



## Welcome to the Redwood Empire Quilters Guild

The following information is enclosed on your Redwood Empire Quilters Guild Membership Packet:

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- REQG Standing Rules
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- REQG Membership Directory

For further information, please contact one of the following:  
For Guild Year September 1, 2008 – August 31, 2009

Office	Name	Home Phone
President	Betty Hendrickson	822-1064
Membership Committee	Pat Reeves	498-8122
Membership Committee	Maggie Stimson	443-8807



**REDWOOD EMPIRE QUILTERS GUILD**  
**P. O. BOX 5071**  
**EUREKA, CALIFORNIA 95502**

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Dear New Member,

Welcome to the Redwood Empire Quilters Guild. Whatever your Interests are in this wonderful world of quilting, the Guild has something for you!

This packet has been assembled to let you know about some of our projects and to give you general information about us. I hope this information helps you to feel a part of our Guild. We are pleased to have you as a new member. Please share your knowledge with us by joining in our projects and activities.

We are a large Guild so it is hard to get to know everyone, however, we will try to make you welcome. I have been in the Guild about six years and still do not know as many members as I would like. That is one reason I volunteered to be President for the next two years. Getting involved with some of the projects and helping on committees is the best way I have found to get to know others. We all look forward to getting to know you better so ask questions and let us know what you are interested in.

Happy Quilting!

Betty Hendrickson, President



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## **Community Programs and Activities**

The Redwood Empire Quilters Guild is a nonprofit, countywide organization, which promotes the appreciation and knowledge of quilts. Meetings are held at Redwood Acres in Eureka on the first Thursday of each month, at 7:00 pm.

There are currently 155 members, both men and women. Regular membership is \$25 annually. Associate members may join for \$15, and receive the newsletters, but do not have voting privileges. Business membership is \$55 annually and includes advertising in our monthly newsletter.

There are a number of "Mini" groups, which meet for socialization, special projects and advancing quilting skills.

### **Some of our ongoing projects are:**

The guild makes annual donations to Humboldt Area Foundation for grants and/or scholarships in the field of textile arts. These awards are available to individuals and groups from Northern California and Southern Oregon.

We help with the care and preservation of quilts at the Clarke Memorial Museum. Our quilts are displayed year-round at North CA Community Blood Bank in Eureka.

Our community projects include quilts for premature babies born at local hospitals, doll quilts for Salvation Army at Christmas, quilts for local dialysis patients, and quilts for the Eureka Teen Parent Program. Through our quilt closet, we provide quilts to families in time of need. We give presentations to local school children, including their participation.

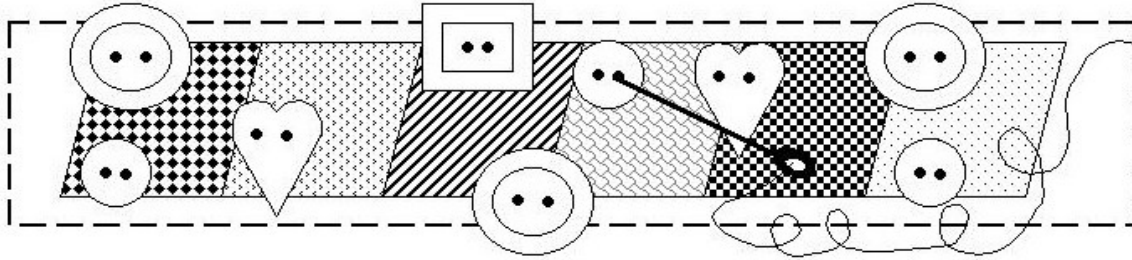
We provide education programs and workshops for members to further quilting skills. Some workshops are taught by local member-teachers, others are by nationally renowned quilting professionals.

We present quilt shows biennially on odd years, e.g. 2009, 2011, showing over 300 quilts. Our members enter quilts in the local fairs. Annual guild prizes are awarded through the Redwood Acres Fair and Humboldt County Fair.

Membership is open to all persons at least twelve years of age, and interested in quilts and quilt making. Members find that quilts enhance our lives. We are interested in their historical significance and intricate designs. Quilting is a means of self-expression and fellowship that comes from sharing experiences.

