

Santa Rosa Quilt Guild

Member Handbook



Santa Rosa Quilt Guild
PO Box 9251
Santa Rosa, CA 95405
www.santarosaquiltguild.org
www.srqg.org

Santa Rosa Quilt Guild is a 501(c)(3) non-profit organization (TIN #94-2422442)

The Santa Rosa Quilt Guild is a member of the
Northern California Quilt Council (NCQC)
October 2022

Acknowledgments

The Member Handbook for Santa Rosa Quilt Guild was created in 2001 by the following committee:

Sharon Fry, Phyllis Gallaway, Holly Palma,
Lee Trevelyan, and Dotty Zagar.

Phyllis Gallaway formatted and typed the original handbook, added artwork, and arranged for printing.

In 2009 Pam Brown and Anne Dondero revised and updated the Handbook with formatting and graphics by Jan Andrews.

In 2015 the Handbook was updated by Jan Andrews, Sharon Fry, Jim Jensen, and Phyllis Gallaway to reflect changes to the Bylaws, and the Policies, Procedures, and Reference Manual.

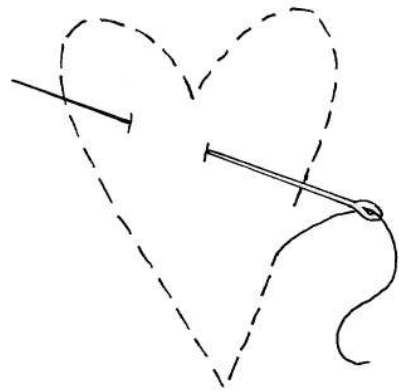
In 2022 Jan Andrews (Membership Committee) and Sharon Fry (Parliamentarian/Historian) revised the Membership Handbook.



WELCOME!

WELCOME to the Santa Rosa Quilt Guild! We are an active group of women and men who share a love of quilting and all things quilt-related. We embrace all who share our interests and are glad that you are joining us.

The Santa Rosa Quilt Guild is a non-profit organization established in 1976 whose purpose is to preserve and continue the tradition, culture, and history of the art of quilt making; to contribute to the growth of knowledge in quilting techniques; and to sponsor and support quilting activities within our community.



This handbook is a resource for understanding how our Guild functions since our busy meetings can be a little overwhelming at times. We hope it will provide answers to your questions and encourage you to participate in the many activities and wonderful programs offered to our Members. At least one Contact Person is listed for each activity, and their names can be found on the top section of our Guild roster. Please do not hesitate to ask questions or get more information from any Board Member, Guild Member, or the Welcome Committee.

Meetings are conducted in a relaxed and friendly atmosphere. We learn from one another in this environment of support and sharing.

We ask that Members and Guests refrain from wearing perfumes or strong-scented lotions to Guild functions as many suffer from allergies.

We want all of your experiences with the Guild to be fun. So, ENJOY!

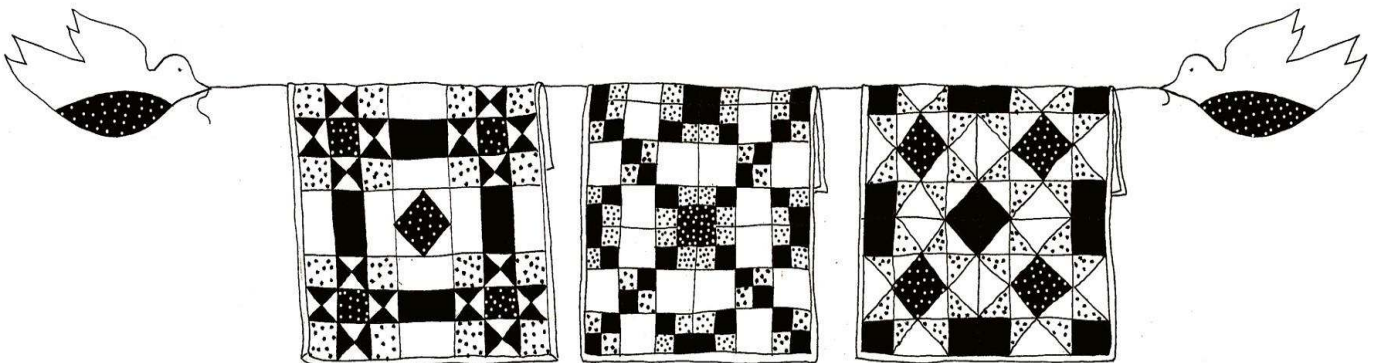
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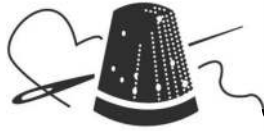
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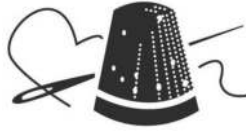
Guild Support

The Guild is as vibrant and exciting as its Members. Active Member participation helps make our Guild run smoothly. Those who serve on the Elected Board, on Committees, and as Event Coordinators contribute their time toward making our Guild a flourishing organization.

Volunteering is an integral part of the Guild. Opportunities range from chairing or serving on a Committee to assisting Committee Members, from fundraising to working on Community quilts, from holding an office to sharing a skill or technique, and in many other ways limited only by our imaginations. Many volunteer activities are announced throughout the year, and we hope that you will give generously of your time to support our Guild.



