

**BYLAWS OF QUILTERS BY THE SEA  
LONG BEACH, CA  
A California Non-Profit Corporation**

Amended and Restated September 1994, September 1995, June 1996, December 2001, September 2002, March & August 2004, August 2006, July 2013, August 2014, and January 2016.

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**ARTICLE I – NAME**

The name of this nonprofit corporation shall be *Quilters by the Sea*.

**ARTICLE II – OBJECTIVE**

*Quilters by the Sea* (hereinafter referred to as *QBS* or *Guild*) is a nonprofit corporation promoting quilting excellence through education and philanthropic projects.

**ARTICLE III – MEMBERSHIP**

**SECTION I: MEMBERSHIP CATEGORIES**

- A. Good Standing: A member in good standing is one who is current with their dues, has no outstanding Library fines and has no unauthorized property belonging to the Guild in their possession.
- B. Charter Member:
  - 1. One who joined QBS during its initial membership period, which ended on July 18, 1993.
  - 2. Charter Members are not granted automatic renewal of membership and must pay the required annual dues.
- C. General Member:
  - 1. One who joined QBS after its initial membership period.
  - 2. General Members must pay the required annual dues.
- D. Junior Membership:
  - 1. Any person between the age(s) of 11-17 who has an interest in quilting and a desire to support the local community in the guild philanthropic efforts.
  - 2. Must be sponsored by and under the guardianship / supervision of a Charter or General Member who maintains their status of "member in good standing" at all times.
  - 3. Must have required annual dues paid in full.
  - 4. Is not eligible to vote in Elections or Guild business, nor hold Office/Committee Positions.
  - 5. Shall be eligible to pay Member rates for workshops, Guild functions, and Special Events, with the exclusion of events specifically prohibiting Junior Members or under legal age as participants.

**SECTION 2: DUES**

- A. All rates for dues shall be defined in Standing Rules.
- B. All annual dues shall be payable at or before the January General Meeting. Those individuals who have not renewed their membership by the February General Meeting of each year shall be deemed visitors and must pay the visitor fee(s).
- C. The President's membership fee shall be waived for one year beginning in January immediately following his/her election.
- D. The amount of dues shall be published in the newsletter and on the website.
- E. All members will receive the newsletter via e-mail (free of charge) or U.S. Mail.(at the Newsletter Subscription rate).

**SECTION 3: VISITORS**

- A. Visitors may attend any meeting by paying the visitor fee which shall be determined by the Board and published in the newsletter and on the website.
- B. The visitor fee(s) may be waived at the discretion of the President or Vice-President – Programs.

## ARTICLE IV – NOMINATION AND ELECTION OF OFFICERS

### SECTION 1: NOMINATING COMMITTEE

- A. The Nominating Committee shall consist of the Parliamentarian as chairperson, one Board Member, two active and one alternate member.
- B. The President shall not be a member of the Nominating Committee.
- C. No member of the Nominating Committee may be a nominee for an elected office.
- D. One Board member shall be nominated by the Parliamentarian and elected by the Board Members at the April Board Meeting.
- E. The two remaining members and alternate member shall be nominated and elected by the Voting Membership at the May General Meeting.
- F. The names of the Nominating Committee shall be published in the June Newsletter.

### SECTION 2: DUTIES OF THE NOMINATING COMMITTEE

The Committee shall perform the following duties.

- A. Accept all proposed nominations, and contact each member prior to August General Meeting to obtain their consent as a nominee.
- B. Ascertain that all members proposed for nomination satisfy all eligibility requirements.
- C. Present the slate of nominees to the membership at the August General Meeting. This report shall be printed in the August Newsletter.
- D. Distribute ballots and count the votes at the election / Annual Business Meeting (in September).