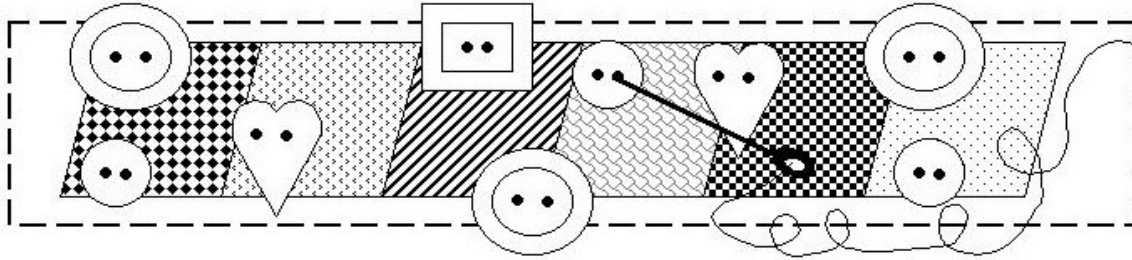
Inquiries may be mailed to: Redwood Empire Quilters Guild  
P.O. Box 5071 Eureka, CA 95502

Website: [www.reqg.com](http://www.reqg.com)



## Quilt Guild Special Events

- September: First meeting of the Quilt Guild year  
Renew Membership  
Welcome to new Members!
- November: Donations of Salvation Army Christmas Doll Quilts
- December: Holiday Potluck Dinner meeting  
Ornament exchange with other Guild Members  
Final chance to donate Salvation Army Doll Quilts
- May: Elections
- June: Annual meeting and potluck dinner
- July: Odd year bi-annual Quilt Show  
Summer no meeting
- Ongoing events: **Workshops:** REQG brings Nationally known teachers and speakers each spring and fall. Each teacher gives a presentation at our guild meeting and then workshops the following few days. Workshops are open to Guild members at subsidized rates. All classes are posted in the newsletter. Guild members often teach workshops during the year.
- SHOW and TELL:** At every meeting we hold a show and tell, we encourage you to share your quilting experience and show the Guild your newest, oldest or even your greatest quilt find. Show and Tell, if permitted, is before the break of each meeting, but is subject to change depending on the evening's agenda.



## **Doll Quilts**

(For the Salvation Army's Christmas Shop)

We need your help with this project...

We've listed a few guidelines below you might find helpful:

1. All quilts should be square. It is easier to wrap a doll in a square quilt.
2. The smallest quilt should be 18"x 18" and the largest 27"x 27". Your quilt can be any size within these measurements.
3. They can be stitched on the machine or hand pieced. You may machine quilt, hand quilt or tie this little heirloom.

### *Suggestions*

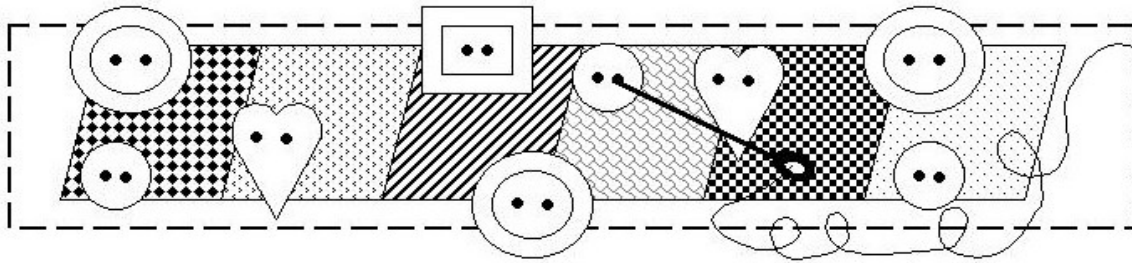
1. White cotton flannel works well for batting, or you may use Mt. Mist or pellow fleece.
2. If you have a quilt block you don't know what to do with-----why not set it on point, add triangles and borders? It will make a beautiful little quilt and some little girl real happy.
3. Or use up those printed blocks you buy but never use.

Finally!

We'll have a showing at our December meeting, so you can view all these little creations before they go off to the Salvation Army to wrap around a Christmas Doll.

Please feel free to make more than one quilt. Our goal is 150-200 quilts. And with everyone's help, I'm confident we will reach that goal.

For more information please see the current committee chair listed in the current REQG newsletter.



## Preemie Quilts

Preemie Quilts (14" square) are an ongoing project for our Guild members. As you can tell from the size, these quilts are not meant to wrap the baby, but place over the baby in an isolet.

We have been making preemie quilts since 1987 when the granddaughter of one of our long-time members, Arlene Ghera, was born extremely prematurely and spent many months in an isolet at General Hospital. The baby's mother, Sharon Ferreria (who was a member), started making these tiny quilts as a way of humanizing babies who were too small to be held and were separated from their parents for such a long time. Also, they were a thank you to the hospital staff who were so caring. We felt this was a good community project for our members to become involved with.

The response from both the hospital and parents has been very gratifying. In fact, another of our members is the grandmother of a premature baby and came to a Guild meeting to meet the maker of her grandchild's quilt. She liked us well enough to join.

