

RIVER CITY QUILTERS' GUILD
POLICIES

I. GENERAL POLICIES

1. Members are expected to serve on at least one committee and one Quilt Show committee during each year.
2. Members are encouraged to buy and/or sell ten tickets for each Opportunity Quilt made by the Guild per year.
3. All general mail is to be addressed to: P.O. Box 15816, Sacramento, CA 95852-0816. **(Rev. 4/15/92)**
4. The Guild logo is exclusive property of the Guild; to be used only by permission of the Board.
5. An information sheet is to be given to each new member to describe monthly activities that take place at the General Meetings, such as Sew and Show, Block of the Month, Scholarship drawing, etc. Each new member will also receive a packet which includes a copy of the membership roster, By-Laws, Guild policies, and library listing.
6. Members providing goods/services to the Guild are eligible for payment. The Guild is required to report to the Internal Revenue Service any person who is paid over \$600.00 each year for his/her services. Any member or non-member providing services in excess of \$600.00 shall provide his/her Social Security number to the Treasurer.
7. Committee members shall purchase fabric, goods and supplies for guild projects and guild programs from local quilt shops, unless otherwise approved by the President.

II. GENERAL EXPENSE AND INCOME POLICIES

1. Any expenditure not designated on the current proposed budget must have prior approval of the Board, President, or President-Elect.
2. To be reimbursed for a Guild expenditure, the member must submit to the Treasurer a signed voucher with attached receipts for items purchased. **(Rev. 4/15/92)**
3. All income generated for the Guild must be turned in to the Treasurer; income may not be offset against any expenses incurred.
4. Members shall advise the Treasurer of all donations of service and materials applied to committee budgets (except time).
5. Members shall endorse all Guild-related checks to River City Quilters' Guild and submit them to the Treasurer.
6. The President or Treasurer may not write checks to him/herself; they may be reimbursed by writing checks for each other. **(Rev. 4/15/92)**
7. Sales taxes will be deducted from the gross selling price of items sold at Guild events. After sales taxes are deducted, the Guild will receive a pre-determined commission. The consignee will receive the balance. Formula: net = gross ÷ 1.0775 (tax), tax = gross – net, Guild = net x percent (pre-determined commission), consignee = net x percent (minus pre-determined commission). **(Added 2/11/07)**

III. GENERAL MEETING POLICIES

1. No smoking is permitted in the meeting area.
2. Non-members may attend one meeting as a visitor. However, when a guest speaker is lecturing at the General Meeting, non-members are to pay \$2.00. **(Rev. 4/15/92)**
3. Hand-made nametags are required by the third meeting after becoming a member with a charge of \$.25 per meeting if the member does not have a hand-made name tag.
4. All General Meetings will start promptly as scheduled and will generally be held from 7:00 p.m. to 9:30 p.m.
5. For any meeting other than the General Meeting, minutes of such meeting shall be submitted to the Guild Recording Secretary for permanent record.

6. The agenda for each General Meeting shall be set by the President or Acting President. Any member wishing to discuss or present any topic for discussion at the General meeting should advise the President or Acting President before said General Meeting. As a rule, each of the following are presented at each General meeting: General business (announcements), Scholarship drawing, Sew and Show, Block of the Month, adjournment, then the scheduled program or speaker.
7. No sales are permitted during the General meeting unless otherwise approved by the Board of Directors.
8. Children attending the General Meeting must be under the supervision of the parent/guardian and the child must be quiet during the meeting.
9. Photographs, video and audio recordings are not permitted without advance permission of the President or Program Chair and the speaker.

