

**PIONEER QUILTERS' GUILD POLICIES AND PROCEDURES
2024**

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PIONEER QUILTERS' GUILD POLICIES AND PROCEDURES 2024

Article 1 - ORGANIZATION:

The Pioneer Quilters Guild is organized as a non-profit tax-exempt corporation under California Revenue and Taxation Code 23701d and Internal Revenue Code 501(c)(4).

Article 2 - MEMBERSHIP

Privileges and Responsibilities of Members:

- Members shall have priority in registering for Guild activities where attendance is limited. Non-members may place their name on a waiting list for specific Guild activities.
- Members shall participate in community service projects by attending a Guild community service workshop, or by finishing community service projects.
- Only members may participate in non-fundraising Guild activities (i.e., block-of-the-month, challenges, Lincoln Retreat, Get 'Er Done, etc.)

Membership List: A current membership list will be made available to members by the March general meeting in electronic format.

Nametag: Members must wear a nametag at all general meetings or be fined \$0.50.

General Meeting Sign-in: Members must personally appear and sign-in at the Membership table to document attendance at general meetings.

Newsletter: The newsletter will be sent to all members by e-mail only.

Membership Form: Each member will be required to fill out a Membership Form yearly to renew their membership. This form will include a media release as well as a Release and Waiver of Liability, all of which must be signed.

Article 3 - DUES AND FEES

Dues: Active Membership dues are \$45.00 annually, which includes 18 opportunity tickets. Honorary membership dues are \$15.00, which includes 18 opportunity tickets. Corresponding Subscriber dues are \$15.00 annually for the newsletter only. New members joining August 1 or later dues are \$30.00 for the remainder of the year and include 18 opportunity tickets.

Admission Fee: A \$5.00 admission fee will be charged to non-members for general meetings. Corresponding Subscribers are considered non-members and must pay the admission fee.

General Membership Meetings: General meetings shall be held the first Monday of each month, except July when there is no meeting, and September's meeting, which is held the last Monday of August to avoid the Labor Day Holiday, or unless otherwise designated by the Executive Board.

General Meeting Announcements: It is expected that committee representatives, Executive Board members and special guests may have brief announcements directly concerning Guild business and related activities. All others must submit a request to the President to be added to the general meeting agenda at least 24 hours prior to the general meeting. The President will review the topic and content of such requests to ensure the announcement meets Guild purposes and interests.

Executive Board Meetings:

The Executive Board will meet prior to each general meeting or unless otherwise designated by the Executive Board. General members may attend Executive Board meetings but will have no voting privileges. General members wishing to address the board must submit a request to the President to be added to the Executive Board meeting agenda at least 24 hours prior to the Executive Board meeting.

Article 4 - WORKSHOPS AND RETREATS

Fees for Guild-sponsored events (i.e., workshops, retreats, etc.) must be paid at the time of registration. Refunds may be given under the following circumstances:

- Cancellation of the event.
- When the event coordinator fills the opening with a replacement or a person on the waiting list.
- For special, individual situations, at the discretion of the Board.

Article 5 – STORAGE UNIT

The Storage Unit is for Guild committee supplies only. No personal member property is to be stored in the unit.

Article 6 - COMMITTEES

- Where appropriate, committees shall have a chairperson and a co-chairperson, and be required to report to the Board upon request.
- A committee chairperson or committee member shall not accept monetary compensation or donation of any kind from members.

Article 7 - INCIDENT REPORT

An Incident report shall be made available on our website for download for all committee chairpersons to maintain in their respective binders. An Incident Report will be filled out in the event that a member or guest of the guild is injured during a guild sponsored activity. The Secretary will maintain these signed forms.

Article 8 - NEWSLETTER

Submitting Items for Publication: Newsletter articles and advertisements must be submitted to the newsletter Editor by the deadline established by the Editor for publication in that month's issue.

Article 9 – ADVERTISING

Newsletter advertisements may be purchased per issue as follows:

Business Card \$6.00

Quarter Page \$12.00

Half Page \$20.00

Full Page \$35.00

The Executive Board shall establish advertising fees.

Members may place ads for quilting-related purposes at no charge if space is available.

Article 10 - WEBSITE

The guild maintains a web site at <https://pioneerquiltersguild.org> in which members and the general public have access to information about the guild. The membership list, photos of members, and guild newsletters are available for members only in a password protected area of the site.

Article 11 - QUILT FRAMES

The use of the Guild's PVC quilt display frames shall be limited to Guild events or upon approval of the Executive Board. There will be no rental to outside organizations.

Article 12 - VISITING OPPORTUNITY QUILTS

Display and marketing of opportunity quilts at Pioneer Quilters' Guild meetings shall only be allowed for recognized quilt guilds or upon Executive Board approval. The Guild's Vice President is responsible for coordinating and maintaining a database of visits of other guilds' opportunity quilts. The schedule is also shown on the Guild's website.

Article 13 - FINANCIAL

Northern California Quilt Council (NCQC): Reimbursement for travel expenses for the Program Chair and Program Chair Elect to attend quarterly NCQC meetings will be paid at a rate set by the Executive Board.

Expenses: All Executive Board members and Committee Chairs must complete the appropriate financial forms when submitting funds to or requesting funds from the Treasurer. All requests for reimbursements or revenue submittals must be signed by an appropriate Executive Board member or Committee Chair. This includes speaker housing and food at member's residence; reimbursable expenditure up to \$50.00 is allowed per night.

Annual Budget: All budget requests must be submitted with a completed Budget Request form by all committee chairs. Completed forms are to be received by the Treasurer by October 15th. The Treasurer shall prepare a Proposed Budget to present to the Executive Board for approval at the November Board Meeting.

Financial Professional: The Guild will hire a CPA to prepare its annual tax returns and provide limited tax and financial guidance.

Article 14 - LOGO

The logo for the Pioneer Quilters Guild shall be a covered wagon on a trail facing the setting sun.

Article 15 – AMENDMENTS

These Policies and Procedures shall be reviewed as needed and any changes approved by the Executive Board shall take effect immediately. Policies and Procedures are supplementary to the Pioneer Quilters Guild Bylaws.

Adopted 2/5/90

Rev. 2/5/96, 3/3/97, 4/6/98, 4/5/99, 4/3/00, 4/2/01, 5/4/02, 4/03, 5/05, 5/01/06, 10/06, 8/07, 04/09, 4/11, 10/13, 06/15, 08/18, 12/18, 10/19, 10/21, 6/22, 10/1/2024, 10/28/2024.