. New members have two meetings to create one; after that, a 25¢ fine is charged if it's missing.
- **Guests:** Guests are welcome for \$5 per meeting. Children under 12 may only attend at the invitation of the Guest Speaker.

### Membership Categories & Dues:

- **General:** For individuals who submit a new or renewal application, pay annual dues, and remain in good standing. Dues are \$40/year, valid March - February.
- **Presidential:** Starting in 2025, members who complete one or two terms as President will receive two years of free membership following their service. Renewal forms are still required each year.
- **Active Lifetime:** All Past Presidents prior to 2025 receive free lifetime membership, renewed annually by form. If a renewal form is not submitted, the member becomes "Non-Active" (not eligible for elections, the annual business meeting, or insurance coverage). Non-Active members may still attend as guests for \$5.
- **Junior Associate:** \$20/year (ages 12–18). Junior Associates may attend general meetings with a sponsoring member. Junior Associates enjoy all Guild benefits including the newsletter, yearbook, workshops, bus trips, contests, the President's Quilt, and shop discounts.

### 3. BOARD

*The Board provides leadership and direction for the Guild, ensuring its activities support the Guild's mission and members.*

- **Meetings:** Board meetings are held within 10 days of each General Meeting.
- **Membership:** The Guild maintains membership in the Southern California Council of Quilt Guilds.
- **Authority:**
  - The Board sets the Guild calendar.
  - The Board may approve nonbudgeted expenses up to \$500. For amounts over \$500, members will be notified in writing before a vote.
- **Guests:** The President may invite individuals to attend as "Guests of the Guild" at no charge.

### Board Members with Voting Rights:

- **Elected Officers:**
- **Board Members with Voting Rights: Elected Officers:**
  - President
  - Secretary
  - Treasurer
- **Elected Directors:**
  - 1st Vice President
  - 2nd Vice President

## STANDING POLICIES

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- Ways and Means
- **Appointed Standing Committee Members:**
  - Community Outreach
  - Parliamentarian
  - Membership
  - Newsletter Editor
  - 501(c)(3) Rep/Compliance (becomes active when status is granted)
- All terms begin March 1 and expire the last day of February of the following year.

## 4. PROPERTY

*The Guild maintains property and records to support its activities and preserve its history.*

- **Mailing Address:** The Guild maintains a permanent Post Office Box, overseen by the President.
- **Logo & Banner:** The Guild logo and banner are copyrighted and may not be used for personal gain. Any reproduction for non-Guild purposes requires written Board approval.
- **Storage Facility:** A public storage unit is maintained for Guild equipment and supplies. The President is responsible for its oversight.
- **Records Management:** Paper records are no longer kept unless required by law. Official Guild records - including Treasurer's reports, Secretary's minutes, Bylaws, Standing Policies, tax documents, government correspondence, insurance policies, Articles of Incorporation, and newsletters - are scanned and stored electronically in a safe and secure site, accessible to the Board.

## 5. FINANCES

*Good financial practices help the Guild remain strong and ensure accountability to its members.*

- **Funds Handling:** Committee Chairs must turn in funds they receive with paperwork to the Treasurer within 30 days. Funds collected at General Meetings are given to the Treasurer that night. If funds are collected outside of the General meeting, the Treasurer must be notified and funds submitted to the Treasurer no later than the next General meeting. If the Treasurer is unavailable, funds should be given to the President. Cash may never be deposited into personal accounts.
- **Returned Checks:** Members are responsible for bank fees on returned checks; privileges are suspended until fees are paid. Non-members must also repay promptly. Failure to do so cancels workshop reservations and prevents attendance at Guild events until payment is made in full.
- **Reimbursements:** Requests must be itemized, include receipts, and be submitted within 30 days. Approved expenses include Guild-related calls, IRS-standard mileage, and meals for guest lecturers/teachers. Late requests cannot be reimbursed.
- **Oversight:** Monthly bank statements are reviewed by both the President and Treasurer. Authorized signers may not sign checks payable to themselves.

- **Debit/Credit Transactions:** The Guild uses four Square devices for dues, workshops, tickets, sales, Quilts in the Garden, etc. The President assigns them. The President and/or Treasurer should be aware of the holders and the passwords. Monthly Square reports are included in the Treasurer's report.
- **Contracts:** No member may enter into a contract on behalf of the Guild without Board approval.

## **6. HOSPITALITY**

*Hospitality helps create a warm and welcoming atmosphere at Guild meetings.*

- The Guild provides beverages and paper products for all General Meetings, along with a birthday cake each year to celebrate our Guild.
- Members may bring refreshments to share on a rotating basis. The list is posted.

## **7. NEWSLETTER**

*The Guild newsletter keeps members connected and informed.*

- A monthly newsletter is posted on the Guild website: [OrangeCountyQuiltersGuild.org](http://OrangeCountyQuiltersGuild.org).
- Business advertising is accepted at the rates and sizes on the Advertising Rate Sheet, available from the Newsletter Editor.
- Advertising rates are set by the Board.