IV. BOARD OF DIRECTORS' POLICIES

1. The General membership is invited to all Board meetings and special meetings to voice opinions and discuss Guild-related items.
2. Monthly Board meetings will be set by the President. Elected Board members shall attend all Board meetings. **(Rev. 4/15/92)**
3. Every effort will be made by the President to adjourn Board meetings within 2 hours.
4. A job description, time line of duties, ledger sheet of budget expenses from previous years and other pertinent information to each Board position are to be kept in binder form to pass on to the succeeding Board or Committee member.
5. All Board members will be required to submit in person or in writing a monthly report to the Board on the status of their committee. A copy should always be filed in the Committee binder.
6. Board members who make announcements at General Membership meetings must state their name and title, and inform the President prior to the meeting.
7. A charge to both members and non-members for special events will be at the Board's discretion.
8. Copies of announcements for major happenings should be submitted to the Newsletter Editor for publication.
9. Each Committee Chair shall contact his/her committee by phone, if only to introduce him/her. The Committee list shall be received no later than March from the Membership Chair.
10. Chairpersons-elect shall take an active interest and keep advised of the duties and activities of the position they will assume. **(Added 4/15/92)**
11. Term of Office - No member may serve in the same elected or appointed position for more than two consecutive years except at the discretion of the President or Quilt Show Chairperson. **(Added 5/20/92)**
12. Conflict of Interest - No Board member shall make, participate in making or in any way attempt to use her/his official position to influence a Board decision in which she/he knows or has reason to know she/he has a financial interest. A Board member has a financial interest within the meaning of the above section if it is reasonably foreseeable that the decision will have a material financial effect on the member or a member of her/his immediate family or any business entity in which the member has a direct or indirect investment. **(Added 5/20/92)**

V. PRESIDENT (See By-Laws, Article V, Section II)

1. Maintains communication with all Board members.
2. As chief executive officer, the President will see that an agenda is printed and mailed at least one week prior to the Board Meetings (including the name, address, phone number

of the person who is hosting the Board Meeting). The agenda will consist of the following when applicable:

- A. Introductions
- B. Agenda changes
- C. Minutes
- D. Reports
- E. Old business
- F. New business
- G. Adjournment and announcement of location and date of the next Board Meeting.

(Rev. 4/15/92)

3. Is in charge of picking up mail at the P.O. Box each month (weekly in January, thereafter every other week).

VI. PRESIDENT-ELECT (See By-Laws, Article V, Section II)

1. Helps out as requested by the President. **(Rev. 4/15/92)**
2. Serves on the Nominating Committee (See By-Laws, Article VII, Section I). Helps to stimulate interest throughout the year in filling the next year's new slate of officers.
3. Acts as the Official Greeter at all General Meetings. **(Rev. 4/15/92)**
4. Is responsible for annual name tag contest. **(Rev. 4/15/92)**
5. Is responsible for gift from Guild to outgoing President (silver thimble). **(Rev. 4/15/92)**
6. Monitors all new policies adopted by the Board to coordinate with the Parliamentarian.
7. Will head the Educational Grant committee.

VII. RECORDING SECRETARY (See By-Laws, Article V, Section II)

1. Finalizes the minutes of the previous meeting(s) as corrected or printed.
2. Is responsible for taking and writing up all minutes of the Board Meetings, General Membership Meetings and any special meetings. **(Rev. 4/15/92)**
3. Each month supplies a condensed copy of Board minutes to the Newsletter Editor.
4. Receives and files minutes from other committees.

VIII. CORRESPONDING SECRETARY (See By-Laws, Article V, Section II)

1. At the President's direction, prepares written correspondence pertaining to Guild activities, and mails appropriate cards to members.
2. Reports monthly to the Board any illnesses or cards sent out.

IX. TREASURER (See By-Laws, Article V, Section II)

1. Reports monthly expenses and income to the Board and to the General Membership through Needle Notes.
2. Submits quarterly reports (March, June, September, and December) to all Chairpersons.
3. Submits a brief recap of profit/loss statement on all Guild projects or activities at the conclusion and/or year end.
4. Communicate with Board Members regarding the budget ledger as needed.
5. Informs Property Manager of any new acquisitions of Guild property.
6. Oversees the budget of the Quilt Show and the Jamboree.
7. Outgoing Treasurer makes year-end financial report including all revenues from fund-raising activities which require payment of State sales tax, i.e., fund-raising sales and quilt show Country Store.
The incoming Treasurer shall pay the State sales tax by the January due date to avoid a penalty for late payment.
8. Retains copies of year-end reports from the Community Service and Community Outreach Committees along with the year-end financial report in the event the State

Franchise Tax Board or Internal Revenue Service should request verification or audit of our tax-exempt status.