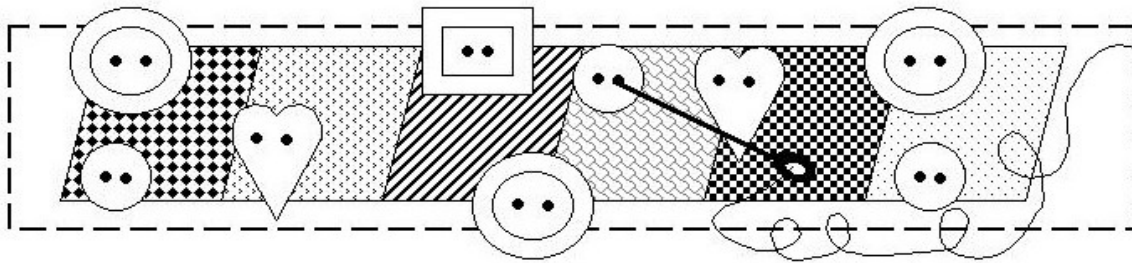
We hope you will want to make some 14" square preemie quilts too. Use up those pre-printed blocks by adding a border. Or how about strip piecing a quilt top? If you prefer, appliqué or piece a block, add some batting and quilt or tie it, then add the binding. Have fun with them, practice your quilt making techniques, but be sure they are washable. These little quilts will be sterilized before they are used.

For more information please see the current committee chair listed in the current REQG newsletter.

## Raffle Table

The Raffle Table is where Guild members can donate gently used items to be raffled off. Tickets are \$1.00 each and are bought before the meeting or during the break. Around 25 or so tickets are drawn. If your name is called you are allowed one item from the table. If your name is drawn multiple times you may have more than one item! Items that are not raffled off after a few meetings are donated to a good cause.

Tip: Sometimes local shop owners or special guests donate some extra special treats!



## **Fat Quarter Raffle**

Fat Quarter: 100% cotton fabric measuring 18"x22"

Here's a chance for you to add to your fabric stash or if you haven't got a stash, to start one!

In the REQG monthly newsletter the fabric theme will be announced for the month. If you wish to participate, you bring one or more fat quarters of the current theme to the monthly guild meeting. Take your fat quarter(s) to the Fat Quarter Raffle Table. There you will turn in your fat quarters and for the equal amount of fat quarters you will put your name on the same number of tickets. Unless there is a surplus of fat quarters, one name will be drawn to win ALL the fat quarters.

As with Block of the Month, you can only win one time in a Guild year and should participate for the rest of that Guild year, putting someone else's name in the drawing. For more information please see the current committee chair listed in the current REQG newsletter.

## **Block of the Month**

Block of the Month is one of the most fun and exciting parts of our Guild meetings. In the REQG monthly newsletter the quilt block pattern will be included along with the color theme. If you would like to participate, follow the directions and make a block. Bring the completed block to the Guild meeting to the Block of the Month table. You will put your name on a ticket, which gives you the chance to win all the blocks! Some months there may be more than one winner, but this will be announced the month ahead.

Winners have two responsibilities:

1. They must return one of the blocks, quilted and bound for the Guild's collection.
2. They must continue to participate each month for the rest of the Guild year in the Block of the Month. Though anyone can only win ONE time in a Guild year, she/he may put someone else's name on the ticket if she wishes.

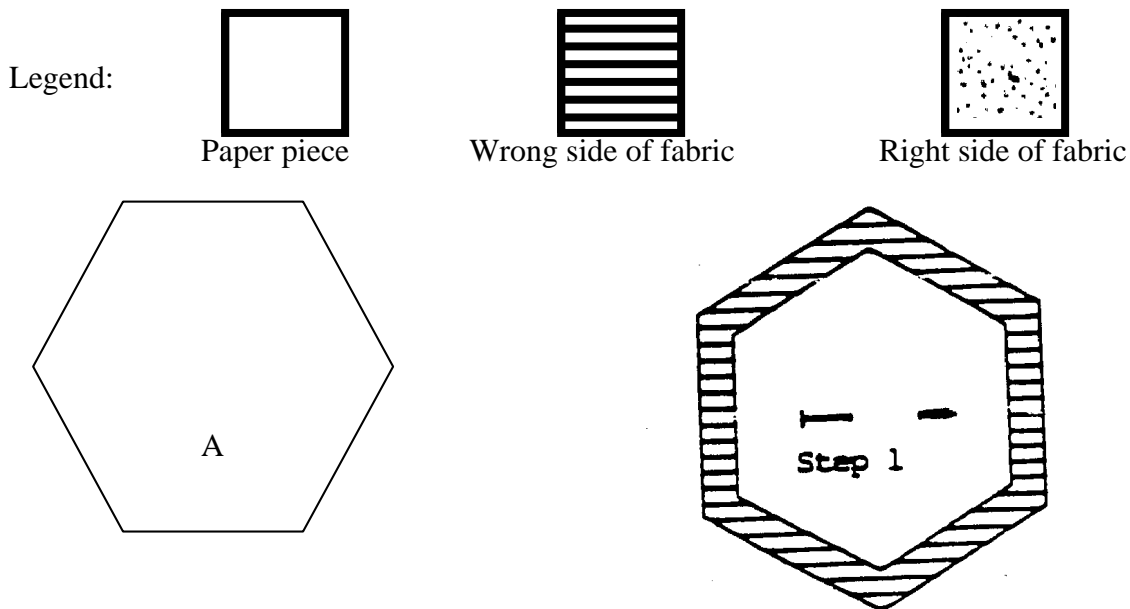
Each month before the meeting or during the break, you can watch demonstrations of the skill needed to complete that month's block of the month.