## **8. OPPORTUNITY QUILTS FROM OUTSIDE ORGANIZATIONS**

*Sharing Opportunity Quilts allows Guilds and nonprofits to connect with our members and support quilting-related causes.*

- Member guilds of the Southern California Council of Quilt Guilds, as well as other nonprofit or charitable groups, may display Opportunity Quilts and sell tickets at General Meetings.
- Visiting guilds must bring their own quilt stand.
- All Opportunity Quilts must be approved in advance by the President. The President will maintain a schedule of guilds visiting with their Opportunity Quilts.

## **9. COMMUNITY OUTREACH – PHILANTHROPIC REQUESTS**

*The Guild supports philanthropic projects that align with its mission and benefit the community.*

- Members may submit written requests to the Ways & Means Chairperson at any time.
- Requests must support the Guild's purpose (see Bylaws Article I) and require Board approval. Priority is given to requests that benefit causes or organizations such as children, first responders, veterans, seniors and others.

## **STANDING POLICIES**

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- Philanthropic expenditures over \$300 must be announced to members in writing before a vote.
- Once the Guild has 501(c)(3) status, donations, sponsorships, and services will also be reviewed by the Community Outreach Chairperson and the 501(c)(3) Compliance Chairperson(s). One or both may present findings at the next Board meeting for approval.
- If an urgent request cannot wait until the next meeting, the President may contact Board members by phone or email to reach a general consensus before moving forward.

### **10. COMMUNITY OUTREACH - ORANGE COUNTY FAIR**

*The Orange County Fair is an opportunity for the Guild to share quilting with the broader community while celebrating creativity and tradition.*

#### **A. Annual Participation**

- A Guild OC Fair representative, appointed by the Community Outreach Chairperson, will contact the OC Fair Exhibit Representative in March to schedule a Demo Booth date. Three suggested dates will be offered, with one chosen based on availability. It is recommended that the date is the Saturday of the Fair closest to the August General Guild meeting.
- A team of 10 volunteers staffs the Demo Booth from 9:00 a.m.–9:30 p.m. in 2½-hour shifts. The OC Fair Representative recruits and schedules volunteers.
- The Demo Booth is decorated with OCQG quilts, representing a range of styles, techniques, and skill levels. Occasionally, demonstrations may also take place in the Crafts area, and small crafts may be taught at the booth.
- Guild information and annual activity forms may be distributed.
- The Opportunity Quilt may be displayed (ticket sales are not allowed, but information on ticket purchases may be provided).
- The OC Fair typically provides admission tickets and parking passes for volunteers, valid for the entire day.

#### **B. Juanita Swarts Excellence in Quilting Award**

- A three-member judging committee, appointed by the Community Outreach Chairperson or Guild OC Fair Representative and approved by the President, evaluates quilts entered in the OC Fair. Judges must be knowledgeable in quilting techniques.
- On Thursday, before the Fair's Opening Day, judges select the quilt that best demonstrates outstanding workmanship and creativity, recognizing the excellence of Juanita Swarts. A ribbon award will be placed on the chosen quilt to recognize achievement. This ribbon award is in orange with small yellow roses accent to honor Juanita's love of yellow roses.
- Judges prepare a winner's letter for the OC Fair Representative to include in the award notification package.
- The Guild awards **\$100** to the Juanita Swarts Excellence Award recipient chosen by the OCQG Judges Committee. Funding for this award comes from our general budget.
- The President, or a designated representative, contacts the award recipient and arranges to present the check at a General Meeting. The recipient is invited to bring the winning quilt for display.

### **C. Youth Achievement in Quilting Award**

- The three-member judging committee, appointed by the Community Outreach Chairperson or Guild OC Fair representative, and approved by the President, evaluates youth quilts entered in the OC Fair. Youth under the age of 18 are eligible for consideration for this award. Judges should have knowledge of quilting techniques and an appreciation for age-appropriate skill development.
- On Thursday, before OC Fair's Opening day, judges select the youth quilt that best demonstrates creativity, effort, and developing skill, with an emphasis on encouraging emerging talent in quilting. An OCQG handmade ribbon award will be placed on the chosen quilt to recognize achievement.
- Judges prepare a winner's letter for the OC Fair Representative to include in the award notification package.
- The Guild awards **\$50** to the Youth Achievement in Quilting Award recipient chosen by the OCQG Judges Committee. Funding for this award comes from our general budget.
- The President, or a designated representative, contacts the award recipient and arranges to present the award at a General Meeting. The recipient is invited to bring the winning quilt for display.