9. Retains Charter of Incorporation, Insurance Policies, and Tax Documents. **Rev 3/04**

1X (A) TREASURER-ELECT

1. Assists treasurer when needed.
2. Duties will include billing and collection of advertising fees for newsletter NEEDLENOTES accounts. **(Revised 9/98)**

X. QUILT SHOW CHAIRPERSON (See By-Laws, Article V, Section II)

1. Reports monthly to the Board and membership on Quilt Show progress.
2. Requests Board approval for any new and/or controversial items or policies.
3. The Quilt Show Chair is directly responsible for monies budgeted for the Quilt Show.
4. A Quilt Show Co-Chairperson-Elect is acceptable provided that a written agreement is filed with the Board by March prior to the Quilt Show as to succession of Board position and division of work between the two. **(Revised (10/12/88))**
5. Establishes a committee at the beginning of the year to develop the show.

XI. QUILT SHOW CHAIRPERSON-ELECT (See By-Laws, Article V, Section II)

1. In absence of the Quilt Show Chairperson, reports monthly to the Board and membership on the Quilt Show progress.
2. Works closely with the Quilt Show Chair in order to assume the position the following year.

XII. MEMBERSHIP (Assistant Membership)

1. Reports to the Board monthly the number of new and renewed members. **(Rev. 4/15/92)**
2. Collects all dues from new and renewed members.
3. Distributes membership cards and rosters no later than the March General meeting.
4. Distributes membership forms via the November newsletter with reminders in the December and January newsletters. Additional forms will be available at the Membership table.
5. A list of all committee sign-ups will be given to their respective chairs no later than the March General Meeting.
6. Prints labels for newsletter and keeps mailing list up to date. **(Added 4/15/92)**
7. An edited roster of Guild members will be available to quilt-related businesses upon request for a fee to cover the cost of printing. **(Added 4/15/92)**
8. Membership Chair term to start in "July to July". **(Added 6/21/95)**

XIII. PROGRAM (See By-Laws, Article V, Section II)

1. Reports in February on proposed programs for the year. Works with interested Committee members on proposed programs.
2. Reports monthly to the Board on up-dates to the proposed program schedule.
3. Solicits input for programs from Guild members at the December or January meeting.
4. The Program Chair is solely responsible for scheduling workshops sponsored by the Guild. **(Added 4/15/92)**
5. Guild members will be given first priority for a Guild-sponsored workshop/event. After a specified date, reservations will be open to non-members. Non-members may be charged a higher rate.
6. Post-dated checks made out to RCQG will be accepted for the date of the workshop/event.
7. The person housing a speaker will receive one free workshop to be taken within a year's time.

8. Refunds may be made for workshops only when the workshop is canceled, oversubscribed, or by Board approval for extenuating circumstances. This disclaimer information will be given to workshop participants.
9. A signed contract must be negotiated with each artist before he/she lectures or teaches a workshop with a copy to the Treasurer prior to the date of the lecture and/or workshop.
10. When appropriate, every attempt should be made to share a speaker with other guilds or local businesses provided they share travel expenses to help keep costs to a minimum. **(Rev. 4/15/92)**
11. Actual cost of class will be charged as fees for guild members. **(Added 1/2004)**

XIV. PROGRAM CHAIRPERSON-ELECT (See By-Laws, Article V, Section II) **(Added 4/15/92)**

1. Assists Program Chair as requested.
2. Assists with workshop arrangements.
3. As assigned, arranges for General Meeting place.
4. Is responsible for audio-visual equipment, storage, and operation.
5. Can solicit guild program suggestions during tenure as Program Chair Elect **(Added 9/98)**

