

ALMOND COUNTRY QUILT GUILD MEMBERS HANDBOOK

ESTABLISHED JULY 1989
ALMOND COUNTRY QUILT GUILDMEMBERSHIP HANDBOOK
Print date: September 2024

This revision supersedes all previous revisions.

General Guild Information

Almond Country Quilt Guild
P.O. Box 538
Templeton, CA 93465
www.ACQGuild.com

The guild is a non-profit organization with a 501(c)(3) tax exempt status.

Our guild is powered by our volunteers. To encourage them we need to foster a sense of belonging, fellowship, and safety. Treating everyone with kindness, being inclusive of all members and their opinions, is a tenet of our guild.

Our environment needs to be a nurturing one where everyone is treated with dignity. Situations may occur, but how we respond is more important to maintaining the congeniality of our guild than the original concern.

Standing Rules

Revision Date: April 15, 2024

Section 1. Meetings

- a. General meetings are held at the Trinity Lutheran Church in Paso Robles at 7:00 P.M. with a social time beginning at 6:30 P.M. on the first Monday of every month except when a special guest speaker is accompanied by a workshop. Members sign in at the door and should wear a name tag.
- b. Board meetings are held at 7:00 P.M. on a designated Monday of each month at the discretion of the current Board of Officers.
 - Board members will be notified of meeting location or provided with a link for video conferencing.
 - President's agenda, treasurer's report, and minutes from the last meeting must be emailed to board members at least 48 hours before the board meeting.

Section 2. Equipment

- a. Current equipment is listed in the President's manual.
- b. Supplies and equipment are stored in a secure rented facility unless otherwise specified.
- c. President will maintain a current list that indicates who has keys to the storage facility, the PO Box, the library cabinet and for the meeting facility.

Section 3. Membership

General Membership

- a. The fiscal year starts July 1st and ends June 30th.
- b. Dues are \$20 per year, and after July 31st there is an additional \$5 late fee for renewals.
- c. New Members joining the guild after January 1st for the 1st time are given a 50% discount on that year's membership.
- d. Membership cards are distributed from the Membership chair.
- e. Each member is to receive a Membership Handbook when joining the Guild. When it is revised, the new version is offered to all current members.
- f. The Membership Directory is to be published and distributed after the August meeting.
- g. The Membership Directory may not be used for non-guild business.
- h. As a courtesy, guild sponsors are given a newsletter and general meeting admission. No other privileges apply, such as special events, or voting rights, etc.
- i. Members are not permitted to promote their business for personal gain during any guild functions.

Junior Membership (age 8-16)

- a. Dues are \$10 per year and require a sponsorship by a current member.
- b. Sponsors must attend all guild sponsored events with the Junior member.

Section 4. Newsletter

- a. All members shall receive a monthly electronic newsletter.
 - 1. A printed version of the newsletter can be requested for a \$20 yearly fee payable with dues to cover printing and postage costs.
- b. Newsletter changes may be made at the discretion of the Editor.
- c. Area guild sponsors shall receive a courtesy newsletter.

Section 5. Education

- a. Paid Speaker with workshop—A paid professional quilter is hired by the guild's 2nd VP to present lecture/trunk shows. These lectures are followed with a workshop. There is a fee to attend, and the fee must be paid prior to the workshop to reserve a place. There may be a material supply fee. Space is limited.
 - The President and 2nd Vice-President are entitled to participate in Workshops, at no charge.
 - Workshop refunds are offered if requested 30 days before the class. If less than 30 days before the class and if there is not a person to take your place, your fee will be forfeited.
- b. Peer Education—Knowledgeable guild members present workshops to guild membership. These classes are free to members. The instructor is offered a gratuity for their efforts. These classes may incur a material supply fee and space is limited.
- c. Guild Program—Most meetings include an educational component.

Section 6. Scholarship

- a. The number of scholarships to be awarded is determined by the budget. Scholarships are \$35, or the cost of a one-day guild workshop. These can be used for any class related to quilting or fabric arts.
- b. Eligibility - Current members are eligible for a scholarship if they were not awarded a scholarship during the past fiscal year. The scholarship must be used in the fiscal year awarded. Reimbursement is paid after it is used. Alternate names will also be drawn in case the scholarship winner is unable to use the scholarship.
- c. Payment — Members are expected to pay for their workshop or outside class. Reimbursement will occur after the class has been attended and the receipt is presented to the Scholarship chair. Payment will not exceed the value of the scholarship.

