

Bylaws of Citrus Belt Quilters, Inc.

A Non-Profit Organization

Revised May 2019

ARTICLE I

Name

The name of this organization shall be Citrus Belt Quilters, Inc., henceforth to be known and the Organization and/or CBQ.

ARTICLE II

Purpose

Citrus Belt Quilters is dedicated to all aspects of the quilting art. Through education and sharing we carry our skills into our communities and keep the folk art flourishing. Through monetary donations we support other endeavors in the fiber arts. This organization does not contemplate pecuniary gain or profit to the members thereof, and is organized for non-profit purposes.

ARTICLE III

Executive Board

SECTION 1: The Organization's Executive Board shall consist of the elected officers: President, First or Co-First Vice Presidents, Second or Co-Second Vice Presidents, Secretary, and Treasurer. The Parliamentarian shall be appointed by the President, is approved by the Board, and shall serve as an Executive Board Member.

All shall have equal voting rights.

SECTION 2: The nominating committee shall present the proposed slate of Executive officers at the April general meeting at which time additional nominations may be made from the floor. The complete list of candidates shall be published in the May newsletter.

SECTION 3: The Executive Board shall be elected by the general membership at the May general meeting.

SECTION 4: The Executive Board shall have the power to act for the Board only in the case of an emergency matter which must be disposed of promptly.

The Executive Board must report to the Board at its next meeting and its action reviewed and included in the minutes of the Board.

A two-thirds majority of Executive Board members shall constitute a quorum.

ARTICLE IV

The Board

SECTION 1: The Board shall consist of the Executive Board and any Committee Heads appointed by the President and approved by the Board. All shall have equal voting rights.

SECTION 2: Board meeting time and place shall be announced in the newsletter prior to the general meeting.

Two-thirds of board members shall constitute a quorum for the transaction of business in any meeting of the Board. A majority of the quorum may decide any question coming before the meeting.

SECTION 3: The newly elected officers shall be installed at the June general meeting. Outgoing officers and committee heads shall be responsible for duties of their offices and committees until their successors have been installed. The outgoing Board is responsible for the June general meeting; the incoming board is responsible for the July general meeting. In the interval between election and installation of the incoming Board, the President-

elect may begin to recruit committee heads and the First or Co-First Vice Presidents may begin to plan future programs.

SECTION 4: Each Board member must be a member in good standing, i.e. dues paid with a current membership card.

To be eligible for nomination for President of Citrus Belt Quilters Inc., nominees must have served on the Board in a prior year.

SECTION 5: All commitments entered into legally and in good faith shall be honored in good faith by subsequent Boards, to assure continuity and the ability of the Board to plan for the future.

SECTION 6: The immediate Past President shall be an ex officio member of the Board.

SECTION 7: When a Board member misses three (3) consecutive Board meeting without adequate excuse or when a Board member is not fulfilling the responsibilities of the office as prescribed in the Bylaws or Policies, or engages in conduct which the Board determines to be injurious to the Organization or its purposes, the Board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include (1) asking for the resignation of the Board member; (2) making a formal recommendation that the Board member be removed from office following a hearing conducted in accordance with Due Process.*

*Footnote: "Due Process" Procedures: Following the two-thirds (2/3) affirmative vote recommending that the Board member be removed from office (1) the Board member must be given fifteen (15) days written notice of the hearing to remove the Board member from Office ; (2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the Board member shown on the Organization's records; (3) At the hearing, the Board member must be given an opportunity to address the Board, either orally or in writing; (4) Not less than five (5) days following the hearing, the Board shall convene and vote whether the Board member shall be removed from office; (5) a two-thirds (2/3) vote of the Board shall be sufficient to remove the Board member from office; (6) The removal vote shall be recorded in the Board minutes and shall specify the number in favor of or against removal.

SECTION 8: Upon written request by the President, with approval of the Board, any Board or committee member who fails to return organizational materials pertinent to the operation of the guild shall have their membership revoked at the end of thirty (30) days. There shall be no refund of dues, membership shall be revoked, and future membership shall be denied until after the return of said materials or equal value is paid for said materials.