### SECTION 3: CANDIDATE ELIGIBILITY

- A. Any member interested in serving the Guild to the best of his/her ability, who is a fully paid member of the Guild, in good standing, shall be eligible to become an elected or appointed officer of the Guild.
- B. An individual may hold both an elected office and an appointed position, or two appointed positions, at the same time, except where a conflict of interest is determined by a majority vote of the Board.
- C. Each of the nominees for the positions of President and Vice-President-Programs shall have been a Board Member (either elected or appointed) for at least one year, within the last 5 years prior to the current year. The nominees must have attended a minimum of 75% of the Board Meetings during the term served.

### SECTION 4: NOMINATIONS AND BALLOT

- A. Nominations made prior to the August General Meeting may be communicated directly to a member of the Nominating Committee
- B. Additional Nominations may be made from the floor at the August General Meeting after which the nomination process will be closed.
- C. All nominees (including those nominated from the floor) must consent to their nomination; the final list of nominees for the election ballot shall be published in the September newsletter.
- D. At the August General Meeting the procedure concerning absentee ballots will be explained; this procedure will also be published in the September newsletter.
- E. QBS does not provide for write-in candidates.

### SECTION 5: ELECTION

- A. Officers shall be elected by the Voting Membership (Charter and General Membership) at each annual election held during the Annual Business Meeting.
- B. Officers shall be elected by a majority of votes cast, which shall consist of:
  - 1. Ballots cast by members in good standing present at the Annual Business Meeting; and
  - 2. Absentee ballots from the members in good standing must be received by the day before the Annual Business Meeting.
- C. To cast an "absentee ballot," a member will write out his/her votes on any slip of paper, place it in an envelope, seal it, and sign it across the flap. This envelope shall be delivered to the Parliamentarian prior to the Annual Business Meeting, who shall deliver all absentee ballots to the head teller for the tally.
- D. Voting shall be conducted by secret ballot and the person with the most votes wins.

### SECTION 6: TERM OF OFFICE

- A. The term of office for President and Vice-President-Programs shall be for one Fiscal Year following the Annual Business Meeting in September.
  - 1. Officers in these positions may serve no more than two consecutive terms in the same office.
- B. The term of office for the Quilt Show Chair shall be a two-year position.
  - 1. Officers in this position may serve more than 2 consecutive terms with approval from the Voting Membership.

- C. The term of office for the remaining elected officers shall be for one Fiscal Year following the Annual Business Meeting.
  - 1. Officers in this position may serve more than 2 consecutive terms in the same office with approval from the Voting Membership.
  - 2. The outgoing Treasurer will ensure that all yearly action items are completed for the year in which they have served.
- D. An officer who has served more than half a term is considered to have served a full term.
- E. The Board is authorized to review any appointed position not filled in order to determine and recommend to the Voting Membership whether a position should be eliminated, combined with another position, temporarily suspended or outsourced.
- F. There will be a three-month transition period for all elected and appointed positions on the Board from October 1 through December 31. The following will occur during this transition.
  - 1. Bank Card signatures will be changed prior to December 31.
  - 2. Each Board Member will turn over materials, tools, and equipment related to his/her position to their successor.
  - 3. Where applicable, each Board Member will provide guidance and mentoring to their successor to ensure a smooth transition in the running of the Guild.
- G. The President-Elect shall contact the Parliamentarian with recommendations for the appointed Board positions. The Parliamentarian will then contact the elected members of the Board, via telephone or other means, to obtain their approval of the proposed appointed officers by majority vote.
- H. The officers appointed by the President shall serve for one Fiscal Year term.
  - 1. Officers in these positions may serve more than 2 consecutive terms in the same office with approval from the Board and Voting Membership.
- I. An official vote of acceptance of appointed officers shall be taken.

## **ARTICLE V – THE QBS BOARD**

### **SECTION 1: COMPOSITION OF THE BOARD**

- A. The Board shall consist of all Elected and Appointed Officers.
- B. All matters brought before the Board shall be decided by a majority vote of the officers present, provided a quorum is present.
- C. Officers appointed by the President shall assume responsibilities after approval by a majority vote of the Elected Board.
- D. An individual may hold both an elected office and an appointed position, or two appointed positions, at the same time, except where a conflict of interest is determined by a majority vote of the Board. This member will be allowed only one vote as indicated in Robert's Rules of Order.

