

General Membership Meeting

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

Meetings are held the first Monday of each month at 7:00 P.M., at the Trinity Lutheran Church in Paso Robles. There is a social time beginning at 6:30 P.M. This is subject to change, but prior notice will be given. When ~~we have a paid guest speaker, we may have the guild meeting on the Friday before the scheduled workshop.~~ **Moved to Standing Rules**

The Almond Country Quilt Guild may also be found on-line at ~~www.almondcountryquilters.org ACQGuild.com where you might find photos from the recent meetings, workshops, and shows, along with workshop supply lists, membership information, Block of the month patterns and meeting dates/locations.~~ **Moved to Standing Rules**

Board Meetings

~~Currently~~ meetings are held at 7:00 P.M. on a designated Monday of each month, at the discretion of the current Board of Officers. Board Members will be notified of Meeting location. **Moved to Standing Rules**

Special Events May Include:

- Yes Ma'am' quilt raffle ~~every other year (odd)~~
- Birthday Party
- Holiday Auction
- Seven Sisters Quilt Show
- Airing of the Quilts
- Opportunity Quilt (for the quilt show)

ESTABLISHED JULY 1989
ALMOND COUNTRY QUILT GUILD
MEMBERSHIP HANDBOOK
Revision Date: December 2017

General Guild Information

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

www.ACQGuild.com

Special Events May Include:

- Airing of the Quilts
- Birthday Party
- **Guild Challenge**
- Holiday **Charity** Auction
- Opportunity Quilt -**even years**
- Seven Sisters Quilt Show
- Yes Mam Quilt - **odd years**

Standing Rules

1. General Meetings:

- a. ~~General Meetings are to be held the first Monday of every month except when a special guest speaker is accompanied by a workshop.~~
- b. Members will sign in at the door and wear a name tag, or pay a 25 cent penalty. ~~Name tag design is up to the individual, but the name should be easily readable.~~
- c. ~~Members are asked not to bring children less than 12 years of age to the meetings.~~

2. Equipment:

- a. ~~Group Logo and Newsletter name~~
- b. ~~Elected officers and standing committees shall maintain a notebook to be passed on.~~

3. Membership:

- a. The membership roster may not be used for non-guild business
- b. Renewal cards are available from the Membership Chair.
- c. Dues are \$20 per year and are ~~half the total (\$10) after January 1st of each year.~~
- d. ~~Courtesy memberships are given to area merchants dealing in quilting supplies and have certain restrictions.~~
- e. The Membership Roster is to be published and distributed ~~during the fall with a spring update each year.~~
- f. Each member is to receive a Membership Handbook, ~~which includes Guild and Scholarship information.~~

Courtesy memberships shall receive a Newsletter.

Standing Rules

Section 1. Meetings

- a. **General meetings are held at the Trinity Lutheran Church in Paso Robles at 7:00 P.M. with a social time beginning at 6:30 P.M. on the first Monday of every month except when a special guest speaker is accompanied by a workshop.**
 - Members sign in at the door and wear a name tag, or pay a 25 cent penalty.
- b. **Board meetings are held at 7:00 P.M. on a designated Monday of each month at the discretion of the current Board of Officers. Board members will be notified of meeting location.**

Section 2. Equipment

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

Section 3. Membership

General Membership

- a) Dues are \$20 per year and after August 31st there is an additional \$5 late fee.
- b) New Members joining the guild for the 1st time and after January 1st are given a 50% discount on that year's membership.
- c) Renewal cards are available from the Membership chair.
- d) Each member is to receive a Membership Handbook when joining the Guild. When it is revised, the new version is offered to all current members.
- e) The Membership Directory is to be published and distributed after the September meeting.
- f) The Membership Directory may not be used for non-guild business.
- g) As a courtesy to quilting, fabric, and craft shops, or other related businesses, a newsletter and general meeting admission for a designated representative (singular) is given. No other privileges apply, such as special events, or voting rights, etc.
- h) Members are not permitted to promote for personal gain during any guild functions. Board

5. Due to perceived or actual conflict of interest, the Executive Board of Officers' positions may not be held by an area merchant dealing with quilting supplies.

4. Newsletter:

- a. All members shall receive a monthly Newsletter.
- b. Newsletter changes may be made at the discretion of the Editor.

~~Block of the Month Guidelines~~

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members shall not promote their business through their position.

Junior Membership (age 8-16)

- a. Dues are \$10 per year and require a sponsor.
- b. Sponsors must attend all guild sponsored events with the Junior Member.