The logo of the Santa Rosa Quilt Guild is a rose designed by commercial artist Ed Gross, husband of Founding Member Joyce Gross. The Guild banner was made by former Members Vernice Thorn, Betty Thorn, and Vivian Danz.



Communication

In addition to sharing information at meetings, we have a number of communication tools available to members. If you do not find the information you are seeking, please ask any Member for help.

Website Contact Person: Website Coordinator

<http://santarosaquiltguild.org/> or www.srgg.org

Members are encouraged to visit our website often as it is frequently updated.

On our Home Page you can get a glimpse of the Guild's activities for the present year under the heading of Calendar by scrolling down on the Home Page. Our monthly newsletter is filled with Guild information and current events. Check out our Programs/Workshop page to see the upcoming speakers, or the TSW (Technique Sharing Workshops) page for after-meeting activities. Both of these pages have supply lists, which can be downloaded for your convenience. There are also pages for Block-of-the-Month, Friendship Blocks, Community Quilts, and our Opportunity Quilt. The Library page is a "must see" as we have over 3,500 quilting books listed with an easy-to-use search feature. Guild Members may check out our three Accuquilt® cutters and our many dies just like a library book or DVD. Information about the Go!® Products may be found by scrolling to the very bottom of the Library's Home Page. The Library also has a huge selection of rulers, templates, and stencils to loan.

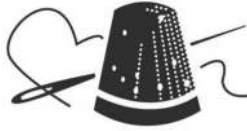


On our Download Forms page you will find forms for Reimbursement requests, Membership application, eScrip, Membership Handbook, Bylaws, Policies and Procedure Manual, Friendship Block Credit List, Community Quilt sizes, and more.

We also have a Blog (short for web log) which is used as a bulletin board. Here information is posted for upcoming events, reports from past events, recipes, patterns, videos of special events at meetings, some technique tutorials, and much more. If you have something you would like posted on the Blog, contact the Website Coordinator at the Guild meetings or by email. Happy surfing!

Newsletter Contact Person: Newsletter Editor

Our newsletter, *Stitch'n Times*, contains the latest news and reminders of Guild information. It is a handy reference for upcoming programs, the status of on-going activities, and more. Any Member is invited to submit both articles and suggestions for articles to the Editor. The deadline is announced by the Newsletter Editor.



Communication

continued



The preferred method of delivery for the newsletter is via our website. The file is available as an Adobe Acrobat reader pdf. Acrobat Reader is available as a free download at its website:

<http://get.adobe.com/reader/>

A limited number of printed copies are available to Members who do not have access to a computer, and are mailed to those members. Newsletters do not contain membership roster information.

Group Emails

Contact Person: Group Email Coordinator

News updates pertinent to Guild Members are also announced in the form of blind group emails. The membership application form has a section for requesting to be included in this group. Any Member may submit information for distribution to the Membership. Note that emails are limited to Guild business and other matters pertinent to quilters, such as fabric sales, formation of work groups, meeting reminders, and anything believed to be of general interest to the Membership. Jokes, sales pitches, and political commentaries are **never** distributed to our email list members. Distribution of Member information to non-members, such as names, addresses, phone number, and/or email addresses is **strictly prohibited**.



Guild Calendar-on-a-Page

Contact Person: President

The Guild Calendar-on-a-Page lists the activities for each month. It is updated frequently and is available on the "Download Forms" page on our website.

Social Media

Contact Person: Social Media Chair or Videographer

In addition to our website, Santa Rosa Quilt Guild has a Social Media presence on Facebook, Instagram, and YouTube.



Our Facebook group, Santa Rosa Quilt Guild, is an online community to share information and events about the guild and quilt-related topics. It is not a requirement to be a member of the guild, but it is a private group, and a request to join must be submitted.

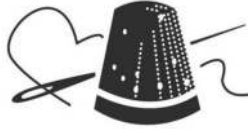


The Instagram account, Santa Rosa Quilt Guild, is open to everyone, simply choose to "follow."



Our YouTube channel, which is open to the public, shows various Technique Sharing Workshops, Interviews with some of our Guest Speakers, as well as some of our recorded meetings, both live and via Zoom.

Members with questions should contact the Social Media Chair or Videographer.



Meetings & Special Events

Regular Meetings

The Guild meets on the first and third Thursdays of the month, January through November, at the Veterans Memorial Building, 1351 Maple Avenue in Santa Rosa, and/or via Zoom. In December there is only one meeting, on the first Thursday. Information regarding meeting location/Zoom is available in the Newsletter, Website, Calendar-on-a-Page, or Email blast.

Meetings start at 10:00 a.m. and last approximately two hours; however, you may want to extend your time and enjoy the optional activities after the meeting. Bring your lunch and beverage, and plan to enjoy the company. Canned soda and bottled water are available from a vending machine in the lobby.

The first meeting of the month is usually a general meeting during which we hear Committee reports, announce Block-of-the-Month and Friendship Blocks, share our projects at Show-and-Tell, and make other general interest announcements. The second meeting of the month is usually a program meeting or special event. The December Holiday meeting includes a potluck.

Guests are welcome at all meetings, and are encouraged to join the Santa Rosa Quilt Guild.

ZOOM Meetings

We also televise our meetings via Zoom.

