

STANDING RULES
Revised May 13, 2016

I. DUES

Members shall pay annual dues of \$30.00 which are payable by July 1.

II. ADVANCES

- A. Shall not exceed \$250 per request.
- B. Written request *is* required and must be approved by a committee chair or President/Vice President, if committee chair is unavailable.
- C. Receipts for expenditures must be furnished within one month of final expenditure. Any advance remainder shall be returned at the same time.

III. Contractual Agreements

- A. Written contracts are required for speakers, instructors, rent or similar expenses.
- B. The loan of Guild assets by a guild member shall be accompanied by a written agreement; if the asset is not returned in like condition, the guild member will be responsible for the replacement value of the asset.
- C. The loan of Guild assets by non-guild members shall be accompanied by a written agreement and a refundable deposit equal to the replacement value of the asset; if the asset is not returned in like condition the deposit will not be refunded.

IV. MEETINGS

- A. Children: due to space limitations and lack of child care facilities and personnel, the Guild discourages members bringing small children to the meetings.
- B. Guest Speakers: payment for presentations by any speaker (member or non-member) shall not exceed \$500 without Board approval. Speakers who travel 50 miles or more from their residence to the meeting may be reimbursed at the current U.S. government mileage rate.
- C. Location and Time: Meetings will be held on the second Friday of each month. The Board of Directors shall recommend, with general membership concurrence, the location and time for the meeting. Under extenuating circumstances, the Board of Directors shall act to revise the meeting location and/or time and will promptly notify the membership of the change.
- D. Name Tag: Members are required to wear a name tag at meetings.
- E. Order of Business: Program, Announcements, Break, Business Meeting, Optional Activities, Show and Tell.
- F. Satellite Groups: block exchanges, challenges, and other special interest groups (piecing, applique, friendship, etc.) may be formed and may submit an activity report for publication in the monthly Newsletter as space permits. No patterns may be placed in the Newsletter.
- G. Visitor Fee: At the first membership meeting a visitor attends, the visitor fee is waived unless a national speaker is presenting the program. Visitor fee is \$3.00 per membership meeting; \$5.00 when there is a national speaker, unless revised by Board action. If a visitor decides to join the Guild during the membership meeting they are attending, their visitor fee shall be applied towards their membership dues.
- H. Weather Policy: Cancellation of the meeting shall be decided by the President by 1:00 p.m. on the meeting date. Members may call a member of the Executive Committee for confirmation or access the Guild website. Cancellations will be broadcast on television Channel 2 and on KMOV radio.

V. NEWSLETTER

- A. Member classified ads or announcements may be purchased at .04 cents per word, with type sizes comparable to the rest of the Newsletter. Business classified ads are available at half the price charged non-members.
- B. Quilting related display ads will be sold in full page, half page, quarter page, and business card sizes at ad rates comparable to similar publications. Changes in the rates must be approved by a majority of the Board. Advertisers should supply camera ready art. Some typesetting may be done to improve readability, as editor's time permits. Advertising will be accepted on a space available basis.
- C. Subscription rates for non-members will reflect the cost of producing and mailing the newsletter.
- D. Members have the option of either receiving the Newsletter by e-mail or paying an additional \$15 per year for delivery by the U.S. Postal Service..

VI. PAYMENT OF BILLS

- A. The Treasurer is authorized to pay bills within the limits of the Operating Budget following the adoption of that budget.
- B. Expenditures more than \$100 over budget shall be approved by Executive Committee.

VII. WORKSHOPS, SEMINARS, RETREATS

A. General Information

- 1. Fees:
 - a. will be determined by instructors' charges and other related expenses (rent, etc.);
 - b. must be paid in advance to reserve space for participant; and
 - c. will be less for members than non-members.
- 2. Registration:
 - a. will be on a first-come, first serve basis for members.
 - b. non-members may begin registering three (3) months prior to the event. Exceptions to the three (3) month limit may be made with Board approval.
- 3. Cancellation and Refund:
 - a. Workshop Chair reserves the right to cancel an event which has insufficient enrollment to cover expenses, up to thirty (30) days prior to the scheduled event. Contracts will reflect this policy. Refunds will be mailed within thirty (30) days of cancellation.
 - b. If an individual enrolled in the workshop provides notice to the Workshop Chair of his/her intent to cancel 30 days or more prior to the date of the event, 100% of the individual's fee will be refunded. If cancelled in less than thirty (30) days prior to the event, no refund will be given unless a replacement is found.
- 4. Waiting Lists:

A waiting list shall be formed for any group activity (workshop, seminar, retreat, etc.) for which there is a charge. Beginning with the first person on the waiting list, the Chair will fill vacancies due to cancellations, at which time the fee for the activity is due.

B. Workshops/seminars/lectures

- 1. Instructor fee shall not exceed \$50 per hour without Board approval.
- 2. If maximum enrollment is not filled by Guild members, it will be advertised to the public three (3) months prior to the event.