For more information please see the current committee chair listed in the current REQG newsletter.

## Membership Flower Pins

New members like our new flower pins. Some people even want to make their very own, but let us keep it special for new Members only. The flowers are to be used by a new member as long as they like or until the end of the Guild's calendar year (June). Please help The Membership Committee make more. Either we have a lot of new members or the recycling of pins is not working!

The modified Grandmother's Flower should have a yellow center (one piece) and red petals (6 pieces), but we except any color combination.



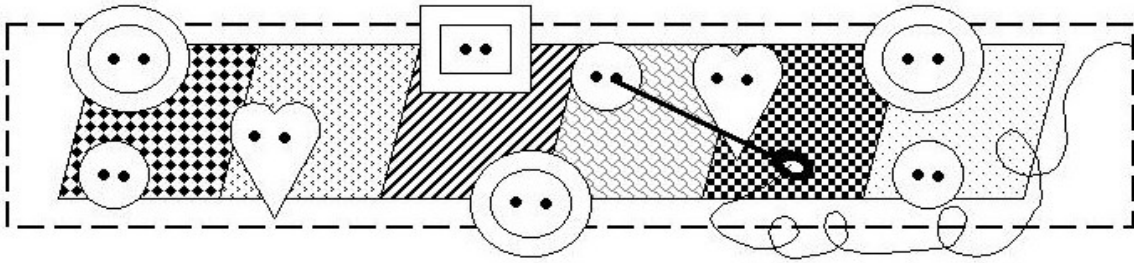
Place & pin paper piece A to the wrong side of the fabric. Cut fabric  $\frac{1}{4}$ " larger than the paper piece. On large pieces, baste the paper and fabric together with large stitches.

Fold the  $\frac{1}{4}$ " seam allowance over paper and baste into this position. (See illustrations for



detail).

Place right sides together and overcast pieces together with small whip stitches, just catching edges of fabric. When all pieces are sewn together, open flat and press lightly. Leave paper in pieces and sew a lining with small whip stitches to cover the back.



## Do you want to join a Mini-Group?

If you are interested in being part of a new or current mini-group, please fill out the following information and return to me. I received responses from ladies all over Humboldt county, with a variety of interests and objectives. Input from this questionnaire will enable people with like interests to be put together. This will not happen overnight, but is a start in helping you be a part of a small group of ladies with like interests.

Name \_\_\_\_\_ Phone no. \_\_\_\_\_

Address \_\_\_\_\_

Interest Group \_\_\_\_\_

Ex. Stitch'n chat, brainstorm ideas, appliqué, handwork, paper piece, etc.

I would like to meet      weekly      bi-weekly      monthly  
   day            evening            weekends

Any days you cannot meet at all? \_\_\_\_\_

Other \_\_\_\_\_

The group could meet in my home:      Yes            No

I know of a meeting place (church, club bldg, other) where we could meet:

Yes            No

Other comments: \_\_\_\_\_

\_\_\_\_\_

Please mail to our post office box or leave at the membership table and they will see that this gets to the right person.

# Redwood Empire Quilters Guild

## By- Laws

### Article I –NAME

- A. **Name.** The name of this organization shall be the Redwood Empire Quilters Guild herein after referred to as Guild located in Eureka, California.

### Article II –MISSION

- A. **Mission.** The Redwood Empire Quilters Guild promotes the appreciation and preservation of quilts and quilt making. We sponsor and support educational opportunities that further public knowledge of quilts, quilt making and quilt history .

### Article III –MEMBERS

- A. **General.** Membership in this organization shall be by written application and payment of appropriate dues. Membership categories shall include Individual, Associate, Guild and Business. Dues shall not be refundable. The membership year shall be August 1 to July 31.
- B. **Rights of Membership.** Individuals holding membership in the Guild shall have the right to vote for officers of the Guild, stand for election to any office, and may have such other rights and benefits of membership as the Board of Directors may from time to time determine.
- C. **Annual Meeting.** The annual meeting of the membership shall take place at the June Guild meeting.