ARTICLE V Membership

SECTION 1: Membership is open to anyone over age 12.

No part of the income or assets of the Organization shall benefit any member unless said member is hired or assigned by the Board for a particular function, demonstration, or educational purpose for which normally an outside party would be hired. Any member hired for a service, normally contracted outside the Organization, must have a contract approved by the Board prior to the delivery of the service.

SECTION 2: Dues are determined by the Board. Annual dues are due and payable by May 1. All members delinquent after May 1 shall be removed from the next printing of the Membership Directory and all membership privileges are revoked.

Members joining May 1 – October 31 shall pay a full one (1) year dues. Members joining November 1 – April 30 shall pay half the annual dues.

Any member may attend either or both AM and/or PM meetings.

SECTION 3: Privileges of membership include: subscription to the newsletter, use of the Library, Bulletin Board, Sew What Table, door prize drawing, discounts from advertisers, holding office, annual Membership Directory, voting privileges, attendance at AM and/or PM meeting and all CBQ-sponsored events. Some of the above may require additional fees.

SECTION 4: The evening meeting is to function in a subsidiary capacity and to offer an opportunity for participation in CBQ. By its nature it is informal, and requires a certain amount of autonomy in its functions.

Close communication with the Board and knowledge of current policies and other pertinent matters is essential to the success of the evening meeting and all decisions and actions are expected to be in harmony with the basic purposes and philosophy of CBQ.

The PM Chairman shall be selected by the members attending the May PM meeting and approved by the President-elect.

ARTICLE VI Duties of Officers and Committee Heads

Only Board members may speak for the Organization or make legal commitments within the scope of their duties, with Board approval.

SECTION 1: Term of office is one (1) year, commencing and terminating with the installation of new officers in June. An Executive Board member may not hold the same elected office for more than two (2) successive years. The installation ceremony is to be coordinated by the outgoing and incoming Presidents.

Board members who utilize committees to assist them in carrying out their responsibilities are responsible for the activities of their committees and cannot vacate their responsibility to any committee.

SECTION 2: The duties and powers of officers shall be as follows:

PRESIDENT: Shall be the principal executive officer and shall preside over the general meetings; shall be subject to direction and control by the Board, according to organization policy; and shall conduct the business of the Organization in a manner fitting the post.

Shall be responsible for all keys and shall maintain the master calendar for filing of taxes, fees, and payment of insurance(s), etc.

May be an ex officio member of all committees except the Nominating Committee.

FIRST OR FIRST CO-VICE PRESIDENTS: Shall in the absence of the President, or at the President's request, perform presidential duties, shall be Program Chairman, and be in charge of all aspects of the program and/or speaker in accordance with policies approved by the Board.

First Vice President(s) shall contract programs and workshops in cooperation with the Second Vice President(s).

In the event that this office is held as Co-First Vice Presidents a designation of seniority shall be made for the purpose of succession by the president-elect for the remainder of the term.

SECOND OR SECOND CO-VICE PRESIDENTS: Shall be responsible for the contracted speaker workshops and works closely and cooperatively with the First or Co-first Vice Presidents.

Shall be responsible for the block-of-the-month.

SECRETARY: Shall keep a permanent record and be custodian of all minutes of the Board and general meetings; act as custodian of the Corporate Seal, copyrighted logo, corporate and Board records, reports, statements, certificates, and other documents required by law, keeping them properly filed.

Shall handle official correspondence of the Organization and shall provide the President with a copy of the minutes from each Board and general meeting.

Shall take roll at all Board meetings and keep a permanent attendance record.

TREASURER: Shall keep a printed record of all Organization transactions in a permanent book belonging to the Organization; shall take charge of all dues and funds made available to the Organization and shall pay, with Board approval, all bills incurred.

All expenditures must be authorized by the Board and all bills and receipts must be presented for reimbursement within sixty (60) days of purchase.

The Treasurer's books shall be audited within one-hundred-twenty (120) days of the close of the fiscal year by the Audit Committee according to policy. The books shall be open to member's examination upon notification to the Treasurer, but shall not be removed from the officer's presence.

