

# Raincross Quilt Guild

## Standing Rules

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Adopted October 17, 2023

Amended and Approved by the Membership on \_\_\_\_\_

### **ARTICLE I: MEMBERSHIP**

#### SECTION 1

##### General Membership

1. Dues are payable in full at or before the January general meeting. Dues are pro-rated semi-annually to \$25 (July to December) for new members only.
2. Dues are \$40 per year (January 1 to December 31). Members renewing before the close of the February General Meeting will receive a \$5 discount.
3. To join, a member must fill out a new/renewal form with complete address information and submit it with cash, check (made payable to Raincross Quilt Guild), or if the Guild offers, an electronic payment.
4. If a renewing member has not paid dues by the April general meeting, the member will be removed from the roster, and will be asked to pay the Guest Fee to attend the meeting.

#### SECTION 2

1. Paid members are eligible to attend all Guild meetings and functions, have access to the *Members Only* page of the website, and participate in Raincross Guild's Facebook group.

2. Membership benefits include free admission to the monthly meetings and programs. The Guild participation activities suggested for regular membership may include:
  - a. Attending guild meetings.
  - b. Participating in the work of the Guild (e.g., workshops, classes, service projects, etc.)
  - c. Serve as an elected officer, appointed officer or auxiliary position.
  - d. Assist any Guild officer or auxiliary position.
  - e. Serve on any committee.

### SECTION 3

Visitors are welcome to attend the general RQG meetings for a guest fee of \$5.00 per meeting.

### SECTION 4

Members wearing a handmade name tag will be eligible to receive one ticket for the door prize drawing. Members wearing a RQG pin will be eligible to receive one ticket for the door prize drawing.

### SECTION 5

There is no membership limit. Each December, the General Board shall determine if a limit shall be imposed, considering the average attendance at general meetings and the available meeting space. If the General Board decides that the limit should be changed, it shall propose a change to this standing rule at the January general meeting.

### SECTION 6

A roster of the active members shall be kept current by the Membership Chair and submitted in PDF format to the Communications Chair for updating the *Members Only* page of the Guild website, which will be available to active members by logging in with a username and password. The roster is only to be used for the purpose of member to member and guild communication, and is not to be sold or lent to non-members. It is not to be used for anything other than Guild business or outreach.

### SECTION 7

This guild is a non-profit organization and is not organized for personal profit. All members are volunteers; as such, all activities of the guild shall be conducted in such a manner that no part of the net income shall benefit any individual member. However, an honorarium of \$100 will be paid to any guild member who presents a full program at a general meeting.

## ARTICLE II: ELECTED OFFICERS

Elected Officers of the Guild are declared in Article VI of the Bylaws. The use of the term Executive Board is defined in Article VIII, Section 2, Paragraph 2 of the Bylaws. The officers' duties shall include but not be limited to the duties as

described below. Any Board member with specific duties at a general guild meeting, workshop, or retreat who is unable to attend due to unforeseen circumstances must contact a Guild member who will be responsible for their duties and then notify the President. Each officer should compile and refer to the procedure notebooks and/or electronic documents for a detailed listing of duties and further clarifications. All Board members report to the President unless otherwise noted.

To serve as an elected officer, a member must meet the requirements of a member in good standing which are:

1. Current in payment of all dues
2. RQG member for a minimum of one year
3. Attend six or more RQG monthly meetings annually

## SECTION 1

Candidates for office will stand for election in January. Candidates will have the ability to address the membership at the December General meeting, or have their candidate statement published on the *Members Only* page of the Guild website. Those elected for one year shall assume their duties on February 1 and serve through the January 31 of the following year.

## SECTION 2

The vote shall be by ballot. Ballots will then be collected and counted by the Nominating Committee who will report the results to the President by January 31.

## SECTION 3

Each member of the General Board will have one (1) vote at Board meetings, except when a Board position is co-chaired. In that instance, only a single vote can be cast if both co-chairs agree. In the event they disagree, their vote will be disallowed. In the absence of a quorum, Board members not in attendance can be contacted to cast a vote.

## SECTION 4

No officer will serve more than four (4) consecutive years on the Executive Board and no more than two (2) years in the same position. At the end of four (4) years, an elected officer must step down. After one (1) year has passed, the retired officer may again run for an Elected Board position. The Executive Board may approve an extension of the two- and four-year limits. If the Executive Board determines that an officer or committee chair is unable to fulfill their duties, the Executive Board will appoint a replacement. Exceptions will be made on a case-by-case basis. Officers may recruit volunteers or assistants, then confirm with the President at the next General Board meeting.

