



Policies and Procedures

&

By-Laws

Petaluma Quilt Guild
P. O. Box 5334
Petaluma, CA 94955-5334
Established 1992

Welcome	2
General Information.....	2
Meetings.....	2
Reimbursements	3
Newsletter	3
Website, Email & Mailing Address.....	3
Historian.....	4
Guild Library.....	4
Mother Hens.....	4
Secret Pals	4
Block of the Month	4
Fat Quarter Frenzy	5
Monthly Mini	5
Sunshine	5
President's Quilt.....	5
Retreats.....	6
Workshops.....	6
Challenge Quilt Project	6
Petaluma Quilt Show (August).....	6
Friendship Quilts Program.....	7
Appliqué Friendship Blocks	7
Pieced Friendship Blocks	7
Public Outreach Quilting	8
Quilting for C.O.T.S.....	8
Quilting for the Valley of the Moon.....	8
Quilting for San Antonio Nursery	8
Quilts for Military & Families.....	9
Ways and Means.....	9
Guild Quilt Auction.....	9
Opportunity Quilt.....	9
Event Quilting.....	10
Sonoma-Marin Fair (June), Sonoma County Fair (July)	10
Olompali Park (Spring)	10
Tri-Guild Luncheon.....	10
Bylaws of the Petaluma Quilt Guild	11
Article I – Name	11
Article II – Purpose.....	11
Article III – Membership	11
Article IV – Officers	12
Article V – Committees	15
Article VI – Finances.....	17
Article VII – Meetings and Quorums.....	18
Article VIII – Nominations and Elections of Officers	19
Article IX – Parliamentary Authority.....	20
Article X – Amendments and Revision of By-Laws.....	20
Article XI – Indemnification.....	21
Article XII – Dissolution	21

Welcome

Welcome to the Petaluma Quilt Guild. Our intention is to preserve the heritage of quilt-making and to further educate the membership in our craft. Another important purpose is to contribute to the welfare of residents of the Petaluma area by providing quilts to those in need.

These Policies and procedures contain information on the day-to-day running of our Guild. This booklet, together with our By-Laws, is a resource to enhance your membership and participation in our activities. We hope they will encourage you to take advantage of the services and programs we offer to our members.

General Information

Meetings

- The Petaluma Quilt Guild meets on the first Tuesday of each month at the Petaluma Community Center – Luchessi Park, located at 320 North McDowell Boulevard, Petaluma, CA. Address all mail to P. O. Box 5334, Petaluma, CA 94955-5334.
- The Petaluma Quilt Guild also has a website: www.petalumaquiltguild.org where all Guild information is posted.
- Members may also reach the Petaluma Quilt Guild through the email address: petalumaquiltguild@yahoo.com.
- The business portion of the meeting will include approval of the minutes, treasurer's report, committee reports, announcements, and any other business that needs to be addressed.
- The remaining portion of the meeting is devoted to speakers, demonstrations, and trunk shows.
- Drawings for various raffles and door prizes usually take place near the end of each meeting.
- Refreshments are served at the break. The Guild provides the beverages and members are asked to bring a snack to share.

- The highlight of each meeting features “Show and Tell” where members share their projects with the membership.

Reimbursements

Please refer to Article VI, Finance Section 2, Reimbursements, in our By-Laws for clarification on how to be reimbursed for any money spent. You can find the reimbursement form on our website (www.petalumaquiltguild.org) or ask the Treasurer for one.

Newsletter

Our Newsletter is published monthly and contains updates to Guild business, committee reports, other articles of interest, as well as a list of our Affiliates, business in our area who support us through their advertisement in the newsletter. The Newsletter deadline is the 15th of each month. The Newsletter is sent via email or regular mail according to the choice of each member. Members may submit contributions to the newsletter via the Petaluma Quilt Guild email address:
www.petalumaquiltguild.org.

Website, Email & Mailing Address

The Guild has a website, www.petalumaquiltguild.org where all Guild information is posted. Members will find the current newsletter, schedules of upcoming events, pictures of activities, and necessary forms and documents pertaining to the Guild. The website is maintained on a regular basis by the Guild webmaster.

The email address for the Petaluma Quilt Guild is:
petalumaquiltguild@yahoo.com.