### Article IV -OFFICERS

- A. **Number.** The Officers of the Guild shall be the President, 1st. Vice President, 2nd. Vice President, Secretary, Treasurer, and Parliamentarian each of whom shall be elected by the membership at the annual meeting. The immediate Past President, whose term as director has expired, shall be an ex-officio director for one (1) year immediately following the end of the term of office. Any elected officer of the Guild may not hold a Guild position other than that to which said officer has been elected.
- B. **Election.** The Parliamentarian shall be chairperson of the Nominating Committee. At the April Guild meeting three (3) members at large are to be nominated/elected to prepared a slate of officers to be announced at the May meeting. At the May meeting nominations may be made from the floor with nominee consent. Officers shall be elected at the

- June annual meeting and take office at the beginning of the fiscal year, Article IX -Section A.
- C. **Term.** Officers of the Guild shall be elected for a two (2) year term. The -President, 2nd. Vice President and Treasurer shall be elected in even years. The 1st. Vice President, Secretary and Parliamentarian shall be elected in odd years. No officer may succeed themselves in the same office.
- D. **President.** The President shall be the chief executive officer of the Guild and preside at all Board of Directors meetings as well as Guild meetings. The President shall appoint all committee chairpersons with the approval of the Officers and be an ex officio member of all Guild committees except the Nominating Committee, preside at the annual meeting and sign all contractual agreements and checks.
- E. **1st. Vice President.** The 1st. Vice President shall serve in the absence of the President, plan the program/Location for each monthly Guild meetings, be a member of all workshop/seminar committees, and shall perform such duties as from time to time may be assigned by the President or Board of Directors.
- F. **2nd. Vice President.** The 2nd. Vice President shall coordinate all Guild workshops and seminars and shall perform such duties as from time to time may be assigned by the President and Board of Directors.
- G. **Secretary.** The Secretary shall take accurate notes and maintain minutes of the Board of Directors meetings, annual meeting and special meetings called by the Officers, provide an overview of Board minutes for publication in the monthly newsletter, provide correspondence when requested by the Board of Directors with a copy to the President, and shall perform such duties as from time to time may be assigned by the President or Board of Directors.
- H. **Treasurer.** The Treasurer shall keep accurate and timely financial records, prepare and explain to the membership method of payment used, receive all money for deposit and pay debts incurred, prepare a financial report monthly for the Board of Directors, prepare a balance sheet of income/expenditure monthly for publication in the newsletter, complete all federal and state tax returns in a timely manner, submit all financial records for the Guild year to the Audit Committee at the end of the Guild year for review, be a member of the Budget Committee, and shall perform such duties as from time to time may be assigned by the President or Board of Directors.
- I. **Parliamentarian.** The Parliamentarian shall assure that proper parliamentary procedure is followed at all meetings, be chairman of the Nominating Committee and shall perform such other duties as from time to time may be assigned by the President or Board of Directors.

## Article V -BOARD OF DIRECTORS

- A. **General Powers.** The elected officers and chairpersons of the Standing Committees shall constitute the Board of Directors.
- B. **Number of Directors.** The number of directors shall be no fewer than five (5) nor more than fifteen (15). Each director has one(1) vote
- C. **Tenure.** The Officers shall serve a term of office described in Article IV, Section C. The Chairpersons of the Standing Committees shall serve a term of office as described in the Standing Committee guidelines.
- D. **Meetings of the Board of Directors.** The Board of Directors shall meet monthly unless otherwise agreed upon by a majority vote of the board.
- E. **Special Meetings.** Special meetings of the Board of Directors may be called at the request of the President or any duly elected Officer.
- F. **Notice of Special Meetings.** Notice of any special meeting and a tentative agenda for that meeting shall be given at least five (5) calendar days notice sent by US mail or electronic mail.
- G. **Quorum.** To constitute a quorum for a Board of Directors meeting a majority must be present for roll call.
- H. **Rules.** Each committee shall adopt such rules and regulations for its meetings to conduct the appropriate activities. Such rules and regulations must be consistent with the By-laws and Standing Rules.
- I. **Resignations.** Any officer of the Board of Directors may resign at any time by giving written notice to the President or Secretary. Such resignation shall take effect when accepted by the Board of Directors. A Standing Committee chairperson of the Board of Directors may resign at any time by giving a verbal notice of resignation to the President or Secretary.
- J. **Vacancy.** Any vacancy in an ejected office or appointed position which occurs for any reason may be filled by the Board of Directors for the unexpired portion of the term.