## SECTION 5

All outgoing Executive and General Board members shall provide appropriate and adequate overlap and assistance to incoming Board members of the same position.

## SECTION 6

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 paragraph for website publication.
3. Represent the Guild at various functions.
4. Be an authorized signer on all Guild bank accounts and have a Guild bankcard.
5. Carry out orders and resolutions of the Board.
6. Keep the membership informed of Board actions.
7. Be an 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. Verify and maintain the Guild's non-profit [or not-for-profit, or incorporated] status.
10. Recommend to the Board for approval all Appointed and Auxiliary officers except those who report to another officer.
11. Verify facilities availability for General Guild Meeting. The President may appoint an officer to assist in this position.
12. Reserve and prepare the location for each general meeting as required with the assistance of the membership.
13. Ensure that the Guild meeting location is maintained in good condition during and after meetings; cleaned up and left as it was upon arrival as required by the facility.
14. Ensure the SCCQG rep has requested, and received receipt(s) for all insurance certificates that are needed for the facilities that the Guild uses (e.g., general meetings, workshops, classes etc.).
15. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position.

## SECTION 6

The 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.
3. Plan programs for each month of the Guild year, using the current Guild budget as a guideline for expenses.
4. Be authorized to schedule programs; i.e., find and contract for speakers, workshop teachers, and workshop facilities.
  - a. Contracts may only be initiated for two years beyond the current Guild year.
  - b. Speakers requiring long lead-time may be booked beyond two (2) years beyond the current Guild year, but those contracts are subject to Board approval prior to executing the contract.
5. Provide a copy of each signed current-year facility and speaker/workshop teacher contract to the President, President-Elect, Treasurer, and Workshop Coordinator upon receipt. Digital copies may suffice.

6. Arrange for overnight accommodations, meals, and transfer from/to airport, as required by the speaker.
7. Be responsible for the presentation of programs at the general meetings.
8. Submit a monthly article detailing Program events to the Communications Chair for publication on the Guild website.
9. In the event of a cancellation or schedule change in speaker or workshop teacher, work with the President to fill the Guild program and workshop and to have the speaker contract re-signed. This applies to current-year contracts only. Notify the Communications Chair in case a blast email needs to be generated.
10. Fulfill the following duties: (can also recommend to the Board for approval for a Workshop Coordinator, if needed)
  - a. 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.
  - b. Notify the membership of the location, date, time, cost, and details of the workshop.
  - c. Take reservations, maintain a registration list of members and non-members, and collect money for the workshop. Give payments to the Treasurer in a timely manner.
  - d. Submit workshop information to the Communications Chair for inclusion in the monthly Website article.
11. Work together as a team with possible Workshop Coordinator to implement the Guild Programs and Workshops.
12. Arrange the gift for the outgoing President accordingly upon the conclusion of their term in office.
13. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## SECTION 7

The SECRETARY shall:

1. Record detailed minutes of all Guild general and Board meetings, and make them available within one week of the meeting by sending them to the President, the Communications Chair, and any others who desire a copy.
2. Be an authorized signer on all Guild bank accounts.
3. Confer with the presiding officer a few days prior to each meeting regarding the order of business and to prepare an agenda.
4. In the absence of both the President and Vice President, call the meeting to order and preside until the immediate election of a President pro-tem.
5. Maintain all Board and general meeting minutes for retention with Guild records, including the original copy of the Bylaws and Standing Rules. At the end of their term Secretary shall pass all Guild records to the new Secretary within fifteen (15) days of leaving office.

6. Send welcome letter or note to new members, including log-in and password to the *Members Only* page of Guild website.
7. Send appropriate messages to members upon births, deaths, and other major occasions in the members' immediate families, if directed by the President. Each Board President may choose this option or disregard it.
8. Be signatory on all copies of new Bylaws, official letters, and other official documents.
9. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## SECTION 8