3. Any member who provides transportation to and from airport and/or workshop, seminar or lecture for a workshop instructor shall be reimbursed at the current U.S. government mileage rate.
4. Lunch for the workshop instructor shall be paid by the Guild.

C. Retreats

1. Formal Retreats

- a. Instructor(s) shall have a written contract.
- b. Free room and board shall be provided for instructor(s).
- c. Retreat Coordinator shall be exempt from fee.
- d. Retreat Coordinator shall be selected by the Executive Committee from a list of all coordinator volunteers.
- e. Fees shall reflect all expenses.
- f. Any exceptions to the above must have Board approval.

2. Informal Retreats

- a. Retreat Coordinator shall be selected by the Executive Committee from a list of all coordinator volunteers.
- b. Fees shall reflect all expenses; the Board may budget a nominal amount for incidental expenses.
- c. Any exceptions to the above must have Board approval.

VIII. DUTIES OF STANDING COMMITTEE CHAIRMAN AND SUBCHAIRMAN

A. Membership

1. Collect, record, and submit due *and* guest fees to Treasurer.
2. Maintain a current copy of the By-Laws, Standing Rules and Policies and Procedures at the general meeting for member perusal.
3. Maintain attendance records.
4. Register and assist new members, providing them with the current membership directory; provide Newsletter Chair and Treasurer with new member information.
5. Maintain membership files which include name, address, phone numbers, date of joining, and other contact information.
6. Publish and distribute annual membership directory including separate listing of Board members, telephone numbers and other contact information.
7. Plan any mixers or new-member function.

B. Newsletter

1. Publish and distribute Newsletter to members and subscribers via e-mail or regular mail as applicable.
2. Collect information for publication from officers and committees.
3. Publish names of new members.
4. Collect subscription and Newsletter ad fees; submit to Treasurer.
5. Edit and prepare Newsletter for printer.
6. Secure printing at reasonable cost.
7. Maintain updated Newsletter mailing list including new members.

C. Outreach

1. Community Service: propose and coordinate Board approved community service (charity) projects; purchase supplies as needed, per budget.

2. Education: provide demonstrations of phases of quilt making to church groups, schools, or public organizations, etc. With Board approval, provide demonstrations to commercial businesses. Board shall set fee to be charged by and paid to Guild.
- E. Ways and Means
1. Plan and execute revenue generating activities.
 2. Secure activity coordinators as needed.
 3. Prepare budget proposal for Board approval.
 4. Publish appropriate information in Newsletter as required.
 5. Oversee activities including fabric raffle, Newsletter raffle or other activities as may occur at Guild meetings.
 6. For any major fundraising event, compile Final Report, including financial data, and submit to Board within four weeks of completion of event; publish in Newsletter if requested.
- F. Quilt Show
1. Chair shall recruit sub-chairs, including but not limited to Registration, Display, Publicity, Programs, Vendors, Volunteer Staffing, Challenge, Consignment, Raffle Quilt, Operations, Show Treasurer, etc.
 2. Chair shall conduct site search and sign written contracts for site and date, services, provision, all with Board approval.
 3. Chair, with input from the sub-chairs, shall prepare a budget including but not limited to consignment commissions, admission fees, vendor fees and raffle quilt for Board approval.
 4. Chair shall oversee the planning and execution of the quilt show.
 5. Sub-chairs shall submit a written Final Report to the Quilt Show Committee by the Quilt Show follow-up meeting.
 6. Chair shall submit a Final Report to the Board within sixty (60) days of the close of the Quilt show.
- G. Workshop
1. Plan and execute all workshops, seminars or other instructional events.
 2. Obtain instructors and sign contracts; arrange for workshops, etc. beyond specific term due to speakers' availability, with Board approval.
 3. Coordinate national workshop topics and schedule with Vice President (Program Chair).
 4. Set fees with Board approval, considering cost of instructors, rent, etc.
 5. Collect fees for events and submit to Treasurer.
 6. Maintain accurate records of participants, dates and fees paid.
 7. Maintain and administer waiting lists per written Guild policy.
 8. Coordinate advance notice of events .
 9. Reserve building/meeting room with facility administrator.
 10. Ensure that building/meeting room (equipment and amenities) are pre-arranged with facility administrator a minimum of one week in advance, as well as properly secured following event.
- H. Historian
- Establish and maintain list of records (e.g. correspondence, Newsletters, reports, etc.) which should be retained permanently; transfer and store records to be kept permanently from officer, committee and program chair files on a periodic basis; document significant activities of the Guild.

IX. AMENDMENTS TO STANDING RULES

These Standing Rules may be amended at any regular general membership meeting by a majority vote of the members present providing that the amendment has been published in the Newsletter announcing the meeting.

END