XV. QUILT SHOW POLICIES

1. Items entered must be made of fabric and are to be finished. No crocheted, knitted or woven items will be accepted.
2. All persons working on the show are responsible to the Quilt Show Chair and are to report any pending expenditures to the Chair for approval.
3. Any item may be entered only once at any River City Quilt Show. **(Rev. 4/15/92)**
4. Any left over donated items from the Quilt Show will be offered back to the makers of the items.
5. Vendor fees will pay at least the cost of the Quilt Show facility rent. Vendors canceling before September 1 will be refunded booth fees less 10% provided another vendor can be scheduled in their place; those vendors canceling after September 1st will receive no refund.
6. The Scottish Rite Temple (or other facility) will be reserved for the Quilt Show use for the third (3rd) weekend of October for the next five years.
7. Quilt Show vendors will be notified of vendor spaces; spaces and vendors will be determined by Quilt Show Committee. **(Rev. 4/15/92)**
8. The Featured Artist should have special prerogative to enter a judged item and then display it in the Featured Artist booth.
9. The Quilt Show Chair shall survey Guild members in January regarding their suggestions for the Featured Artist(s). Those suggestions will be considered by the Quilt Show Committee, and a decision will be made by that group. **(Added May 12, 1999, and following numbers changed accordingly.)**
10. A featured artist who is a Guild member will receive a free RCQG membership to the Guild for the following year. **(Rev. 4/15/92)**
11. Quilt Show committee chairs will write a committee report and inventory all supplies in binder form and turn the binder over to the Quilt Show Chairperson after the Quilt Show is completed. A copy of the inventory report must be submitted to the Property Manager.
12. Opportunity Quilt tickets will be given out to members, with no more than \$100 worth to any one member at a time.
13. The Viewer's Choice Award at the Quilt Show is named the "Harriet Merriam Annual Award".

Viewer's Choice Award to be expanded to two (2) categories: QUILT AND WEARABLE ART, with monetary awards to be determined by the Quilt Show Committee **(Added 9/98)**.

14. Two tickets will be pulled at the drawing for the opportunity quilt by the Quilt Show Chairperson. If the owner of the winning (first-drawn) ticket cannot be located after a reasonable effort or does not accept the quilt, the owner of the second ticket drawn shall win the opportunity quilt. The opportunity quilt shall be delivered to the winning ticket holder; the Quilt Show Chairperson is responsible for the delivery of the quilt.
15. The Treasurer shall attend quilt show committee meetings and keep records of all income and expenditures relating to the Quilt Show budget. If the Treasurer is unable to do so, the Quilt Show Chair shall appoint a person to perform the financial recording function.
16. At any RCQG Quilt Show where judging is occurring, the following rules apply:
 - a. Only judges, scribes, and aides shall be permitted in the room during the judging of all items, except Wearable Art.
 - b. During Judging of Wearable Art, models will be permitted in the Judging room only during actual modeling of the garment(s).
 - c. No one who has entered an item or items for judging shall serve as Judge, aide, or scribe, assistant or in any other capacity necessitating their presence in the judging room during the judging of that item or items and that class, where practical.
 - d. Judging shall be conducted by the elimination method rather than a point system.
 - e. The decision of the Judge(s) shall be final. **(Added 11/97)**
17. No other group or fundraising activities will be permitted at the Guild Show. **(Added 9/98)**
18. Children the age of 12 years and under shall be admitted free of charge to the Quilt Show. All those over 12 years of age shall pay the regular show admission. **(Added 11/99)**

XVI. LIBRARIAN (Assistant Librarian)

1. Only RCQG members may use the library and must show their membership card when checking out library items.
2. Library items may be checked out for one month at a time and are due at the next general meeting. Members must PRINT their name and membership number and date checked out. Exception: Items checked out at the November Meeting will be due at the January Meeting.
3. A member may not have checked out more than a total of 2 books and 3 magazines at any one time.
4. A suggestion box for desired new publications will be available at the Library. **(Rev. 4/15/92)**
5. Members may reserve items which the Librarian will attempt to make available at the next General Meeting. All requested materials must be picked up at the next General Meeting following the request, and will not be held past that meeting. **(Rev. 4/15/92)**
6. Materials may be renewed any number of times unless another member has made a request for that book or magazine, in which case the item will not be renewed.
7. A member may not check out additional books and/or magazines until any overdue publications in his/her name have been returned or replaced.
8. If a member loses or damages a library article, the member will be required to replace the article in kind or pay replacement value.
9. An overdue book report will be printed four (4) times per year in the Needle Notes Newsletter. **(Rev. 1/10/96)**
10. The library will be "open" at 7 p.m. at the General meetings, except the December Meeting when the Library is closed.