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 bank card.
2. Maintain all Guild bank accounts by:
  - a. Receiving and depositing income into an appropriate account in a timely manner.
  - b. Paying approved expenses for all Guild activities in a timely manner. Obtaining approval for release of funds, as needed, at General Board meeting.
  - c. Reconciling monthly all bank statements.
  - d. Reconciling all monies collected for Guild workshops.
  - e. Managing all budget requests that are sent in, by conferring with the General Board for approval.
3. Ensure that permanent records are kept of all financial transactions of the Guild.
4. Present monthly financial reports at each Board meeting.
  - a. Each monthly Treasurer's report should include monies received and for which account (i.e., membership dues, workshops or retreats, or various committees) and monies paid out for each including the details of the expense or reimbursement.
5. Present a full financial report annually for publication on *Members Only* page of the website, and provide all financial reports required by outside agencies, if any.
6. Be responsible for preparing a proposed budget for the following operating year for presentation to the General Board at the December meeting (assistants may be requested as needed). This budget shall become effective upon approval by the general membership at the January annual meeting.
7. Surrender, at the request of the Board, any documentation to the Internal Auditor at any time.
8. Assist the newly elected Treasurer until March 15 or thereabouts to facilitate a smooth transition of books, change of signature authorization on Guild bank accounts, and year-end closure.

9. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## SECTION 9

The MEMBERSHIP CHAIR shall:

1. Collect annual dues and guest fees.
2. Maintain an accurate membership database, (including name, address, phone number(s), email, and birthday), membership activity records and attendance records.
3. Encourage members to double-check their information on the *Members Only* page of the Guild website.
4. Provide an updated PDF-file membership directory to the Communication Chair at least twice yearly. Provide updated membership directory to General Board as updated.
5. Optionally, submit a monthly information article to be published on the Guild website.
6. Update membership renewal form as needed and provide to Communications Chair at renewal period for posting on the Guild website.
7. After the renewal period, follow up with members who did not renew.
8. Maintain a supply of Guild membership pins. Pins are free to new members. Replacement cost for lost pins is \$5.
9. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## ARTICLE III: APPOINTED OFFICERS, OR STANDING COMMITTEES

A Standing Committee is defined as one that meets on a consistent basis and is in existence from one year to the next. Standing committees can be disbanded or left unfilled by a vote of the Executive Board if the need for them no longer exists. Committee chairpersons will be appointed each year by the President, or by the Executive Board, if the President prefers. Chairpersons may recruit volunteers or assistants. Any other committees needed for the successful completion of the goals of The Guild may be formed by the Executive Board.

## SECTION 1

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. At least two times during the year write an article to be uploaded to the website, reporting to the membership the activities of SCCQG.

4. Ensure Guild payment to the SCCQG is made for annual dues and insurance premium and receipt is confirmed.
5. Be the liaison member to contact the SCCQG for Certificates of Insurance when needed.
6. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## SECTION 2

The CHALLENGES COORDINATOR shall:

1. Report to the General Board
2. Submit a list of challenges, the month(s) each challenge is due, and the description of each challenge for approval by the General Board preferably at the beginning of the calendar year.
3. Provide specific written instructions for those guild members who wish to participate and is available at Guild meetings for guidance.
4. Submit Challenge information to the Communications Chair for inclusion on the website.
5. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## SECTION 3

The COMMUNITY PROJECTS COORDINATOR shall:

1. Serve as the chair over all community service activities and ensure that reports (and photos, if applicable) for the website are provided by the committee chairs each month. (Committees currently include: Quilts of Valor, Comfort Quilts, and Cat and Dog Beds.)
2. Yearly evaluate community service projects the Guild has supported. It is recommended that the Guild, at its current membership level, support a limited number of projects.
3. Determine additional community service projects as deemed appropriate during the year.
4. Reserve location, as needed, for Community Service workshops.
5. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenses for the upcoming year for submission to the Treasurer.

## SECTION 4

The HOSPITALITY COORDINATOR for Guild meetings shall:



1. Assemble and distribute first-time visitor gift bags at meetings.
2. Facilitate at least two (2) potlucks at general meetings each year.
3. Send birthday cards to members.
4. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## SECTION 5

The COMMUNICATIONS CHAIR shall:

1. Maintain the Guild website, Guild email account, Guild Facebook Group and update as needed.
2. Ensure that annual Wordpress fees for hosting and domain are paid.
3. Write blog posts at least five days before the meeting, providing information about the Guild General Meeting and Program.
4. Write a follow-up blog post within one week after the Guild General Meeting with photos, news, and reports that come from various Chairs and Officers.
5. Post Minutes of both Board and General Meetings obtained from the Secretary in a timely fashion.
6. Post yearly Treasurer's Report on *Members Only* page of website.
7. Post monthly Treasurer's Report on *Members Only* page of website.
8. Post an updated Membership Directory at least twice-yearly on *Members Only* page of website.
9. Coordinate posts on website and Facebook accounts, highlighting Guild events, speakers, workshops.
10. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for the following year for submission to the Treasurer.