Section 4. Newsletter

- a. All members shall receive a monthly Newsletter.
- b. Newsletter changes may be made at the discretion of the Editor.
- c. Area quilt store owners/sponsors shall receive a courtesy newsletter.

Section 5. Operating Reserves

- a. The financial goal of the guild is to maintain one year's worth of operating reserves in a savings, checking or CD account for unanticipated shortfalls in revenues and/or expenditures.
- b. The present operating budget is not the same as last year's expenses. Items such as scholarships, charitable donations and monies disbursed after being collected as a fee are not included in operating expenditures. (In 2017, the operating budget was calculated as: \$17,000.)
- c. When the guild reserves exceed the financial goal, the following year's budgeting process should reflect a plan to decrease the excess reserves by 10%.
- d. When the guild reserves are below the financial goal, the following year's budgeting process should reflect a plan to increase the reserves by 10%.
- e. When the guild reserves exceed the financial goal, the Board should consider alternatives to decrease the guild reserves. Such as:
 - Additional education opportunities
 - Decrease workshop fees
 - Increase donations to charities
- f. When guild reserves fall short of the financial goal, the Board should consider alternatives to increase the guild reserves. Such as:
 - Utilize local talent for educational purposes
 - Increase workshop fees
 - Decrease scholarships

Section 6. Education

- a. Guest Speakers with fee related Workshops – A paid professional quilter is hired by the guild to present a lecture/trunk show on a quarterly basis. These lectures are followed with a workshop. There is a

6. The President and 2nd Vice-President are entitled to participate in Workshops, at no charge. This privilege cannot be delegated.

~~Section 1. Almond Country Quilt Guild set up a Scholarship Program with the intent to further the education of quilters through participation in Guild-sponsored workshops, local quilt shop classes, and Pacific International Quilt Festival (PIQF) classes. Each year the guild tries to offer four (4) workshops given by instructors from outside the Guild membership.~~

~~Section 2. These workshops cost Guild members a fee, as the Guild is obliged to pay food, travel expenses, and teaching fees to these instructors. The Guild tries to offer four (4) free education workshops taught by Guild members. The Guild also offers twelve (12) scholarships of up to \$40.00 each, which can be used for local quilt shop classes. PIQF scholarships are \$100 and are to attend a workshop and pay for some of the expenses incurred. Scholarships currently available consist of:~~

~~Two (2) recipients for each of four (4) fee-related Workshops - (cost of one day's workshop) One (1) recipient for PIQF (usually drawn in May) Twelve (12) recipients for local shop classes (usually drawn in September)~~

~~To be eligible for a Scholarship, each winner must be a paid member of the Almond Country Quilt Guild. They will be drawn from a list of current paid members who have expressed a desire to be in the drawing. Each winner of the twelve (12) local quilt shop class Scholarships must wait twelve (12) months from the month of winning, before becoming eligible for another Scholarship. Winners are encouraged to either teach what they learned at an education workshop or share what they learned at a General meeting. Alternate names are drawn in case the name drawn is unable to use the Scholarship.~~

fee to attend and there may be a material supply fee. Space is limited.

- b. The President and 2nd Vice-President are entitled to participate in Workshops, at no charge. This privilege cannot be delegated.
- c. Peer Education – Knowledgeable guild members present workshops to other members on a quarterly basis. These classes are free to members. The instructor is offered a stipend for their efforts. These classes may incur a material supply fee and space is limited.
- d. Guild Program – Most meetings include an educational component, such as, a lecture, trunk show, or round robin demonstrations.

Section 7. Scholarship

- a. Eligibility — Members must maintain current membership both at the time of drawing and at the time of usage to be reimbursed for a scholarship. After being awarded a scholarship, members must wait 12 months before receiving any further scholarships. Before the scholarship drawing, the chair will remove names of members who have received a scholarship in the last 12 months. Alternate names will also be drawn in case the scholarship winner is unable to use the scholarship.
- b. Payment — Members are expected to pay for their workshops at the quilt shops and quilt shows. They will receive reimbursements when they present their bills to the treasurer. Payment will not exceed the costs incurred. Quilt show reimbursements may include travel expenses.
- c. Local Quilt Shops — Twelve (12) scholarships are awarded for \$40 each to pay for a class at a local quilt shop. Interest in this scholarship is noted by checking the appropriate box on the Membership Form. Winners are drawn at the September meeting. You do not need to be present to win. Scholarships must be used prior to June 30 of the following year.
- d. Fee Related Workshop - Two (2) scholarships per workshop are awarded to cover the cost of the workshop. A sign-up list is circulated two months prior to the workshop. Any eligible member interested in the class may enter their name into the drawing. Members who have signed up for the class are, if eligible, automatically added to the list. The drawing is held one month prior to the workshop.
- e. PIQF (Pacific International Quilt Festival) in Santa Clara County — One (1) Scholarship for \$200 will be

awarded. This sign up list will be circulated at the March general meeting and the scholarship drawn at the April general meeting.