The Treasurer, Secretary, and President shall be able to sign Organization checks, with two signatures required at all times.

BULLETIN BOARD: Shall collect, post, and remove information of interest to CBQ. Only members may post on the bulletin board with the Committee Head approval. This is a non-voting board position.

COMMUNITY SERVICE: Shall collect and distribute donations by CBQ members to charities approved by the Board. May sponsor projects, which shall be approved by the Board and may include workshops. Such projects are to benefit the community.

HISTORIAN: shall record and archive all CBQ activities in the Historian's book through publications, clippings, pictures, etc., including member's achievements relating to quilting.

May, upon request, compile a President's Memory Album to be presented to the Past President at the November/December general meeting.

HOSPITALITY: shall take charge of providing refreshments at all general membership meetings, according to policy, and be responsible for the set up and clean-up of the kitchen.

LIBRARIAN: shall be responsible for cataloging and circulating the Library materials following policy. The Library holdings shall be inventoried by both the outgoing and incoming chairman and a signed report submitted to the President and filed with the Secretary.

MEMBERSHIP: Shall keep a current roster of members; be in charge of sign-in procedures for members and guests; provide an accurate mailing list to the Newsletter Editor; be in charge of updating the annual Membership Directory; be in charge of printing the annual Membership Directory for distribution at the June general meeting; and conduct the door prize drawing.

NEWSLETTER EDITOR: Shall publish eleven (11) issues annually, keeping members informed of relevant activities and events in accordance with policy approved by the Board.

OPPORTUNITY QUILT CHAIR OR CO-CHAIRS: Shall manage the current year's Opportunity Quilt. This Chair shall be approved by the Board.

PARLIAMENTARIAN: It shall be the duty of the parliamentarian to be available for consultation on parliamentary procedure at Board and general meetings, and to act as an advisor, but not the final word. The Parliamentarian shall be in charge of the Dishonesty Bond papers. The parliamentary authority shall be the current edition of Sturgis' The Standard Code of Parliamentary Procedures.

PM CHAIR: Shall be responsible for all aspects of the evening meeting. See article V, Section 4.

The Chair shall:

- Arrange for hospitality at evening meetings, appointing a chairperson or committee as necessary and convenient;
- Plan and arrange for programs in accordance with the interest of the group;
- See that sign-in of members and guests proceeds in a systematic manner and passing the information to the Membership Chair
- Collect guest fees and arrange for money to be turned in to the Treasurer;
- Find appropriate facilities for meeting, subject to Board approval;
- Arrange for Library access;
- Make arrangements for Show and Share and any other actions which shall facilitate the comfort and convenience of the members;
- Attend Board meetings or appoint a liaison person whose duty it shall be to represent the evening meeting group at Board meetings, and
- Be a voting member of the Board.

PUBLICITY: Shall notify area publications of CBQ activities in a timely manner according to policy. Shall provide the Webmaster with current information for the CBQ website..

QUILT SHOW CHAIR: Shall manage all aspects of a Quilt Show. This chair shall be approved by the Board.

SCCQG COUNCIL REPRESENTATIVE: Must attend all Southern California Council of Quilt Guild (SCCQG) meeting or if unable to attend must notify the CBQ President to arrange for representation of the Organization.

Shall make a report to the Board after each meeting. The Representative shall be appointed by the President in the month of December for a two (2) year term beginning January, concurrent with the SCCQG calendar.

SEW WHAT? TABLE: Shall be responsible for the sale of donated, resalable sewing-related items; including transportation of said items to and from meetings and storage between meetings.

SHOW AND SHARE: Shall be responsible for the showing of member made and/or owned quilt-related items.

SPECIAL EVENTS CHAIR OR CO-CHAIRS: May plan block swaps, round robins, quilting bees, mystery quilts and fundraising activities such as bus trips, auctions, challenges, etc.

SUNSHINE AND SHOWERS: Shall receive and verify information about members, send cards to members as necessary and relay information to the membership. This is a non-voting Board position.