## SECTION 6

The WAYS AND MEANS Chair shall:

1. Report directly to the Executive Board.
2. Research and identify fund-raising opportunities to maintain and/or increase the general financial health of the Guild such as: raffles, auction, fabric/notion sales.
3. Publicize fund raising activities.
4. Optionally, plan yearly Guild-wide fundraising opportunity if directed by the General Board.
5. Help with publicity and donations for fundraisers when needed.
6. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## SECTION 7

The RETREAT/EVENT COORDINATOR shall:

1. Coordinate plans for Guild retreat(s) including signing contract with selected retreat facility.
2. Select Committee Members to assist in duties such as prizes, giveaway gifts, and activities.
3. Work closely with the Treasurer to keep an operating retreat balance in the Guild account and collect retreat fees.
4. Compile and submit written status and financial reports after each retreat to the General Board at the following month's Board meeting.
5. Ensure that members pay cost in full for the retreat, trip, or event by the stated deadline.
6. Organize a committee to assist as needed.
7. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position, and prepare a proposed budget of anticipated expenditures for the upcoming year for submission to the Treasurer.

## SECTION 8

### OPTIONAL POSITIONS

The WORKSHOP COORDINATOR shall:

1. Report to the Vice President.
2. Under the direction of the 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.
3. Notify the membership of the location, date, time, cost, and details of the workshop.
4. Take reservations, maintain a registration list of members and non-members, and collect money for the workshop. Give payments to the Treasurer in a timely manner.
5. Submit workshop information to the Vice President for inclusion in the monthly website article.
6. Work together as a team with the Vice President and Workshop Coordinator and/or Workshop Assistant to implement the Guild programs, classes and learning opportunities.

The FACILITIES COORDINATOR shall:

1. Reserve and prepare the location for each general meeting as required with the assistance of the membership.
2. Ensure the Guild meeting location is maintained in good condition during and after meetings; cleaned up and left as it was upon arrival as required by the facility.
3. Reserve location for monthly Community Service works meetings.

4. Request all insurance certificates (through SCCQG or the SCCQG Member Coordinator) that are needed for the facilities that the Guild uses (general meetings and workshops).

The VIRTUAL TEAM CHAIR shall:

1. Solicit and manage a team of volunteers to support all Guild virtual activities, including set up virtual meetings, optionally coordinate script/presentation for virtual general meetings, and other virtual activities as needed.
  - a. 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 virtual participants before and during the meeting.

## **ARTICLE IV: AUXILIARY POSITIONS**

### **SECTION 1**

The BLOCK OF THE MONTH CHAIR shall:

1. Run the Block of the Month program. This should run approximately 11 months, with the Chair providing samples with instructions for members to participate. Near the end of the term, the Chair may display the completed quilt.
2. Send instructions and photos to the Communications Chair for publication on the website.
3. Create, if not previously available, and maintain a notebook and/or electronic document that contains all pertinent information to this position.

### **SECTION 2**

The PHOTOGRAPHER shall:

1. Take pictures of Guild events and activities for inclusion on the blog.
2. Provide photos to Communications Chair, or Communications Committee Members to use as appropriate.
3. Identify and contact a back-up in case of meeting conflict; this should be communicated to the Communications Committee Chair before the meeting.

### **SECTION 3**

The INTERNAL AUDITOR, between February 1 and March 31 of each year, shall:

1. Audit the Guild’s financial records by reviewing the books of the prior year.
2. Check all accounting, and ensuring proper documentation of disbursements.
3. Conduct an annual inventory of Guild property and inventory records; submit a written report to the General Board and to each affected officer.
4. Conduct unscheduled reviews of all Guild accounts and records, as directed by the Board.

5. Present a full report to the General Board, which must be reviewed and approved by the General Board.

## SECTION 4

The PAST PRESIDENT shall:

1. Be asked to serve one year on the General Board as a non-voting advisor.

## ARTICLE V: SPECIAL COMMITTEES

Special Committee Chairs are requested to serve on the committee (e.g.; Audit, Budget, Program, Education Outreach, Nominating, Bylaw/Standing Rules) until the completion of the task.