Several days prior to the meeting the President or Zoom Committee sends an email containing a link to join the meeting via Zoom. Approximately ten minutes prior to the start of the meeting click on the link to be invited into the meeting. Please note that your name on your Zoom window is correct with your first and last name so you may be properly identified. The Zoom Committee can help with this task.

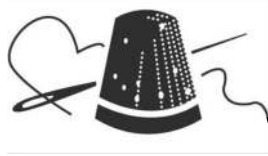
If Members wish to invite guests to view the meetings via Zoom, please identify those people's names to Membership or the Zoom Committee at least 24 hours before the meeting. If you wish to invite a guest to view a Speaker Meeting via Zoom, you must ask for permission from the Program Chairperson at least 24 hours before the meeting. It is up to the speaker whether or not non Guild Members are invited.

Zoom meetings are recorded and may be viewed via the Blog section of our website. The speaker portion of the meetings are not recorded unless special permission is granted by a particular speaker. Note: The "Chats" made during a Zoom meeting are recorded in the minutes.

Board Meetings

The Elected Board meets via Zoom on the fourth Thursday of each month as needed, except November and December, at 10:00 a.m. Committee Chairs may present items to the Board for discussion after notifying the President in writing and identifying the topic. Any Member may attend Board meetings, but will be muted unless prior permission to address the Board through the President is requested.

In December Elected Officers and Committee Chairs of both the current and incoming years may meet to discuss their responsibilities.



Meetings & Special Events

Special Event Meetings

Installation of Officers	First meeting in January
Founders' Day Celebration and potluck*	Third Thursday in September
Holiday Celebration and potluck	First Thursday in December

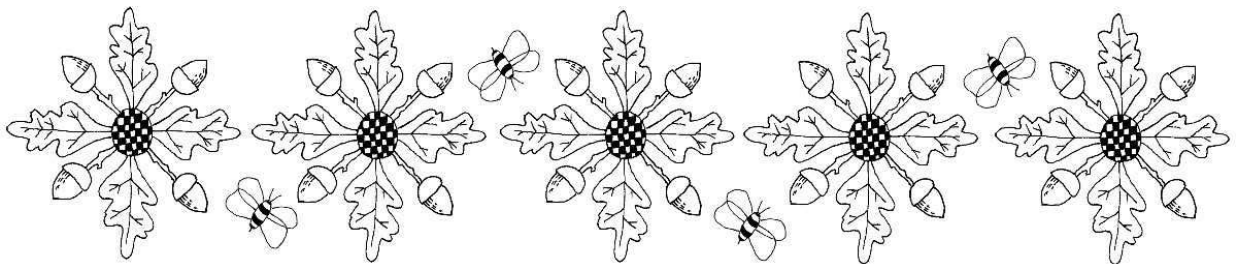
* Refer to page 15 for Guild history and more information.

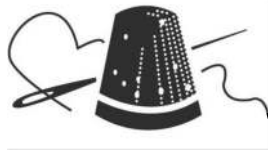
Special Meetings

Special meetings may be announced, consistent with the Bylaws.

Minutes

The Minutes of Regular, Program, and Special Events meetings are available from the Secretary or the President.





Membership & Dues

The Santa Rosa Quilt Guild operates on a calendar year. Membership is open to any individual with an interest in quilting and a willingness to comply with the Guild's policies and procedures. Dues are set by the Board payable upon joining, and by January 1 each year for renewal. Dues are pro-rated 50% for **new** Members joining July 1 or later, and 25% for **new** Members joining October 1 or later.

Active Members

Members whose dues are current are Active Members. They may hold office, vote on issues, serve as Committee Chairs, and make up a quorum.

Affiliates

Businesses, organizations, and individuals wanting to support the Guild are eligible to be Affiliates. Affiliates may not hold office, vote on issues, serve as Committee Chairs, or make up a quorum, but are encouraged to serve on committees and participate in all other guild functions. They are given recognition in the roster and newsletters, and have an opportunity each year to make a 15-minute presentation to the Membership at a business meeting. Following their presentation they may offer items for purchase. Dues are the same as for Active Members.

Honorary Life Members

This is a very special honor given to Members selected for continued outstanding service to our Guild. They have all the rights and privileges of Active Members, are permanently exempt from annual dues, and receive a permanent Membership Card and Certificate.

Immediate Past President

The immediate Past President shall be exempt from dues for the year following his or her presidency, or if an Honorary Life Member, may be given a voucher to be used to attend a Guild workshop.

Membership Cards and Roster

Membership cards are available annually to all members in a digital format to print at home. A limited number of printed copies will be available to Members who are unable to print their own cards and may be requested from the Membership Chair.

A digital copy of the roster of Active Members and Affiliates is available for Members who request one, and is continuously updated throughout the year. Members without computer access may request a printed copy from the Membership Chair.

Distribution of roster information, except to other Guild Members for the purpose of personal contact, is prohibited.





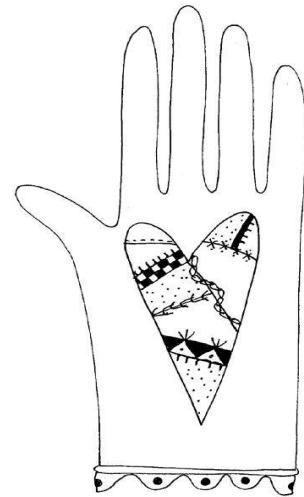
Member Benefits

We are fortunate in the number and variety of Member benefits our Guild offers, which are described below, listed alphabetically.