11. The Librarian will keep the members informed of new acquisitions to the Library through regular announcements in the Needle Notes Newsletter.
12. Members may return Library items for other members; however, members may not check out items for other members.
13. At the December Board meeting the Librarian shall submit a detailed report including a ledger listing acquisitions and expenditures and a report including missing and overdue items. The President and Membership Chairpersons shall receive a copy of the list of overdue materials and missing items including member's names and numbers. (see item #8)
14. The Librarian, assistant or designated appointee will submit Board reports as necessary. **(Rev. 4/15/92)**
15. There will be a \$1.00 fine for each overdue book per month. **(Approved 1/10/96)**
(previous items 12, 13, 14 deleted 6/05.....numbered items changed accordingly)

XVII. WELCOMING AND HOSPITALITY

- Welcoming
1. Distributes new membership packets (See Item I.5). **(Added 4/15/92)**
 2. Welcomes prospective and new members. **(Added 4/15/92)**
- Hospitality
3. Coordinates Christmas Potluck with the Program Chair. **(Rev 4/15/92)**
 4. Occasional refreshments may be provided during General Meetings in coordination with the Program Chair. **(Rev. 4/15/92)**

XVIII. NCQC (Northern California Quilt Council) REPRESENTATIVE

1. Attends all quarterly meetings of NCQC (January, April, July, and October).
2. Reports quarterly to the Board on the activities and programs of the NCQC meetings.
3. Serves as liaison between Guild and NCQC.

XIX. TELEPHONE (Assistants)

1. Sets up a telephone network at the discretion of the Committee. (This could be by Neighborhood Circle Groups, geographical area, roster sections, etc.)
2. Sets network in motion as assigned by the President.

XX. PARLIAMENTARIAN (See By-Laws, Article VII, Section I)

1. Assists the presiding officer with Parliamentary procedures.
2. Must be familiar with all Guild By-Laws, Policies, and Roberts Rules of Order.
3. Advises the Board on all voting issues coming before the Board and/or General Membership.
4. Is in charge of General Elections held in October and special elections on By-Laws.
5. Is responsible for keeping official By-Laws and Guild policies, and distributing as needed or as directed by President.

XXI. PROPERTY

1. Reports to the Board on Guild property.
2. The Guild quilting frame is available for use to Guild members. A \$25.00 damage deposit is required from the Guild member at the time the quilting frame is picked up. The deposit will be returned to the member upon return of the quilting frame in same condition.
3. PVC Quilt racks (used to display quilts) are available to use for a quilt-related event. A minimum \$25.00 deposit is required at the time the quilt racks are picked up. The deposit will be returned to the member upon return of the rack(s) in the same condition.

4. Guild property is non-transferable to another member without the Property Manager's approval.
5. Guild property may be loaned or rented for non-guild events only when approved in advance by a majority vote of the board. **(Rev 6/05)**
6. Property Manager maintains an inventory of all Guild-owned property by coordinating with Guild members. **(Rev. 10-16-02)**