### SECTION 1

The NOMINATING COMMITTEE shall:

1. Select one member to act as Chairperson.
2. Prepare and present a slate of nominees to the membership at the October meeting.
  - a. The nominations by this Committee shall not prohibit members from making other nominations at the October meeting; outreach to the Nominating Committee is allowed.
  - b. The Committee shall also search for Standing and Special Committee Chair Appointees. Nominations to serve will then be considered by the committee.
  - c. The Chairperson shall report the slate to the President and Communications Chair to be posted on the Guild website by the end of October. Included on the slate will be the Qualifications of Candidate, and a Candidate Statement.

### SECTION 2

The BYLAWS COMMITTEE shall:

1. Function at the request of the General Board.
2. Review the bylaws and make recommendations for changes to be presented to the General Board. The General Board will then make the recommendations to the General Membership. The Secretary will retain a copy of the approved Bylaws.

## ARTICLE VI: ORGANIZATION

### SECTION 1

The Bylaws should be reviewed at least every three years by the General Board for additions, deletions, and changes. Revisions of Bylaws may be made by a vote of the General Board, and then presented to a majority vote of the membership during a General Meeting. A seventy-two (72) hour notice of meeting is required.

## SECTION 2

The Standing Rules should be reviewed annually by the General Board for additions, deletions, and changes. Revisions of Standing Rules may be made by a vote of the General Board, or by a majority vote of the membership during a General Meeting. The Secretary will retain a copy of the approved Standing Rules.

## ARTICLE VII: FINANCES

### SECTION 1

#### POLICIES AND PROCEDURES

Overview: A few committees will have a predetermined budget to draw from during the fiscal year. Other committees without budgets that may incur expenses for Guild business will need to submit detailed information in writing with the appropriate documentation to obtain prior approval before incurring the expense (see point 2, below).

1. Deposits shall be submitted to the Guild Treasurer (along with a RQG Deposit Form) and banked in a timely manner.
2. Unbudgeted or overbudget expenses that may be incurred for Guild business must be submitted for approval in writing with appropriate documentation, to the General Board before the incursion of the debt.
3. Out-of-pocket expenses incurred for Guild business which have been approved, or are currently part of the committee budget, shall be submitted with appropriate original documentation to the responsible officer:
  - a. All check requests for expenses for Programs/Workshops should be signed by the Vice President.
  - b. All check requests for expenses for Community Service should be signed by the Community Service Chair.
  - c. All check requests for expenses for Retreats/Events should be signed by the Retreat Coordinator.
  - d. Any other check requests should be submitted through the Executive Board.
4. After verification, the officer will submit a RQG Check Request Form with original receipts and documentation to the Treasurer who will write a check after review at the earliest convenience.
5. Any submission for reimbursement, or any submission of cash, must use the Income and Expense Funds Tracker form, available for download on the *Members Only* page of the Guild website. Original receipts must be attached, and the person submitting should keep copies for themselves.
6. Any checks requested for expenses for which a receipt or an invoice is obtainable will only be disbursed when the original receipt or original invoice is attached and is authorized by the appropriate Officer or Chair. 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.
7. Expenses shall be for Guild business only, and not for personal items. Original receipts should reflect Guild purchases only.
  8. To adhere to proper financial procedures, two authorizations will be required for all access to Guild accounts:
    - a. No Guild checks shall be signed while blank.
    - b. Signatures of two authorized officers shall be required to move funds from one account to another, as directed by the Board.
    - c. If the President, Vice President, Secretary, and Treasurer positions are filled by a team of two co-chairs, only one co-chair may sign any given check.
    - d. No officer may sign a check payable to themselves or a family member.
  9. Bank cards will only be held by the President and the Treasurer. Bank cards shall only be used for Guild expenses paid online.

## SECTION 2

### EXPENSES

1. Any expense which exceeds the budget must be approved by the General Board.
2. Unbudgeted items must be approved by the General Board.
3. Any unbudgeted item exceeding \$500 must be approved by the general membership.
4. The General Board shall be authorized to approve the expenditure of up to \$500 in the event of an urgent and severe 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. This item must be reported to the general membership at the next Guild meeting.
5. All receipts for the membership year must be submitted by December 31. If not submitted by this time, they will not be reimbursed.
6. Any submission for reimbursement, or any submission of cash, must use the Income and Expense Funds Tracker form, available for download on the *Members Only* page of the Guild website. Original receipts must be attached, and the person submitting should keep copies for themselves. Any officer of the Guild that makes contracts for future years is limited to the amount budgeted for the current fiscal year. The Vice President may also include 50% of the projected workshop income for the current year, when budgeting for the future years.
7. Any officer of the Guild who 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.