## **11. PROGRAMS AND WORKSHOPS**

*Programs and workshops are a cornerstone of the Guild, providing education, inspiration, and enrichment for members and guests.*

- **Contracts:** All speakers, whether giving a lecture or teaching a workshop, must have a signed contract. Contracts must clearly state costs, fees, cancellation terms, deadlines, travel arrangements, housing and meals, and any permissions for photographs or recordings. A contract is valid only when signed by the 1st Vice President (or President) and the Lecturer/Teacher. Payment cannot be issued until a signed W-9 has been received by the President or Treasurer.
- **Hospitality:** The 1st Vice President is responsible for speaker hospitality, with the 2nd Vice President assisting as needed.
- **Workshops:**
  - Workshops are designed for member enrichment, not profit. If enrollment does not cover expenses, the Board may cancel the workshop and refund participant fees.
  - Workshop fees are non-refundable. This policy must be clearly stated on the website, in emails, and on Square payment confirmations. Sign-ups at the meetings should also be made aware of our policies.
  - At the discretion of the 2nd Vice President, a voucher for a future workshop may be issued in cases of illness or emergency. Registrants may also send a substitute participant, but this must be confirmed in advance with the 2nd Vice President. Unconfirmed open spots may be offered to those on the waitlist.
  - Workshop fees must be paid in advance. Current fees are \$45 for members and \$60 for non-members for one-day workshops. Two-day workshop fees are \$85 for members and \$100 for non-members. Shortened workshops may be offered at \$20.
  - Fees, schedules, and updates will be published in the Guild Newsletter, posted on the website, announced in email blasts, and may be reminded at General Meetings.

## **STANDING POLICIES**

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- **Special Opportunities:**
  - The President may award up to three free workshop per term as door prizes when space allows, or as special recognition.
  - The President may also offer a workshop as an incentive for new members.
- **Reciprocal Workshop Agreement:** The Guild participates in a reciprocal agreement with the following quilt guilds:
  - Acacia Quilt Guild
  - Friendship Quilt Guild
  - North Cities Quilt Guild
  - Orange Grove Quilt Guild
  - Quilters by the Sea Quilt Guild.

Members of these guilds may attend OCQG workshops at the member rate, and OCQG members may attend their workshops at their member rate.

## **12. WAYS & MEANS - QUILTS IN THE GARDEN QUILT SHOW**

*The Quilt Show is one of the Guild's major community events, giving the public a chance to discover the art and history of quilting while celebrating the talent of our members.*

### **A. Event Reports**

- The Quilt Show Chairperson collects all documents, notebooks, and reports from committee members for the final event report.
- The report should also include recommendations and suggestions for the following year.

### **B. Committee Positions**

•Quilt Show committee positions serve under the Ways & Means Chairperson. Roles may include (but are not limited to):

- Past Quilt Show Chairperson
- Assistant(s) to the Chairperson
- Quilt Acquisition and Return
- Event Accountant
- Quilt Display and Set Up
- Show Catalog and Quilt Information Sheets
- Opportunity Quilt Ticket Sales
- Ticket Design
- Hospitality
- White Glove Host

- Quilt Show Pin Design
- Quilt Show Labels
- Set Up and Take Down
- Special Displays
- Publicity
- Flyers, Signs, and Publications
- Vendors (if applicable)

### **C. Photography**

- Photography at quilt shows is allowed for personal use only.

### **D. Event Accountant**

- The Event Accountant maintains records during the Quilt Show, collects funds, accounts for monies received, provides change, and prepares a cash-basis report for the day.
- The Event Accountant may not serve simultaneously as accountant for any other event or as the Guild Treasurer.

### **E. Financial Procedures**

- The President, Ways & Means Chairperson and Community Outreach Chairperson will meet with those Committee Chairs assigned to lead various functions to present a detailed budget to the Treasurer for inclusion in the annual budget process.
- Sufficient details should cover all major areas (teachers, facilities, advertising, auctions, etc.)
- The Treasurer is to be supplied with copies of all receipts and contracts for reconciliation.
- The Treasurer retains the Quilt Show financial records.

*The Quilt Show depends on the teamwork of many volunteers, and every contribution helps make the event a success.*

## **13. YEARBOOK**

*The Yearbook is a valuable resource for members, offering contact information, Guild policies, and other reference materials in one place.*

- A yearbook will be published annually by May and distributed to all members and yearbook advertisers.
- The yearbook may include Bylaws, Standing Policies, new member information, the membership roster with email addresses.
- The yearbook is not to be used for commercial or personal gain.

## **14. WEBSITE**

*The Guild website is our public face and a key resource for members, providing easy access to information, updates, and important documents.*

## **STANDING POLICIES**

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- The website will include:
  - Programs and workshops
  - Special events
  - Newsletter
  - Calendar
  - Sew and Tell
  - Block Party
  - Standing Policies and Bylaws
  - Articles of Interest submitted by Members (optional)
  - Meeting information and contact details
  - Philanthropy updates

### **15. ADDITIONAL DUTIES OF ELECTED OFFICERS**

In addition to the duties and responsibilities stated in the Bylaws, each position may also have the following responsibilities:

#### **President**

- Negotiates contracts for meeting locations and the Guild's storage unit, and may appoint committees to assist with site searches or contract renewals.
- Holds one of the two Post Office Box keys and collects Guild mail regularly, forwarding items to the appropriate positions:
  - Checks and bank statements to the Treasurer
  - Membership and workshop applications or registration forms to the Membership Chairperson and 2nd Vice President
- Maintains a binder/notebook that contains Board-approved, signed copies of all the Board and General Meeting Minutes, as well as copies of all the financial reports for her/his term of office. This binder is to be passed on to the next President when she/he takes over the position.

