

**Camarillo Quilters Association**  
**A California Nonprofit Mutual Benefit Corporation**

**Standing Rules &  
Job Descriptions**

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## **Section 1: Standing Rules Definition**

The Standing Rules define the administrative details of the operation of Camarillo Quilters Association (“CQA”) and include the job descriptions of the Officers and Standing Committee Chairs. These Standing Rules supplement the Bylaws.

## **Section 2: Standing Rules Adoption and Amendment**

The Standing Rules shall be adopted or amended at any time by a majority vote of the Board of Directors’ members present and voting, provided that notice is given of the proposed adoption or amendment(s) with the notice of the Board of Directors’ meeting at which the adoption or revision is to be considered.

## **Section 3: Review of Bylaws and Standing Rules**

The Bylaws and Standing Rules should be reviewed at least every five (5) years.

## **Section 4: Membership Meetings**

**4.01** General Membership meetings shall be held on the second Tuesday of each month at 9:30 AM in the Freedom Center at 515 Eubanks Rd. at the Camarillo Airport, Camarillo, California, 93010. There shall be no meeting in August.

**4.02** The Board of Directors shall maintain a CQA Notice board at each General Membership Meeting. Postings on this board will include the current year-to-date financial statement, minutes of the prior General Membership Meeting, and any other notices or announcements for the General Membership.

**4.03** CQA meetings are fragrance, cell phone, and children free.

**4.04** A guest fee of \$5.00 shall be collected from visitors at each meeting, with the exception of the June and December meetings.

## **Section 5: Membership**

**5.01** Member responsibilities are to pay dues, follow all policies as outlined in the Bylaws and Standing Rules, and provide CQA with their full name and mailing address.

**5.02** Annual dues shall be set by the Board of Directors each year no later than January for the following fiscal year, taking into account the current financial reserves (See *Financial Reserves Analysis* section below).

**5.03** New members who join after March 31<sup>st</sup> shall pay dues for the next fiscal year and receive membership for the remainder of the current fiscal year free of charge.

**5.04** Members shall receive access to the Members Only sections of the CQA website (see *Website* section below).

**5.05** The Bylaws and Standing Rules shall be available on the CQA website. Members who do not have a valid email address (see *Website* section below) may submit a written request for a hardcopy of such documents. The request may be turned in at the Membership table at a General Membership Meeting or mailed to CQA at P.O. Box 347, Camarillo, CA 93011-0347.

## **Section 6: Membership Directory**

**6.01** The Membership Directory shall contain 1) the names of current members, 2) their mailing address, home and cell phone numbers, and email address based on the member’s privacy settings, 3) Board of Directors and Committee Chair names, and 4) list of past Presidents.

**6.02** The Membership Directory shall be available on the CQA website as an up-to-date printable report that members may print at home. Members who do not have a valid email address (see *Website* section below) may submit a written request for a hardcopy. Members desiring a hardcopy of the newsletter and/or directory may turn in a request at the Membership table at a General Membership Meeting or mail to CQA at P.O. Box 347, Camarillo, CA 93011-0347. The cost is \$15 per year to receive printed copies of the newsletter and roster by US Mail. (Also see 7.03)

**6.03** The Board of Directors may decide in May to print the Membership Directory in booklet format for distribution in September, subject to approval of budget item.

**6.04** The Membership Directory is for CQA member use only. It may not be used for any commercial purpose.

#### **Section 7: Newsletter**

**7.01** The CQA Newsletter shall be published quarterly, on the first day of August, November, February, and May.

**7.02** The deadline for submissions shall be the 20<sup>th</sup> of the month prior to the issue date.

**7.03** The CQA Newsletter shall be posted on the website. Printed copies shall be mailed to those members having requested such on their membership application. The cost is \$15 per year to receive printed copies of the newsletter and roster by US Mail. Additional printed copies shall be available for new membership packets and for members who wish a printed copy but do not have access to a printer. (Also see 6.02)

#### **Section 8: Website**

Access to the Members Only sections of the CQA website shall be by email address and password. Members who do not have a valid email address will not be able to access the Members Only section of the website.

#### **Section 9: Small Groups**

**9.01** The CQA member who is the Point of Contact (POC) for an associated Small Group shall maintain a list of the group's members and shall provide such list to the Small Groups Coordinator as changes occur.

**9.02** Small Groups associated with CQA shall receive assistance with formation and recruiting from the Small Groups Coordinator; may be listed on the CQA website and in CQA publications; and those who are CQA members may be asked to assist with CQA activities from time to time as needed.