8. 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. Digital copies may suffice.
9. Copies of all documents and correspondence relating to financial matters shall be kept with the Treasurer's records.
10. An original receipt, or check-and-balance procedure, must be used in the handling of cash expenses for any Guild activity.

## SECTION 3

### BUDGET CONSIDERATIONS

1. A financial reserve shall be maintained in the Guild's bank accounts. This amount shall be determined annually by the Budget Committee and ideally should 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 dues and fund raising are inadequate due to unforeseen circumstances.
2. A financial reserve shall be maintained in the Guild's Savings account as applicable. This amount shall be determined annually by the Budget Committee. If the Guild has only one account, then it should be set aside and not considered in regular expenses.
3. The Budget Committee shall obtain input from each Board member when evaluating the budget amounts for each area.

## SECTION 4

### RETREAT OR SPECIAL EVENT FINANCES

1. The Guild may sponsor off-site or on-site retreats for their members; they may be of indeterminate duration.
2. When the Guild hosts special events such as lectures, classes, sew-ins, or retreats, members will be given first opportunity to reserve space, then non-members/guests will be invited as space permits. The General Board may decide to have an increased fee for non-members.
3. Additional fees to attend special events may be asked of members and guests as agreed upon by the General Board. The Guild will be notified of additional fees either at meetings, by email, social media or on our website.
4. Retreat/Event Coordinator must work with the Guild Treasurer to coordinate fees, monies, and collection and disbursement of funds. Retreats should be self-sustaining and self-supporting.
5. Retreat Cancellation Policy: No refund for a cancellation. The reservation, however, may be sold without penalty. A waiting list will be kept for consideration and will be drawn from to fill a vacancy.

## ARTICLE VIII: MEETINGS

### SECTION 1

1. Raincross Quilt Guild monthly meetings are held at the Janet Goeske Foundation and Senior Center located at 5257 Sierra St. Riverside, CA 92504.
2. Meetings are from 6:30 p.m. to 8:30 p.m. and the location is open at 5:30 p.m. for early arrivals.
3. All members will check in at one of the Goeske Center kiosks and at the RQG membership table.
4. Should the need arise, the Board shall appoint a special committee to recommend an alternate permanent meeting place. The Board shall submit any change in meeting place to the membership for approval.
5. Board Meetings are held from 6:30 p.m. to 8:00 p.m., currently on the second Tuesday of each month. After giving at least one-week's advance notice to the President, members are welcome to attend.
6. Unless otherwise ordered by the Guild or by the General Board, general meetings shall be held once a month, twelve (12) times a year, monthly on the third (3rd) Tuesday.

## **ARTICLE IX: RQG 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**

1. Payment is due in full at the time of registration for a Guild workshop.
2. 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 to non-RQG members. Publicity will be done via the RQG website, social media and by emailing local Guilds. RQG may also use the SCCQG email list to reach Guilds.
3. Workshop fees are determined by the cost required by the presenter and the number of participants, with a possible minimum number of participants needed to hold the workshop. With Board approval, a surcharge may be added on occasion to cover additional workshop costs. Workshop fees may also be reduced as deemed appropriate by the program team, with Board approval.
4. Workshop fees do not include material/kit fees.
5. Workshop supply lists will be provided to paid registered students a minimum of twenty-one (21) days prior to each workshop.

### **CANCELLATIONS & REFUNDS**

1. Full refunds will be provided for all workshops canceled by the Guild.
2. There are no refunds if someone is unable to attend a workshop or all-day class that has been paid for in advance. The reservation, however, may be



sold without penalty. A waiting list will be kept for any cancellations. People on the waiting list must be considered first before considering someone from the general membership.

3. No-Shows will forfeit the workshop fee in its entirety.
4. A Wait List will be maintained for all classes.

### **CERTIFICATE OF SECRETARY**

I certify that I am a duly elected and acting Secretary of the Raincross Quilt Guild, that the above foregoing Standing Rules constitute the Standing Rules of said organization as duly adopted by the General Membership of this organization at a meeting of the General Membership duly held on \_\_\_\_\_, at 6:30 p.m. at the Janet Goeske Center, 5257 Sierra Street in Riverside. They have not been amended or modified since that time.

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Barbara J Kaiser, Secretary  
(Date)

Approved by the Raincross Quilt Guild board and members on \_\_\_\_\_.