Section 7. Operating Reserves

- a. The financial goal of the guild is to maintain one year's worth of operating reserves in a savings, checking or CD account for unanticipated shortfalls in revenues and/or expenditures.
- b. The present operating budget is different from last year's expenses. Items such as scholarships, charitable donations and monies disbursed after being collected as a fee are not included in operating expenditures. (The operating budget was calculated as: \$17,000 in 2017 and \$18,000 in 2023.)
- c. When the guild reserves exceed the financial goal, the following year's budgeting process should reflect a plan to decrease the excess reserves by 10%.
- d. When the guild reserves are below the financial goal, the following year's budgeting process should reflect a plan to increase the reserves by 10%.

- e. When the guild reserves exceed the financial goal, the Board should consider alternatives to decrease the guild reserves. Such as:
 - Additional education opportunities
 - Decrease workshop fees
 - Increase donations to charities
- f. When guild reserves fall short of the financial goal, the Board should consider alternatives to increase the guild reserves. Such as:
 - Utilize local talent for educational purposes
 - Increase workshop fees
 - Decrease scholarships

Section 8. Budget Expenditures

- a. At the beginning of the fiscal year, Board members will receive an electronic copy of the approved budget.
- b. The budget includes monies allocated to spend and anticipated revenue.
- c. Board members may spend budgeted funds for the usual expenses of their position without prior board approval if within budget (except speakers and programs).
- d. Monies allocated for speakers and programs need prior approval for the activity, but then no further approval is needed to spend budgeted funds.
- e. Discretionary expenditures may not exceed \$25 without prior Board approval.
- f. Board members are expected to make reasonable efforts to search for a reasonable price. Any quid pro quo for purchasing from a specific vendor is to be discouraged unless approved by the Board.
- g. When a Board member notices that anticipated revenues or expenditures, in their part of the budget will not be met, it is to be brought to the attention of the Board.
- h. When non-discretionary fees such as storage facility, PO Box, website maintenance, etc. exceed budgeted amounts by less than 20%, the fee can be paid without prior Board approval.

Section 9. Charity Quilt Auction

The Charity Quilt Auction is a major fundraiser for the guild. The funds raised help support local charities and the guild by providing funds for ongoing guild activities, including educational programs.

Members support the event by donating quilts and small craft items. Sewing circles may collaborate to make quilts for the auction. The event is open to the public and publicized to encourage the public to attend.

After auction expenses have been deducted, the profits are donated to two pre-determined local charities and the guild. The Treasurer will make a recommendation to the Board for the distribution of monies from the Charity Quilt Auction.

Guidelines for Selecting Charities

- a. The Guild should be able to designate that the donated funds be spent in San Luis Obispo County, preferably the north county.
- b. One recipient should benefit children/youth or women.
- c. Once a charity is selected, it may not be chosen again for three years.
- d. The amount of government funding the recipient receives (as a percentage of the overall operating budget) will be considered with an emphasis on helping those charities that receive less government funding.
- e. The number of people who will benefit will be considered, in an effort to provide assistance to those helping multiple clients.

Golden Needle Award

This award is presented to the quilter who receives the highest winning bid for their quilt in the Charity Quilt Auction. The quilter must be a current member of the Guild and be both maker and quilter of the donation. Group quilts are not considered. The award is a certificate with a golden needle and a gift of \$25.

Section 10. Unsung Hero Award

This award is given each year to a current member of the Guild who has demonstrated leadership and dedication to the Guild. This member has typically served on the Board as well as volunteered for multiple Committee Chairperson duties, etc. but is not serving on the Executive Board. They are nominated by Board members and voted on only by the Executive Board. A member can only be honored once. The honoree will receive a \$25 gift, a certificate and a bouquet or plant. Their name will also be added to the guild logo quilt.

