

## **STATEMENT OF POLICIES**

### **1. Treasury funds**

- a) All funds officially collected in the name of Carquinez Strait Stitchers (CSS) shall be submitted to the Treasurer in a timely fashion. Submitted forms should include details of each event and each attendee with payment information.
- b) All expenditures that require reimbursement will be honored by filling out the Monetary Transaction form, being sure to include the category in which the expenditure should be placed, and having the receipt attached.
- c) All purchases or other expenditures over \$50.00 need the approval of the Board with the exception of Quilt Show and already approved budgets.
- d) A quarterly review of all guild business will be conducted by the non-board members of the finance committee. Results will be reported at the following business meeting.

### **2. Workshops**

- a) Members who volunteer or are asked to teach a workshop will be contracted by the 2<sup>nd</sup> VP (Program) and will be paid an amount predetermined by the current year's budget. Teachers are expected to provide a supply list in advance, which will be placed in the newsletter, and are asked to provide written materials for the class, as needed. Teachers will be reimbursed for copy costs.
- b) Fees for workshops and tickets for special events, which are paid for in advance, will be paid at the time of sign-up. Refunds may or may not be available. Details for refunds will be available for each event and will be printed on the sign-up sheet and in the newsletter

### **3. Gift quilts/tops**

- a) Gift quilts/tops shall not exceed \$75.00 of guild funds. Members may donate fabric and/or money as desired by the individual.
- b) Members, on their 70<sup>th</sup> birthday will receive a quilt top from the guild.
- c) The President, after her first term of office, will receive a quilt top from the guild.

4. **Membership Roster** will be printed yearly, with updates provided in the newsletter. Any member who has not paid current dues by the August business meeting will not appear in the roster. Dues are due July 1<sup>st</sup> of each year, but can be paid in advance to the 1<sup>st</sup> VP (Membership).

5. **The Hospitality/Sunshine** Chairperson will send cards on behalf of the guild. Please notify her if there is someone in the group who has happy news or experiences an illness or death in the family.

## 6. **Membership duties**

- a) Members, on a rotating basis, provide refreshments for business meetings. Members will be assigned alphabetically through the membership roster, assigning three members per meeting. Please check your newsletter for your turn. If you cannot provide refreshments for your turn, you should arrange to switch with another member. You are asked to come early to set up coffee, cream, cups, etc. which are provided by the guild, and also stay to clean up, which is usually minimal. Please advise Hospitality Chairperson when supplies become low.
- b) Members are encouraged to support outreach community service events and fundraising projects.

7. **A storage facility** (for frames and other equipment) is located in the Benicia Industrial Park. The 2 keys are kept by the president and treasurer and can be obtained by members and committee chairs when needed.

## 8. **Opportunity Quilts**

- a) The definition of an Opportunity Quilt shall be as follows:
- b) A quilt that is constructed by any guild group for the purpose of fundraising on behalf of the guild. Monies received from the funds raised are to be turned over to the guild treasurer. Donation quilts constructed as an outreach project are excluded from this definition.
- c) Any member of the Guild may bring an Opportunity Quilt proposal forward at a regularly scheduled monthly business meeting.
- d) A notice is to be placed in the Guild Newsletter requesting Opportunity Quilt Committee volunteers in the August newsletter.
- e) A call for Opportunity Quilt Committee volunteers will be made by the Guild President at the September meeting.
- f) The Guild may choose to produce multiple quilts in a single year or skip a year(s). A default of "no action" does not require a vote.
- g) A notice is to be placed in the Guild Newsletter announcing the timeline for the quilt construction and marketing (i.e. cutting fabric on date, binding date, pick up ticket packets date) and advising on how to volunteer to participate in advance and as the event draws near.
- h) The Opportunity Quilt Committee will draft a proposal prior to any commitments or expenditures to present to the membership for a vote. The membership will vote on the proposal and a simple majority will approve or disapprove the proposal. The proposal will include:
  - i. The quilt design

- ii. Budget for the quilt (including fabric, batting, and quilting costs)
  - iii. Quilt construction plan and timeline (i.e. kits, group sew, progressive sewing)
  - iv. Marketing plan and timeline (must be consistent with By-Laws, Section V)
  - v. Budget for marketing (including ticket printing, flyers, advertising, etc.)
  - vi. Manpower plan (plan must include 50% staffing commitments)
  - vii. Funding for the construction, quilting and marketing of the Opportunity Quilt may come from one or more of the following methods: (No goods or services are to be promised or given in exchange for sponsorship donations.)
  - viii. Sponsorship donations (not guild funds) from individual members.
  - ix. Sponsorship donations (not guild funds) from businesses.
  - x. Raffle ticket sales, per the rules of State of California Penal Code 320.5, Charitable Raffles.
- i.) Twelve months are to be given to adequately market Opportunity Quilts. (For example, in order to raffle a quilt off at the Bi-Annual Quilt Show held around May in odd number years, the quilt must be photo ready by May in the even number years.)