XXII. NEWSLETTER (and Assistants)

1. The name of the Guild newsletter is "Needle Notes" and is published monthly.
2. The deadline for accepting articles and other information to be printed in the newsletter is set by the Editor and is printed monthly in Needle Notes.
3. The Needle Notes will contain an announcement each month of the location and date of the next Board meeting, General Meeting, and Quilt Show Committee meeting. **(Rev 4/15/92)**
4. Newsletters, as available, may be provided to any quilt-related store for distribution to the community. **(Rev 4/15/92)**
5. Monthly newsletters, as available, may be provided to guests attending their first General meeting. **(Rev 4/15/92)**
6. All letters to the Editor from a current member will be presented to the Board. Following submission to and approval by the Board, the letter will be printed in its entirety with a disclaimer that the letter does not necessarily represent the opinion of the Board. The letters, no more than 250 words, no profanity, must be signed by the author. If reference is made to any other person, that person shall be contacted and permitted to comment. **(Rev 4/15/92)**
7. All submissions to the newsletter must be given only to the Editor or Editor designate to insure publication in the newsletter.
8. Advertisements must be camera-ready copy.
9. Want ads are free to General Members.
Ad rates are as follows and may be changed at the discretion of the Editor with approval of the Board of Directors:

AD SIZE	MONTHLY	YEARLY
1/8 horizontal	\$ 8.00	\$ 70.00
1/4 vertical	12.00	124.00
1/2 horizontal	24.00	180.00
Full Page	32.00	284.00

10. Subscription rate for non-members is \$10.00 per year.
11. The Editor reserves the right to correct spelling, grammar and readability.
12. Upon request, the name and address of local quilt-related businesses and services may be listed monthly in the newsletter at no charge. **(Added 4/15/92)**
13. One month free ad with one year contract: **(Rev. 2-96)**

XXIII: QUILTER'S TREASURES

The purpose, name and management of the Scholarship Fund are changed as follows, effective immediately:

1. Discontinue donation of monies to the scholarship fund at California State University, Sacramento, which has gone untouched for two years;
2. Begin using double tickets to eliminate the bottleneck at the fundraising table;
3. Change the name of the committee from Scholarship to Quilter's Treasures;

4. Any funds raised shall be reinvested for the next month's Quilter's Treasures; any excess funds will be placed in the Guild's general fund at the end of the year. **(Rev. 1/99)**

XXIV. EDUCATION GRANT COMMITTEE

1. Scholarship to commence in January 1996.
2. Eligible for grant will be advertised in the Needle Notes.
3. Funding will be established by the June 1995 auction at \$500.00, with additional funds raised by the Fund Raising Committee in subsequent years, starting in 1996.
4. Participants to be judged by the Education Grant Committee from letter submitted by members in good standing in the guild (must be a member 1 year previous).
5. Awards to be limited to no more than 3 members per class.
6. Committee will consist of 3 guild members: President-Elect, and 2 members at large. One to be appointed by the President and one to be appointed by the President-Elect. Terms of office will run no more than 2 years, unless approved by the President.

XXV. BLOCK-OF-THE-MONTH (Assistant Block-of-the-Month)

1. Reports to the Board on upcoming block patterns.
2. Keeps a journal of the monthly winners and submits their names monthly to Needle Notes.
3. Announces that members may submit blocks with their secret pal's name or any other name if they so desire.
4. May conduct a Block Contest with awards.
5. Conducts monthly Fat Quarter exchange. **(Added 4/15/92)**

XXVI. PUBLIC RELATIONS (Assistant Public Relations)

1. Reports to the Board concerning announcements for meetings, speakers and workshops.
2. Is in charge of the Guild's informational flyer.
3. Works with the Quilt Show PR Chairperson.
4. Submits press releases to local media as needed.
5. Maintains Guild bulletin board and displays at each General Meeting.

XXVII. FUNDRAISING

1. Reports to the Board concerning Guild fundraising items.
2. Works closely with the President and Treasurer with recommendations for yearly budget.
3. 1/2 the monies raised will go to the Education Grant.

XXVIII. NEIGHBORHOOD CIRCLE

1. Reports to the Board as needed. **(Rev 4/15/92)**
2. Coordinates special projects of interest to Neighborhood Circles.
3. Maintains contact with all Neighborhood Circle groups, and provides help at General Membership Meeting to those interested in finding or starting a group. **(Rev. 4/15/92)**
4. Submits articles to Newsletter on various group activities.
5. Teaches and/or arranges basic quilting workshops from 6:00 to 7:00 p.m. prior to General Membership Meetings.
6. Is responsible for Guild's mentor program. **(Added 4/15/92)**

XXIX. COMMUNITY SERVICES (Assistant Community Services)

1. Is responsible for coordinating construction and disbursement of quilts and other items for community needs. **(Added 4/15/92)**
2. Reports monthly on special projects involving quilts.