## Article VI -MEETINGS

- A. **Meetings.** Guild meetings shall be held the first Thursday of the month from September through June unless otherwise specified by the Board of Directors.

## Article VII -QUORUM

- A. **Quorum.** A Guild meeting must have at least 25% of the membership present at roll call to constitute a quorum for the transaction of business.

## Article VIII -CONTRACTS and CHECKS

- A. **Contracts.** The Board of Directors may authorize any officer or board member to negotiate, bid on and enter into any contract and deliver

said contract on behalf of the Guild. Such authority may be general or confined to specific instances. All contracts shall be signed by the President and one (1) member of the Board of Directors with a copy to the treasurer.

- B. **Checks.** All checks or other orders for payment of money shall be signed by two (2) officers, the Treasurer and the President. The Secretary shall have authority to sign in the absence of the Treasurer and/or President.

## Article IX -FISCAL YEAR

- A. **Fiscal Year.** The fiscal year of the Guild shall be August 1 to July 31.

## Article X -PARLIAMENTARY AUTHORITY

- A. **Authority** The parliamentary authority of the Guild shall be Roberts Rules of Order, Revised.

## Article XI -HUMBOLDT AREA FOUNDATION FELLOWSHIP GRANTS

- A. **Program.** The Guild has created a fund at HAF to provide grants and fellowships to encourage interest, education and activities in the broad field of textile arts. The fund is held in trust at the foundation.
- B. **Committee.** A funding committee of three (3) people -two (2) from Guild Membership and one (1) non-Guild member with knowledge of the textile Arts field. The committee is appointed by the President and approved by the Board of Directors. The committee members shall serve a three (3) year Term on a rotating basis. No member of the Board of Directors may serve on this committee. The committee shall seek board approval fund those programs selected. This is a donor advised fund.
- C. **Selection.**-Criteria for selection of applicants is on file at HAF. The Guild committee shall meet with a foundation representative to coordinate the funding calendar each year, screen applicants and to select those Programs and/or individuals to receive funding.

## Article XII -AMENDMENTS

- A. **Amendments.** The By-laws may be altered, amended or repealed and new By-laws adopted by a vote of the Board of Directors and the membership as provided by California law. The Board of Directors may vote at any regular or special meeting of the Board, following approval by the Board, the proposed amendments shall be published in the Guild newsletter twenty (20) days prior to voting. Voting by the membership shall be by ballot. Amendments must be approved by a majority vote of the membership to be adopted.

## Article XIII –DEDICATION/DISSOLUTION

- A. ***Dedication.*** The Guild is a nonprofit -Section 501(c)(4) –California Nonprofit Public Benefit Corporation. The Guild is irrevocably dedicated to social welfare/educational purposes and no part of the income or assets of the Guild shall ever benefit any officer, member, private individual or private business.
- B. ***Dissolution.*** Upon dissolution of the Guild its assets remaining after all debts and liabilities have been met shall be distributed to a nonprofit fund and/or foundation that most closely represent the mission of the Guild. The HUMBOLDT HERITAGE QUILT owned by the Guild shall be given to the Clarke Historical Museum, Eureka, California with an endowment to provide for the preservation of said quilt.

**Revised 11/17/01**

# Standing Committees

The Standing Committees shall be AWARDS, COMMUNITY LIAISON, LIBRARY, MEMBERSHIP, NEWSLETTER, PUBLICITY, OPPORTUNITY QUILT, and QUILT SHOW.

The President, with the approval of the Officers, shall appoint the chairpersons of all STANDING COMMITTEES.

The chairperson of each STANDING COMMITTEE shall select the committee members.

The term of office for each STANDING COMMITTEE chairperson is one (1) year with the exception of the of the QUILT SHOW chairperson and the OPPORTUNITY QUILT chairperson who shall serve for two (2) years  
Standing Committee chairpersons are members of the Board of Directors. Each Standing Committee has one (1) vote cast by the chairperson or co-chairperson.

## **A. AWARDS COMMITTEE shall:**

1. with the approval of the Board of Directors, coordinate awards and establish premiums to be presented by REQG to individuals/groups that best exemplify the mission of the Guild
2. these awards/premiums shall be given at fairs and/or festivals with consideration given to the following:
  - a. Redwood Acres Fair (Eureka) held yearly in June
  - b. Humboldt County Fair (Ferndale) held yearly in August
3. awards/premiums cannot exceed that which is approved in the budget
- 4 be responsible for payment of awards/premiums
5. be responsible for letter of membership/recognition given each recipient
6. AWARDS
  - a. shall be one or more of the following:
    - (1) monetary -- Certificate of Merit/Recognition
    - (2) one year REQG membership
  - b. criteria
    - (1) open to non-guild member ONLY
    - (2) award to recognize and encourage quilting
    - (3) monetary award of \$25.00
    - (4) one year REQG membership - entitled to win only one time
7. PREMIUMS
  - a. premium awards are determined by Judge of each fair/festival
  - b. premium may be given for 1<sup>st</sup> -- 2<sup>nd</sup> -- 3<sup>rd</sup> place
8. maintain accurate record of winners