- f. Road to California Quilt Show in Orange County — One (1) Scholarship for \$200 will be awarded. This sign up list will be circulated at the June general meeting and the scholarship drawn at the July general meeting.
- g. Seven Sisters Quilt Show — One (1) Scholarship for \$200 will be awarded. This list will be circulated at the March general meeting and the scholarship drawn at the April general meeting.

Section 8. Budget Expenditures

- a. At the beginning of the fiscal year, board members will be informed in writing about the approved budget for their position.
- b. The budget includes monies allocated to spend and anticipated revenue.
- c. Board members may spend budgeted funds for the usual expenses of their position without prior board approval if within budget (except speakers and programs).
- d. Monies allocated for speakers and programs need prior approval for the activity, but then no further approval is needed to spend budgeted funds.
- e. Discretionary expenditures may not exceed \$25 without prior Board approval.
- f. Board members are expected to make reasonable efforts to search for a reasonable price. Any quid pro quo for purchasing from a specific vendor is to be discouraged unless approved by the Board.
- g. When a Board member notices that anticipated revenues, in their part of the budget will not be met, it is to be brought to the attention of the Board so they may address the shortfall.

Section 9. Holiday Charity Auction

The Holiday Charity Auction is a major fundraiser for the guild. The funds raised help support local charities and the guild by providing funds for educational programs. The event is comprised of a live and silent auction. Members support the event by donating quilts and smaller craft items for the live and silent auction. Sewing circles collaborate to make quilts for the auction. The event is open to the public and publicized to encourage the public to attend.

After auction expenses have been deducted, the profits are donated to two pre-determined local charities and the guild. The Budget Committee will make a recommendation to the

Holiday Auction

Members donate items to be auctioned. This event is open to the public. After expenses are deducted, the remaining profits are usually donated to two pre-determined local charities and our guild.

Guidelines for selecting charities:

1. The organization should be able to designate that the donated funds be spent in the northern part of San Luis Obispo County.
2. At least one of the recipients for the annual Holiday Auction should benefit children/youth or women.
3. Once an organization is selected it may not be chosen again for at least three years.
4. The amount of government funding the recipient receives (as a percentage of overall operating budget) will be considered with an emphasis on helping those organizations that receive less government funding.
5. The amount of people who will benefit will be considered, in an effort to provide assistance to those helping multiple clients, compared with helping just one or two clients.

Board for the distribution of the Holiday Charity Auction profits.

Guidelines for selecting charities:

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

Golden Needle Award:

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

Section 10. Unsung Hero Award –

This award is given each year to a current member of the Guild who has demonstrated leadership and dedication to the Guild. This member has typically served on the Board and volunteered for chairmanship of Special Events, etc. but is no longer serving on the board in any capacity. A member can only be honored once. The honoree will receive a \$25 gift, a certificate and a bouquet or plant. Their name will also be added to the guild logo quilt.

Past Unsung Heroes

	2007-Virginia Roos
2017- Dora Espinoza	2006-Pat Scott
2016 -Dorothy Deis	2005-Barbara Ahern
2015-Tammy Hansen	2004-Ursula Fitzgerald
2014-Isolde Lata	2003-Cheryl Cramer
2013-B.J. Stevenson	2002-Mickie Bonde
2012-Yvette Acord	2001-Joan Rexroth
2011-Dawn Stemper	2000-Annette Johnson
2010-Gordon&Marion Hurtt	1999-Frances Bailey
2009-Laura Afana	1998-Tillie Vinson
2008-Diana Imhoof	1997-Lois Arnet

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

Section 11. Opportunity Quilt

A quilt is made and raffled for the purpose of raising funds for the Guild’s continuing education. The Opportunity Quilt is offered in even numbered years. The winning ticket is drawn during the Holiday Charity Auction.

Section 12. Yes Mam Quilt

A quilt is made and raffled for the purpose of supporting women’s health in North SLO County. The winning ticket is drawn in October during “Breast Cancer Awareness Month” at the General meeting. This tradition was started in 1995, by member and former Guild president, Cheryl Cramer, who herself succumbed to breast cancer.

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

Past Presidents

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