Past Unsung Heroes

2026-	2016 -Dorothy Deis	2006-Pat Scott
2025-	2015-Tammy Hansen	2005-Barbara Ahern
2024-	2014-Isolde Lata	2004-Ursula Fitzgerald
2023-Joyce Lombardi	2013-B.J. Stevenson	2003-Cheryl Cramer
2022-Sheryl McConnell	2012-Yvette Acord	2002-Mickie Bonde
2021-Thora Snelson	2011-Dawn Stemper	2001-Joan Rexroth
2020-Cheryl Zelus	2010-Gordon&Marion Hurtt	2000-Annette Johnson
2019-Sandy Pry	2009-Laura Afana	1999-Frances Bailey
2018-Jenny Phipps	2008-Diana Imhoof	1998-Tillie Vinson
2017-Dora Espinoza	2007-Virginia Roos	1997-Lois Arnett

Section 11. Raffle Quilt

Opportunity Quilt

This quilt is made by membership in alternate years and raffled for the purpose of raising funds for the Guild's continuing education. The winning ticket is drawn during the Charity Quilt Auction.

Yes Mam Quilt

A quilt is made by membership in alternate years and raffled for the purpose of supporting breast cancer screening through the nonprofit CAPSLO in north county. The winning ticket is drawn during the Charity Quilt Auction. This tradition was started in 1995, by member and former Guild president, Cheryl Cramer, who herself succumbed to breast cancer. "Yes Mam" stands for Yes Mammogram.

Section 12. Conducting a Board Meeting

- a. The President presides over the meeting. The President can call for motions but does not make motions.
- b. Meetings are usually held on the third Monday of the month at 7PM, in person or by video conference.
- c. One vote is allowed for each Executive Board position, Standing Committee chairperson position and any active Ad Hoc committee position. If a position is shared only one member may vote.
- d. The minutes from the last meeting are reviewed and approved by a vote.
- e. The treasurer's report is reviewed and approved by a vote.
- f. If a meeting become confrontational or members become uncomfortable, the meeting leader will pause the meeting.
 - The matter may be tabled for later or, if time sensitive, review the importance of positive interactions of our guild.
 - The leader may then restart the discussion with careful control by allowing only one person to speak at a time.
 - All members will get a chance to speak.
 - Constructive criticism is encouraged and should include a statement of praise.

Section 13. Code of Conduct

- a. All members and guests deserve to be in an environment where they are treated with dignity and respect for their person, opinions, and points of view.
- b. Each member of the Guild shall:
 - Act with kindness, fairness, honesty, integrity and openness
 - Respect the differing viewpoints of others and offer critiques or opinions with respect
 - Treat all with equality and dignity
 - Provide a healthy environment for the exchange of ideas

- Use established communication channels when questions or concerns arise
 - Any member or guest that feels harassed (bullied) should report the incident to a member of the Executive Board
 - The Board will investigate instances of inappropriate behavior and take appropriate action
- c. When discussions become confrontational or if people express discomfort, members are encouraged to ask for a pause in the discussion and then request that a neutral party intervene.

Section 14. Privacy Policy

The Guild collects personal information on a paper form when you register as a member or renew:

- a. It is only used for guild related business and never sold, traded, or rented.
- b. It is used to process your membership application and to communicate with you.
- c. It is used to print an annual roster that is distributed to members and posted on the website behind a password protection.
- d. On social media and on the open website members pictures may be used. Members will be identified by first name and last initial.
- e. If members wish to opt out of our using their picture, address, email, or phone number in the directory or online they need to notify the membership chairperson.
- f. A list will be created by the membership chairperson of members who wish to opt out and what needs to be redacted. The list will be shared with all the chairpersons on the board.

Section 15. Executive Board Job Responsibilities

President shall:

- a. Provide Leadership for the guild's Executive Board and Standing Committee Chairpersons.
- b. Preside at all meetings of the membership and Board.
- c. Appoint, with Board approval, all Committee Chairpersons except Nominating Committee.
- d. May co-sign Organization checks.
- e. Oversee that all documents required by law, are properly executed, and filed in a timely manner.
- f. Is a member of the budget committee.
- g. Arrange for the treasurer's books to be reviewed annually and before a change of officers. The review will consist of a member comparing the invoices, checks and bank statement and the permanent ledger since the last review for errors and report to the President.
- h. Be an ex-officio member of all committees, except the Nominating Committee.
- i. May remain as an ex-officio member of the Board for one (1) year following term of office.