## **B. COMMUNITY LIAISON COMMITTEE shall:**

1. investigate non-profit groups/organizations to determine needs

best served by the mission of the Guild

2. with Board of Director approval, plan and coordinate all philanthropic projects for the membership
3. supervise the construction and distribution of lap/twin size quilts for local high school graduating teen parents
4. all donated quilts carry the label of REQG
5. keep an accurate count of where /how many quilts were donated and report to secretary for inclusion in the annual report

**C. LIBRARY COMMITTEE shall:**

1. acquire, catalog, maintain and provide access to books, periodicals, videos, templates and patterns
2. maintain inventory and records for the safety and supervision of the above quilting tools
3. assess and collect fines as outlined in the Standing Rules
4. place reminders in the newsletter for overdue library materials

**D. MEMBERSHIP COMMITTEE shall:**

1. collect dues - give accurate accounting of money to treasurer
2. responsible for sign-in sheet at each Guild meeting
3. responsible for maintaining an accurate/current membership record
4. prepare membership roster - name-address-telephone-email
5. distribute membership cards to each member
6. welcome, provide name tags, introduce guests to membership
7. responsible for sale of Guild Quilt Show pins
8. collect fees for failure to wear name tag
9. maintain the Membership Application Binder as reference for Board of Directors and committee chairpersons seeking to fill assignments
10. maintain a current REQG web-site - update in a timely manner

**E. NEWSLETTER COMMITTEE shall:**

1. divide responsibilities of this committee into two parts  
**PUBLICATION and DISTRIBUTION**
2. the editor shall edit/format/publish the monthly newsletter
  - a. maintain one (1) copy of each newsletter for Guild archives
  - b. help generate advertisements - collect fees for all advertisements
  - c. delivers newsletter to printer
3. distribution
  - a. prepare mailing labels for newsletter and REQG mailings as needed
  - b. pick up newsletter from printer - process for mailing according to bulk mail specifications

**F. PUBLICITY COMMITTEE shall:**

1. plan, coordinate and disseminate publicity regarding regular Guild meetings and special events sponsored or supported by the Guild
2. make contact with local media, print/broadcast, regarding Guild events
3. assist all Standing Committees with publicity with the exception of the Quilt Show Committee
4. attempt to obtain press release/picture of visiting teachers/lecturers

for local news media

5. all Guild publicity must be approved by Publicity Committee chairperson with a copy of all press releases given to the President

**G. OPPORTUNITY QUILT COMMITTEE shall:**

1. serve for a term of two (2) years concurrent with Quilt Show
2. select a suitable quilt theme/design for Board approval
3. prepare a budget for treasurer with Board approval
4. purchase required materials
5. supervise the construction and quilting to completion
6. print and distribute Opportunity Quilt tickets to all guild members
7. each guild member is responsible for sale of two (2) books of tickets
8. supervise public display of finished quilt to facilitate ticket sales
9. money generated shall be used to fund guest lecturers

**H. QUILT SHOW COMMITTEE shall:**

1. serve for a term of two (2) years for biennial Quilt Show (odd year)
2. set date, time, site of Quilt Show for Board approval
3. prepare budget - arrange for insurance with Board approval
4. oversee all publicity for Quilt Show
5. submit all contractual agreements for Board approval
6. arrange for security, parking, food service, vendors for show
7. oversee soliciting, display, return of all quilts and other items rented/borrowed for the show
8. communicate with and coordinate approximately 20 sub-committees
9. conduct an exit meeting with all who worked on the show - maintain thorough records
10. prepare a written evaluation of the Quilt Show in triplicate one (1) each to: President - Guild file - incoming Quilt Show chair
11. money earned at the Quilt Show is used to maintain the mission of the Redwood Empire Quilters Guild

# Redwood Empire Quilters Guild

## Standing Rules

### 1. Dues

The Guild currently recognizes the following membership categories:

Individual Membership	\$25.00	Membership Card
Business Membership	55.00	Membership Card
Associate Membership	15.00	No Membership Card
Business Associate Membership	15.00	No Membership Card
Junior Associate Membership	15.00	Membership Card

### 2. Membership

Individual membership entitles member to all privileges of the Guild.

Business membership entitles business to all privileges of the Guild, designation of one (1) Individual membership and one business card size advertisement in each monthly Guild newsletter.