### **SECTION 2: BOARD MEMBERS AND THEIR DUTIES**

- A. The Board shall consist of Elected Officers and Appointed Officers.
- B. Elected Officers will be elected by majority vote of the Guild members in good standing at the Annual Business Meeting. Appointed Officers will be appointed by the President and shall assume duties as of January 1.
- C. Both Elected Officers and Appointed Officers shall attend Board Meetings and shall have full voting privileges with the exception of the President who may only vote in the event of a tie.
- D. Any officer may enlist the aid of the membership to assist in his/her duties.

### **SECTION 3: ELECTED OFFICERS**

- o All Elected Officers are responsible for attending Board meetings, maintaining financial records as well as a notebook pertaining to their position.
- A. President
  - 1. Shall preside at all General and Board Meetings of the Guild and represents the Guild at various functions.
  - 2. Be authorized to sign checks.
  - 3. Shall see that orders and resolutions of the Board are carried out.
  - 4. Keep the Membership informed of Board actions.
  - 5. Be an Ex-officio member of all committees except the Nominating Committee.
  - 6. May appoint such other officers or committees, Standing or Special, either vacated or deemed necessary, and shall be subject to Voting Membership majority vote. Committee Chairpersons will select and appoint their own committee members as needed.
  - 7. Maintain overall responsibility for all legal matters and documents as well as the necessary filing of legal reports and documents for the Guild
- B. Vice-President – Programs
  - 1. In the absence of the President, preside at General and Board Meetings.
  - 2. Authorized to sign checks.

3. Responsible for the presentation of programs at the General Meeting.
  4. Authorized to contract for speakers for the current year and, at a minimum, the first two months of the following Fiscal Year in order to budget long-range programs. Using the current budget as a guideline, the total amount of contracts may not exceed the budgeted amount authorized in the Vice-President's year.
  5. Keep the Vice President- Workshops and Intraguild Chair informed of all program planning in order to coordinate programs with workshops and Intraguild when feasible.
- C. Vice-President – Workshops
1. In the absence of the President and Vice-President- Programs, preside at General and Board Meetings.
  2. Responsible for the planning and presentation of workshops.
  3. Be authorized to contract for workshop leaders for the current year and, at a minimum, the first two months of the following fiscal year in order to budget long-range workshops. Using the current budget as a guideline the total amount of contracts may not exceed the budgeted amount authorized in that Vice-President's year.
  4. Keep the Vice-President – Programs aware of all workshops planned as well as coordinate programs for workshops when feasible.
  5. Shall promote workshops offered by the Guild including such information as notification of date, place, time, cost, contact person for making reservations, and payment methods.
- D. Secretary
1. Record the votes and keep the minutes of all General and Board Meetings.
  2. Responsible for conducting all general correspondence and for sending appropriate messages to members upon major events in their immediate families.
- E. Treasurer
1. In the absence of the President and the Vice-Presidents, shall call the meeting to order and preside as acting chairperson,
  2. Be authorized to sign checks.
  3. Record all financial transactions of the Guild, pay all bills, and present a full financial report annually as well as present financial reports at each General and Board Meeting.
  4. Present the full annual Financial Report in the January Newsletter.
  5. Receive and deposit monies in the bank account(s) maintained in the name of the Guild and provide all financial reports as required by outside agencies.
  6. Responsible for filing taxes and financial documents as necessary.
  7. The Fiscal Year shall be as defined in the Standing Rules.
  8. As Budget Committee Chairperson, with a committee of three Guild members, be responsible for preparing an annual operating budget to present at the General Meeting one month prior to the end of the Fiscal Year. The budget will become effective upon approval by the General Membership.
- F. Membership
1. Keep up-to-date membership records.
  2. Oversee membership renewals.
  3. Provide new members a copy of current bylaws, the membership directory and a new member packet.
  4. Prepare and distribute membership cards as needed.
  5. Greet and register members and guests at the Guild Meetings.
  6. Publish Guild Membership Directory at least once annually and provide to membership via e-mail.
- G. Internal Auditor
1. Audit the Guild's financial books quarterly by going through the records of the prior fiscal quarter.
  2. Check all accounting and make sure all checks were properly documented and generated.
  3. Submitted a written report of the quarterly financial review, with copies to each Board Member during the first three months of the Fiscal Year.
  4. Conduct an annual inventory of the Guild's non-consumable assets and submit a written report to the Board, with a copy to each Board Member, during the first three months of the fiscal year.
  5. Publish a Report of the Internal Auditor's findings in the newsletter of the month following the completion of the audit.
- H. Special Events Chair
1. Responsible for special events to help raise funds for the Guild.
  2. Events may include theater nights, garage sales, resale of items, boutiques, and actions, etc.
  3. Shall enlist members of the Guild to form a Committee to help with each special event.
- I. Quilt Show Chair
1. Presides over the QBS Quilt Show.
  2. Shall enlist members of the Guild to form a Committee to help put on the Show.