#### **Section 10: Library Procedures**

**10.01** Only members shall have Library privileges.

**10.02** Members may check out up to two books each month. The books are due to be returned at the following month's General Membership meeting. A book may be renewed for one additional month in person, by phone, or by email to a librarian.

**10.03** If a book is lost, the member who borrowed the book is responsible for paying for the book's replacement.

**10.04** Members may check out one crate of Library books each month. The member is responsible for the entire crate of books for the month. The crate and books are to be returned at the following month's General Membership meeting. If the crate and books are lost, the member who borrowed them is responsible for paying for their replacements.

## **Section 11: Workshops**

**11.01** Workshops shall be held on the Wednesday after the second Tuesday of each month at a site to be selected by the Board of Directors. The workshops will normally begin at 9:30 AM, with setup starting at 9:00 AM. There shall be no workshop in August.

**11.02** CQA workshops are fragrance, cell phone, and children free.

**11.03** Fees for workshops shall be set by the Board of Directors on a teacher-by-teacher basis.

**11.04** Workshop sign up sheets shall be made available at the General Membership meeting for two meetings prior to the date of the workshop. Sign ups are on a first-come, first-served basis.

**11.05** The workshop fee must be paid at the time of the sign up.

**11.06** Sign up by mail cannot be accepted until after the signup has been available at a General Membership meeting.

**11.07** If a member has signed up for a workshop and is unable to attend, he or she is responsible for finding a replacement attendee. The new attendee shall pay the workshop fee directly to the member canceling. There shall be no refunds coming directly from CQA.

**11.08** Workshops are open to non-members only if the workshop does not fill the month prior to the workshop, or at the discretion of the Director, Workshops. An additional workshop fee shall be assessed for non-members. These fees shall be set by the Board of Directors on a teacher-by-teacher basis.

**11.09** CQA does not provide food, beverage, or refrigeration facilities at workshops.

**11.10** CQA is not responsible for personal property, supplies, or equipment at workshops.

**11.11** The Director of Workshops or designee shall attend the workshop free of charge.

**11.12** The CQA member who hosts the teacher in his or her home may attend the workshop free of charge. This benefit is not transferrable.

**11.13** The outgoing President shall receive three (3) certificates for free workshops per term served. These certificates shall expire in one year and shall not be transferrable. The certificates cannot be replaced if lost.

## **Section 12: Travel and Special Events**

**12.01** CQA may organize special events, such as bus excursions. Fees for special events shall be set by the Board of Directors on an event-by-event basis.

**12.02** Special event registration shall be available through the CQA website using a credit card or at the General Membership Meeting using cash or check. Registrations are on a first-come, first-served basis.

**12.03** The special event fee must be paid at the time of registration.

**12.04** There are no cancellations or refunds of special event fees. If a member has registered for a special event and is unable to attend, he or she is responsible for finding a replacement attendee. The new attendee shall pay the special event fee directly to the member canceling. The Travel Committee Chair must be informed of any changes in participants. There shall be no refunds coming directly from CQA.

**12.05** Special events are open to non-members at the discretion of the Travel Committee Chair. The Committee may set a pre-purchase deadline for members to purchase space at special events for themselves and their guests at a reduced fee. Members and non-members may be invited to purchase available space at an increased rate following the pre-purchase deadline based upon space available.

**12.06** The Travel Committee Chair or designee shall attend the special event free of charge.

### **Section 13: Speaker Hospitality**

**13.01** All arrangements for speaker activities shall be coordinated by the Director, Speaker Hospitality. CQA shall host the speaker for lunch at a local restaurant immediately after the General Membership meeting. CQA members shall be invited to attend.

**13.02** The Director of Speaker Hospitality or designee shall be reimbursed for the cost of the speaker's lunch at the CQA hosted lunch.

### **Section 14: Compensation of a Member in a Contracted Capacity**

When CQA plans to contract with a Member to teach, conduct a workshop, lecture, or perform in a "Contracted Capacity" for which CQA would normally pay a CQA non-member, the Board must announce to the Members that the individual is a Member functioning not as a Member but as a private individual who would be contracted and paid for work performed.

### **Section 15: Southern California Council of Quilt Guilds**

**15.01** CQA shall maintain membership in the Southern California council of Quilt Guilds (SCCQG).

**15.02** Quilt guilds that are members of SCCQG may display an Opportunity Quilt and sell tickets at General Membership meetings with prior approval of the President. The visiting Guild must provide a quilt stand for the opportunity quilt being offered.