First Vice-President shall:

- a. Assume the duties of the President in the absence of or at the request of the President.
- b. Be in charge and arrange programs and speakers for general meetings not assigned to the 2nd VP. Coordinate workshop/speaker meeting dates with the 2nd VP.
- c. May co-sign Organization checks.
- d. Ensure that contracts are properly executed, filed and a copy given to the Treasurer.
- e. Coordinate scheduling with the 2nd VP to determine which meetings each will be in responsible for.

Second Vice-President shall:

- a. Be responsible for Paid Speaker with Workshop
- b. Ensure that contracts for the events are properly executed, filed and a copy given to the Treasurer.
- c. Coordinate events with 1st VP. Plan scheduling of workshop/speaker and reservation of meeting sites.
- d. Plan and schedule professional workshops and lectures at least 6 months in advance.
- e. Coordinate the lecture and workshop including equipment needed by speaker and workshop participants and schedule location.
- f. Arrange travel needs for speaker.
- g. Inform Membership, Newsletter and Publicity chairpersons about upcoming events in a timely manner.
- h. Advertise the workshop to the guild 90 days in advance of class and start taking sign-ups.
- i. Advertise to other guilds 60 days in advance if there are still openings.
- j. Collect moneys for workshop; 35 days before the lecture determine if there is sufficient interest for the workshop—namely at least 10 paid participants and cancel if necessary.

Secretary shall:

- a. Keep a permanent record of all the Board meeting minutes, including a record of attendance.
- b. Be responsible for providing a draft copy of the Board meeting minutes to the President no later than seven (7) days following each Board meeting.
- c. Handle official correspondence of the Organization.
- d. Highlight Board actions and considerations and submit them for inclusion in the current newsletter.
- e. Keep a permanent record of business transacted during the Guild meetings and provide the minutes to the President prior to the board meeting.

Treasurer shall:

- a. Present expenses and revenue at each meeting of the Board.
- b. Keep a permanent ledger of all financial transactions of the Organization.
- c. May co-sign Organization checks with either the President or the First Vice-President, with two signatures always required.
- d. Be responsible for filing the necessary financial forms with the Federal and State governments.
- e. Be responsible for scheduling all necessary financial reviews.
- f. Be Chairperson of the Budget Committee which is formed in February.

Section 16. Standing Committee Chair Responsibilities

Community Quilts shall:

- a. Plan, buy, and distribute materials for their projects.
- b. Evaluate community needs for distribution of quilts.
- c. Preside over the coordination of membership to create quilts that are donated to the local community.

Door Prize Chair shall:

- a. Coordinate with other members to pick up door prizes at nearby door prize sponsors.
- b. Ensure door prize table is held monthly at guild meetings.
- c. Maintain appropriate paperwork related to revenue deposits for the Treasurer.
- d. Hold door prize drawings at the general meetings.

Education, Peer shall:

- a. Be responsible for offering continuing education to members through workshops.
- b. Provides education workshops to guild members using peers from the guild.
- c. Informs Membership, Newsletter and Publicity Chairs of upcoming workshops 45 days in advance.

Historian shall:

- a. Maintain the Historian's files to record activities of the Organization.
- b. Maintain and curate the online archive of guild photos.

Hospitality shall:

- a. Be responsible for serving refreshments at general meetings.

- b. Establish a plan for set-up and clean-up for meetings.

Librarian shall:

- a. Be responsible for maintaining, cataloging, and supervising the Organization's library.
- b. Make recommendations to the Board for books and other material(s) to be added to the library.
- c. Maintain a current catalog of library books on the website.