#### **1st Vice President - Programs**

- Identifies and Contracts with Speakers/Teachers for monthly Guild meetings and workshops for at least one year in advance.
- Works closely with 2nd Vice President to Schedule workshop dates with selected venues (Orange Quilt Bee, Yorba Linda Presbyterian Church, or other) well in advance, typically after a new term begins
- Provides reports and updates concerning Guest Speakers at Board and General meetings.
- Coordinates travel details with speakers, including making necessary hotel reservations and arranging for local transportation.

- Hosts the Speaker for dinner prior to the meeting and submitting receipts for the meals to the Treasurer for reimbursement. Obtaining a completed W-9 form and invoice from the Speaker prior to the event at which they are speaking/teaching and providing these to the Guild Treasurer.
- Introduces the Speaker to the membership at the Guild Meeting.
- Prepares monthly articles for the Newsletter to inform the Membership about Guest Speakers and promote upcoming Programs.
- Pays the Guest Speaker following the Program.
- Prepares a budget for submission to the Treasurer for the next fiscal year's Speakers/Teachers.
- Together with the 2nd VP, stays in contact with teachers to obtain signed contracts, W-9's, class supply list, samples, flyers, marketing materials if any.

### **2nd Vice President – Workshops**

- Works in close coordination with the 1st Vice President to plan and manage all Guild workshops. Along with 1st Vice President, schedules workshop dates with Orange Quilt Bee and Yorba Linda Presbyterian Church (or alternative venues as needed) well in advance, typically in December after the new Program and Workshop schedule is announced.
- Promotes workshops through flyers, email announcements, newsletter articles, and other outreach methods to encourage participation and fill available spaces.

#### **At General Meetings:**

- Attends a designated table to promote current and upcoming workshops. Maintains a posterboard with a display of photos and examples of upcoming Workshop projects. Bring the posterboard to all General Meetings.
- Obtains sample projects from scheduled teachers to be displayed at the General Meetings.
- Prints class supply lists to have available at General Meetings, and makes available any other materials to help members prepare for workshop participation.
- Speaks briefly during the program agenda to announce future workshops, highlight attendance, and show class samples.

#### **Workshop Responsibilities:**

- May choose to confirm workshop facility arrangements the day before a scheduled workshop.
- Assists the teacher with classroom setup, supplies, and introductions.
- Welcomes students, confirms registration and payment, and provides name tags.
- Provides transportation or meals for the instructor if needed, and submits a Request for Reimbursement with receipts to the Treasurer within 30 days. Can coordinate with the 1<sup>st</sup> VP to arrange transportation for the speaker on the day of the workshop, as needed.
- Pays the instructor upon completion of the workshop, confirming beforehand that a W-9 form has been submitted to the Treasurer.
- Takes photos during the workshop and prepares a short article for the Newsletter to share highlights with members. Article is submitted to the Newsletter Editor by Sunday evening following the workshop.

## **STANDING POLICIES**

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- Assists with cleanup after the workshop and ensures any required facility donations are made.

### **Financial Coordination:**

- Accepts workshop registrations, payments by cash or check, completes a Report of Income form, and submits all funds to the Treasurer. If the Treasurer is not present, funds may be held securely until the next meeting, or a time is arranged to meet.
- Coordinates with the Square Account Manager to request invoices be sent to workshop registrants who are not previously paid (i.e., people enrolled from the wait list).
- Reconciles payments recorded on registration sheet with Square reports to identify fees outstanding to be collected on the day of the workshop.

### **Secretary**

- Records accurate minutes of all Board and General Membership meetings.
- Sends minutes to the President for review, and distributes them to the Board for approval prior to the next meeting.
- Maintains a permanent file of all approved minutes, correspondence, and official Guild documents, both digital and printed.
- Shall provide a printed, signed copy of the approved Minutes of all Board and General Membership Meetings to the President for the President's binder, and another copy for posting so that the General Membership may read it at the meetings.
- Maintains recorded Zoom meetings and other digital recordings as part of the official Guild record, ensuring they are stored securely and deleted or archived according to Board direction.
- Prepares and maintains a current list of all Board Members and Committee Chairs, including their contact information.
- Provides printed or digital copies of approved minutes for the Guild's historical file or storage binder.
- Ensures all Guild records, digital and physical, are properly organized and transferred to the incoming Secretary at the end of the term.

### **Treasurer:**

- Receive, record, and deposit all funds received by the organization, including membership dues, donations, advertising and fundraising proceeds.
- Pay all authorized expenses by check, debit, or other approved method.
- Reconcile Square Report and enter names into QuickBooks Registry.
- Work with the Budget Committee to prepare the annual budget for Board approval.
- Prepare an Annual Schedule of Government forms and Annual Bills for next treasurer.
  - **March -**
    - Prepare California Corporation Statement of Information - Online Form SI-100 to Update New Officers
    - Advise Bank of new Officers - Go to Bank for new signatures, debit card

- Update Post Office with new President or Treasurer.
- 3/31 Complete IRS Form 990-N (If revenue increases may need to do a different form Can be online filing (Approx \$40)
- 3/31 Complete Calif 199 N Form - online filing
- 3/31 RRF-1 Registry of Charitable Trusts - Dept of Justice (Approx. \$30)
  