Affiliate Presentations

Contact Person: President or Membership Committee

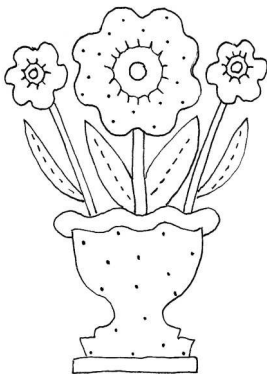
Affiliates are invited to take advantage of an annual opportunity for a 15-minute presentation to the Membership during a meeting. Affiliates may use this time to display and discuss quilt-related items and services they can provide, and may have items for purchase after the meeting. Scheduling is coordinated with the President.



Awards

Contact Person: Awards Committee Chair

The Guild may award “Honorary Life Member” status for continued outstanding service to the Guild. To be eligible for consideration the individual must have been an Active Member for at least five years, and must have served full terms in at least one Elected Office and one additional position (Elected Office or Committee Chair). Honorary Life Members receive a Certificate of Recognition, a permanent membership card, and are exempt from dues for life.



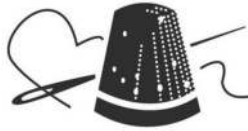
The Guild may present Merit Awards to Members who have shown extraordinary dedication to the Guild in a particular field. To be eligible for consideration, the Member must have been an Active Member for at least two years. Merit Award recipients are given an engraved gold charm, a voucher for a workshop, or one year dues paid, the recipient’s choice.

Active Members may submit nomination forms to the Awards Committee by the end of the first meeting in June. Nominations shall contain a statement of justification and the required number of supporting signatures (at least 15% of Active Member count as of January 31st). The Awards Committee will review the nominations for eligibility compliance and verify the appropriate number of valid supporting signatures before presenting the nominations to the Board for consideration. The Board shall decide by majority vote whether to grant the awards, and the Awards Committee shall act upon its recommendation. Awards are presented at the Founders’ Day meeting on the third Thursday in September.

Basting Support

Contact Person: Vice President

Help with quilt basting after meetings is available upon request. Basting is scheduled and announced in advance, and everyone is encouraged to help. Check with the contact person to verify which supplies the Guild provides and which items you will need to provide.



Member Benefits

continued

Discounts

Several of our Affiliates, as well as many fabric and quilt stores throughout the country, offer discounts to Guild Members. These discounts vary, so carry your Guild card with you and check directly with each vendor.

Historian Contact Person: Historian

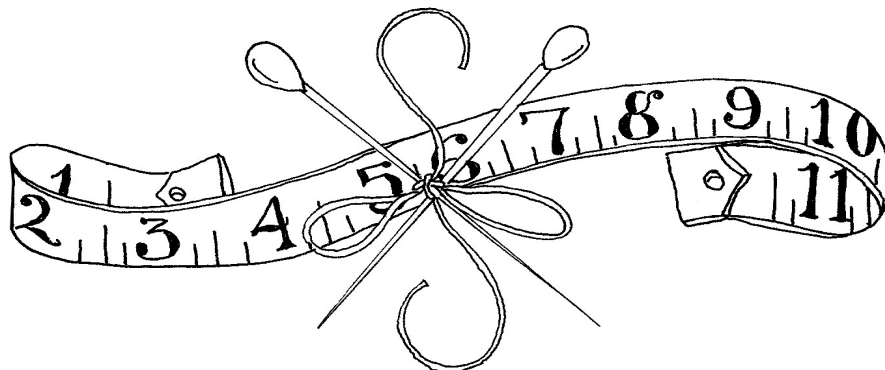
The Guild Historian collects photos, news articles, and other items of interest. Members are encouraged to submit items for the Scrapbook, such as newspaper and magazine articles recognizing the talents of a Guild Member. The Historian keeps a printed copy of the newsletter at home as reference.

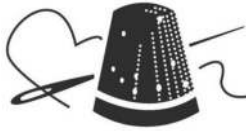
Hospitality Contact Person: Hospitality Committee Chair

We may enjoy desserts and/or light snacks before or after the meetings, thanks to Member generosity. We suggest that Members bring a light lunch to the meeting as our snacks are not a full meal.

Each Member is encouraged to provide a snack, finger food, and/or dessert for the buffet table at least twice a year. Birthday months, and six months after make good reminders for these contributions to the buffet table. As kitchen facilities are not available during regular meetings, contributions should not require refrigeration or cutlery.

Members are encouraged to contribute to the potlucks on Founders' Day in September and the Holiday Celebration in December, with sign-ups being taken several weeks in advance.





Member Benefits

continued

Library

Contact Person: Librarian

Sharon Fry very shyly offered to help check in books at the first quilt guild meeting she attended in January 1990. At the very next meeting she was promoted to the position of Librarian. At that time all of the books were contained in one box. We now have over 3,500 books, plus magazines, videos, CDs, DVDs, rulers, stencils, templates, and three Accuquilt® cutters and many dies. Our SRQG library has been rumored to be the “Best Quilt Guild Library in the World.” Sharon constantly reminds everyone that this could not have happened without the assistance of scores of volunteers who appear magically to assist with checking in items, filing, searching, and organizing. Members may volunteer for five minutes, or five hours, or anywhere in between. Training is on the spot and is a nice way to meet fellow Members.