### **Section 16: Nominations for Board of Directors**

**16.01** Refer to the Bylaws for details on the nomination process for Board of Directors.

**16.02** Job Descriptions shall be available on the CQA website, and at General Membership meetings during the nomination and election process (January through April).

### **Section 17: Board of Director Transitions**

**17.01** In accordance with the Bylaws, newly-elected members of the Board of Directors shall begin work with the outgoing counterpart within one week of election.

**17.02** Newly-elected members shall receive a copy of the Procedure Manual for their position within one week of election. Newly-elected members shall shadow their outgoing counterpart during the balance of the fiscal year, which includes attendance at the May meeting of the Board of Directors and observation of, or participation in, the position's duties at the May General Membership meeting. The purpose is to ensure a smooth transition and transfer of knowledge.

### **Section 18: Standing Committee Chair Transitions**

**18.01** In accordance with the Bylaws, Standing Committee Chairs shall be appointed by the Board of Directors at the beginning of the fiscal year.

**18.02** Newly-elected Standing Committee Chairs shall receive a copy of the Procedure Manual for the position in April, and shall shadow the outgoing Chair during the balance of the fiscal year, which includes attendance at the May meeting of the Board of Directors and observation of, or participation in, the position's duties at the May General Membership meeting. The purpose is to ensure a smooth transition and transfer of knowledge.

## **Section 19: Procedure Manuals**

**19.01** The Procedure Manuals provide the details of the responsibilities and day-to-day operations of the Officer and Standing Committee Chair positions. The Procedures Manual supplements the Bylaws, Standing Rules, and Job Descriptions.

**19.02** The Procedure Manuals shall be prepared by the individual Officer, Director, or Standing Committee Chair concerned and updated annually. Procedure Manuals may be revised at any time by the affected Officer, Director, or Standing Committee Chair without notice.

**19.03** The Vice President shall be responsible for assuring that the manuals are updated annually, reflect the current activities of the particular Officer, Director, or Standing Committee Chair, and are in compliance with the Bylaws and Standing Rules. This review shall be completed by the Vice President each year before the Election of Officers.

## **Section 20: Advertising and Items for Sale**

**20.01** There shall be no advertising in any CQA publication or on the CQA website, with the exception of member-posted ads the Classified Ads section. The President approves all classified ads.

**20.02** History Committee Chair shall be responsible for ensuring that the CQA bulletin board is available at all General Membership meetings. The bulletin board serves as a clearinghouse for free brochures and pamphlets of interest to quilters, shop information, and business cards from quilt-related businesses. No merchandise may be displayed.

**20.03** CQA policy does not allow advertising or the sale of items at CQA meeting, except on the bulletin board or during informal conversation, except as noted in 20.04.

**20.04** Program speakers may present items for sale at the General Membership Meeting and Workshop.

## **Section 21: CQA Equipment**

**21.01** An inventory of CQA equipment shall be maintained by each Officer, Director, and Standing Committee Chair and shall include a description of the equipment, its location, and the Officer, Director, or Standing Committee Chair who is responsible for it. This inventory shall be reviewed and updated during Board of Directors transition each year and an updated copy shall be provided to the President and Secretary.

**21.02** Equipment belonging to CQA shall not be rented.

## **Section 22: Insurance**

CQA shall carry liability insurance sufficient to cover all of its activities, and property insurance sufficient to cover its equipment and supplies inventory..

## **Section 23: Fiscal Year**

The fiscal year for CQA is June 1 through May 31.

## **Section 24: Financial Records**

**24.01** The Treasurer shall maintain all of the CQA financial records using Generally Accepted Accounting Principles. The Treasurer shall, on a monthly basis, post a current balance sheet and year-to-date income statement-budget vs. actual on the website and shall provide printed copies of these documents to the President and Secretary at each Board meeting. The Treasurer or designee shall make a monthly report to the general membership at the General Membership Meeting of the total combined balance of CQA checking and savings accounts and prior month's income and expenditures.



**24.02** CQA checking accounts shall be reconciled on a monthly basis; the savings accounts shall be reconciled on a quarterly basis. The Treasurer shall print both a Summary and a Detailed Summary of the QuickBooks bank reconciliation report and attach them to the monthly bank statements. The Treasurer shall reconcile the bank accounts and close the books for the prior year in a timely manner prior to turning the books over to the incoming Treasurer.

**24.03** Members of the Board of Directors have the right to at any reasonable time to inspect CQA books, records and documents of any kind. The inspection includes the right to copy and make extracts of documents.

**24.04** At the June Board meeting of each year, the Board shall form a committee of at least two members, excluding the prior year Treasurer if in service on the current year Board, to make an inspection of the prior year's financial records. This committee shall submit a written report to the Board no later than the September Board meeting of their findings.

## **Section 25: Records Retention and Storage**

**25.01** CQA shall maintain a public storage facility to store equipment and records. The storage facility is the responsibility of the President and will transfer to the incoming President in June. The President is responsible for the keys to the unit and must maintain a record of each person who has possession of a key. All items removed from and returned to the unit must be noted on the clipboard inside the door.

**25.02** CQA shall adhere to the following record retention requirements:

- Tax returns, year-end financial statements, Board of Directors and General Membership Meeting minutes shall be kept permanently in digital format.
- Income and expense detail records shall be kept for seven (7) years.

**25.03** CQA Articles of Incorporation, Federal and State tax-exempt letters shall be kept permanently in digital format, and paper copies shall be kept in a fire-resistant box in the storage unit.

**25.04** Digital records shall be kept in a fire-resistant box in the storage unit and shall be backed-up in a secure directory on the web server.

## **Section 26: Budget**

**26.01** Officer and Committee Chairs may approve expenditures within their annual budgeted amount without additional approval. Expenditures exceeding annual budgeted amounts by \$200 per budget line must be approved by the membership. All Philanthropy recipients and Philanthropy expenditures require Board approval.

**26.02** Requested budget amounts for the next fiscal year budget shall be given to the Treasurer by the current Officers and Committee Chairs no later than the April Board meeting. Officers and Committee Chairs failing to submit a timely requested budget amount for the next fiscal year shall receive no more than the current fiscal year's annualized year to date expenditures in the next fiscal year budget.

**26.03** The next fiscal year budget shall be prepared by the Treasurer, in consultation with the President, the incoming Treasurer and the incoming President for the May Board meeting and, upon Board approval, be posted at the May General Membership meeting and to the CQA website for Members' review and comments.

**26.04** The next fiscal year budget shall be approved by the General Membership at the June General Membership meeting.

## **Section 27: Financial Reserves Analysis**

**27.01** At the end of each fiscal year when the books have been closed, the outgoing Treasurer shall complete the Financial Reserves Analysis. This analysis computes the required cash reserves, based on three (3) times the approved budgeted net operating income\* for the coming year. In the event that an extra-ordinary item is budgeted for the coming year, that figure shall be deducted from the approved budgeted net operating income for the purposes of this analysis.

\* Net operating income is defined as net income excluding any Quilt Show income or expense.

**27.02** Once the required cash reserves have been calculated, the available cash may be computed by subtracting reserves from total assets. The resulting figure is available cash over and above the estimated budget for the next three years.

**27.03** In the event that the available cash figure is less than or equal to zero (0), a dues increase for the following membership year is mandatory.

**27.04** In the event that the available cash figure is greater than zero, the Board may consider using some portion of the available cash for an extra-ordinary event (for example, an unusually expensive teacher).

## **Section 28: Deposit of Funds**

**28.01** The Treasurer or designee shall deposit all funds received by CQA within a reasonable time to the credit of CQA with such depositories as the Board may designate.

**28.02** All Directors and Committee Chairs or their designees receiving funds at the General Membership Meeting shall submit a Cash Count Form with the funds received. The funds received are to be counted twice by two individual Directors, Committee Chairs or Committee Members with their signatures noted on the Cash Count Form.

**28.03** Members paying cash for any dues or fees shall receive a receipt for cash received. The yellow copy of the cash receipt given shall be attached to the cash count form for which the cash paid is included.

**28.04** The President and/or designee shall maintain the keys to the post office box. All checks received by mail shall be given by the President to the Treasurer for deposit within a reasonable time. The Treasurer is responsible for notifying the appropriate Officer or Committee Chair of receipt of funds by mail.

## **Section 29: Disbursement of Funds**

**29.01** The Treasurer shall disburse the funds of CQA as designated by the Board. All CQA banking accounts shall require two (2) signatures authorized to sign the checks. The authorized signers of the checking account and savings accounts are the President, Treasurer, Vice President and Secretary. When there is a Quilt Show Committee Chair, that person shall be an additional signer on the working checking account.