## SECTION 4: APPOINTED OFFICERS

All appointed Officers are responsible for attending Board meetings, maintaining financial records as well as a notebook pertaining to their position.

- A. Newsletter Editor
  1. Produces and provides each member with a copy of the monthly newsletter approximately one to two weeks prior to each General Meeting.
  2. Each Newsletter will include the date, time, and place of the next General and Board Meetings; any business requiring formal notice; and other information of interest to the general membership.
  3. Shall provide webmaster with electronic version for publication and archiving.
  4. Newsletter Subscription:
    - a. Only receives the newsletter by U.S. Mail and does not attend meetings.
    - b. Newsletter Subscribers will be treated as visitors if they attend a meeting and must pay the visitor fee.
    - c. The Newsletter subscription rate shall be set by the Newsletter Editor upon approval by the Board.
- B. Parliamentarian
  1. Shall ensure that proper parliamentary procedure is followed at all meetings.
  2. Instruct the President, other officers, committees and members on matters of parliamentary procedure.
  3. Chair the Bylaws Committee, review the bylaws with a committee and shall amend or revise the bylaws as required. Then recommend to the Board that the amended or revised bylaws be presented to the general membership for consideration as needed.
  4. Be chairperson of the Nominating Committee.
- C. Librarian
  1. Shall have custody of all books, periodicals, including books, and video materials donated or purchased for the use of members.
  2. Maintain records of circulating items.
  3. Bring a portion of the library to each General Meeting.
  4. Be empowered to impose uniform fines for overdue books and to bill members for lost books at current or estimated replacement value for that book, or a similar book if the lost book is out of print.
  5. Provide a printed list of the library contents at each meeting and to the webmaster for website publication.
- D. Intraguild Coordinator
  1. Shall be responsible for coordinating and implementing activities that promote camaraderie within the Guild.
  2. These programs may include, but are not limited to, raffle program, secret pal, round robin, block exchanges, etc.
- E. Community Relations / Philanthropic Coordinator
  1. Shall be responsible for coordinating and maintaining the records of Community Relations and the philanthropic endeavors that include, but are not limited to, teaching quilting to various organizations, quilt donation projects, and selecting nonprofit organizations to receive monies or services of the Guild.
  2. Shall form a committee to present philanthropic efforts to the Voting Membership for voting approval at the Annual Business Meeting.
    - a. Members may nominate a charity to the Community Relations Committee prior to June for consideration for the following year.
    - b. At the Annual Business Meeting the Voting Membership shall vote to approve charities that will receive quilts and/or monetary donations in the following year.
    - c. Organize and distribute quilts and donations to Guild-approved Charities twice a year (May and December General Meetings.)
- F. Southern California Council of Quilt Guilds (SCCQG) Representative
  1. Shall represent the Guild at regularly scheduled meetings of the council, vote on behalf of the Guild, and report to membership the activities of the council.
  2. Take QBS publicity materials to the council meetings when necessary.
  3. Keep QBS Officer and event information current on council website.