WEBMASTER: Shall maintain and update the CBQ website in a timely manner. The Webmaster will post information on projects, special events, and other items of CBQ business. The Webmaster shall forward any correspondence received through the website to the appropriate party for response, or respond on behalf of CBQ.

SECTION 3: Duties and powers of Temporary Committees

BOARD POLICY COMMITTEE: The President, Secretary and Parliamentarian shall review the board Policies annually in February/March and present any proposed recommendations to the Board in April. The amended Board Policies shall be published in the April newsletter and the annual Membership Directory in June.

BUDGET COMMITTEE: Shall meet in March to prepare a proposed budget for the upcoming term; shall initially present the proposed budget at the April Board meeting and obtain outgoing Board approval at the May Board meeting. The incoming board shall review and give final Board approval at the July Board meeting. The proposed budget shall be published in the July newsletter and voted on by the general membership at the July annual general meeting.

The budget committee shall consist of the Treasurer, who shall serve as chairman; the President; two (2) Board members; and two (2) non-Board members approved by the Board.

BYLAWS COMMITTEE: Shall gather suggestions throughout the year for proposed revisions and shall meet annually in February/March to consider same, making recommendations to the Board in April so that the proposed revisions may be published in the April newsletter. The amended Bylaws shall be voted on by the general membership at the April general meeting and published in the annual Membership Directory in June.

The Bylaws Committee shall consist of the Parliamentarian, who shall serve as chairman, the President, the Secretary and two (2) Board members approved by the board.

NOMINATING COMMITTEE: At the March general meeting each year, the general membership shall elect a nominating committee of four (4) members: the Parliamentarian, one (1) Board member, two (2) from the general membership and one (1) alternate, whose duty it shall be to present a slate of Executive Board officers for the following term. Any nominating committee member, who is nominated for office, shall resign from this committee and be replaced by the alternate. The committee shall be chaired by the parliamentarian.

SCHOLARSHIP COMMITTEE: Shall consist of a Past President, the Treasurer, one (1) additional Board member and three (3) non-Board members approved by the Board and shall manage all aspects of the scholarship award. The Chair shall be elected from within the committee.

AUDIT COMMITTEE: Shall consist of the President and two (2) non-Board members approved by the Board. The Treasurer and the immediate past Treasurer shall attend the meeting to present all financial records for review.

ARTICLE VII Membership Meetings

SECTION 1: General meetings shall be held monthly except in November.

A combined November/December general meeting is held, date set by the Board. The day general meeting shall be the last Friday of the month. Evening meetings are held the 3rd Thursday evening of the month.

Guests may attend day or night meeting for a fee determined by the Board.

SECTION 2: The July general meeting shall be designated as the "Annual Meeting of the Organization." The minutes of the previous Annual Meeting shall be posted by the Secretary. The proposed budget shall be published in the July newsletter and a vote for final approval shall be taken at the July general meeting.

SECTION 3: The general meeting days may be changed, with Board approval, by notifying the membership through the newsletter.

SECTION 4: Special activities may be held on other days.

SECTION 5: At all general meetings, the members in good standing in attendance shall constitute a quorum. A majority of the quorum may decide any question coming before a general meeting.

ARTICLE VIII
Parliamentary Authority

The current edition of Sturgis' The Standard Code of Parliamentary Procedure shall govern this organization in all parliamentary situations not provided in the law by charter, in these bylaws, or in adopted rules of policy.

ARTICLE IX
Dissolution

In the event of dissolution, any and all properties owned by the Organization shall be distributed only to non-profit organizations under the IRS Code 501 (c)(7) or 501(c)(3) of the United States Government and as the Board selects as recipients.

ARTICLE X
Changes in Bylaws

These Bylaws may be amended or repealed in whole or in part by a majority vote at a general meeting of the Organization, following Board approval. If the Board fails to act on the Bylaws Committee report after two Board meetings, it shall be presented directly to the general membership. The proposed amendments shall be included in the newsletter sent to each member in good standing prior to the general meeting at which amendments shall be considered.

Bylaws Committee 2019: Cathy Kreter (President); Sally Granado(Secretary), Judee Koda (Parliamentarian), and Claudia Gates (member).

CBQ Board Policies

Reviewed May 2019

President

The President and Parliamentarian will each have a copy of Sturgis' The Standard Code of Parliamentary Procedure.

The Guild's primary sound system including the hands free equipment is the responsibility of the President. (10/02) (05/06) (04/12)

The President and Secretary will be responsible for the keys to the Post Office box. (10/02) (3/16)

The President will reserve a seat for the Speaker, 1st Vice President(s), and Secretary and may reserve seats for other Board Members at the General meetings. (11/04) (5/07)

The President is entitled to participate in all scheduled workshops during her term, with the workshop fee being waived. (05/07)

1st Vice President/Programs

CBQ may reimburse members not to exceed \$40 per night for housing a guest speaker. (3/94)(07/04)(06/13)

Members may make reservations with the 1st V.P. for guest speaker luncheons. (03/94)(05/07)

Will make arrangements for speaker meals, housing and transportation, and luncheon following the General meeting. (10/02)

A thank you card or note will be given to guest speakers. (03/94)(05/07)

Will send a copy of each issue of the NewsPatcher to guest speakers in which their program/workshop is mentioned or promoted. (03/00)

Will be responsible for submitting reimbursement for the guest speaker to the Treasurer. (10/02)

Quilt shop owners who "bring the shop" as the program for a daytime meeting shall not be paid a speaker fee or honorarium if the presentation is only for promoting and selling items from their shop. (4/15)

Speakers who request the use of multimedia must provide their own projector, and the multimedia (slide show) portion of the presentation may not exceed 30 minutes. (4/16)

2nd Vice President/Workshops

Block-of-the-month is available every month in the NewsPatcher and on the website. (05/84) (04/15)

Second V.P.s or assigned designee will be in attendance and participate in all workshops at no charge. (06/92)(10/02)

No children under 12 or unpaid guests are allowed at workshops. (03/00)(06/13)

A member who has paid for a workshop and cannot attend because of an emergency must contact the 2nd Vice President. A paid workshop member may opt for a class transfer to be used within one year of issuance. The member who is unable to attend will be reimbursed by the person taking their place, not by the guild. (03/00) (05/12) (05/14) (4/16)

Should it be requested, a workshop fee may be refunded by the Guild for a workshop if the Speaker cancels. (05/07)

At the 2nd Vice President's discretion, non-members may fill vacant spaces in workshops. (05/07)

Workshop fee must be paid at time of sign up. (05/12)(4/15)(05/19)

Secretary

Will post minutes of the previous Board Meeting and General Meeting on the Bulletin Board at all General meetings. (01/82) (6/13)(4/16)

The Secretary will keep a record of the Guild's physical assets (i.e., sound system, microphones, pole vaults, library inventory, etc.). These are to be verified at the June In-and-Out Board meeting. (03/98)(10/02)

The Secretary may submit highlights of the Board meeting to Newsletter Editor for publication in the next NewsPatcher. (05/06)(06/13)

The Secretary and President will manage the storage shed and be responsible for key sign out and inventory. (03/10) (4/16)

Treasurer

Will post monthly Treasurer's report on Bulletin Board at all General meetings, not read. (03/82) (4/16)

All bills except speaker/workshop payments will be submitted to Treasurer, for approval and payment, at Board meetings, and must be submitted within 60 days of expenditure. (12/83)(05/06) (4/16)

All vouchers must have receipts attached before bills are paid. (02/85)

The President, Secretary and Treasurer are to be bonded with at \$25,000 Dishonesty bond which will be held by the Parliamentarian. (09/85)(03/00)(06/13)

Reimbursements, not submitted at the Board meeting, will be given out by the Treasurer only in extenuating circumstances, will receive approval by the President, and must be accompanied by a receipt. (03/94) (4/16)

Will not accept any foreign currency. (07/89) (10/02)(4/15) (4/16)

All checks and cash must be turned in to the Treasurer immediately at the end of the general meeting or event and checks should be made payable to CBQ. (11/89)(03/00)(05/06) (4/16)

Citrus Belt Quilters will have only one Treasurer for the Guild and the Quilt Show. (10/02)

A raffle permit will be obtained from the CA Department of Justice prior to selling raffle tickets and a post-raffle report will be filed within 30 days of a raffle drawing (e.g., Opportunity Quilt). (05/06)

The Board may spend \$500 unbudgeted without the approval of the General membership. (05/04)(04/12)(06/13)

Bulletin Board

Bulletin Board will have a "do not remove" sign. (05/84) (2016)

Only CBQ members may post on the Bulletin Board and items must relate to quilting. (06/82)

Items posted on the Bulletin Board will have a date of posting and a date of removal. (4/16)

Community Service

A sign-in book will be kept on the community service table at the general meeting in order to keep a record of all quilts donated. (08/88)(4/16)

All items donated to Community Service by CBQ members will be disbursed only to charitable organizations approved by the Board. Donated items will not be sold to members or non members. (4/16)

A written request needs to be submitted for Board approval for quilts to be given to any organization. (03/94)

A thank you note may be sent for donations from non-guild members. (05/07)

Historian

Past Historian books will be kept and archived in the A.K. Smiley Public Library Heritage Room. (05/04)

Hospitality

A Hospitality kitty will be available in the refreshment area of the A.M. and P.M. meeting. (03/94)

Hospitality Chair will order cake(s) to be served for the October "CBQ Birthday" meeting. (4/16)

Hospitality Chair will organize and decorate hall for combined November/December meeting. (4/16)

Library

Thank-you notes for book donations or in-memoriam donations will be sent by the Librarian. (03/94)

There will be a \$1.00 per month fine for overdue books. (03/00)

Books can be renewed for another month provided the book is not on reserve. (05/93)(4/15)

Library is not available between meetings. (07/82)

Librarian may use her own discretion in acceptance of books for library or any other related material. (03/94)(03/00)

After three months, library privileges will be revoked for any person still having overdue materials until such time as they return the overdue book to the Library or pay replacement cost plus back fines. (12/85)

After two months, a reminder will be sent to members with overdue books. (03/00) (4/16)

Amnesty month for overdue books will be May. (05/04)

Membership

Dues are set \$25 a year effective beginning with 2010-11 membership year, plus an additional fee of \$10 if the member prefers to receive the NewsPatcher through the mail. (02/90)(05/05)(03/10)(04/11) (4/16)(05/19)

Membership Directory is distributed to all members and directory advertisers and shall not be used for outside commercial interest. (07/84) (05/06)(05/14)

The Membership Chairman and NewsPatcher Editor will work together to compile and maintain a current listing of names and addresses for the Directory and NewsPatcher mailing labels and advertisement letters. (08/84)(03/00)

Members must wear a permanent name tag to be eligible for the door prize drawing. (10/84) (05/06)

Door prizes to be purchased for the AM and PM meetings within the annual budget allotment, at least four (4) for each daytime meeting and two (2) for each PM meeting. A thank you note for donated door prizes will be issued by Membership. (05/89)(08/03)(05/06)(05/07)(03/10) (4/16)

A \$5 guest fee is required at each meeting attended, both AM and PM except when the auction is held. (12/86)(05/05)(05/14)(4/15)

Membership committee will be responsible for advertisements in the Directory. (03/94)(05/14)

Members will provide their residential phone number or cell phone number and their residence street address, if different from their mailing address, and email address. (04/00)(04/11)(4/15)

Member friendship group meeting activities are not covered by CBQ Liability Insurance. (05/12)

The Membership Chair shall retain emergency notification information of each member and have it available at each general meeting. (06/13)

The Membership Chair will provide to the NewsPatcher editor, each month of publication, a report of new and renewing member information, and the next month's birthday list by the newsletter deadline. (4/16)

The Membership Chair will provide to the NewsPatcher editor mailing labels for members who receive their NewsPatcher via snail mail, and a list of new and renewing members who receive their NewsPatcher via email, at the Board Meeting immediately following their initial membership or renewal. (4/16)

Membership Chair shall submit all checks and cash to the Treasurer at the Board Meeting immediately following the General Meeting at which they were collected. Any checks submitted at a Board Meeting (i.e., from the PO Box) shall be submitted to the Treasurer at the same Board Meeting. (4/16)

Newsletter Editor

Shall list all new members joining in the NewsPatcher. (10/82) (4/16)

Non-commercial NewsPatcher ads are 3 lines for \$1.00, CBQ members only, and the ad must relate to needlework. (03/84)

The cost of a half page ad will be \$50 and cost of a quarter page ad will be \$25. (02/05) (05/06)(4/16)

All advertisers will receive an email copy of the NewsPatcher without the Treasurer's report. (05/06)(4/15)

The cost of a Business card size ad is \$10 per issue and the annual Business card size ad is \$60. (05/14)

Opportunity Quilt Committee

The Opportunity Quilt Committee must include a designer, maker(s) and a member in charge of marketing. Design and budget must be approved by the Board prior to any expenditures. (05/12)(4/16)

Whoever takes the Opportunity Quilt out to show for the purpose of selling tickets, must take a copy of the Raffle Permit with them to comply with CA state law (Penal Code, Section 320.5). (10/04)(05/06)(06/13)

The Opportunity Quilt will be presented to the winner at a general meeting, if possible. A picture of the winner with the quilt will be published in the NewsPatcher. (05/19)

Parliamentarian

If the Parliamentarian chooses to run for an Executive Board position, another board member will be appointed by the President to chair the nominating committee. (4/15)

Sew What? Table

Items must relate to needlework and be in clean and resalable condition. (11/82)(05/07)

Proceeds from sales must be submitted to the Treasurer by the following Board meeting. (04/15)

Show and Share

Sign-in sheet will have a waiver at top to release CBQ from mishap liability. (07/81)(4/16)

No food or drink is permitted in stage area at meetings. (06/85)(03/00) (4/16)

Work that is shown implies that work may be photographed and published in the NewsPatcher and/or the CBQ website. (03/04)

Southern CA Council of Quilt Guilds (SCCQG)

CBQ will be a dues paying member of Southern California Council of Quilt Guilds (SCCQG). (11/84)(03/94)(10/02)(05/05)(06/13)

The SCCQG Council Rep or designated replacement will be reimbursed for mileage at the current IRS rate. (08/84)(05/99)(05/04)(06/13)

Special Events

Bus-trip coordinator(s) will go for free as a thank-you for doing the work necessary to organize the bus trip. (09/91)(10/02)(4/16)

There will be no refunds for members who pay for a bus trip. If a participant must cancel, they may have another person attend in their place. The member who is unable to attend will be reimbursed by the person taking their place, not by the guild. (4/16)

Website

Website links shall be limited to paid advertisers in the NewsPatcher or Directory and SCCQG. (4/15)

Miscellaneous

The Board will have an Annual potluck for incoming and out-going Board in June. (03/82)(10/02)(4/16)

No children under 12 allowed at workshops or AM or PM meetings. (08/84)(06/13)

If a delegate is sent on an official trip for CBQ, they will be reimbursed for mileage at the current IRS rate. (08/84)(05/99)(05/04)

All CBQ property and equipment (including but not limited to pole vaults, QUILTO game, microphones, sound system, camera, hospitality equipment and supplies) is not available on loan to anyone. (11/91)(10/02)

Other guilds and non-profit organizations, at the discretion of the President, may hang, show, and sell tickets for their Opportunity Quilt at a membership meeting. (07/93)(03/94)(4/16)

The Scholarship Committee will follow the current policies of the Board with regard to making awards. The Scholarship Committee will convene only if there are scholarship funds budgeted. (05/06)

Newsletters from other guilds may be shared with other interested members. (04/04)(4/16)

Any person receiving payment from CBQ for providing services to CBQ must have a written contract prior to service date. All contracts, except Speaker and/or Workshop contracts negotiated by the 1st VPs, are subject to Board approval. (05/12)

Board Policy Committee 2019: Cathy Kreter (President); Sally Granado(Secretary), Judee Koda (Parliamentarian), Claudia Gates (member).