- **April**
  - 4/14 Zoom and QuickBooks Renewals Due
  
- **June**
  - Annual Treasurers Report due - Form CT-TR1(Due no later than 4 months and 15 days after year-end close)
  
- **August**
  - Constant Contact Email Service Due
  
- **September**
  - Web-site hosting due (Strikingly)
  - SCCQG - Membership and Insurance - Check website and with SCCQG Rep
  
- **October -**
  - Storage Annual Fee (Extra Space Storage)
  - Choose Budget Committee and arrange meeting to develop following years budget
  - 10/1 Complete and pay for Non-Profit Raffle Registration Form CT-NRP-1 [EX: 1/1/26-12/31/26 (on annual year, not Fiscal year)]
  - Projected Raffle dates for next year- MUST BE DONE 60 DAYS PRIOR to the start of the following years next raffle year. (Can be sent as early as October)
  - ORDER 1096 and 1099 forms from IRS (Must use original and not PDF forms)
  
- **November**
  - Check with Bank about cd interest rates and terms
  - At Board meeting discuss renewing certificate of Deposit - Make a motion to agree to its renewal or closing, term and rates.
  
- **December**
  - Present next year's Budget to Board
  - Renew CD at term and rates agreed to in November (Note: month can change depending on the term of each CD renewal)
  
- **January**
  - Board approves New Budget –
  - 1/1 Complete FORM CT-NRP2 NonProfit RAFFLE Report for Jan 1-Dec 31
  - Report of Actual Raffle Income for prior year
  - Income and Expenses Report Due on or Before Feb 1
  - 1/31. 1099 Form due to vendors that were paid \$600 or more in CALENDAR Year (January 1 – December 31)
  
- **February**
  - Present budget at general Membership
  - P.O. Box rental due by 2/28 every year. Can log on or go in person
  - 1096 Summary Forms due to IRS and State with copies of 1099 forms (Due prior to 2/28)

## STANDING POLICIES

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- Ensure all fundraising and payments comply with 501(c)(3) rules.
- Retain all records for the legally required period (typically 7 years).
  
- **Coordination**
  - Work closely with the President, Budget Committee, and Auditor (if applicable).
  - Assist Committee Chairs with proper use of reimbursement forms (e.g., “Green Forms”).
  - Provide guidance to Board members on budgeted amounts and available funds.
  - Train the incoming Treasurer and transfer all financial records and materials at the end of the term.
  - Works with the SCCQG rep throughout the year to obtain necessary insurance coverage for Guild members and Guild events.
  
- **Bank and Systems Oversight**
  - Maintain Guild bank account(s) with required dual signatures as authorized by the Board.
  - Ensure proper use and reconciliation of digital payment systems (e.g., Square, PayPal, etc).
  - Restrict account access per Board authorization and maintain secure record of passwords and logins.
  - Work with a bookkeeper or CPA if approved by the Board.
  - Prepare special reports when requested by the Board, IRS, or state agencies.
  - Help ensure the organization’s insurance and nonprofit status remain current.

## Ways & Means

- Plan and Oversee Fundraisers & Organize activities.
- Review ideas and event proposals to the Board for approval. Ensure all fundraising complies with IRS and state nonprofit rules. Work with 501(c)(3) Chair person.
- Quilts in the Garden: Present a Budget to the Board for the Quilts-In-the Garden. Name a chairperson to help recruit and guide volunteers for each committee. Name a Volunteer to act as “Accountant” during the quilt show. Submit report of monies received to Guild Treasurer. Complete the Guild’s “Report of Income Form” and submit funds to the Treasurer promptly.
- Publicize upcoming events through the newsletter, website, general meetings, and email announcements.
- Coordinate with:
  - **President:** For approvals and scheduling
  - **1st/2nd VP:** To avoid conflicting workshop or speaker days
  - **Newsletter Chair:** For advertising and recognition
  - **Community Outreach:** When fundraising supports philanthropic projects

- Acknowledge Donors and Volunteers. Send thank-you notes or make announcements recognizing contributions.
- Keep a notebook or digital file with:
  - Past fundraising event details and outcomes
  - Vendor or donor contact lists
  - Flyers and advertising samples

## **16. DUTIES OF STANDING COMMITTEE BOARD**

### **COMMUNITY OUTREACH**

- The Community Outreach Chairperson shall choose charities seeking quilt donations. Community Outreach efforts support such organizations as children, first responders, veterans, seniors and others.
  - Community Outreach supports two primary agencies:
    - **Orange County Foster Services (Quilts for Kids):** Quilts, pillowcases and flannel receiving blankets for foster children (newborn – 18).
    - **Long Beach Veterans Hospital (Quilts for Vets):** Patriotic quilts for injured veterans and other veteran-related requests.
- Additional agencies requesting or in need of quilts can also be considered by the chairperson.
- The chairperson arranges with the agencies to distribute the finished quilts, and projects.
- Monthly Meetings
  - Kits and projects to complete for the Community Outreach organizations, such as Quilts for Kids and Quilts for Vets, are provided at monthly guild meetings.
  - Incentives to participate will be provided.
  - A record of all submitted items turned in at meetings is maintained by the chairperson.
  - The chairperson provides a brief update at meetings, including upcoming workshop dates and times, a summary of items received, current outreach needs, and any additional information that supports clear communication about Community Outreach activities
- Monthly Newsletter
  - The Chairperson submits a monthly newsletter article with updates on Community Outreach, including highlights, needs, acknowledgments, and optional photos.
- OCQG Labels
  - The chairperson shall provide and make sure an OCQG label is sewn onto every quilt given away.
- Community Outreach Binder
  - The chairperson maintains an informational binder that will be passed on to the next chairperson. The binder includes patterns, checklists, contacts and other necessary information.