3. Directs specific programs approved by the Board.
4. Prepare a year-end financial report in the event of an audit or verification of tax-exempt status and furnish copies to the Treasurer and the Historian. The report should include:
 - a. A summary report of expenditures.
 - b. A brief description of the committee's accomplishments, i.e. how many quilts were prepared and distributed, to whom, etc.

XXX. SECRET PALS (Assistant)

1. Coordinates Secret Pals program. **(Added 4/15/92)**
2. Members participating in Secret Pals may sign up in December and January and will receive guidelines from the Chairperson.
3. Members must participate at least six (6) times per year by:
Sending cards for special occasions
Giving small gifts, flowers, candy, books, handmade items, or other appropriate quilt-related gifts.
4. Members who do not fulfill their obligations for Secret Pals shall be banned from participation in program for one year. Upon reinstatement, if member fails to comply, said member will be banned from future participation. **(rev 6/02)**

XXXI. HISTORIAN

1. Keeps a photographic and written record of all Guild events and activities. At the end of the year, organizes information into an album to be kept in the Guild Library.

XXXII. NOMINATING COMMITTEE (Added 4/15/92)

1. Candidates for elected positions shall submit a brief autobiographical sketch to the Nominating Committee for inclusion in the newsletter prior to election. The Nominating Committee may edit as necessary.

XXXIII. COMMUNITY OUTREACH (Added 4/15/92)

1. Introduce students and adults to the art of quilting.
2. Make an educational contribution through presentations at schools and other organizations.
3. Prepare a year-end financial report in the event of an audit or verification of tax-exempt status and furnish copies to the Treasurer and the Historian. The report should include:
 - a. A summary report of expenditures.
 - b. A brief description of the committee's accomplishments, i.e. appearances and workshops presented, etc.

XXXIV. JAMBOREE (A one or two-day event with various workshops for Guild members)

1. The Jamboree Chairperson:
 - a. Will be appointed by the President in office at the time the tentative date of the Jamboree is set. A Co-chair should also be appointed at this time to assist the Jamboree Chairperson with the intent of becoming chairperson of the next Jamboree.
 - b. Is directly responsible for monies budgeted for the Jamboree and will present a proposed budget to the Board.
 - c. Establishes a committee and sub-committees deemed appropriate and appoints chairpersons to develop the program.

- d. Reports periodically to the Board and, as needed, to the general membership on Jamboree progress.
- e. Requests Board approval for any new and/or controversial items or policies.
2. To be eligible as a Guild participant at a reduced rate, the person must be a current member in good standing and a member during the year prior to the Jamboree. Members not meeting these criteria may participate in the Jamboree at the non-member rate.
3. All persons working on the Jamboree are responsible to the Jamboree Chairperson and are to report any pending expenditures to the Chair for approval.
4. Jamboree committee chairs will write a committee report and will submit the report to the Jamboree Chairperson after the Jamboree is completed. The Jamboree Chair will provide a copy of the reports to the President.

Prepared by: Lindy Munday
Parliamentarian
July 18, 1995

Revisions 1996 by: Janet Van Wert
Parliamentarian
Dec. 31, 1996

Revisions 1998 by: Janet Van Wert
Parliamentarian
Oct. 15, 1998

Revisions 1999 by: Marilyn Maddalena
1999 Parliamentarian
January 4, 2000

Revisions 2002 by: Paulette Trafecanty
Parliamentarian
October 16, 2002

Revisions 2005 by: Janet Van Wert
Parliamentarian
June 28, 2005

Revisions 2007 by: Diana Muenzler
Parliamentarian
February 11, 2007

Updated 2008 by: Diana Muenzler
Parliamentarian
July 2008