## SECTION 5: STANDING COMMITTEES

- A. Standing Committees have no term limits and no voting rights on the Board.
- B. Each committee is responsible for their own financial records as well as providing a report to the specific Board Member. If specified Board Member position is vacant the committee will report to the President.
- C. The following Standing Committees are to be established or disestablished as deemed necessary by the Executive Board. There may include but are not limited to:
  1. Historian (this committee reports to the President)
  2. Show and Tell (this committee reports to the Intraguild.)
  3. Facilities / Equipment shall coordinate the storage and use of Guild equipment and property (this committee reports to the President.)
  4. Hospitality (this committee reports to the President.)
  5. President's Gift (this committee reports to the Vice President – Programs.)

6. Bee Keeper (this committee reports to the Intraguild Chair.)
7. Publicity (this committee reports to the President.)
8. Opportunity Quilt
  - a. Current Quilt Chair
    - i. Shall form a committee to plan, prepare, and raffle an opportunity quilt.
    - ii. The Opportunity Quilt shall be completed approximately one year prior to the drawing where it will be given away.
    - iii. This committee reports to Special Events.
  - b. Future Quilt Chair
    - i. Shall form a committee to plan, prepare, and raffle an opportunity quilt.
    - ii. The Opportunity Quilt shall be completed approximately one year prior to the drawing where it will be given away.
    - iii. This committee reports to Special Events.
9. Guild Basket (this committee reports to the Intraguild Chair.)
10. Greeter (this committee reports to the Membership Chair.)
11. Retreat (this committee reports to the Intraguild.)
12. Web Master (This committee reports to President)
  - a. Maintain Website, inclusive of calendar, programs, workshops, newsletters (present and past) et al.
13. Facility Location Liaison (This committee reports to President)
  - a. Facilitate communication between Guild and building / facility management.
  - b. Assist in location of and contracting with new facility as necessary.

## **ARTICLE VI – MEETINGS**

### **SECTION I: GENERAL MEETINGS**

- A. Unless otherwise ordered by the Guild or by the Board, General Meetings shall be held once a month from January through December.
- B. The General Meeting in the month of September shall be the Annual Business Meeting at which the Guild officers shall be elected, and any other significant Guild business decided upon.
- C. Annual reports and financial reports from elected and appointed officers and committee chairpersons shall be submitted to the President by December 31 and included in position notebooks.
  - a. Fiscal reports from the Treasurer are due by January 31.
- D. When written notice is given in advance to members that a meeting will be held at a particular time and place, on a particular date, that meeting is a 'properly called' or 'duly called' meeting.

### **SECTION 2: QUORUM**

- A. A Quorum constitutes the number of members of a body that when duly assembled are authorized to transact business.
- B. The presence of 25% or more of the current Voting Membership shall constitute a quorum for any general or duly called special meeting.
- C. A minimum of any eight voting positions shall constitute a quorum at a Board Meeting.
- D. If a Board Member holds more than 1 voting position that person shall be entitled to only one vote. If the position is held by Co-Chairs they shall share one vote.

### **SECTION 3: BOARD MEETINGS**

- A. Meetings of the Board shall be held monthly.
- B. The Board Meeting shall have a definite day to be established by each Board for its term of office.
- C. A Board Meeting shall take place with no less than three days notice to each officer.
- D. Board Members are required to attend Board Meetings. If a member misses more than two consecutive or more than three total meetings during the year, then the Board has the authority to declare that position vacant.