Mail should be addressed as follows:

Petaluma Quilt Guild
P. O. Box 5334
Petaluma, CA 94955-5334

Historian

The Guild has a Historian who takes pictures recording Guild events. The pictures are often posted on the Guild website and printed in the Newsletter.

Guild Library

- All members in good standing of the Guild are entitled to check out library materials.
- The Library is open before and during the meetings.
- All items checked out should be returned in good condition. If library materials need to be repaired, please bring them to the Librarian's attention.
- If a book is lost, the member is expected to reimburse the Guild for its replacement.
- Members are encouraged to suggest titles to add to the Library. In addition, members may donate books to the Library.
- Magazines over 3 years old, as well as books that are no longer being checked out, are used to raise funds for the Guild.

Mother Hens

Mother Hens are mentors for the new Guild members and share their time with new members in order to fully welcome them to the Guild. You are welcome to have a private tour with one of our Mother Hen Team and may ask questions you might have.

Secret Pals

Members have an opportunity to secretly exchange small gifts with other members for the course of a year. Questionnaires are available at the general meeting for interested members to complete. The Secret Pal Coordinator will draw names and design the program. Gifts should not exceed more than \$10 per month and \$20 for the final gift or can be hand-made.

Block of the Month

Every month, a quilt block is selected by the Block of the Month Committee Chair and offered to members at the meeting. The blocks are different every month. Some months a one-theme

Article XI – Indemnification

To the extent permitted by law, every person who is or was an officer, committee member, or employee of the Guild shall have the right to be indemnified by the Guild against all reasonable action, suit, proceeding in which she or he may become involved as a party or otherwise by reason of her or his being or having been an officer, committee member or employee of the Guild.

Article XII – Dissolution

The property, assets, profits, and net income of the corporation are irrevocably dedicated to charitable and educational purposes and no part of the property, assets, profits or net income of this Guild shall ever inure to the benefit of any individual.

Upon dissolution or winding up of the Petaluma Quilt Guild, its property, and/or assets remaining after payment of or provisions for payments of all debts and liabilities of the Guild shall not be conveyed to any individual or organization created or operated for profit, but shall be conveyed or distributed only to nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the Revenue and Taxation Code of the State of California.

May 2014 Petaluma, California

2014 Bylaw Committee: Susan Hadenfeldt, JoAnne Wheeler, Kitty Talmage, Sally Atterbury, Debby Loewenthal (Parliamentarian).
Changes as passed by the General Membership

Original Bylaws Adopted: 1993

Previous Bylaw Revisions: 1996, 2001, 2008, 2011, 2012

Article IX – Parliamentary Authority

- Section 1 Robert's Rules of Order, Newly Revised shall govern the Guild in all cases to which they are applicable and in which they are not inconsistent with the Guild Bylaws.

Article X – Amendments and Revision of By-Laws

- Section 1 Proposed amendments of the Bylaws shall be presented to the Board for consideration.
- Section 2 Proposed amendments shall be published in the Guild newsletter at least one month prior to the discussion and vote of the amendments. Providing there is a quorum present, the vote shall be taken by a show of hands and requires a two-thirds majority of the voting members present to pass.
- Section 3 Once accepted, the amendment and the date it was accepted shall be published in the next issue of the Guild newsletter.
- Section 4 The Guild Bylaws shall be reviewed every year and revised as needed. The Parliamentarian shall organize a committee of Active Members to review the Bylaws in January. Proposed corrections and revisions shall be published in the Guild newsletter at least one month prior to the discussion and vote of the revisions at a General Meeting. Providing there is a quorum present, the vote shall be taken by a show of hands and requires a two-thirds majority of the voting members present to pass.
- Section 5 Once accepted, the revisions and the date they were accepted and approved shall be published in the next issue of the Guild newsletter. The names of the Bylaw committee shall be published as a footnote to the Revised Bylaws.

fabric is offered. Members pick up the Block of the Month packet and complete it by the following month and are eligible to enter their name in a drawing for all the blocks made that month. Members may have their name entered for every block they complete for a particular month – 3 blocks completed, 3 chances to win. These Blocks are not eligible for Friendship Points.