## **STANDING POLICIES**

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### **PAST PRESIDENT**

Serves as a leadership continuity and advisory role to the Board of Directors following completion of their presidential term. Helps preserve institutional knowledge.

- Serve as a voting member of the Board of Directors. Participates in Board meetings to provide historical context that may assist with decision-making.
- Support leadership transition, including mentoring the incoming President and providing background on ongoing initiatives and board activities, or unresolved matters from the previous term.
- Serve as a mentor for emerging leaders within the guild.
- Provide counsel and historical perspective to the President and Board regarding past decisions, policies, and practices of the guild.
- Promote continuity of guild policies, traditions, and institutional knowledge. Ensures that established practices are maintained or thoughtfully evolved.
- Attend and participate in Board meetings and provide guidance when requested.
- Assist with installation of newly elected officers if requested by the President or Board.
- Undertake special projects or assignments as requested by the President or Board of Directors.
- Represent the guild at functions or inter-guild activities when requested.
- Additional responsibilities may be assigned by the President or Board as needed.

### **MEMBERSHIP**

The Membership Chairperson maintains accurate membership records, manages the collection and documentation of dues, and serves as the primary point of contact for member information and engagement. The Membership Chairperson shall:

- **Membership Records and Database**
  - Maintain an accurate and current membership roster, including names, contact information, membership status, and renewal dates.
  - Ensure that membership information is handled in accordance with privacy and data protection practices and is used solely for guild purposes.
  - Provide updated membership lists to the Board or designated officers (e.g., President, Newsletter Editor, Treasurer) as needed.
  - Retain membership records in accordance with the guild's record retention policy.
- **Dues Collection and Financial Coordination**
  - Collect annual membership dues and any applicable fees.
  - Issue or coordinate issuance of receipts or confirmation of payment upon request.
  - Maintain a log of all dues collected, including date, amount, payment method, and member name.

- Remit all funds promptly to the Treasurer in accordance with the guild's financial policies, ensuring proper documentation and reconciliation.
- Coordinate with the Treasurer to verify membership status and resolve discrepancies.
- Inform Treasurer of the number of active paid members as of 2/28 so that Insurance Certificates can be obtained from SCCQG.
- **Membership Renewals**
  - Provide timely notification of membership renewal deadlines via general meetings, newsletter, email, and/or other guild communication channels. Submit an article for the OCQG Newsletter as early as **January** informing guild members that **March** is the deadline for renewal fees. Announce renewal fee deadline at **January, February and March** General Meetings.
  - Track renewal status and follow up, as appropriate, with members whose dues are outstanding.
  - Update membership status (active, lapsed, new) in a timely manner.
- **Meetings and Attendance Coordination**
  - Just before the General meeting is convened by the President, the Sign-In Desk Coordinator (or check-in person) will confirm the number of members present to determine if there is a quorum and so advise the President.
  - Coordinate the General Meeting sign-in process, including:
    - Preparing and maintaining sign-in sheets or digital check-in tools. Submit a current member list to the Sign-In Desk Coordinator the **Sunday** prior to the Tuesday General Meeting so membership status can be verified at check-in.
    - The Sign-In Desk Coordinator (or check-in person) will note guests and prospective members.
    - Provide attendance data to the Board if requested for planning or reporting purposes.
- **Reporting**
  - Provide regular membership reports to the Board, which may include:
    - Total number of members
    - New and renewing members
    - Lapsed memberships
  - Assist with any required annual reporting related to membership data.
- **Collaboration**
  - Work closely with the **Treasurer** (financial reconciliation), **Newsletter Editor** (communications), and **Program or Hospitality teams** (meeting coordination).
  - Assist with special projects or initiatives related to membership growth and retention.
- **Procedures**
  - Maintain membership data using an approved system (e.g., spreadsheet, membership software, or database).

## **STANDING POLICIES**

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- Update records within a reasonable timeframe (e.g., within 7 days of receiving new or updated information).
- Transfer all membership records, passwords, and materials to the incoming Membership Chairperson at the end of the term.

### **501(c)(3) REPRESENTATIVE (Upon approval of 501 (c)(3) status)**

Acts on behalf of the quilt guild, to ensure the organization complies with IRS regulations. Key responsibilities include strategic planning, financial oversight, fundraising, and legal compliance.

- **Strategic Planning:** Work with the Board to help determine the mission, set long-term goals, and ensure the capacity to carry out programs.
- **Fundraising and Promotion:** Actively work with the Ways and Means Chairman to participate in fundraising efforts, which may include making personal donations or "opening doors" to potential donors.
- **Legal Compliance:** Ensure the organization complies with tax-exempt laws (IRS 501(c)(3) regulations), state laws, and its own bylaws. Work with the Treasurer to file IRS Form 990.
- **Mission Alignment:** Ensure all programs, transactions, and activities align with the organization's stated purpose.
- **Public Advocacy:** Serve as an ambassador to the community, enhancing the organization's public image, and advocating for its cause. Work with the Ways and Means Chairman as well as Community Outreach Chairman to achieve this role.

### **NEWSLETTER EDITOR**

The Newsletter Editor is responsible for producing and distributing a regular guild newsletter that informs, engages, and supports the membership while maintaining consistency with the guild's mission and policies.

- **Newsletter Production and Distribution**
  - Prepare and publish a monthly newsletter for distribution to all members in a format approved by the Board (e.g., digital, print, or both).
  - Establish and maintain a consistent publication schedule, including submission deadlines and distribution dates.
  - Distribute the newsletter via approved communication channels (e.g., email, website, print copies at meetings).
  - Ensure the newsletter is accessible to all membership.
- **Content Management**
  - Collect, edit, and organize content relevant to guild activities, including:

- President's message
- Meeting dates and program information
- Workshop and event announcements
- Committee reports and guild news
- Quilt-related educational or community information
- Ensure all content is accurate, clear, and aligned with the guild's mission.
- Edit submissions for grammar, clarity, and length while preserving the contributor's intent.
- Maintain a professional and respectful tone in all published materials.
- **Submission Guidelines**
  - Establish and communicate content submission deadlines and guidelines to members and Board.
  - Reserve the right to edit, defer, or decline submissions based on space, relevance, or appropriateness, in accordance with guild policies.
  - Prioritize content related to official guild business and activities.
- **Advertising Management**
  - Accept and manage member advertisements at the established rate, as space permits.
  - Accept business advertising in accordance with the current Advertising Rate Sheet approved by the Board.
  - Ensure all advertisements are quilt-related or otherwise appropriate to the guild's mission.
  - Coordinate with the Treasurer regarding collection and tracking of advertising fees, following guild financial procedures.
- **Financial and Governance Compliance**
  - Adhere to Board-approved advertising rates and policies.
  - Ensure that newsletter practices are consistent with the guild's nonprofit (501(c)(3)) status, avoiding political endorsements or inappropriate commercial promotion.
  - Include, when appropriate, a disclaimer such as: "The appearance of advertisements does not constitute endorsement by the guild."
- **Records and Archiving**
  - Maintain an archive of past newsletters (digital and/or print) as part of the guild's historical record.
  - Provide copies of newsletters for guild records, website posting, or external sharing as appropriate.
- **Collaboration**
  - Work closely with the President, Board members, and committee chairs to ensure timely and accurate communication.
  - Coordinate with the Website/Technology Chairperson to maintain an up-to-date distribution list.
  - Support guild initiatives by highlighting programs, events, and member achievements.

## STANDING POLICIES

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- **Reporting**
  - Provide updates to the Board as requested regarding newsletter production, advertising activity, or communication needs.
- **Procedures**
  - Publish the newsletter on a regular monthly schedule (e.g., by a specified date each month).
  - Set and communicate a standard submission deadline (e.g., two weeks prior to publication).
  - Maintain newsletter files in an organized, transferable format for future editors.
  - Transfer all templates, files, advertising rate sheets, and distribution lists to the incoming Newsletter Editor at the end of the term.

## PARLIAMENTARIAN

The Parliamentarian acts as a nonpartisan, expert advisor on procedure to the presiding officer, ensuring meetings run fairly and adhere to established rules like *Robert's Rules of Order, Newly Revised*.

- The Parliamentarian will support the President at Board meetings by keeping track of the pre-allocated time for each agenda item and alerting the President (via Chat) when that time is exceeded.
- Serves as Chairman of the Nominating Committee. Forms a Nominating Committee by the end of **August**.
- Identifies and recruits qualified candidates for elected offices in accordance with the guild's bylaws and election procedures. Present the list of qualified candidates to the guild membership at the **October** general meeting.
- Oversee the election of the slate of officers at the **November** general meeting. See Appendix A for an example of the Installation script which can be used by the Parliamentarian.
- Install the new officers at the **February** General Meeting. See Appendix A for a sample installation ceremony.

## SOUTHERN CALIFORNIA COUNCIL OF QUILT GUILDS REPRESENTATIVE

The purpose of the Southern California Council of Quilt Guilds (SCCQG) is to promote knowledge, appreciation, and participation in the art and craft of quilting. The Council serves as a collaborative and educational network for quilt guilds throughout Southern California by facilitating the sharing of programs, speakers, resources, and information related to quilting activities and events. SCCQG is a California Nonprofit Mutual Benefit Corporation.

- **General Responsibilities:**
  - Attend SCCQG meetings as possible, and represent the interests of OCQG. SCCQG meetings are held the 2nd Saturday of January, April, July and October, at 10 a.m. via Zoom.
  - Serve as the primary communication link between SCCQG and OCQG by sharing information, announcements, and resources provided by the Council.