Associate membership receives a copy of the newsletter, if mailed within the continental U.S. Associate members shall not hold office, vote, or have access to library materials. Associates shall pay the nonmember fee for workshops and be allowed to attend two (2) regular meeting for a fee of \$1.00 per meeting. A higher fee may be charged for special lectures or programs.

Junior associate membership is for ages 12 through 17. Junior Associate members shall attend all meetings of the Guild and receive the newsletter, however, they shall not hold office, vote or have access to library materials.

### 3. Guests

Prospective members may attend two (2) meeting before becoming a member. Fee for guests and prospective members shall be \$3.00 per meeting and a \$5 fee may be charged for special programs.

### 4. Name Tags

Each member shall wear a name tag at Guild meetings. Guests will be provided name tags.

## **5. Workshops**

Workshops shall be announced at regular meetings and in the newsletter so all members have an equal opportunity to make reservations.

- A. Reservations shall be made at regular meetings and by mail in accordance with rules of the workshop committee.
- B. Workshop fees shall be refunded if the workshop is canceled.
- C. Workshop fees shall be refunded only if the position can be filled from a waiting list. Workshop fees cannot be transferred.
- D. Workshops not filled by a predetermined date shall be open to associate members and nonmembers at a higher fee and other Humboldt County guilds at the REQG fee.
- E. Members giving workshops shall be paid their stated fee as approved by the Executive Board.
- F. Members or nonmembers housing a guest teacher shall receive a free workshop.
- G. Workshop committee members shall not receive a free workshop.
- H. Workshop Chairperson shall coordinate hosting duties with the Hospitality Chairperson.

## **6. Northern California Quilt Council**

The Guild shall be a member of the Northern California Quilt Council. One or more members shall be designated by the Executive Board to attend Northern California Quilt Council meetings.

## **7. Non Smoking**

There shall be no smoking during the meetings and workshops.

## **8. Humboldt Heritage Quilt**

The Humboldt Heritage Quilt shall be maintained by the Historian of the Guild. The Quilt shall be shown only at Guild supported functions.

## **9. Honorarium**

The Guild shall offer a \$50.00 honorarium to a member presenting a program approved by the Program chairperson. This honorarium is the courtesy “Thank You” and to promote Guild participation.

## **10. Contractual Agreements**

All contractual agreements shall comply with Article VIII, Section A. of the By-laws.

## **11. Audit Committee**

An Audit committee, consisting of three members from the general membership, shall be appointed by the President at the April meeting for the purpose of auditing the financial records of the Guild. The Committee will report to the REQG Board regarding the accuracy of the Guild’s financial records. The Audit is to be completed by the annual meeting in June.

## **12. Budget Committee**

The Budget committee shall consist of the President, Treasurer and one member of the general membership, appointed by the President. The Budget shall be submitted to the Board of Directors for approval at the August Board meeting and to the Guild Membership at the September meeting for final approval. The proposed budget shall be printed in the September Guild newsletter.

## **13. Attendance**

Children under twelve (12) years of age shall not attend Guild meetings or workshops. No pets except for service dogs.

## **14. Raffles**

Raffle tickets for quilts, or quilt related items, that are not Guild sponsored may be sold before a meeting and during the break. Notice of intent to sell tickets at this time must be provided to and approved by the President a minimum of two (2) days before the meeting.

## **15. Library**

A. Only members holding a current membership card shall be allowed to borrow from the guild library.

B. Library materials may be checked out for a period of two (2) months and returned promptly.

C. Library materials MUST be returned by the June meeting.

D. Overdue library materials shall be assessed a fine as follows:

1. Overdue one (1) month - \$1.00, second month - \$2.00.
2. Overdue materials not returned by the third month - replacement cost or if returned at a later date a late fee of \$5.00.
3. Lost or damaged materials - replacement cost.
4. Failure to return library materials by the third month constitutes loss of library privileges.

E. There will be no library service during June, July and August, or during special designated meetings.

## **16. Financial Transactions**

All financial transactions shall be submitted to the Treasurer monthly, with appropriate documentation, for approval by the Executive Board and payment by the Treasurer. All checks require two signatures.

## **17. Newsletter**

The Newsletter shall be the official means of communication for the Guild.

## **18. Newsletter - Advertising**

Advertising in the guild newsletter is open to members and non-members on a sliding scale. Fees for advertising will be set yearly by the Board of Directors at the first Guild meeting of each year. The Board may increase the fee for advertising at any time during the Guild year to cover costs of printing/ mailing the newsletter by announcement in the newsletter one (1) month prior to said increase.

## **19. Humboldt Area Foundation Fellowship Grants**

The Redwood Empire Quilters Guild Fund is referenced in the Guild By-Laws - Article XI - Page 4.

**Revised September 2008**