Fat Quarter Frenzy

At each meeting, Members are invited to bring a fat quarter of 100% cotton (a fat quarter was originally 18" x 22") to place in a drawing. The names of those who bring fat quarters are entered during the meeting, and a winner is drawn. The winner receives all the fat quarters and is asked to pick the theme of the next month's drawing.

Monthly Mini

The Monthly Mini is a small quilt (examples: table runner, wall hanging, or tote) made and raffled to raise funds for the Guild at the general meeting. Members volunteer to make and donate the Minis. Raffle tickets are sold and the winner is drawn during the meeting.

Sunshine

Our Guild's Sunshine volunteer sends birth, congratulations, get-well and sympathy cards to Guild members. She depends on Guild members to help keep her informed about important events in the lives of our members.

President's Quilt

The Guild members participate in creating a quilt top to honor the outgoing President. Members are asked to stitch blocks which make up a top presented to the outgoing President at the August meeting. Of course, the making of this quilt is a surprise and accomplished in the strictest secrecy. Generally, the immediate past President is the coordinator of the current President's quilt top. She coordinates the design, distribution, and joining of the blocks, so the position does not end completely when a new President takes office. If a President serves a 1-year period, a quilt top is completed. If a 2-year term is served the quilt top is fully quilted.

Retreats

The Guild hosts a weekend quilting retreat 1 or 2 times each year. Held at a nearby location, retreats offer members an opportunity to work on special projects in the company of friends uninterrupted by day-to-day distractions. Fees vary depending on the length and location of the retreat. All final payments must be made 30 days prior to the retreat. If you are unable to attend a retreat, a 30-day notice is required to receive a full refund.

Workshops

Many times during the year, the Guild hosts workshops offered by guest speakers, Guild members, and other area quilters. Dates and times of workshops vary according to the presenter's schedule. Fees vary depending on the type of workshop. All final payments must be made 30 days prior to the workshop. If you are unable to attend a workshop, a 30-day notice is required in order to receive a full refund.

Challenge Quilt Project

In some years, the Guild sponsors a Challenge Quilt Project. Rules vary for each Challenge – some years the Guild provides a packet of fabric (for a small fee), or a specific quilt block is chosen, or different criteria are chosen for the year's challenge. Members have a set period of time, usually several months to work on their Challenge Quilt. Traditionally, we keep our Challenge Quilts a surprise from each other until the unveiling.

Petaluma Quilt Show (August)

Petaluma Quilt Show is run by the members of the Petaluma Quilt Guild and is a chance for the Guild to actively demonstrate our love of quilting. Members and non-members may enter quilts for display, demonstrate quilting techniques, and volunteer their services for set-up and take-down, as well as participate in other Quilt Show opportunities. In addition, members may be asked to volunteer to display and sell raffle tickets for the current Opportunity Quilt.

Article VIII – Nominations and Elections of Officers

- Section 1 No later than May 1st, the President, with the approval of the Board of Directors, shall charge the Parliamentarian to call a meeting of the Nominating Committee, which shall include one additional Board Member and three members at large. The Nominating Committee shall nominate a new Executive Board of Directors. The President shall abstain from serving on the Nominating Committee.
- Section 2 At the June General Meeting, the proposed slate of officers shall be presented to the membership. At this time, nominations may be made from the floor. The consent of each candidate must be obtained before the name is placed in nomination.
- Section 3 Elections shall take place at the July General Meeting, providing a quorum is present.
- Section 4 Voting shall be by show of hands. Voting by ballot shall be used only when there is more than one nominee for a position. There shall be no votes by proxy.
- Section 5 The officers-elect shall be installed at the August meeting and assume their duties by September 1 of said year.
- Section 6 Term of office shall be for one fiscal year. Officers may be re-elected for one additional year and may not serve more than two consecutive years in the same position.
- Section 7 Should the office of President become vacant before the expiration of the term, the 1st Vice President shall fill the office of President. Any other vacancies on the Executive Board shall be filled by appointment by the President or presiding officer until the next regular election.

year's budget, shall be placed in a reserve account. The instrument used for the reserve account shall be recommended by the Treasurer and approved by the Board. No investments in stocks shall be made.