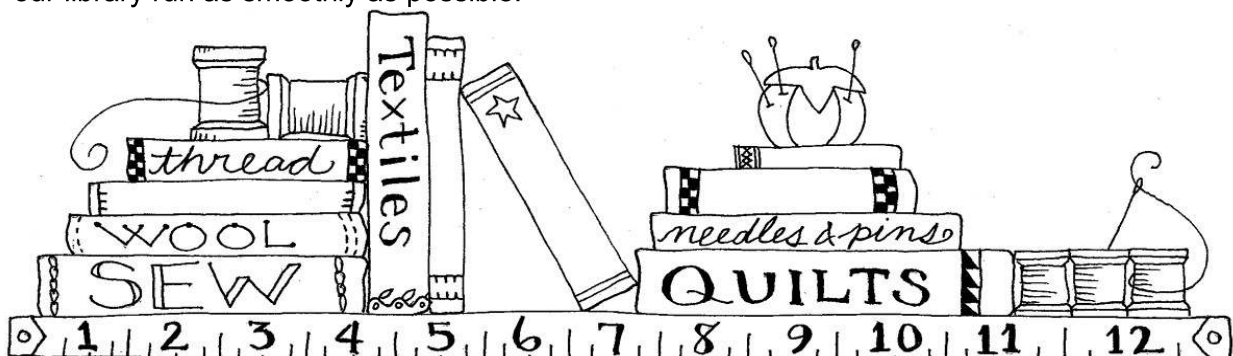
By clicking on “Library” on our Guild website, books can be located by title, author, and/or subject. Many publications feature an image of the cover and reviews by Sharon. There is a link to a tutorial, written by Linda Hooper, at the top of the Library page.

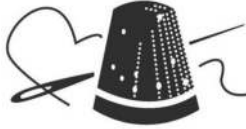
A laptop computer, very generously donated by Jan Andrews, is set up in the library area to answer procedural questions as well as to assist in finding items. Members are invited to use the computer on their own or may ask for assistance.

Members are encouraged to check out as many items as they wish, but asked that they return them at the next meeting to keep them circulating. Sign-out cards are inside the front covers of publications. Please fill in full first and last names, plus the current date, and leave the cards on the library table to be filed. If a Reserve List is attached to the item, please transfer it to the check-out card. Volunteers in the library area are available to answer procedural questions, as well as to assist in finding items. Members are responsible for the replacement of lost or damaged items.

You may present a written request to the Library workers for books, magazines, and/or DVDs, or email Sharon with requests. To borrow stencils, contact Betty Upchurch. Heidi Mitari is the contact for requesting rotary rulers and templates. The three Accuquilt® cutting machines and numerous dies and cutting mats may be requested from Diana Codding. A list of Accuquilt® dies can be found on the Library’s Home Page. Scroll to the very bottom, then scroll up.

Extra eyes are most welcome in locating items for the library, as well as suggestions to make our library run as smoothly as possible.





Member Benefits

continued

Mini Groups Contact Person: Member who wants to start a group

Although the Guild does not sponsor mini groups, Members interested in forming or joining one may use the Guild meeting, newsletter, blog, and/or email to solicit interest or locate an existing group. These groups operate autonomously and vary in style, theme, and function.

NCQC Membership Contact Person: Program Coordinator-Elect

The Guild is a member of the Northern California Quilt Council (NCQC), a consortium of teachers, vendors, and quilt guilds, which facilitates communication among quilt groups and shop owners, and coordinates a master calendar of quilting events in Northern California. The Council meets in April and July on the third Wednesday of the month to discuss common concerns and new ideas. It shares information about speakers, workshops, shops, and anything else that is of interest to quilters. Their meetings are open to all who have an interest in quilting. Location information can be found on the NCQC website.

Photographs Contact Person: Guild Photographer

The Guild Photographer takes photos of Members presenting items at Guild meeting Show-and-Tell and at other Guild events and activities, and also photographs selected works of program artists. The photos are edited, labeled, and posted to the Guild website by date. Members are asked to refrain from taking personal photographs during a speaker's presentation, as well as afterward, unless given permission by the speaker.

Programs Contact Person: Program Coordinator

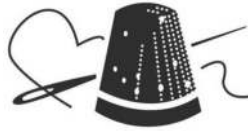
Our Guild has several featured speakers each year at program meetings. These talented and interesting speakers are specialists in varied aspects of the art of quilting, and frequently conduct a workshop the following day. Speakers may have quilt-related items for purchase after the meeting.

Sunshine Contact Person: Sunshine Committee Chair

The Guild sends get-well, sympathy, congratulatory, and other cards to Members and their families, as appropriate. Cards are often circulated at meetings for signatures and other supportive commentary. If you are aware of a Member who is in need of a little sunshine, please let the contact person know through phone call, email, or personal contact.

Welcome Contact Person: Welcome Committee Chair

If you are a new Member, seek out a member of the Welcome Committee. They will help you find someone for you to sit with and answer questions about the guild's functions and features. A video is located in the "Blog" section of our website entitled "Welcome to the Santa Rosa Quilt Guild," which features introductions to all of our Guild Committees and Activities.



Activities

Our Guild has many wonderful activities which are great opportunities to get better acquainted with fellow Members. They are described below, listed alphabetically.

Block-of-the-Month Contact Person: Block-of-the-Month Committee Chair

Each month a pattern for a block is announced at meetings and/or via email. Information about the block is also posted on our website. Members have an opportunity to make one or more of these blocks and submit them to the Committee Chair. This is a good opportunity to build skills. A drawing for blocks is held, and at the discretion of the BOM Chair, blocks will be given to one or more participants. Blocks may be kept or made into quilts for the Community.



Boutique Contact Person: Boutique Committee Chair

The Boutique is a collection of items sewn by the Boutique Committee and other Members. Items are sold at Guild meetings and other venues. The Boutique raises money for the Guild and creates a purpose for joining together for fellowship and sharing ideas in a Quilting Bee atmosphere. At many meetings a Boutique Table drawing is held, which generates income for the Guild.

Challenge Quilt Contact Person: Challenge Quilt Coordinator

The Challenge Quilt Coordinator issues a challenge in the beginning of the year. The “rules” vary each time, involving a theme, technique, and/or specific fabrics. Approximately six months later there is a grand Show-and-Tell of the completed challenge quilts.

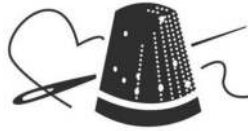
Community Quilts/Quiltathons Contact Person: Community Projects Chair

The Guild makes and donates quilts to organizations serving people in need of comfort and support in our community. Recipients include the preemie nurseries at Sutter and Memorial Hospitals, Valley of the Moon Children’s Center, Public Health Nursing, YMCA Safe House, Sonoma County Veterans, and other charitable organizations, as requested.

On the Community Quilts page of our website you will find a chart with sizes of donation quilts needed, steps for making a community quilt, and instructions for crocheting or knitting the baby hats that we give to the Sutter preemie nursery.

The quilts may be made from fabric and batting that have been donated to the guild, or from your own stash. Completed tops and finished quilts are always welcome. Guild fabric is available in packages of pre-cut squares and border fabric for construction of scrap tops for your convenience. Orphan blocks are also available for those desiring a challenge. The tops are layered and quilted during “Quiltathons” which are scheduled several times a year, after meetings. Guild Members are encouraged to stay and participate in Quiltathons by helping with the many tasks involved in layering, basting, and tying or machine quilting. Members may bring sewing machines, but it is not a requirement for participation. Quiltathons are lots of fun!





Activities

continued

Craft Fair Contact Person: Craft Fair Coordinator

Members may sell their hand crafted items, at a Craft Fair held at the first meeting in November. Tax laws dictate that sellers are limited to Members only (not Affiliates), at no charge, although a volunteer donation to SRQG is appreciated (usually approximately 10% of sales).

Door Prizes Contact Person: Membership Committee

Two Members win door prizes at each in-person meeting. You qualify when you SIGN IN at the Membership Table. At the end of the meeting, two numbers between one and the last number signed in, are chosen by a Guest or New Member. If one of these is the number next to your signature, you are a winner. To encourage Members to get to know one another, you MUST be present and wearing a nametag to win. Paper nametags are available at the Membership Table.

Fairs (Sonoma County and Cloverdale Citrus) Contact Person: Fair Liaison

The three quilt guilds in Sonoma County (Santa Rosa Quilt Guild, Moonlight Quilters of Sonoma County, and the Petaluma Quilt Guild) volunteer to demonstrate quilting by machine or hand at the Sonoma County Fair. This event provides a special opportunity for us to promote quilting in the community and to answer questions from the public. Members of all three guilds may sign up to be part of this demonstration and will be provided with a pass to the Fair.

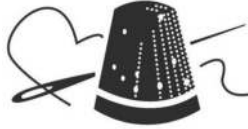
Our Guild sponsors two awards each at the Cloverdale Citrus Fair and the Sonoma County Fair. At the Sonoma County Fair, the award ribbon for Best Hand Quilting in the Adult Category is accompanied by a check for \$50. The award for Special Award ribbon in the Junior Category is accompanied by a check for \$25. At the Cloverdale Citrus Fair, the award ribbon for Best Hand Quilting in the adult category is accompanied by a check for \$25, and a Special Award ribbon in the youth category is accompanied by a check for \$10.

Field Trips Contact Person: Field Trip Coordinator

The Guild plans field trips based on Member interest. These trips are totally funded by the participants. There is sometimes a field trip to Pacific International Quilt Festival (PIQF) in Santa Clara. In order to fill a bus, after SRQG Members are given a chance to sign up with their check. Guests are invited. If someone needs to cancel, that person must find a replacement or forfeit their check. Members are encouraged to suggest other interesting field trips for consideration.

Friendship Blocks Contact Person: Friendship Block Coordinator

Sign up with the Coordinator to make a block for someone. Once you have made three blocks, you may request the Coordinator to ask Members to make blocks for you, with the promise you will make blocks for others fulfilling your obligation. Study the Friendship Block page on our website for ideas.



Activities

continued

Mystery Quilt Contact Person: Mystery Quilt Chair

Clues are presented periodically throughout the year and the Mystery Quilts are introduced at a grand unveiling. It is always amazing how many different looks one pattern will reveal as each participant's color choices are so varied.

Sew-a-Row Contact Person: Sew-a-Row Chair

The Chair begins by asking Members to create one or more rows or medallions, which are added to by other Members over the year, for a total of five rows or rounds. In December, a die is thrown and one of the Members who contributed to the project wins that particular piece. The Sew-a-Row page on the Guild's website tracks the progress of each unit and is a great source of inspiration.

Sewing Room Sale Contact Person: Sewing Room Sale Coordinator

A Sewing Room Sale may take place once a year. Tax laws dictate that we limit sellers to Members only (not Affiliates), at no charge, although voluntary donations to SRQG (recommended 10%) may be accepted. The Sewing Room Sale is in the nature of a garage sale, and the items for sale should reflect this.

Show-and-Tell

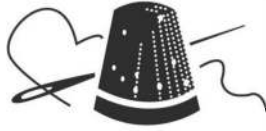
Members are invited to share their finished projects. This is an excellent way for Members to get to know one another as you introduce yourself and tell the story behind your project. Unless a Member chooses not to, the maker and project are photographed and will appear on the Guild's website's Show-and-Tell page. If the maker is shy, the project may be photographed with "anonymous" as the maker.

If you are willing to show your quilt on stage during **Show-and-Tell**, we would really like to share it with other members in case they miss the meeting, or don't get to see your quilt up close.

Photos or videos during a meeting, except by the Guild Photographer or Videographer are prohibited unless prior Board approval has been made.

Technique Sharing Workshops (TSW) Contact Person: Technique Sharing Workshop (TSW) Chair

Periodically, after meetings, mini-workshops feature Members of the Guild sharing a favorite technique or expertise. There is no fee, but there may be a materials cost. All you need to do to attend is sign up so the teacher may properly prepare handouts and/or materials. Contact the TSW Chair if you would like to teach, or if you see a technique you would like to learn more about.



Activities

continued

UnFinished Objects (UFO) Challenge **Works-in-Progress (WIP) Challenge**

Contact Person:
UFO / Works-in-Progress Coordinator

Do you need an incentive to reduce your stack of UnFinished Objects (UFO) and Works-in-Progress (WIP)? Let the Guild help you. Each year the Guild issues a UFO and a WIP Challenge. Members may make a \$5.00 bet with the Guild that they will finish a specific UFO or WIP in the time allotted. At the end of the designated period the completed UFO(s) or WIP(s) are shown, and those Members win back their bet(s). Members who do not complete UFO(s)/WIP(s) donate their bet(s) to the Guild.

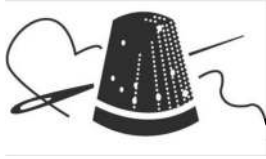
Workshops

Contact Person: Program Coordinator

In-Person or Zoom Workshops are often held the Friday following the Program Meeting. Workshop hours are usually 9:00 a.m. until 3:30 p.m.

To reserve a space in the workshop Guild Members **MUST** pay when signing up for the workshop. Workshops, supply lists, and costs are posted on the website. If a workshop is full Members may sign up on the waiting list. Since Workshops are self-supporting, refunds for cancellations are available only if there is a replacement on the waiting list, or for extreme health situations.

Only paid workshop participants are allowed at the workshops. No drop-ins or auditing of workshops is permitted. No pets or children are allowed at workshops.



Fundraising

OPERATIONAL COSTS FOR THE GUILD ARE OFFSET BY DUES AND BY FUNDRAISING.

Boutique and Raffle

Contact Person: Boutique Coordinator

Our Guild often has a Boutique table featuring such items for sale as Superior Threads and Thread Catchers as well as drawings for small baskets and wall quilts.. All proceeds support our guild.

Guild Pins

Contact Persons: Membership Committee

Guild pins may be purchased at the Membership Table.

Opportunity Quilt

Contact Persons: Opportunity Quilt Coordinator or
Opportunity Quilt Ticket Chair

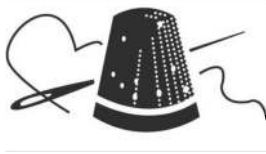
Opportunity Quilts are made by the Guild and raffled to generate operating funds. The Opportunity Quilt Coordinator organizes the making of the quilt top and the quilting, and the Opportunity Quilt Tickets Chair is in charge of ticket sales. Everyone is encouraged to assist with the quilt construction and ticket sales. Each Member is requested to sell and/or buy at least \$20 worth of tickets. Assistance is needed to sell tickets at many venues throughout the year. A link to information about SRQG past Opportunity Quilts may be found on the Opportunity Quilt page of our website.

Silent Auction

Contact Person: Librarian

Members are invited to place items on designated tables to be bid upon. Extra items from the sewing room are especially popular, such as: sewing machines, fabric, orphaned projects, sewing notions and tools, books, patterns, etc. Other items are also appreciated (abandoned quilts, extra kitchen items, pristine clothing, CLEAN five-gallon buckets, plants from the garden, lemons from your trees, etc.). Items are tagged with a sticky note. Bidders write their first AND last names on the tag, along with a bidding price. Others are encouraged to up the bids. One-half hour after the close of the meeting the auction closes. The highest bidder takes possession of the item by placing money (cash, or a check made out to SRQG) in the collection container on the library table. If the winner of the item fails to collect the item before departing for the day, the item will be awarded to the next highest bidder. This is a really great way to acquire treasures, and we count on the honesty of the Members to keep this a friendly activity by not removing items from the table before the appropriate time, and contributing the proper amount to the collection container. Volunteers are always welcome to help tag and sort the items, and to assist in clean-up at the end of the day.

Occasionally, instead of tagging individual items for bidding, Members (and Guests) are invited to shop the tables before and after the meeting and make donations of cash or checks for items adopted.



Organization

Guild Organization

History

In 1976 a group of women took a quilting class from Joyce Gross at the Santa Rosa Junior College. Upon completion of the class, Joyce encouraged the students to continue meeting, so Dotty Zagar invited the group to her home for an inaugural meeting of what would become the Santa Rosa Quilt Guild.

The Santa Rosa Quilt Guild was established in 1976 and has remained active ever since. On the third Thursday in September the Guild traditionally celebrates Founders' Day in memory of its beginning.

The Guild incorporated in the State of California in 1983 and has an Internal Revenue Code section 501(c)(3) status.

Elected Board

The Guild has thirteen Elected Officers: President, Vice President, Program Coordinator, Program Coordinator-Elect, Secretary, Treasurer, Parliamentarian, and six Members-at-Large. Officers serve a one-year term, consistent with the calendar year. Their primary duties are listed in the Bylaws. No officer may be elected for more than three consecutive terms in the same office.

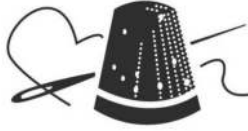
Quorum

A quorum for the Elected Board shall be at least 65% of Board Members. Lacking a quorum, the President may contact absent Board Members in order to achieve a quorum.

A General Meeting quorum shall consist of 35% of the current Active Member count.

Nominating Committee

The Nominating Committee consists of five voting Members: Parliamentarian as Chair, two Board Members, and two General Members. This committee meets in the third quarter to identify a slate of officers. The slate is presented to the Board in September and announced by the Parliamentarian at the first meeting in October. The election is held at the first meeting in November.



Organization continued

Elections

Voting for elected Board Members takes place at the first meeting in November. Final nominations must be submitted to the Nominating Committee no later than the close of the last regular meeting in October. Voting is by show of hands unless there is more than one nominee for a position, in which case voting will be by written ballot. Only Active Members may vote and hold office. A majority vote shall determine the election. The term of office is one calendar year from installation the first meeting in January, and the term runs until the next first meeting in January. Members may be elected to a maximum of three consecutive terms in one position. Committee Chairs are appointed by the President.

Audit Committee

The Audit Committee is composed of the Vice President and one Active Member who is not currently a Board Member, and is chaired by the former. They audit the prior year's bookkeeping records at the beginning of each year and report back to the Board.

Awards Committee

The Awards Committee is composed of a Chair, one Board Member, and one General Member. It is responsible for reviewing awards nominations for compliance with eligibility requirements, verifying the appropriate number of Active Member signatures, and presenting the nominations to the Board.

Budget Committee

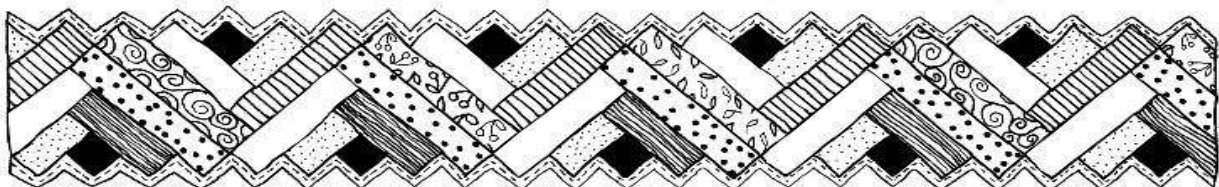
The Budget Committee is composed of the incumbent and incoming Presidents and Treasurers, and one General Member. It is chaired by the incumbent Treasurer. This Committee meets during the final quarter of each year to prepare a budget proposal for the coming year, subject to the approval of the Board at the October Board meeting, and final approval of the General Membership at the December meeting.

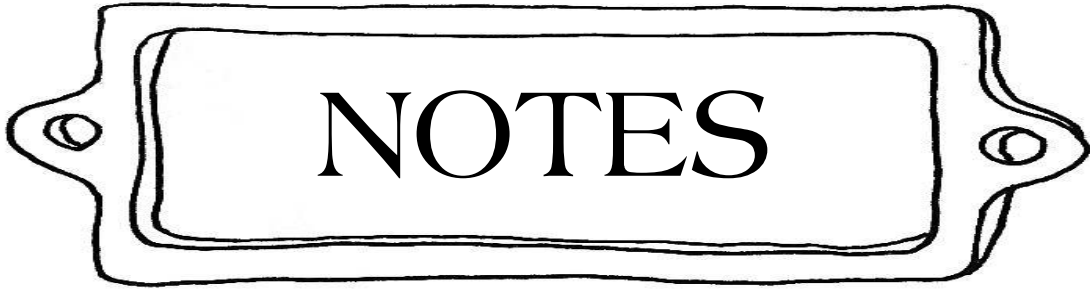
Standing Committees

Standing Committees are those which operate continuously throughout the year. These committees must be established and dissolved by the Elected Board.

Other Committees

Various other committees may exist as needed to facilitate Guild operations and coordinate Guild events and activities. These include, but are not limited to, Basting, Guild Liaisons, Events Coordinator, Fair Liaison, Field Trip Coordinator, etc.





NOTES