Membership shall:

- a. Keep a current roster of members and provide copies to the President, Secretary and Newsletter Editor, with notice of new and renewed members.
- b. Be in charge of sign-in procedures for members and guests.
- c. Provide an annual Directory of Membership in August.
- d. Issue Membership cards.
- e. Serve as official "Greeter" and see that all guests and new members are introduced at meetings.
- f. Collect dues for membership starting in May and give a receipt for anyone paying cash.
- g. Deposit money and checks to the treasurer with proper documentation.
- h. Adhere to guild privacy guidelines and informs Newsletter Editor, Publicity, Historian of member needs as appropriate.

Newsletter Editor shall:

- a. Publish and maintain a permanent file of the Newsletter on the website to keep members informed of activities and coming events.
- b. Newsletters are emailed. They can be mailed if the member is willing to pay the extra cost on an annual basis.
- c. Email news alerts as needed to keep members informed between newsletters.
- d. Adhere to guild privacy guidelines submitted by Membership Chairperson for individual member.

Parliamentarian shall:

- a. Chair the Nominating Committee.
- b. Advise the President if a violation of parliamentary procedure has occurred.
- c. Maintain up-to-date copies of By-Laws and Standing Rules.
- d. Chair the By-Laws Committee for review as needed.

- e. Chair the Nominating Committee each February.

Publicity shall:

- a. Notify area news media of Organization activities and meetings.
- b. Update the calendar with significant quilt related information.
- c. Ensure that guild business cards are offered to guild sponsor that support the door prizes.
- d. Be responsible for posters, fliers, and other types of advertising for the Organization.

Scholarship shall:

- a. Request a list of current members of the guild. Remove names that received a scholarship in the last fiscal year or indicated no interest in a scholarship. Place these remaining names in the drawings.
- b. At the August meeting draw the number of scholarships being offered that year and sufficient alternates.
- c. Inform members when they win and keep them informed about opportunities to use their scholarships.
- d. Process scholarship reimbursements and submit them to the treasurer.

Southern California Council of Quilt Guilds (SCCQG) Representative shall:

- a. Represent the Organization at the SCCQG (Southern California Council of Quilt Guilds) meetings.
- b. Attend quarterly meetings of SCCQG via video communications.
- c. Give a quarterly report of SCCQG meetings to the Board.

Sunshine shall:

Contact members in need of support, cheer, and acknowledgement, as necessary.

Web Master shall:

- a. Serve as administrator for the Organization's website and social media accounts.
- b. Maintain content, design, and functionality of Guild website.
- c. Ensure contracts for domain names and hosting services are current.
- d. Maintain permissions for appropriate access to website.

Section 17. Ad Hoc Committee Chair Job Responsibilities

Airing of the Quilts

- a. Chairperson will arrange for an annual social event held for all guild members.
- b. Tickets are sold for a nominal fee, and the guild assists with costs.
- c. Members bring a quilt. A lunch is served. This is a purely social event.

Block of the Month

Chairperson selects a program for the BOM (*Block of the Month*) that members can participate in.

Guild Challenge

Chairperson, with Board approval, selects a challenge for the membership.

- a. Challenge quilts or textile products are displayed and voted on, often in May.
- b. Prizes are awarded but no entry can win more than one prize.

Raffle Quilt (Opportunity or Yes Mam Quilt)

- a. Chairperson will organize the making or procuring of a quilt to raffle.
- b. Quilt needs to be completed by April to allow time for raffle tickets to be sold.
- c. Quilt is to be displayed at meetings and other events and tickets sold.

Section 18. Ad Hoc Essential Committees

Budget Committee shall

- a. Be chaired by the Treasurer with the current President, at least (2) two other board members and at least (1) one general member.
- b. Solicit volunteers at the January meeting.
- c. Be convened in February to review the current budget and adjust the budget as needed.
- d. Be re-convened in March to start planning the following year's budget.
- e. The new budget will take into account Standing Rules "Operating Reserves" when planning the budget.
- f. The new budget proposal will be presented at the April Board meeting and voted on at the May Annual meeting.
- g. Submit the proposed budget for the May newsletter.
- h. The budget is voted on at the May Annual meeting. It requires a quorum and a majority vote of those present.
- i. Once the budget is approved, the Treasurer will email it to all Board members who have a budget appropriation.

By-Laws Committee shall

- a. Be chaired by the Parliamentarian with one past executive officer, 3 other guild members.
- b. Be formed when needed.
- c. Bring revisions of the Standing Rules to the Board for approval.
- d. The approved Standing Rules are brought to Membership to inform them of changes.
- e. Bring By-Law changes to the Board for approval.
- f. Bring the By-Laws to the membership by printing them in the newsletter or other electronic communication at least 25 days before they are voted on at a general meeting.
- g. At the general meeting, vote on changes to the By-Laws by "Article" with a voice vote.

- h. This vote requires a quorum and a voice vote of two thirds (2/3) majority of members present.

Charity Quilt Auction Committee

- a. The Chairperson shall be selected by January and the date and location shall be finalized and confirmed by March.
- b. Members are requested to submit charities for consideration using the appropriate form by March meeting date.
- c. By the April board meeting charities will be vetted and limited to no more than (4) four.
- d. At the May Annual meeting membership will vote on two charities to sponsor.
- e. Advertising and preparation for the auction starts.

Nominating Committee

- a. Chairperson will be responsible for recruiting members of the guild to run for Executive Board office position. The Nominating chairperson shall be the current Parliamentarian.
- b. Be chaired by the Parliamentarian with (5) other members. Will include two (2) from Board positions and three (3) from the general membership.
- c. Be formed at the February Board meeting. With recruitment at the March general meeting and Newsletter.
- d. Members of the committee shall solicit current members for interest in filling an Executive Office.
- e. Interest expressed by members in other Board positions will be noted and passed on to the President Elect.
- f. The committee will present a slate of nominees at the April Board meeting and submit it for the May newsletter.
- g. The Slate of Nominees will be voted on at the May Annual meeting.
- h. The vote requires a quorum and a majority vote of members present.
- i. A voice vote is allowed. A ballot is necessary for any office where there is more than one candidate.
- j. After the May Annual meeting the President Elect will confirm all other Board positions.

These standing rules may be changed or amended by majority vote of the Board of Officers of the Almond Country Quilt Guild.

Past Presidents

	2012/14 – Dorothy Deis	2000/01 – Cindy Peters
2024/ -- – Jani Bones	2010/12 – Elizabeth Roebber	1999/00 – Michelle Hoggatt
2022/24 – Elizabeth Roebber	2008/10 – Thora Snelson	1997/99 – Diana Imhoof
2020/22 –Carol Ast	2006/08 – Dawn Stemper	1995/97 – Cheryl Cramer
2018/20 – Dora Espinoza	2004/06 – Sandy Garcia	1993/95 – Bebe Belmont
2016/18 – Carol Ast	2003/04 – Joanne Storer	1991/93 – Joanna Myrick
2014/16 – Dora Cary	2001/03 – Laura Afana	1989/91- Arnette Demarest

These Standing Rules were unanimously approved by the Board on April 21, 2024.

Almond Country Quilt Guild By-laws

Amended June 3, 2024

Article I – Name

The name of this organization shall be: Almond Country Quilt Guild, henceforth to be known as the Organization or ACQG.

Article II – Purpose

The Almond Country Quilt Guild shall be a non-profit organization dedicated to the promotion of, knowledge and participation in, the craft/art of quilting, patchwork, appliqué, and other aspects of quilt making. The Organization shall act as an information network for quilters with similar objectives in promoting continuing interest in quilting and supporting local non-profit charities.

Article III – Membership

Section 1. Any person, 16 years of age and older, interested in the purposes of the group may become a member upon payment of dues in the amount set by the membership and listed in the Standing Rules. A junior membership is available at age 8-16 and is sponsored by a member in good standing. Junior members must be accompanied by their sponsor to all Guild functions.

Section 2. Annual dues are due and payable by July 1 and are delinquent after July 31.

Section 3. Privileges of membership include the right to attend meetings and educational events, vote, right to hold elected office or chairmanship, use of ACQG library, a copy of the Membership Directory, Membership Handbook, and a subscription to the newsletter.

Section 4. Guests may attend general meetings.

Section 5. Conflict of Interest Clause: The purpose of this Conflict of Interest clause is to protect the interest and integrity of the Organization.