- Report back to OCQG's leadership and/or membership regarding SCCQG activities, programs, initiatives, and regional quilting events.
  - Complete the 'Officer Update' form on the SCCQG website after the newly-elected slate of officers is installed.
  - Share relevant information from OCQG with SCCQG, including major events, workshops, quilt shows, or other activities of interest to the regional quilting community. Post the ongoing Programs and Workshops calendar to the SCCQG web site once available ([info@sccqg.org](mailto:info@sccqg.org))
  - Submit other guild event information (i.e. Quilts in the Garden, etc.) for inclusion in SCCQG calendars, newsletters, or other communications, as appropriate.
  - Participate in discussions and voting on Council matters if voting privileges are granted to guild representatives under SCCQG bylaws.
  - Encourage participation in SCCQG programs and initiatives by members of OCQG.
- **SCCQG Membership Renewal & Insurance Procedures** (Annual – Estimated Time: 1–3 hours total)

### 1. Membership Renewal

- Before you begin, contact the Treasurer to obtain two check numbers needed for payment submission.
- Timing: Membership renewal form becomes available September 1st each year. Important: Submitting before September 1st voids the form.
- Verify Active Membership Count:
  - Contact the Membership Chairperson to confirm the total number of active members (including any former Presidents who have renewed).
  - Use the membership number as of February 28/29 (or the end of the fiscal year) to calculate insurance costs.
  - *(Note: If the guild switches to a calendar year, verify whether December 31st becomes the reference date.)*
- Complete Forms:
  - Download and fill out the Guild Membership Form (available on [SCCQG.org](http://SCCQG.org)).
  - Fill out all fields, even if officer positions remain unchanged.
  - Current Guild Membership Fee: \$50.

### 2. Insurance Opt-In (Annual – Estimated Time: 15 minutes to 1 hour)

- Opt-in Timing: Must be completed at the same time as Membership Renewal.
- Insurance Fee: \$5.25 per active member (based on confirmed membership count as of last day of term).
- Meeting Dates: Have all meeting dates ready for your "home" facility.
- Important Notes:
  - Opting in does not automatically trigger insurance certificates.
  - You must submit a separate Insurance Certificate Request for each event/location as needed.

## STANDING POLICIES

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- Payment:
  - Notify Treasurer of total amount owed.
  - Treasurer writes two checks:
    - One for membership
    - One for insurance
  - OCQG Treasurer will Mail both checks to SCCQG Treasurer. (Check SCCQG website for current Treasurer info.)

### 3. Officer & Meeting Updates (As needed – Typically 1–2 times per year - 15 min)

- Submit an Officer & Meeting Update Form any time:
  - A new officer takes position
  - Your “home” meeting location changes
- Forms are available on the SCCQG website.
- Important: Submit a separate form for each officer change. (E.g., 3 officer changes on same date = 3 separate submissions)

### 4. Insurance Certificate Requests

- (As needed – Avg. 5x/year; 15–30 minutes per request plus follow-up)
- Required each time your guild meets at a non-home facility (e.g., for events, workshops, retreats).
- Steps:
  - Visit [SCCQG.org](http://SCCQG.org) > Insurance section.
  - Review the requirements and determine which certificate type you need:
    - Proof of Insurance
    - Proof of Insurance with Additional Insured (AI)
      - If facility requires additional insured: Provide them with the AI Certificate Requirement Letter (found on SCCQG website).
      - Confirm what the facility needs in return.
  - Retrieve a check number from the Treasurer.
  - Submit the required documents/forms via the SCCQG website.
- Fees:
  - \$10 per certificate if submitted 30+ days in advance
  - \$25 per certificate if submitted less than 30 days before event
- Processing Time: Allow at least 60 days for certificates involving Additional Insured.
- Once approved, you will receive the certificate via email. Forward it to the facility manager or designated contact for signature or confirmation.

**Appendix A**

**Installation of 20xx-20xx OCQG Executive Board**

**Current Parliamentarian calls forward the incoming Executive Board.**

**To these Officers beside the President, she asks:**

- (Name) – 1<sup>st</sup> VP Programs
- (Name)– 2<sup>nd</sup> VP Workshops
- (Name)– Ways and Means
- (Name)– Secretary
- (Name)- Treasurer

Do you promise to perform faithfully all the duties of your respective offices as stated in the Bylaws? (We do.)

Do you pledge your support to the president as she carries out the objectives of Orange County Quilters Guild? (We do.)

**To the President, she asks:**

President (Name), you have been elected to serve the Orange County Quilters' Guild as President. Our guild is to be congratulated upon your election. You have been chosen because of your ability and your trustworthiness. It will be your responsibility to lead the organization in all its endeavors.

President (name), do you pledge faithful performance of your duties as stated in the Bylaws? (I do.)

**To the members, she asks:**

Quilters, please rise.

Do you pledge your loyal support to these officers whom you have chosen and will you cooperate in making this coming year a successful one? (We will.)

Your duties will prove a challenge. Yours is a responsibility of helping, planning, service, and fellowship. Your president and other officers come to you with high hopes, but they can do nothing without your loyal support and cooperation. We can go far and accomplish much if we work together. Great quilting to all!