**29.02** Speaker fees for the program and workshop shall be paid on the day of the General Meeting in which the speaker presents his or her program. Reimbursements for transportation fees, hotel and meals in the speaker's contract shall be paid to the speaker upon presentation of receipts for such expenses incurred and within a reasonable time. An e-mail confirmation of the speaker's airline tickets shall be acceptable as a receipt for transportation.

**29.03** If an out of town speaker drives rather than flies, transportation shall be paid at the lesser of (1) an amount calculated by comparing the cost of acquiring an advanced purchase coach ticket plus a reasonable amount for baggage and for ground transportation the speaker would have spent in getting to and from the airports on both ends of the trip, OR (2) an amount calculated by multiplying the actual mileage from their home or previous speaking engagement location to our meeting location, plus their return trip home (or to their next speaking engagement, if a shorter drive) by the standard IRS rate.

### **Section 30: Philanthropic Donations**

The names of suggested recipients of CQA monetary donations shall be submitted to the Board of Directors for approval.

### **Section 31: Member Reimbursements**

**31.01** All reimbursement requests for Members must be made by submitting to the Treasurer a completed CQA Reimbursement Form (available on the CQA website) signed by the responsible Officer or Committee Chair accompanied by receipts. All requests for reimbursements from CQA must be made within sixty (60) days of the completion of the event and within the fiscal year that the event occurred. Non-compliance of these requirements may result in denial of reimbursement.

**31.02** Members shall be reimbursed for mileage using the standard I.R.S. mileage rate published annually on the I.R.S. website, [www.irs.gov](http://www.irs.gov). Mileage reimbursement shall be for members who drive the speaker to or from the airport or another guild if CQA is sharing transportation costs, and to the SCCQG representative for required meetings. The board may authorize additional mileage reimbursement on a case-by-case basis.

### **Section 32: Online Banking**

**32.01** The outgoing Treasurer shall provide the newly-elected Treasurer the passwords to the banking account and the PayPal account when the books have been closed for the prior fiscal year. The newly-elected Treasurer shall change the logon and passwords to the banking account and the PayPal account and provide the President with the new logons and passwords. The Treasurer shall also provide the Webmaster with the PayPal account logon and password.

**32.02** Online transfers between banking accounts shall be approved by completion of the CQA Online Bank Transfer form. This form is to be signed by two (2) signers of the account from which the funds are transferred.

### **Section 33: Tax Reporting Requirements**

**33.01** CQA State and Federal ID numbers are:

- The CQA Federal EIN is 95-3682360.
- The CQA CA Corporate ID number is C1534930.
- The CQA CA Raffle Registration Number RF0008175.
- The CQA BOE Seller's Permit Number is SR AR 102489221

**33.02** The Treasurer or designee shall be responsible for filing the following required tax reporting forms in a timely manner:

- Federal form 990-N (online) due October 15 of each year.
- State form 199N (online) due October 15 of each year.
- CA Secretary of State Statement of Information SI-100 due June 30 of each even year; may be done online.
- CA Annual Registration Renewal Fee Report CT-NRP-1 due September 15 of each year.
- CA Nonprofit Raffle Report form CT-NRP-2 due October 1 of each year; the raffle reporting year is September 1 – August 31 of each year.
- CA Sales Tax form BOE-401EZ is due July 31<sup>st</sup> of each year.

**33.03** The Quilt Show Chair or designee is responsible for recording member and non-member admission sales to meet Internal Revenue Service standards for member vs. non-members gross receipts (to qualify as a 501(c) (7) tax-exempt organization, at least 65% of gross receipts must be from members). Other Quilt Show sales will be assumed to be at the same percentage as admissions.

**33.04** The Quilt Show Chair or designee is responsible for recording sales tax collected at the Quilt Show for boutique sales, etc.

**33.05** The Library Committee Chair or designee is responsible for recording sales tax collected at the annual Library book sale.

### **Section 34: Job Descriptions**

The following pages contain the Job Descriptions for all Officer and Standing Committee Chair positions for the Camarillo Quilters Association. These Job Descriptions are a part of the Standing Rules and are adopted and amended by the same process as the Standing Rules.

#### Officers:

- President
- Vice President
- Treasurer
- Secretary
- Director, Speaker Contracts
- Director, Speaker Hospitality
- Director, Workshops
- Director, Ways & Means
- Director, Membership
- 

#### Standing Committee Chairs:

- Block Party
- Communications
- Community Quilts
- Facilities
- History
- Library
- Member Hospitality
- Newsletter
- Quilt Show
- Small Groups
- Travel
- Website