- a. No part of the income or assets of the Organization shall benefit any member unless said member is hired for a particular function, demonstration, or educational purpose for which an outside party normally could be hired. Such service must have a signed contract approved by the Board prior to the delivery of service.
- b. It is the responsibility of the member to disclose any potential Conflict of Interest. A Conflict of Interest is when a member promoting or voting on an agenda could potentially

financially benefit or if the agenda would promote a private business in which they have a stake.

- c. If the Board has reasonable cause to believe a member has failed to disclose actual or perceived Conflict of Interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- d. If the Board determines that there is an actual Conflict of Interest, it shall take appropriate corrective action.
- e. This policy is to supplement but not replace any applicable State or Federal laws governing this nonprofit Organization.

Section 6. As a courtesy to guild sponsors, a newsletter and general meeting admission is given. No other privileges apply, such as attending special events, or voting rights, etc.

Section 7. General Meetings:

General membership meetings of the Organization shall be held at a time and place designated by the Board.

Section 8. Special General Meetings:

Special general meetings can be called by the President, the Executive Board, or at the written request of five (5) members. Written notice of such a meeting shall state the purpose of the meeting. No business other than that stated shall be conducted.

Section 9. Annual Meetings:

The general meeting in May shall be known as the Annual Meeting. Elections will be held at this time.

Section 10. Quorum:

For the purpose of conducting business thirty percent (30%) of the current membership shall constitute a quorum at any general meeting.

Article IV – Elected Officers/Executive Board

Section 1. The elected officers of the organization shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 2. Term of office is for one (1) year. Elected officers may not hold the same office for more than two (2) consecutive years.

Section 3. Officers shall be elected at the annual meeting in May and shall assume their duties following installation and after the board meeting in June.

Section 4. Removal of an Executive officer requires a vote of the majority of the general membership with a quorum.

Grounds for removal from office:

- Conflict of interest, misuse of Guild funds, actions in conflict with Bylaws and Standing Rules.
- If an officer is not performing the duties of their office, despite counseling about their unsatisfactory performance.

Article V – Duties of Officers and Chairpersons

Section 1. The Executive Board shall be responsible for reviewing the Organization’s policies as well as other outside contracts and/or affiliations the Organization may enter into.

Section 2. Specific duties for each office shall be outlined in procedure manuals. These manuals shall be returned to the President at the Board meeting in June.

Section 3. President shall:

- a. Preside at all meetings of the membership and Board.
- b. Appoint, with Board approval, all Committee Chairpersons except Nominating Committee.
- c. May co-sign Organization checks.
- d. Oversee that all reports, contracts, certificates, and other documents required by law, are properly executed, and filed in a timely manner.
- e. Arrange for the Treasurer’s records to be reviewed annually or when a treasurer resigns.
- f. Member of the Budget Committee

Section 4: First Vice-President shall:

- a. Assume the duties of the President in the absence of or at the request of the President.
- b. Be in charge of programs for the meetings not assigned to the 2nd VP.
- c. May co-sign Organization checks.
- d. Ensure that contracts are properly executed, filed and a copy given to Treasurer.

Section 5. Second Vice-President shall:

- a. Be responsible for Paid Speaker with Workshop meetings.

- b. Ensure that contracts are properly executed, filed and a copy given to the Treasurer.

Section 6. Secretary shall:

- a. Maintain a permanent record of all the Board meeting minutes and for general meetings when a quorum is required. This includes a record of attendance.

Section 7. Treasurer shall:

- g. Maintain all financial records for the Organization in an organized manner.
- h. May co-sign Organization checks.
- i. Be responsible for filing and maintaining the necessary financial forms with the regulatory, Federal and State governments.

Article VI – Standing and Ad Hoc Committees

Section 1. Committee Chairpersons:

- a. Committees are established by the Executive Board.
- b. Chairpersons are appointed by the President and approved by the Board.
- c. Standing Committees are maintained throughout the year and have functions that continue throughout the fiscal year.
- d. Ad Hoc Committees are appointed as needed to carry out goals of the Organization. They are appointed for a specific purpose and dissolved upon completion of that purpose.
- e. There are no term limits to these positions.
- f. Committee chairs may recruit volunteers and assistants.
- g. Only the Chairperson may vote at meetings.

Section 2. Required Ad Hoc Committees

- a. Budget Committee headed by the Treasurer. It is formed in February to review the current budget and then creates a proposed budget for the following year that is voted on by the Board and then the membership.
- b. By-Laws Committee headed by the Parliamentarian. Convenes as needed to revise the By-Laws and Standing Rules.

Article VII – Board Membership

Section 1. The Board consists of the Executive Board, the Standing and Ad Hoc Chairs.

Section 2. The quorum of the Board shall be nine (9) members, three (3) of which must be from the Executive Board and six (6) which will be the chairpersons of Standing or Ad Hoc Committees.

Section 3. Voting rights for Board issues are held by each member of the Executive Board and one chairperson from each Standing and Ad Hoc Committee.

Section 4. When a Board member has more than two (2) consecutive unexcused absences from Board meetings, the Board has the authority to declare that office vacant.

Section 5. Any officer or chairperson may resign by submitting a written resignation to the Executive Board.

Section 6. Vacancies occurring on the Board shall be filled by the President with Board approval. The appointed member will serve until the end of the current term.

Section 7. Meetings of the Board shall be held at a time and place designated by the Board and may be by video communication or in-person.

Section 8. Special Board meetings may be called by the President or at the request of five (5) Board members.

Section 9. When urgent matters arise between board meetings, it is permissible to hold an email vote. The vote must be initiated by an executive board member and a quorum must be achieved. All email votes must be ratified at the next board meeting.

Section 10. Board members will maintain the manual for their office with a detailed job description. They will attend Board meetings as requested and communicate with Publicity and Newsletter to keep the guild informed of planned activities.

Article VIII – Fiscal Matters and Audit

Section 1. The fiscal year shall be from July 1st to June 30th.

Section 2. The Budget Committee, with the Treasurer as Chairperson, shall prepare the year's proposed budget for presentation at the Board meeting in April and to the general membership during the May Annual meeting. A quorum is required. The budget shall be approved by a majority vote of members present .

Section 3. The Treasurer shall have custody of and be responsible for all funds and securities and shall deposit such funds in a Federally Insured Depository designated by the Board.

Section 4. Two (2) signatures are required on all checks.

Section 5. The President shall arrange for the Treasurer's records to be reviewed annually.

Section 6. In the event of a vacancy in the Office of Treasurer, a review shall be made before a new Treasurer assumes the office.

Article IX – Election and Installation

Section 1. At the February meeting, a Nominating Committee will be formed to recruit executive officers with the Parliamentarian as chair.

Section 2. The election of officers shall take place at the Annual Meeting in May.

Section 3. The election of the new Executive Board will be by a majority vote. A quorum of the general membership must be present or on video communication for a vote to be taken.

Section 4. When more than one candidate has been nominated for an office, the election shall be by ballot. Where there is only one nominee, the election may be by voice vote or general consent.

Section 5. The elected officers shall be installed at the June meeting. The outgoing Board is responsible for the June meeting and the incoming Board is responsible for the July meeting.

Article X – Amendments

Section 1. Proposed amendments must be submitted in writing to the By-Law Committee for consideration.

Section 2. Notice of proposed amendments, approved by the board must be given to all members at least twenty-five (25) days in advance of discussion and voting.

Section 3. The By-Laws may be amended by a vote of two thirds (2/3) of the members present.

Section 4. The proposed by-laws amendments will be presented to the Organization by article and receive a ye or nay vote at a general meeting.

Article XI – Dissolution

In the event of the dissolution of the Almond Country Quilt Guild, all the assets remaining after payment of obligations shall be distributed to other non-profit organizations (s), operated exclusively for the purposes consistent with those of the Organization. The recipient shall be chosen at the discretion of the Board.

Article XII– Parliamentary Guidelines

The rules contained in the latest issue of **Robert’s Rules of Order** shall govern the Organization in all cases where they are consistent with these by-laws and any special rules of order the Organization may adopt.

**These By-Laws were approved by the membership on
June 3, 2024, by Article with a voice vote.**