### **SECTION 4: SPECIAL MEETINGS**

- A. A special meeting (or "called" meeting) is a separate session of the Guild held at a time different from that of any General Meeting, convened only to consider one or more items of business specified in the call of the meeting.
- B. Special Meetings may be called by the President or elected Board or may be called upon written request of 25% of the membership.
- C. The purpose of the meeting shall be stated in the call.
- D. A Special Meeting shall take place with no less than five days written notice to each member.
- E. All committee meetings shall give written notice to the President.

## **ARTICLE VII – VOTING AND RIGHTS**

### **SECTION 1: FULL VOTING RIGHTS**

- Only Guild Members in good standing have full voting rights at any general or special meeting.

### **SECTION 2: VOTING**

- All questions brought before the membership at any Guild Meeting shall be voted on if a quorum is present. Once a quorum is established, the questions shall be decided by a simple majority vote of those members in good standing present unless otherwise specified by these Bylaws.

### **SECTION 3: REPRESENTATION**

- Each member in good standing present at the meeting shall have one vote on the issue before the membership.

### **SECTION 4: RESIGNATION OF OFFICERS**

- Any officer may resign at any time by giving written notice to the Board. Such resignation shall take effect on the date of formal acceptance by the Board.

### **SECTION 5: REMOVAL OF OFFICERS**

- A. The entire Board or any individual may be removed from office with just cause at any time if approved by a 75% vote of the Voting Membership at a duly called meeting.
- B. Just cause included failure to renew membership (lack of good standing) and non-attendance at General and Board Meetings.
- C. A successor(s) shall be elected to fill the vacancy or vacancies thus created.
- D. The appointment of this successor shall become permanent upon approval of the majority vote at the next Board Meeting.

### **SECTION 6: BOARD VACANCY**

- A. Vacancies on the Board caused by any reason other than the removal of an officer shall be filled by temporary appointment by the President.
- B. The temporary appointment shall become permanent upon approval of a majority vote at the next Board Meeting.

### **SECTION 7: PRESIDENTIAL VACANCY**

- In the event the President is unable to complete the term, the Vice President-Programs shall assume the presidency for the remainder of the year. A new Vice President-Programs will then be elected by special election.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The current edition of *Robert's Rules of Order* shall provide meeting procedures for the Guild where applicable and not inconsistent with these bylaws and any special rules of order the Guild may adopt.

## **ARTICLE IX – DISSOLUTION OF ORGANIZATION**

- A. The Voting Membership may vote to dissolve QBS at any General Meeting by a three-quarters vote provided that a motion to dissolve has been submitted in writing at the previous General Meeting.
- B. By the 90<sup>th</sup> day following an affirmative vote to dissolve QBS, all cash and other assets owned by the Guild shall be donated to the nonprofit organization(s) approved by a majority vote of the members at the time the motion to dissolve is passed.
- C. The organization(s) to which the assets are distributed shall be organized and operated exclusively for charitable and educational purposes and have established status under Section 501(c)(3) of the Internal Revenue Code and have established its tax exempt status under Section 23701(d) of the California Revenue Code.

## **ARTICLE X – BYLAWS**

### **SECTION 1: REVISION OF BYLAWS**

- Any revision of the Bylaws of this Guild shall be approved by a majority vote of the Voting Membership at a general or special meeting, provided that notice of the impending vote and the revised Bylaws have been submitted in writing or via e-mail to each voting member at least one week before the meeting.

### **SECTION 2: AMENDMENTS**

- A. Proposed amendments to the Bylaws may be presented to the Board by any member of the Guild.
- B. Amendments will be presented to the general membership after three-quarters (3/4) of the Board Members have voted on the matter affirmatively.
- C. Amendments may also be presented to the General Membership by written petition signed by at least 25% in good standing.

- D. At least one week in advance of a vote on the amendment to the Bylaws, each member shall receive notice of that vote as well as a copy of all amendments to be considered.
- E. All amended Bylaws shall be effective as of the date of adoption or as specified by the amendment.
- F. Adoption of these amendments shall be by a majority vote at a regular General Meeting.