Section 5 As stated in Article II, the Petaluma Quilt Guild may support charitable organizations through quilt making. Cash donations are prohibited. A contract, whether by confirming letter or more formal document, will exist to record the transaction. All donations whether monetary or any tangible item shall be recorded by the Treasurer and be reviewed at the annual audit.

Section 6 Sales Tax:

- a) Any tangible item sold for fund raising by the Petaluma Quilt Guild will have State Tax added to the total.

Article VII – Meetings and Quorums

Section 1 General Meetings shall be held on the 1st Tuesday of each month and start at 7:00 PM with the exception of the month of July when the date will be announced.

Section 2 Board Meetings shall be called at least quarterly by the President.

Section 3 Special Meetings shall be called as necessary by the Board of Directors or the President.

Section 4 Quorum, the number of voting members who must be present in order that business can be legally conducted at a General Meeting, shall be 50% plus 1 of the voting members of the Guild.

- a) Quorum for a Board of Directors meeting shall be a simple majority of the Board membership

Friendship Quilts Program

A Friendship Quilt is a quilt which is made up of blocks stitched in friendship by members of the Guild. The Friendship Block Program allows members to accrue points towards the sewing of a set of Friendship Quilt Blocks made by the Guild. Stitching blocks for the Appliqué Friendship Program, Pieced Friendship Program, and President's Quilt, Tri-Guild Luncheon Quilt, Opportunity Quilt, the Monthly Mini, and other Guild quilting opportunities are ways in which a member may earn Friendship Block Points. Stitching appliqué blocks earns points for a set of Appliqué Blocks and pieced blocks earn points for a Pieced Friendship set. The points earned for a particular block may only be claimed for either the Appliqué or the Pieced list, but not both.

Appliqué Friendship Blocks

To be eligible to have a set of Appliqué Friendship Blocks made for you, you must have completed 3 appliqué blocks for someone else's friendship quilt, and must be committed to paying back the balance of those owed. When it is your turn, you may have up to 20 blocks of your choice made for you. (If you choose to have 20 blocks made, you would then owe 17 blocks to repay your total debt.) The Chairperson will distribute your instructions for your blocks, keep track of the members who work on them, collect and return them to you at a general meeting. When you work on blocks for other members, it is your responsibility to follow all of the instructions distributed to you, and to return the blocks within 2 months.

Pieced Friendship Blocks

Very similar to the Appliqué Friendship Blocks Program, to be eligible to have a set of Pieced Friendship Blocks made for you, you must have completed 5 pieced blocks for someone else's friendship quilt, and must be committed to paying back the balance of those owed. When it is your turn, you may have up to 20 blocks of your choice made for you. (Again, if you choose to have 20 blocks made, you would then owe 15 blocks to repay your total debt.) The Chairperson will distribute your instructions for your blocks, keep track of the members who work on them, collect and return them to you at a general

meeting. When you work on blocks for other members, it is your responsibility to follow all of the instructions distributed to you, and to return the blocks within 2 months.

Public Outreach Quilting

Public Outreach shall include, but not be limited to: County Fair Liaison, Quilts for COTS Families, Quilts for Valley of the Moon Kids, Quilts for San Antonio Nursery, and Military Families. They shall uphold the purpose of the Petaluma Quilt Guild as stated in Article II of the Bylaws.

Quilting for C.O.T.S.

Since the Guild was founded, it has served C.O.T.S. (Committee on the Shelterless) by making quilts for children who are living at the C.O.T.S. shelter in Petaluma. Upon arrival at the shelter, children and adults are allowed to pick a quilt of their choice. This quilt becomes their property and goes with them when they leave the shelter. A constant supply of quilts is needed for new arrivals. Quilting for C.O.T.S. holds a work day once a month on the fourth Thursday at Valley Orchards Retirement Community, 2100 E. Washington Street, Petaluma. Members are welcome to join the work day or make quilt tops at home.

Quilting for the Valley of the Moon

Valley of the Moon Children's Home is Sonoma County's only shelter for abused, abandoned, and neglected children 0-18 years of age. Children receive a hand-made quilt "for keeps" when they arrive at Valley of the Moon. Kits of fabric are available at general meetings for members to take home. Members may also use their own supplies to make these special quilts.

Quilting for San Antonio Nursery

San Antonio High School in Petaluma has a Nursery/Day Care available for student mothers. The Guild provides quilts for the nursery on a regular basis. Members may make quilts and bring them general meetings to be distributed to the small children and babies in this program.

- l) The Opportunity Quilt Sales Chair shall coordinate the selling of Opportunity Quilt raffle tickets and shall keep custody of the Opportunity Quilt and the quilt frame.
- m) The Secret Pal Chair shall coordinate the Secret Pal Program.
- n) The Sunshine Chair shall send get-well, birth, sympathy, and congratulations cards to Guild members.
- o) The Ways and Means chair shall coordinate fundraising activities for the Guild including, but not limited to the Guild Auction.
- p) The Webmaster shall maintain and update the Guild Website.

Section 4 Other Committees

- a) New Committees shall be approved as necessary by the Guild Board of Directors.

Article VI – Finances

Section 1 The Fiscal Year shall run from September 1st to August 31st.

Section 2 All reimbursements requests shall be made to the Treasurer accompanied by a completed request form(s) and receipts for purchases made. The dates of all receipts must fall within the current fiscal year and be submitted for reimbursements by the 30th of September of the following fiscal year. No member of the Petaluma Quilt Guild shall spend any money or assume any obligation to any amount greater than shall have been authorized by the General Membership as recorded in the annual budget.

Section 3 Other than budgeted items, any purchases that exceed \$50 must be approved by the General Membership.

Section 4 All monies collected by the Guild shall be placed in the operating fund. Any person whose check is returned for insufficient funds will be charged an additional fee in the amount equal to what we are charged. Additional funds, unused from the current

archived in the storage unit for future reference and historical purposes.

Section 3 Duties of Committee Chairs:

- a) The Appliqué and Pieced Friendship Chair shall keep accurate records of members who complete Appliqué Friendship blocks and shall distribute completed blocks.
- b) The Block of the Month Chair shall coordinate the Block of the Month Program.
- c) The Budget Chair shall be the Treasurer and shall plan the budget for the coming year subject to approval by the General Membership. The Chair shall also call a meeting of the Budget Committee consisting of herself, the Treasurer Elect, the President, the President Elect and three general members to propose a budget that will be voted on by the August general meeting.
- d) The Community Outreach Chair shall coordinate service committees which shall include but not be limited to: County Fair Liaison, Quilts for COTS Kids, Quilts for Valley of the Moon Kids, and Quilts for San Antonio Nursery.
- e) The Fat Quarter Frenzy Chair shall organize the fat quarter raffle at the General Meeting.
- f) The Historian shall keep pictorial and printed records generated by the Guild's activities so as to have a physical file for future reference. The Historian shall also take digital photos for publication on the Guild website and in the Guild newsletter.
- g) The Hospitality Chair shall organize refreshments at General Meetings.
- h) The Librarian shall maintain all books, periodicals, etc. donated or purchased for the use of Guild members and shall keep records of items checked in and out of the library.
- i) The Monthly Mini Chair shall organize donations of mini quilts to raffle at General Meetings.
- j) The Mother Hen Chair shall welcome new members to the Guild.
- k) The Newsletter Chair shall write, edit, print, mail, and email a Newsletter to members each month and shall keep digital and printed archives of Newsletters.

Quilts for Military & Families

Quilts for Military & Families started as a way for the Petaluma Quilt Guild to reach out to those who are serving our country. Members are encouraged to donate red, white or blue fabric for use in blocks, backing or one of the kits we provide for you. You can also make a block, or blocks or even a whole top from your own fabric. These items will produce tops, which will then be donated to different organizations that facilitate these quilts reaching service members.

Ways and Means

The Ways and Means Committee coordinates fundraising activities for the Guild.

Guild Quilt Auction

The annual PQG Quilt Auction raises funds through quilts, quilt blocks, quilt tops, gift baskets and services donated by the membership. The evening includes refreshments and a guest auctioneer.

Opportunity Quilt

Members make a quilt to raise funds for the Guild. The Committee decides on the pattern for the quilt and distributes blocks to the membership. The blocks are collected and sewn together by members of the Guild. Members also sell tickets both through individual sales of tickets handed out to each member by the committee and by public displays of the quilt at several festivals, fairs, and quilt shows. Bids for long armed quilting and the label will be solicited from Guild members or Affiliates and the committee will select the winning bid.

The Petaluma Quilt Guild welcomes fellow quilt guilds to sell opportunity quilt tickets providing space and time is available.

In order to maintain our non-profit status, the Petaluma Quilt Guild is unable to extend fund raising opportunities to other persons or organizations not affiliated with quilt guilds. Operations of these guilds have to be in compliance with the Petaluma Quilt Guild's purpose as stated in the Guild's Bylaws, Article II – Purpose.

Event Quilting

Sonoma-Marin Fair (June), Sonoma County Fair (July)

Members are encouraged to enter their quilts in each of these Fairs which we support through awards sponsored by the Guild. Entry Forms are available at the Petaluma Library. In addition, the Guild donates a \$50 Best of Show Award in honor of our Life Member Joyce Gross, a world renowned quilt historian, to the Sonoma-Marin Fair and a \$50 Machine Quilting Award in memory of past member, Dorrie Whipple to the Sonoma County Fair.

Olompali Park (Spring)

In May of each year, the Guild demonstrates hand quilting at Olompali Park Heritage Day in Novato. Members may volunteer to participate bringing their own work to use for the demonstration. In addition, members may volunteer to display the current Opportunity Quilt.

Tri-Guild Luncheon

Each year, three Sonoma County Quilt Guilds, the Petaluma Quilt Guild, the Moonlight Quilters of Sonoma County and the Santa Rosa Quilt Guild participate in a luncheon. The three Guilds take turn hosting the afternoon which includes lunch, a speaker or program, and raffles. When it is our turn, members are asked to donate a dish for the luncheon, raffle items, sew blocks for a raffle quilt and decorate tables.

Revised March 2014, Petaluma CA
2014 By-law Committee: Susan Hadenfeldt, JoAnne Wheeler, Kitty Talmage,
Sally Atterbury, Debby Loewenthal (Parliamentarian).

2. Serve as chairperson of the Nominating Committee.
3. Perform all incidental duties of the office as required

Section 4 Any officer or committee chairperson may be replaced at the discretion of the Board pending approval of the majority of voting members at a General Meeting.

Section 5 The Board shall refrain from any activities that might be perceived as a conflict of interest between the Executive Board members that involves money. Petaluma Quilt Guild members in decision-making roles shall disclose any conflict of interest and shall not participate in discussions or vote on such matters.

Section 6 All Board members completed binders/information shall be passed along to the newly elected members at the August Officers Transitional Meeting which is to be held in the month of August. The binders shall be archived in the storage unit for future reference and historical purposes.

Article V – Committees

Section 1 The committees of the Petaluma Quilt Guild shall include, but not be limited to: Appliqué Friendship Block, Block of the Month, Budget, Community Outreach, Fat Quarter Frenzy, Historian, Hospitality, Librarian, Monthly Mini, Mother Hen, Newsletter, Opportunity Quilt, Pieced Friendship Block, Secret Pals, Sunshine, Ways and Means, and Webmaster.

Section 2 The Committee Chairs shall be volunteers who may not serve more than two consecutive years. a. All Committee members completed binders/information shall be passed along to the new member at the August Officers Transitional Meeting which is to be held in the month of August. The binders shall be

6. Perform all incidental duties of the office as required.

D. The Secretary shall:

1. Keep the minutes of the Guild and the meetings of the Board of Directors and/or Executive Board Meetings.
2. Answer Guild correspondence.
3. Maintain an inventory of Guild property.
4. Perform all incidental duties of the office as required.

E. The Treasurer shall:

1. Receive and deposit all monies for all Guild activities.
2. Disburse Guild funds according to the approved annual budget.
3. Maintain financial records using accounting software provided by the Guild.
4. Make monthly financial reports of current account balances and expenditures at General Meetings.
5. Preside over budget committee and prepare a proposed budget.
6. Make an end of the year financial report
7. Oversee the Guild's insurance and policy coverage including Certificate of Insurance.
8. Maintain Nonprofit Raffle Registrations with California State Attorney General's Office.
9. Obtain one-day seller's permit for fundraising events.
10. Schedule the annual audit of the Guild budget and confer with the auditor, which shall be done in the month of August.
11. Perform all incidental duties of the office as required.

F. The Parliamentarian shall:

1. Act as a resource to the Guild and the Executive Board in matters of parliamentary procedures.

Bylaws of the Petaluma Quilt Guild

Article I – Name

The name of this non-profit organization shall be Petaluma Quilt Guild.

Article II – Purpose

The Purpose of the Petaluma Quilt Guild shall be:

- A. To preserve the heritage of quilt making.
- B. To further educate the membership in the art of quilt making.
- C. To contribute to the welfare of the residents of the Petaluma area by providing quilts to the people in need.

Article III – Membership

Section 1 Eligibility

- A. Membership shall consist of anyone who is interested in quilting upon payment of annual dues. No discrimination shall be made with regard to race, color, creed, sex, or national origin.

Section 2 Membership

- A. Active Members shall participate in and support the projects of the organization, have the privilege of voting and holding office, receive regular newsletters, and pay dues.
- B. Affiliate Members shall be businesses, community organizations, or individuals wishing to support the Guild. An affiliate member shall pay annual dues and shall be listed in newsletters. They shall not have voting privileges, hold office, or constitute any part of a quorum. Affiliate Members are also eligible for Active Membership upon payment of Active Membership dues.
- C. Junior Members shall be ten to seventeen years of age and be sponsored by an Active Member. Junior members shall have all the privileges of active membership, except holding elective office.
- D. Honorary Membership shall be awarded publicly to pay tribute to those members who have given outstanding

service to the Guild. Honorary members shall be exempt from dues and shall have full Active Membership privileges.

- E. Guests may attend any General Meeting but will be expected to join the Guild if continued attendance is desired. Non-members of the Guild will be expected to pay higher fees to any workshop or function sponsored by the Guild.

Section 3. Dues

- A. Active Membership dues shall be \$40.00 annually to be paid on the 1st Tuesday of September.
- B. Affiliate Membership dues shall be \$50.00 annually to be paid on the 1st Tuesday of September.
- C. Junior Membership Dues shall be \$10.00 annually to be paid on the 1st Tuesday of September.
- D. If dues remain unpaid by the 1st Tuesday of October, membership and privileges shall be forfeited.
- E. After March 1st, dues for new Active Members shall be prorated at \$20.00 for the remaining six months of the current membership year.
- F. Guests shall be charged a fee of \$5 for regular meetings featuring a scheduled speaker.
- G. Dues shall be changed by amendment to the Guild bylaws.

Article IV – Officers

Section 1 The Executive Board shall consist of the following officers: President, First Vice President, Second Vice President, Secretary, Treasurer, and Parliamentarian.

Section 2 The Board of Directors shall consist of the elected officers and the chairpersons of each committee.

Section 3 Duties of Officers:

- A. The President shall:
 - 1. Preside at all General Meetings of the Guild.
 - 2. Serve as an ex-officio member of all committees.

- 3. Preside at all Executive Board and Board of Directors meetings.
- 4. Call special meetings of the Executive Board and of the Board of Directors when necessary.
- 5. Appoint temporary committee chairs as needed.
- 6. Be authorized to co-sign checks.
- 7. Manage the property of the Guild in the offsite storage unit and shall keep an accurate inventory of that property.
- 8. Have the authority to sign contracts for the Guild.
- 9. Perform all incidental duties of the office as required.

B. The First Vice President shall:

- 1. Preside at General Meetings in the absence of the President.
- 2. Compile and maintain a membership list.
- 3. Provide a roster for each member.
- 4. Collect dues, distribute membership cards, and keep a sign-in sheet of all meetings.
- 5. Update and distribute membership handbooks.
- 6. Secure and maintain the on-site storage cabinet.
- 7. Maintain membership database, including monthly attendance, and pull reports from database as requested.
- 8. Perform all incidental duties of the office as required.

C. The Second Vice President shall:

- 1. Coordinate monthly programs.
- 2. Schedule speakers and workshops on quilt related topics.
- 3. Make arrangements for General Meetings and workshop locations.
- 4. Prepare contracts for speakers and workshop leaders. Contracts shall be arranged for all presenters regardless of whether they are accepting payment or not.
- 5. Sign such a contract with a co-sign of the Guild President or Secretary.