

## SBQG STANDING RULES

(As provided for in Bylaws Article VII Section 1e.)  
(Amended and Approved by the Membership – June 21, 2022)

- A. There is no membership limit. Each June, the Board shall determine if a limit shall be imposed, considering the average attendance at general meetings and the available meeting space. If the Board decides that the limit should be changed, it shall propose a change to this standing rule at the September general meeting.
- B. The officers' duties shall include but not be limited to the duties as described below. See Appendix B for additional detail for monthly officer duties. Each officer should refer to their procedure notebooks for a detailed listing of duties and further clarifications. Note that all Board members report to the President unless otherwise noted.

### 1. ELECTED OFFICERS:

- a. The PRESIDENT, as chief executive officer of the Guild, shall:
  - 1. Preside at all General and Board meetings of the Guild.
  - 2. Submit a monthly newsletter article.
  - 3. Represent the Guild at various functions.
  - 4. Be an authorized signer on all Guild bank accounts and have access to the Guild safe deposit box.
  - 5. Carry out orders and resolutions of the Board.
  - 6. Keep the membership informed of Board actions.
  - 7. Be ex-officio member of all committees except the Nominating Committee.
  - 8. Appoint such other officers or committees, standing or special, as the Guild membership or the Board shall deem necessary or empower other officers who are committee chairs to appoint subcommittees.
  - 9. Have access to the Guild post office box and designate another officer to assist with the timely collection and disbursement of all correspondence.
  - 10. Recommend to the Board for approval all Appointed and Auxiliary officers except those who report to another officer.
  - 11. Organize, or appoint a chair to organize, the new members' tea. At a minimum, all current-year new members and Board members shall be invited to the tea.
  - 12. Organize a zoom orientation meeting to be offered to new members and anyone else interested. The orientation should be recorded and posted to the website for future reference.
- b. The 1st VICE PRESIDENT shall:
  - 1. Preside at General and Board meetings in the absence of the President.
  - 2. Be an authorized signer on all Guild bank accounts, except the Quilt Show account.
  - 3. Be responsible for the presentation of programs at the general meetings.
  - 4. Be authorized to find and contract for speakers, workshop teachers, and workshop facilities for program openings in the current Guild year.
  - 5. Arrange for overnight accommodations, meals, and transfer from/to airport, as required by the speaker.
  - 6. Provide a copy of each signed current-year facility and speaker/workshop teacher contract to the President, 2nd Vice President, Treasurer, and Workshop Coordinator upon receipt.
  - 7. Work with the Facilities Chair to ensure needed insurance certificates are in place as required by the workshop facility.
  - 8. Recommend to the Board for approval a Workshop Coordinator and Patchwork Star Reporter.
  - 9. Submit a monthly newsletter article.

10. In the event of a cancellation or schedule change in speaker or workshop teacher, work with the 2nd Vice President to fill the Guild program and workshop and to have speaker contract signed. This applies to current-year contracts only.
  11. Work together as a team with the 2nd Vice President, Workshop Coordinator, and Workshop Assistant to implement the current-year Guild programs and workshops.
  12. Arrange the gift for the outgoing President according to the April Business Calendar guidance.
- c. The 2nd VICE PRESIDENT shall:
1. Be authorized to find and contract for speakers, workshop teachers, and workshop facilities in future years in order to schedule long-range programs.
  2. Provide a copy of each signed current-year facility and speaker/workshop teacher contract to the President, 1st Vice President, Treasurer, and Workshop Coordinator upon receipt.
  3. Plan programs for each month of the Guild year that follows the current one.
  4. Recommend to the Board for approval a Workshop Assistant.
  5. Work together as a team with the 1st Vice President, Workshop Coordinator, and Workshop Assistant to implement the Guild Programs and Workshops.
  6. Assist Parliamentarian with installation of officers.
- d. The SECRETARY shall:
1. Record the minutes of all Guild general and Board meetings.
  2. Be an authorized signer on all Guild bank accounts, except the Quilt Show account.
  3. Confer with the presiding officer, prior to each meeting, regarding the order of business.
  4. In the absence of the President and 1<sup>st</sup> Vice President, call the meeting to order and preside until the immediate election of a Chair pro-tem.
  5. Maintain all Board and general meeting minutes for retention with Guild records at the end of their term.
  6. Be signatory on all copies of new Bylaws, official letters and other official documents.
- e. The TREASURER as chief financial officer of the Guild shall:
1. Be an authorized signer on all Guild bank accounts and have access to the Guild safe deposit box.
  2. Maintain all Guild bank accounts except the Quilt Show account by:
    - a. Receiving and depositing income,
    - b. Paying approved expenses for all Guild activities except the Quilt Show,
    - c. Reconciling monthly all bank statements and merchant account.
  3. Ensure that permanent records are kept of all financial transactions of the Guild, including those of the Quilt Show.
  4. Present monthly financial reports at each Board meeting and in the newsletter.
  5. Present a full financial report annually, and provide all financial reports required by outside Agencies as noted in Appendix B, the SBQG Monthly Business Calendar.
  6. Advise the Quilt Show Treasurer on requirements relating to the nonprofit status of the Guild.
  7. As Budget Committee Chair with a committee of three members of the Guild, be responsible for preparing a proposed budget for the following operating year for presentation to the Board at the June meeting. This budget shall become effective upon approval by the regular membership at the June annual meeting.
  8. Surrender, at the request of the Board, any documentation to the Internal Auditor at any time.
- f. The NEWSLETTER EDITOR shall:
1. Produce a monthly newsletter approximately one week before each general meeting which includes notification of the date, time, and location of the next general and Board meetings and any business requiring formal notice.
  2. Provide a copy of the newsletter to each member, newsletter subscriber, and advertiser.

3. Solicit and accept advertisements and collect fees as set by Newsletter Editor and approved by Board.
- g. The SCCQG REPRESENTATIVE shall:
1. Represent the Guild at regularly scheduled meetings of the Southern California Council of Quilt Guilds (SCCQG).
  2. Vote on behalf of the Guild.
  3. In a monthly newsletter article report to the membership the activities of SCCQG.
  4. Ensure Guild payment of annual dues and insurance premium.
- h. The MEMBERSHIP CHAIR shall:
1. Collect annual dues, guest fees, and newsletter subscription fees.
  2. Maintain a membership database, waiting list (if required), membership activity records and attendance records.
  3. Submit a monthly newsletter article, including birthday list. (August and September newsletters shall include membership application).
  4. Distribute the membership directory to the membership and Board chairs as updated.
  5. Recommend to the Board for approval a Membership Assistant.
  6. Update membership renewal form as needed and provide to newsletter editor at renewal period and to the webmaster for posting on the Guild website.
  7. After the renewal period, in November follow up with members who did not renew.
- i. The QUILT SHOW CHAIR shall:
1. Be responsible for organizing the annual quilt show with the assistance of the membership.
  2. Be an authorized signer on the Quilt Show account. Signature cards for the Quilt Show account will only be updated after the June elections. In the interim time between the close of the current-year Quilt Show and the account update for the next year's show, any checks written on the Quilt Show account will be signed by the President and Treasurer.
  3. Assist the Quilt Show Treasurer with the preparation of the Quilt Show budget and monthly and final Quilt Show financial reports.
  4. Assist the Quilt Show Treasurer with the completion of all financial transactions to close the Quilt Show.
  5. Attend Board meetings as a voting member.
  6. Ensure that the Quilt Show Facility Chair obtains a non-profit business license from the City of Torrance for the quilt show dates.
  7. Ensure completion of a final Quilt Show financial report to be presented to the Board within 60 days after the Quilt Show, which officially ends their term. An extension to the 60-day requirement must be requested of the Guild Treasurer. After their term ends, they may continue to attend Board meetings until the end of the current Guild year as a non-voting member.
- j. The QUILT SHOW CHAIR ELECT:
1. A Quilt Show Chair Elect is elected by the membership in June two years prior to the show. Until the conclusion of the Quilt Show immediately preceding the one for which they are responsible, they may:
    - a. Prepare their Quilt Show's opportunity quilt. Supplies for the next year's opportunity quilt are budgeted in the current-year Quilt Show budget.
    - b. Contract for the location of their Quilt Show unless this has already been arranged by the Guild.
    - c. Attend Board meetings and Quilt Show meetings as an observer.
    - d. Consider all Guild members to chair various Quilt Show committees. Committee Chair appointments would be finalized when the Quilt Show Chair assumes their full responsibilities.

2. At the conclusion of each Quilt Show, the Quilt Show Chair Elect is installed and assumes their full responsibilities.
- k. The QUILT SHOW TREASURER shall:
1. Be an authorized signer on the Quilt Show account.
  2. Maintain the Quilt Show bank account by:
    - a. Receiving and depositing Quilt Show income,
    - b. Paying approved expenses for all Quilt Show activities,
    - c. Reconcile all bank statements monthly.
  3. Maintain all financial records of the Quilt Show.
  4. Present monthly financial reports at each Board meeting and in the newsletter.
  5. Present a complete final financial report to the Board and the general membership within 60 days after the Quilt Show and provide the Guild Treasurer with a copy of detailed financial records. Turn over Quilt Show financial records to Quilt Show Treasurer Elect.
  6. Prepare a Quilt Show budget with the Quilt Show Chair and present it to the Board for approval at the May Board meeting and to the regular membership at the June annual meeting.
  7. Surrender, at the request of the Board, any documentation to the Internal Auditor at any time.
  8. Complete the final Quilt Show financial report by April 30<sup>th</sup>. The books are then turned over to the internal auditor.
  9. Be limited to the duties assigned to them during those months when there is an overlap of two Quilt Show Treasurers.
  10. After the Quilt Show financial records are turned over to the Quilt Show Treasurer Elect, the Quilt Show Treasurer's term ends and they may attend Board meetings as an observer until the end of the current year.
- l. The QUILT SHOW TREASURER ELECT is elected by the membership in June two years prior to the show. Until the conclusion of the Quilt Show immediately preceding the one for which they are responsible, they may attend Board meetings and Quilt Show meetings as an observer.

## 2. APPOINTED OFFICERS:

- a. The PARLIAMENTARIAN shall:
1. Ensure that proper parliamentary procedure is followed at all General and Board meetings following the current issue of Roberts Rules of Order, Newly Revised.
  2. Instruct and assist the President, other officers, committees, and members on matters of parliamentary procedure.
  3. At each Board meeting, read the current month and next month duties found in the Guild Business Calendar.
  4. As Bylaws Committee Chair, review and recommend to the Board any proposed amended or revised Bylaws or Standing Rules to be presented to the general membership for consideration. At a minimum, review should be completed every 5 years. The last review was completed in 2019.
  5. Elect and chair the Nominating Committee (as outlined in Bylaws).
  6. Conduct Guild elections.
  7. Install the new officers.
  8. Maintain a cumulative list of officers that is updated annually.
- b. The TRAVEL CHAIR shall:
1. Make arrangements for Guild members and non-members to travel to events of interest.
  2. Present a proposed budget to the Board for approval. The budget should include projected income and expenses. A pricing template is available on the website.

3. Notify the membership of upcoming trips and submit an article to the newsletter as appropriate.
  4. Take reservations and maintain registration list of members and non-members for the trips, and collect money, giving preference to Guild members. Registration list should include a cell phone number and emergency contact name and number for each participant.
  5. Work with the Guild Treasurer to provide a detailed income/expense accounting for each trip.
- c. The WORKSHOP COORDINATOR shall:
1. Under the direction of the 1st Vice President, facilitate workshops to be offered to the Guild independent of or in conjunction with a program speaker, arrange for the workshop facility setup, meals, and transportation for the teacher.
  2. Notify the membership of the location, date, time, cost and details of the workshop.
  3. Take reservations, maintain registration list of members and non-members, and collect money for the workshop. Give payments to Treasurer in a timely manner.
  4. Report to the 1st Vice President.
  5. Submit workshop information to the 1st Vice President for inclusion in the monthly newsletter article.
  6. Work together as a team with the 1st Vice President, 2nd Vice President, and Workshop Assistant to implement the Guild programs and workshop.
- d. The INTRA-GUILD RELATIONS COORDINATOR shall:
1. Introduce and supervise a variety of Intra-Guild activities to help foster friendship and collaboration among Guild members.
  2. Maintain records of the activities for historical purposes.
  3. Submit a monthly newsletter article as appropriate.
- e. The FACILITIES COORDINATOR shall:
1. Reserve and prepare the location for each general meeting as required with the assistance of the membership.
  2. Assure Guild meeting location is maintained in good condition during and after meetings; cleaned up and left as it was upon arrival as required by facility.
  3. Reserve location for, monthly Community Service sweatshops.
  4. Request all insurance certificates (through SCCQG) that are needed for the facilities that the Guild uses (general meetings, workshops, Quilt Show etc.)).
  5. Oversee storage facility; ensure payment of rental fees.
- f. The HOSPITALITY COORDINATOR for Guild meetings shall:
1. When applicable, determine alpha range of the membership to bring refreshments to general meetings each month. Responsibility will rotate through the roster during the year. Provide the alpha range to the newsletter editor for publication.
  2. Set up, monitor, and serve refreshments brought in by the Guild members each month.
- g. The HOSPITALITY COORDINATOR for the Holiday Dinner and/or June Pot Luck dinner shall coordinate any special dinner meetings and present a budget to the Board for approval. The budget should include projected income (if any) and projected expenses. A pricing template is available on the website.
- h. The COMMUNITY SERVICES COORDINATOR shall:
1. Serve as the chair over all community service activities and ensure that reports for the newsletter are provided by the committee chairs each month.
  2. Committees currently include: Comfort Quilts, DCFS, Wounded Warriors, Read Me a Quilt, and Disaster Relief.
  3. Determine additional community service projects as deemed appropriate during the year.

4. Manage the Community Services budget (including all Community Service donations and approved Disaster Reserve expenses).
5. Request nominations from the membership for charities to be considered for the Guild's annual philanthropy donations. First request is made in the February newsletter along with a copy of the nomination form.
  - a. Review all philanthropy nominations to ensure that they meet Guild requirements (provide Tax ID number, contact information, etc. as noted on the nomination form).
  - b. Submit names of charities and information to the newsletter editor for inclusion in the May newsletter.
  - c. Facilitate voting during the month of May.
  - d. Tally votes and present to the Board at the June Board meeting along with recommendations for proposed donations and amounts.
  - e. Provide Nomination Forms to the Treasurer for those charities that are selected. Treasurer needs charity information to report to the State.
- i. The SOCIAL MEDIA COORDINATOR shall
  1. Maintain the Guild Facebook and Instagram accounts.
  2. Post regularly on both accounts highlighting Guild events, speakers, workshops.
  3. Coordinate with the Publicity and Public Relations Chair and Webmaster to ensure consistency in the Guild publicity.
- j. The WEBMASTER shall:
  1. Maintain the Guild website, Guild and officer e-Mail accounts, and Drop box account and update on a regular basis.
  2. Ensure that our annual domain host fees are paid to Pair.com.
  3. Ensure that our domain fee is paid every five years (next due in 2026).
  4. Coordinate with the Publicity and Public Relations Chair and the Social Media Coordinator to ensure consistency in the Guild publicity.

### 3. AUXILIARY POSITIONS:

- a. The ARCHIVIST / PHOTOGRAPHER shall:
  1. Maintain a digital archive scrapbook composed of publicity and mementos of Guild activities and events.
  2. Take pictures of Guild events and activities for inclusion in the scrapbook.
  3. Provide photos to Newsletter Editor, Webmaster, and Social Media Coordinator to use as appropriate.
  - 4.
- b. The WORKSHOP ASSISTANT shall:
  1. Assist the 2nd Vice President in finding and securing workshop facilities for future years/speakers.
  2. Work together as a team with the 1st Vice President, 2nd Vice President and Workshop Coordinator to implement the Guild programs and workshops.
- c. The CORRESPONDING SECRETARY shall be responsible for conducting all general correspondence of the Guild and for sending appropriate messages to members upon births, deaths, and other major occasions in the members' immediate families as directed by the President.
- d. The PATCHWORK STAR REPORTER shall:
  1. Prepare a newsletter article featuring a randomly selected regular member to be the Patchwork Star for the month.
  2. Introduce the Patchwork Star to the membership as a part of the program at the next Guild meeting, presenting them with a Patchwork Star Pin.
  3. Maintain a supply of Patchwork Star Pins.

4. Report to the 1st Vice President.
  5. Maintain a list of past Patchwork Stars.
- e. The PUBLICITY AND PUBLIC RELATIONS COORDINATOR shall:
1. Coordinate and distribute material concerning Guild activities and special events (except the Quilt Show and Fashion Show, if scheduled). This includes posting meeting information in the Beach Reporter, Easy Reader and Daily Breeze Calendar sections (free).
  2. Place Quilt Show flyers and publicity for other Guilds and quilt-related events on the publicity table at the monthly Guild meeting. Clear the table at the end of the meeting.
  3. Coordinate with the Social Media Coordinator and Webmaster to ensure consistency in the Guild publicity.
- f. The INTERNAL AUDITOR shall:
1. Between July 1 and September 30 of each year:
    - a. Audit the Guild's financial records by reviewing the books of the prior fiscal year, checking all accounting, and ensuring proper documentation of disbursements.
    - b. Conduct an annual inventory of Guild property; submit a written report to the Board and to each affected officer.
    - c. Audit the Quilt Show financial records after books close on April 30<sup>th</sup>.
  2. Maintain Guild inventory records.
  3. Conduct unscheduled reviews of all Guild accounts, safe deposit box (October or later), and records, as directed by the Board.
  4. Present a full report to the Board.
  5. The auditor's report must be reviewed and approved by the Board.
- g. The MEMBERSHIP ASSISTANT shall:
1. Assist the Membership Chair in maintaining attendance records.
  2. Assist the Membership Chair as needed at the monthly meetings.
  3. Report to the Membership Chair.
- h. The VIRTUAL TEAM CHAIR
1. Manage the zoom account and ensure annual fee is paid.
  2. Solicit and manage a team of volunteers to support all guild virtual activities, including set up zoom meetings, coordinate script for general meetings, and other virtual activities as needed. Tech Team tasks at hybrid Guild meetings include but are not limited to setting up and testing all necessary technology (computers, projector, microphones, etc.) and putting it away; providing equipment and serving as the "Host" and "Co-host" computers, including managing chat, spotlight, and screen sharing during the meeting; operating the camera, interacting with Zoom participants before and during the meeting.
- C. Junior membership is restricted by the following:
1. A junior member shall be an unemancipated minor 10 through 17 years of age as of August 1 of the membership year.
  2. A junior member must be accompanied at all times by an adult supervisor when participating in a Guild activity. Their level of participation shall be dependent upon their age.
  3. Junior members are not eligible to vote or to hold an office of the Guild.
  4. Fines and bills unpaid by a junior member are the responsibility of their sponsor.
- D. General Membership
1. Dues are payable in full at or before the September general meeting. Dues are prorated semi-annually.
    - a. Dues for regular and junior members are \$50 per year (September – August) and prorated to \$25 (March – August) for a digital newsletter. There will be a \$5 penalty fee for late renewal of current members, i.e., renewing after the close of the October Guild meeting.

- b. Dues for regular and junior members are \$70 if they require a mailed/paper newsletter.
- E. The Quilt Show participation activities as required for regular membership include:
1. Work on the Quilt Show Committee; or
  2. Work a minimum of four (4) hours during the Quilt Show weekend.
  3. As an alternative to the above requirement, if members are not available to work during Quilt Show weekend, they may provide four (4) hours of support to the committee before or after quilt show weekend. Tasks include publicity mailings, database update, etc. Tasks will be defined by the Quilt Show Chair. Exceptions to this rule must be approved by the Quilt Show Chair.
- F. The Guild participation activities as required for regular membership may include:
1. Serve as an elected officer, appointed officer or auxiliary position.
  2. Assist any Guild officer or auxiliary position.
  3. Serve on any committee.
- G. SBQG Newsletter
1. Newsletter Only Member with Web based newsletter \$15 per year.
  2. Newsletter Only Member with mailed/paper newsletter \$35 per year.
  3. Guild members may receive a hard copy of the newsletter via the postal service for \$20 per year.
- H. Visitors are welcome to attend SBQG meetings; the cost per meeting is \$5.
- I. Financial
1. Policies and Procedures:
    - a. Deposits shall be submitted to the Guild Treasurer or Quilt Show Treasurer as appropriate (along with a SBQG Deposit Form) and banked in a timely manner.
    - b. Out-of-pocket expenses incurred for Guild business shall be submitted with appropriate documentation to the responsible officer (i.e., all check requests for expenses for programs/workshops should be signed by the 1st Vice President; all check requests for expenses for Community Service [WW, RMAQ, DCFs, Comfort Quilts, Disaster Relief] should be signed by the Community Service Chair, etc.). After verification, the officer will submit a SBQG Check Request Form with documentation to the Treasurer or Quilt Show Treasurer who will write a check after review at the earliest convenience.
    - c. Any checks requested for expenses for which a receipt or an invoice is obtainable will only be disbursed when the receipt or invoice is attached. For checks written in advance of expense, a receipt is to be forwarded to the Treasurer upon the use of the check. If no receipt is available, a written statement from the requesting officer must accompany the check request, stating what the expenditure was for, and why no receipt is present.
    - d. To adhere to proper financial procedures, two authorizations will be required for all access to Guild accounts:
      1. No Guild checks shall be signed while blank.
      2. Any authorized officer may access the Guild safe deposit box if accompanied by the President or Treasurer (both have keys).
      3. Signatures of two authorized officers shall be required to move funds from one account to another, as directed by the Board.
      4. Signatures of three authorized officers shall be required to withdraw money from the Certificate of Deposit (CD) account, as directed by the Board.
      5. If the President, 1st Vice President, Secretary, Treasurer, Quilt Show, or Quilt Show Treasurer position are filled by a team of two co-chairs, only one co-chair may sign any given check.
      6. No officer may sign a check payable to themselves or a family member.



- e. Any expense which exceeds the budget must be approved by the Board. Unbudgeted items that are less than \$200 must be approved by the Board. Any unbudgeted item exceeding \$200 must be approved by the general membership. The Board shall be authorized to approve the expenditure of up to \$500 in the event of an emergency requiring immediate action. This emergency action must have to do with the operation of the Guild and may only be made if the action must be taken before the next regular membership meeting.
- f. The Guild's fiscal year shall be July 1 through June 30.
- g. Any officer of the Guild that makes contracts for future fiscal years, is limited to the amount budgeted for the current fiscal year. The 2<sup>nd</sup> Vice President may also include 50% of the projected workshop income for the current year, when budgeting for the future years. The 2<sup>nd</sup> Vice President should confirm the proposed budget with the Board before proceeding. For assessing viability of workshops, travel and per diem may be accounted for as a program expense. Contract expense includes travel and per diem for speakers in addition to their speaking and workshop fees. In addition:
  - 1. Contracts may only be initiated for two years beyond the current Guild fiscal year.
  - 2. Speakers requiring long lead-time may be booked beyond that time (i.e., 2 years beyond the current Guild fiscal year), but those contracts are subject to Board approval prior to executing the contract.
- h. Any officer of the Guild that makes a contract in the name of the Guild shall immediately give a copy of that contract to the officers as defined in individual duties.
- i. For any contract initiated with a speaker or workshop teacher (regardless of the amount to be paid), a completed IRS W-9 form must be submitted to the Guild Treasurer along with a copy of the contract.
- j. Copies of all documents and correspondence relating to financial matters shall be kept with the Treasurer's records.
- k. A receipt or check and balance procedure must be used in the handling of cash for any Guild activity.
- l. Junior members may not be responsible for any Guild monies.
- 2. Budget Considerations
  - a. A financial reserve shall be maintained in the Guild's bank accounts. This amount shall be determined annually by the Budget Committee and shall be sufficient to cover the operation of the Guild for one year and to cover existing financial commitments. This policy is to ensure the solvency of the Guild in the event that the Quilt Show (the Guild's main income source) is prevented from being held.
  - b. A financial reserve in the amount of \$3,000 shall be maintained in the Guild's Money Market account. This amount shall be determined annually by the Budget Committee and shall be used to cover expenses for Community Services in response to extraordinary events (fire, flood, hurricane relief, etc.). A budget for the use of these funds shall be set by the Board in the event of a disaster (i.e., set a "not to exceed" number) and approved by the Guild membership.
  - c. The Community Service Coordinator will recommend an allocation of funds to be donated to Guild-selected nonprofit organizations for Board approval. Upon Board approval, the recommendation will be presented to the general membership for approval.
  - d. The Budget Committee shall obtain input from each Board member when evaluating the budget amounts for each area.
  - e. The newsletter editor shall annually determine the cost of producing the newsletter for purposes of adjusting the subscription rate and discounted membership dues.

- f. Net income received from special sales, auctions or other one-time or occasional events at Guild meetings shall be earmarked for the General fund. This rule applies only to those events not covered by any other rule or bylaw.

J. Guild Property

1. Storage Facility

- a. At a minimum, the President, 1st Vice President, Quilt Show Chair, meeting Hospitality Chair, Holiday Dinner Chair, June Pot Luck Chair, Facilities Coordinator, Workshop Coordinator, Treasurer and Internal Auditor shall have access to the Guild storage facility and shall adhere to the sign-out procedure when removing any item from storage.

- b. Sign-out Procedure

Anyone removing an item from the Guild storage facility shall put their name, date and the item(s) on the sign-out sheet located in the notebook. Upon returning the item(s), the person shall again sign and date the sign-out sheet.

- c. Borrowing Policy

The Board shall approve or disapprove the loan of Guild property to other non-profit groups, or a Guild member, upon receipt of a written request. If loaned, the Board reserves the right to charge a rental fee for such use and/or to assess any fines for returning the item(s) with damage.

2. Safe Deposit Box

- a. The President, Treasurer, and Internal Auditor have access to the Guild safe deposit box, and shall sign a sign-out sheet when removing an item from it.

- b. The President and Treasurer each have a safe deposit box key.

- c. Sign-out Procedure. Any officer removing an item from the Guild safe deposit box shall put their name, date, and the item(s) on the sign-out sheet located inside the box. Upon returning the item(s), the person shall again sign and date the sign-out sheet.

- K. Members of the Guild shall not expect remuneration for their work and/or time expended on behalf of the Guild. They are performing a service. This does not include members who lecture or teach a workshop contracted by the 1st Vice President or 2nd Vice President as part of the regular Guild Programs development. Such fees shall be determined by negotiation between the 1st Vice President or 2nd Vice President and the member, with Board approval, in the same way lecture and workshop fees are agreed upon for non-Guild member speakers/teachers.

- L. All financial donations, made in the name of the Guild, shall be to organizations which are operated exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code and which have established tax exempt status under Section 23701d of the California Revenue Taxation code. A copy of the recipient's IRS Determination Letter and/or Federal Tax ID shall be provided to the Treasurer before the donation check is written.

M. Cancellation Policy

For any event requiring pre-registration (workshops, bus trips, holiday dinner, etc.), a full refund less an administrative fee of \$5 will be paid up to two weeks prior to the event. Less than two weeks prior, there will be a full refund (less the administrative fee) only if the position can be filled from the waiting list (which has priority) or a replacement can be found. Registration is official only when all fees have been received. If fees are not received within one week after registration, that name may be removed from the list and that place given to the next sequential name on the wait list.

See Appendix A for Workshop Guidelines, including full cancellation policy and procedure.

N. Procedure Manuals

1. Each officer is responsible for maintaining a procedure manual for their position and all other documentation and supplies pertaining to their office, relinquishing these items to their successor at the time of their installment.
  2. Where no procedure manual exists, one shall be prepared to include at a minimum the Bylaws and Standing Rules.
  3. Procedure manuals shall be updated with any notes or procedures of the position as to assist any incoming officer or auxiliary position with assuming their responsibilities.
  4. The Parliamentarian shall retain an outline copy of each position's procedures manual.
- O. Release of the membership roster or directory to any non-member or organization for any reason without prior written approval from the Board is strictly prohibited and will be cause for immediate expulsion from the Guild. Membership renewal or re-joining after expulsion will not be accepted for a minimum of five years. In addition, the members are cautioned that the mailing list is to be used for "Guild business" only – not for personal use.
- P. Membership renewal is limited to members who have met the qualifications for renewal as defined in the Sections E and F of the Standing Rules and who are considered to be in good standing. Some reasons for not being considered "in good standing" are, but are not limited to:
1. Failure to return property of the Guild (i.e. quilt frames, audio/video equipment, etc.).
  2. Non-payment of dues (this includes not making restitution for a check returned for insufficient funds), or other fees.
  3. Non-participation in quilt show membership requirements, except by approval of the Quilt Show Committee.
  4. Any challenge to this Rule will be decided by the Board.
- Q Guild Business Calendar shall be maintained by the President, 1st Vice President, 2nd Vice President, Parliamentarian, Quilt Show Chair, Community Services Coordinator, and Webmaster, and others as approved by the Board. All members shall be able to view the calendar.
- R. Lifetime Membership
1. It will be the responsibility of the Board to appoint a five-member committee (one shall be the then current Membership Chair) to consider individuals nominated for Lifetime Membership. This committee should have sufficient depth of Guild experience to fairly evaluate nominations.
  2. Any member in good standing may nominate a candidate for Lifetime Membership consideration.
  3. Nominations shall be in writing and submitted to the Membership Chair on or before the April Guild meeting.
  4. Lifetime Membership Committee will notify the Board at the June meeting as to whether there is a candidate or not.
  5. Lifetime Memberships (if any) shall be presented at the June business meeting,
  6. Due to the sensitive nature of the overall process, all materials and discussions shall be held in strictest confidence.

## **APPENDIX A. SBQG WORKSHOP GUIDELINES**

### General Information

Space is limited and workshop attendance is on a first-come, first-served basis. Workshop locations may vary. Students will be notified in advance as to the workshop location. Once the workshop is full, the Workshop Coordinator will maintain a wait list.

### Workshop Registration

- Payment is due in full at the time of registration for a Guild workshop.
- Members are encouraged to register for workshops as soon as registration is open. If openings remain one (1) month prior to the event, workshops may be opened up to non-SBQG members. Publicity will be done via the SBQG website, social media and by e-mailing local Guilds. SBQG may also use the SCCQG email list to reach Guilds.
- Workshop fees are \$50 for SBQG members and \$60 for non-SBQG members. [With Board approval, a surcharge may be added on occasion to cover additional workshop costs. Workshop fees may be reduced as deemed appropriate by the program team, with Board approval.] Workshop fees do not include material/kit fees.
- Workshop supply lists will be provided to paid registered students a minimum of 21 days prior to each workshop.

### Cancellations & Refunds

- Full refunds will be provided for all workshops cancelled by the Guild.
- The administrative fee will be \$5 for regular workshops and \$10 for specially priced workshops. The appropriate fee will be assessed for cancellation after registration.
- A full refund less the nonrefundable administrative fee will be made when the 1st Vice President or Workshop Coordinator is notified by the student a minimum of 14 days prior to the date of the workshop.
- Less than 14 days prior to the date of the workshop, a full refund less the administrative fee, will be issued by the Guild ONLY IF the seat can be filled from the Wait List. Persons on the Wait List have first priority and it is the responsibility of the Workshop Coordinator to contact those individuals. If a replacement cannot be identified from the Wait List, the cancelling student may find an alternate replacement but, if such a replacement is found, it is the responsibility of the cancelling student to provide the Workshop Coordinator with the name of the replacement and to collect the workshop fee directly from the replacement.
- No-Shows will forfeit the workshop fee in its entirety.
- A Wait List will be maintained by the Workshop Coordinator for all classes.
- The Board will review and vote on cancellations caused by special circumstances to determine if refunds will be issued in instances where a replacement student cannot be found.

**APPENDIX B. SBQG MONTHLY BUSINESS CALENDAR ITEMS**

**PRESIDENT**

- Preside over Board and general meetings
- Ensure all officers complete business calendar items.
- Pick up mail from P.O. Box periodically (weekly in August/September/October – due to government forms) and distribute to appropriate Board member; appoint an alternate.

**1st VICE PRESIDENT**

- Submit monthly articles for the Newsletter notifying members of current and future speakers and workshops.
- Book current-year workshop facilities as needed.
- Preside over the Board and/or general meeting in the absence of the President.

**2nd VICE PRESIDENT**

- Find and contract for speakers, workshop teachers, and workshop facilities in future years in order to schedule long-range programs.
- Submit monthly articles for inclusion in the 1st Vice President's article for the Newsletter notifying members of current and future speakers.

**SCCQG REPRESENTATIVE**

Attend quarterly meetings of SCCQG in July, October, January, and April.

**WORKSHOP COORDINATOR**

- Notify members of upcoming workshops, maintain registration list, and collect required monies.
- Host workshop and provide for teacher's needs at the workshop

**FACILITIES**

- Pay rental for meeting facility. Coordinate any special setup requirements
- Pay rental for storage facility.
- Obtain necessary equipment or supplies for the meeting from the storage unit.
- Book other facilities necessary to conduct Guild activities (except workshops and quilt show)

**TREASURER**

- Prepare monthly financial report for Board and publication to general membership.
- Send monthly, as appropriate, Independent Contractor Report to California Employment Development Department for any speaker/teacher for whom W-9 box "Individual" is checked and payment is at least \$600.
- Submit all required government forms
- Manage merchant account and report net income to Chairs as appropriate.

**MEMBERSHIP**

- Submit monthly article to newsletter.
- Recognize new members and guests or provide list to President.
- Recognize members who have birthdays during each month.
- Conduct the Membership drawings for a gift certificate at all Guild meetings.
- Publish membership directory annually, and updates as needed

**WEBMASTER**

- Ensure website fees are paid.
- Manage website content as directed by Board.

## **SBQG Standing Rules**

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### VIRTUAL TEAM CHAIR

- Coordinate with President and 1<sup>st</sup> Vice President regarding program and meeting requirement
- Develop script for monthly guild meeting.

A Guild Business Calendar will be maintained online.

## SBQG Standing Rules

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### JULY

#### PRESIDENT

- Request that the elected Board members approve appointed and auxiliary positions.

#### TREASURER

- Update signature cards for general account and quilt show account.
- Pay sales tax to the state – due after July 1.
  - File Corporation-Statement of Information (SI-100) with California Secretary of State and pay required fee
- Submit application (form CT-NRP-1) and fee for annual non-profit raffle registration. Register with the Department of Justice (State of California) to conduct raffles. List all general meeting dates, plus quilt show dates from upcoming September to August raffle year. Report due in October. (Raffles include: Monthly library raffle, opportunity quilt, raffle baskets at the quilt show, and others as appropriate.)
- Conduct annual financial orientation regarding best practices for Board members.
- Year-end financial report (July 1 – June 30) is reported in the July newsletter.

#### PARLIAMENTARIAN

- Publish a list of Board Members in the Newsletter.
- Update Guild officer spreadsheet for all current-year Board Members.
- Update the Business Calendar to be posted to the website right after July Board meeting to allow the new Board to confirm dates.
- Publish 3-year forward calendars.

#### SCCQG REPRESENTATIVE

- Update Council web page with Guild's new officers and quilt show(s) information. Provide updated officer information to SCCQG membership chair. Provide quilt show information to SCCQG webmaster to post on the SCCQG calendar.

#### QUILT SHOW COMMITTEE

- Each month, submit newsletter article to inform the membership regarding needs and status of items for quilt show.
- Begin requesting quilt show items as necessary.
- Print and prepare Opportunity Quilt Tickets ready to distribute to Guild Members in August.

#### MEMBERSHIP

Send roster to new President and Webmaster

#### WEBMASTER

- Change officer emails to reflect new officers.

#### COMMUNITY SERVICE – DCFS COMMITTEE

- Work with DCFS contact to determine need for a fall collection and make a go/no-go decision. Begin advertising in the July newsletter, as appropriate.

### AUGUST

#### 2ND VICE PRESIDENT

- Work with Parliamentarian on Installation of new officers.

#### PARLIAMENTARIAN

- Work with 2nd Vice President on Installation of new officers.

## **SBQG Standing Rules**

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- Present gavel pin to incoming first-time President at the August meeting.
- All costs for Installation come from the Guild Ops budget.

### **TREASURER**

- Submit previous year's books to Internal Auditor for review.

### **QUILT SHOW COMMITTEE**

- Opportunity Tickets are distributed to Guild members.

### **WEBMASTER**

- Pay annually for the non-Weebly portion of the website hosting to Pair.com.

### **COMMUNITY SERVICE – DCFS COMMITTEE**

- Provide article to Newsletter Editor re: fall Collection as appropriate.
- If needed, collect DCFS donations, inventory, and deliver to DCFS.

## **SEPTEMBER**

### **FACILITIES**

- Confirm an Application for Use of School Property to TUSD for use of Levy Adult School as needed. Submit check requests to the Guild treasurer for certificates of insurance as needed. At a minimum, current Guild meeting location, Torrance Unified School District (TUSD), and any certificates required for workshop or meeting locations. Note that TUSD will not approve our request for classroom use until the new year's certificate is received, and the insurance expires at the end of September. An insurance certificate is not currently required for the PV Library workshop facility.
- Request non-renewing insurance certificates through the SCCQG website and provide required documentation.

### **SCCQG REPRESENTATIVE**

- Calculate membership and insurance fees for Council. Submit check request to Guild Treasurer and forward payment and membership renewal form to SCCQG Treasurer.

### **TREASURER**

- Check that new raffle registration has been received from the State of California; no raffles may be held after September 1st without it.
- Send a Nonprofit Raffle Report to the Office of the State Attorney General's Office for the proceeds of any raffle (due by October 1<sup>st</sup>, for Sept 1 through August 31).

### **QUILT SHOW COMMITTEE**

- Start taking sign-ups for staffing needs.
- Start to accept quilt applications for the quilt show.
- Have publicity materials available for members to distribute to friends and to neighboring locations, and also available at all meetings leading up to Quilt Show.

## **OCTOBER**

### **PRESIDENT**

- Organize a zoom orientation meeting to be offered to new members and anyone else interested. The orientation should be recorded and posted to the website for future reference.

### **PARLIAMENTARIAN**

- At a minimum, By-laws review should be completed every 5 years. The last review was completed in 2019.



## SBQG Standing Rules

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### TREASURER

- File 990N electronically with the IRS (providing Guild gross income is under \$50,000). File 199N electronically with California Franchise Tax Board
- Submit RRF-1 to California Registry of Charitable Trusts. Due no later than November 15.
- Above returns are due on November 15. Keep three copies of all returns; one for Treasurer's Guild files, one for safe deposit box and one for Treasurer's notebook.

### NEWSLETTER EDITOR

- Send advertising renewal letters to current and potential advertisers.

### QUILT SHOW COMMITTEE

- Continue to accept quilt applications for the quilt show.
- Continue taking sign-ups for staffing needs.

### COMMUNITY SERVICE – DCFS COMMITTEE

- Provide article to Newsletter Editor re: November collection.

## NOVEMBER

### TREASURER

- File 990N electronically with the IRS (providing Guild gross income is under \$50,000). File 199N electronically with California Franchise Tax Board
- Submit RRF-1 to California Registry of Charitable Trusts. Due no later than November 15.
- Above returns are due on November 15. Keep three copies of all returns; one for Treasurer's Guild files, one for safe deposit box and one for Treasurer's notebook.
- If Bylaws have been amended during year, attach Bylaws to returns. No need to notify IRS or FTB of Standing Rules changes.
- Confirm SCCQG dues and insurance premium check has cleared.

All SCCQG payments are due by November 30.

### QUILT SHOW COMMITTEE

- Quilt show entries should verify current membership in the Guild BEFORE accepting quilts into the quilt show.
- Final deadline for ALL entries is TBD by Quilt Show Committee.

### COMMUNITY SERVICE – DCFS COMMITTEE

- Provide article to Newsletter Editor re: fall Collection as appropriate.
- If needed, collect DCFS donations, inventory, and deliver to DCFS.

## DECEMBER

### TREASURER

- Order free 1099/1096 forms through IRS.gov

### FACILITIES

- Request SCCQG insurance certificate for TCAC for Annual Quilt Show.
- After approval by the Board, purchase gift card(s) for non-member individual(s) who provide extensive support to the Guild during the year (i.e. Janitorial staff at Guild meeting location and other venues).

## JANUARY

## SBQG Standing Rules

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### PRESIDENT

- Submit check request for Post Office Box rental (for one year); invoice will be placed in the P.O. Box.

### TREASURER

- Send 1099's to anyone that SBQG paid at least \$600 during the previous calendar year. Must be mailed by end of January.
- Pay P.O. Box annual renewal fee. Check request submitted by President
- Send 1096/1099 forms to IRS by January 31.

### QUILT SHOW COMMITTEE

- Send complimentary Quilt Show tickets to the managers of the facilities that we use or others who have positively impacted SBQG in the past year (i.e. special services or donors).
- Final payment for TCAC facility due early January.
- Layout meeting is held in early January.
- Members are notified as to which of their quilts has been accepted into the show.
- Sign-Up Genius will notify members with an e-Mail. Staffing letters are sent to only those members without an e-Mail notifying them of their particular staffing duties and the procedure for signing in and performing that duty.

## FEBRUARY

### PRESIDENT

- Present Quilt Show Chair with gift at the general meeting with thanks from the Guild. Arrange for special refreshments for Quilt Show Wrap-up celebration. Depends on when Quilt Show Wrap-Up meeting is scheduled.

### QUILT SHOW COMMITTEE

- Set-up Quilt Show, open Quilt Show to the public, and take down Quilt Show as planned.

### COMMUNITY SERVICE – PHILANTHROPY

- Request nominations from the Guild for recipient of philanthropy donation – must be registered non-profit organization.

## MARCH

### PRESIDENT

- Present Quilt Show Chair with gift at the general meeting with thanks from the Guild. Arrange for special refreshments for Quilt Show Wrap-up celebration. Depends on when Quilt Show Wrap-Up meeting is scheduled.

### TREASURER

- At Board meeting, request officer's estimates of April-to-June income and expense for year-end budget projection. To be provided prior to April Board meeting.

### PARLIAMENTARIAN

- Elect Nominating Committee including one Board Member (at Board meeting) and three Guild members and one alternate (at Guild meeting). Nominating Committee will fill the slate of elected officers and maintain a list of members expressing interest in being considered for an Appointed or Auxiliary position. The President and 1st Vice President must have served on the Board for one year. The Quilt Show Chair must have served on the Quilt Show Committee for one year. Appointed and Auxiliary positions are filled by the President with Board approval.

## SBQG Standing Rules

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### COMMUNITY SERVICE – DCFS Committee

- Provide article to Newsletter Editor re: April collection.

## APRIL

### MEMBERSHIP

- At the Board meeting appoint a five-member committee (including membership chair) to consider individuals nominated for Lifetime Membership. Prepare nomination forms for the general Guild meetings. Post updated nomination form to website if needed.
- Publish information (criteria for selection) about Lifetime Membership Nominations in the newsletter.

### 1st VICE PRESIDENT

- Arrange gift for out-going President with the 2nd Vice President.
  - 1st year – fat quarters from members.
  - 2nd year – blocks made by members and 8” scissors engraved (name, SBQG President, yyyy-yyyy).
- If the President is serving a third and/or fourth term, begin organizing a “thank you gift” from the Guild.

End of third term – blocks, update engraving on scissors, plus charm for gavel pin – charm shows terms of office

xxxx-xxxx

xxxx-xxxx

xxxx-xxxx

End of fourth term – assemble the quilt blocks to present a finished quilt in June – obtain charm from President and have additional term of office added as above – update engraving on scissors. Cost is charged to Guild Ops.

### TREASURER

- At general meeting, secure three members for Budget Committee to meet in May.
- Provide YTD budget/actual info to Board and ask for suggestions for next year.

### PARLIAMENTARIAN

- Publish names of Nominating Committee in Newsletter.

### QUILT SHOW COMMITTEE

- Quilt Show Chair(s) and Treasurer for next quilt show become voting members of the Board and are required to attend meetings.
- Check with TCAC to see when you can expect the facility contract.
- The deposit for the facility is made a year in advance. Verify the days and times for each of the rooms that will be used at the Quilt Show. Review the contract with the committee to ensure the times for each room is still appropriate.
- Prepare proposed quilt show budget for approval at the May Board meeting.
- Fill committee positions and advertise any openings in the newsletter.
- Decide how often the Committee needs to meet, where and what time.
- Begin publicizing the Quilt Show in any publication with a long lead-time such as magazines.

### COMMUNITY SERVICE – PHILANTHROPY

- Request nominations from the Guild for recipient of philanthropy donation – must be a registered non-profit organization.

### COMMUNITY SERVICE – DCFS Committee

- DCFS team to determine need for a spring collection and discuss with Board
- Provide article to Newsletter Editor re: spring Collection as appropriate.
- If needed, collect DCFS donations, inventory, and deliver to DCFS.

## SBQG Standing Rules

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### MAY

#### MEMBERSHIP

- Publish request for Lifetime Member nominations in the newsletter that are due at Guild meeting.
- Lifetime Membership Committee will choose member(s) to honor. There may be years where the committee does not award lifetime membership.

#### TREASURER

- At Board meeting, discuss and decide expected amount of philanthropy donation for the current year. Amount is voted on by Board and membership in May, and donations must be made before June 30 of current year.
- Bank of the West safe deposit box fee (due 5/27) is automatically charged to the Guild checking account
- Hold Budget Committee meeting to prepare proposed budget.
- Board votes on proposed philanthropy donation amount.

#### 2nd VICE PRESIDENT

- Present a slate of upcoming speakers for the next Guild year. Present in the **May** newsletter.

#### QUILT SHOW COMMITTEE

- Submit Quilt Show budget for approval at the Board meeting.

#### PARLIAMENTARIAN

- Accept nominations from the floor and close nominations.

#### FACILITIES

- Submit an Application for Use of School Property to TUSD for use of Levy Adult School for the meetings for the following school year. The approval will come in September.
- Submit requests for meeting dates for the upcoming 12 - 18 months to Guild meeting location and any other regularly used facilities.
- Watch for SCCQG insurance certificate renewal information.

#### WEBMASTER

- The domain registrar, EyeOnDomain.com is paid five years at a time. Domain registration's next due date is May 15, 2026.

#### COMMUNITY SERVICE – PHILANTHROPY

- At May Board meeting, total to be donated will be recommended by the Treasurer and approved by Board. See Treasurer above.
- Publish the nominee non-profit organizations for philanthropy donations in the newsletter.
- During the month of May, have members vote for their choices for which non-profit organization(s) shall receive a philanthropy donation from the Guild and the amount(s).
- Tally the votes, review with the Board at the June Board meeting, and make a recommendation to the Board as to the distribution of donations.

### JUNE

#### PRESIDENT

- Recognize service of out-going board members at general meeting.

#### 1st VICE PRESIDENT

- Present gift(s) to out-going President at general meeting.

## SBQG Standing Rules

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### PARLIAMENTARIAN

- Conduct Election of Officers.
- Procure Gavel Pin for incoming 1st year President.
- Verify that the Business Calendar is updated on the website after the July Board meeting.

### MEMBERSHIP

- Present Lifetime Member honors, if a lifetime member is to be recognized.

### SECRETARY

- After elections, send letters to bank for new signature cards.

### TREASURER

- Board meeting – submit budget for preliminary approval.
- Publish proposed budget in June newsletter.
- Guild meeting – submit budget for final approval to the membership.
- Guild votes on allocation by charity as proposed by the Board, and pPhilanthropy checks (approved by Board and membership) are written and mailed by June 30.

### COMMUNITY SERVICE – PHILANTHROPY

- Board meeting – review voting tally and determine which charities will receive funds and what amount they will receive; publish the Board recommendations in the June newsletter.
- Publish final selections in the June or July newsletter.