### SECTION 3: STANDING RULES

#### A. TREASURY

- o Voting Board Members shall be responsible for monetary transactions. All transactions by Subcommittee or Standing Committee Chairs must be pre-approved by the Board Member in charge of that budget and shall not exceed the approved budget.

#### B. AUTHORIZATION OF EXPENDITURES THAT EXCEED BUDGET LINE ITEMS

1. Any expenditure of \$200.00 or less must be approved by the Board.
2. Any expenditure exceeding \$200.00 must be approved by the Voting Membership.
3. The Board shall be authorized to spend emergency monies where immediate action is required for a matter to be resolved prior to the next General Meeting at which time the Voting Membership will have an opportunity to vote on this matter.

#### C. DUES

1. Dues will be set by the Board, reviewed annually by the Budget Committee, and approved by the General Membership.
2. The Membership year lasts from January through December and the current dues are \$35.00 per year.
3. Dues are pro-rated semi-annually from July through December and the current pro-rated dues are \$17.50 for the remainder of the year.

#### D. REMUNERATION

- o Members of the Guild shall not expect remuneration for their work and/or time expended for the Guild as they are providing a service to QBS and the community, except for those provisions otherwise provided in these Bylaws.

#### E. NEWSLETTER

1. Members receive the newsletter electronically as part of their membership dues.
2. Newsletter subscription rate shall be set by the Newsletter Editor upon approval by the Board.
3. The Newsletter Subscription is structured as follows:
  - a. January through December; or
  - b. January through June; or
  - c. July through December; or
  - d. One single month only.
4. Newsletter subscription rates are not pro-rated and current rates will be published in the newsletter and on the website.

#### F. FISCAL YEAR

1. The Guild's Fiscal Year shall be January 1 through December 31.

#### G. COPIES OF CONTRACTS

1. Any officer of the Guild executing a contract on behalf of the Guild shall immediately give a copy of that contract to the Treasurer.
2. Board approval is required for a contract executed by any officer that is in excess of \$1300 regardless of their line item budget.

#### H. COPIES OF FINANCIAL MATTERS

- o Copies of all documents and correspondence relating to financial matters shall be kept with the Treasurer's records.

#### I. DONATIONS

All donations that are made in the name of the Guild shall either be to the SCCQG or to organizations that are organized and/or operated exclusively for charitable and education purposes; i.e., those established under Section 501(c)(3) of the Internal Revenue Code and have established tax-exempt status under Section 23701(d) of the California Revenue Code.

#### J. REIMBURSEMENT

1. Receipts or invoices for reimbursable expenses must be submitted per the Treasurer's requirements prior to any refund being issued.
2. For all advance checks written to third parties, receipts must be forwarded to the Treasurer immediately.

#### K. GUILD CANCELLATION POLICY

- o If the Guild cancels an event then all monies will be refunded.

#### L. MEMBER CANCELLATION POLICY

1. This policy is for any event requiring pre-registration (workshops, bus trips, etc.)
2. A Full refund will be paid up to two weeks (one month for retreat) prior to the event.
3. Up to one week (one month for retreat) prior to the event, there will be a full refund only if the position can be filled from the wait list.
4. If there is less than one week (one month for retreat) prior to cancellation, no refund will be given.



5. Registration is official only when payment has been received. If payment is not received within one week after phone-in registration, that quilter's name will be removed from the list and that place will be given to the next name on the waiting list.

M. VISITORS

- In an effort to promote community outreach and educations, visitors shall be allowed to participate in various publicized events. Where events involve fees, visitors may be charged a higher rate.

N. FINANCIAL REVIEW

- The Board may, at its discretion, hire an outside party to conduct a review of the Guild financial records. Results of the review shall be submitted to the Board and shall be published in the Guild newsletter within two months following the receipt of the report.

DATE: November 10, 2016

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY