

MT BACHELOR QUILTERS' GUILD

Amended by unanimous membership vote Monday November 11, 2019 to revise Dues amounts

Standing Rules

Revised: November 12, 2018 by vote of the membership

These Standing Rules support the Guild's Bylaws and offer greater detail in how Guild activities shall operate on a day-to-day basis. These Standing Rules may be amended at any general Guild meeting in accordance with the Bylaws, Section XIII.

SECTION I: GENERAL RULES**A. Member Responsibilities:** Each member is strongly encouraged:

1. to buy \$20.00 worth of raffle tickets annually,
2. to work on a community quilt,
3. to serve on a Guild committee or project,
4. to wear a name tag at general meetings; if a fabric name tag is worn by a member, that person is eligible for any of the door prize drawings.

B. Dues.

1. Membership dues are \$45.00 for the current membership year–January through December.
2. Non-members who are interested in the purposes and activities of the Guild may attend meetings as a guest.
3. The non-member fee is \$5.00 per meeting.
4. New members joining the Guild after July 1 shall pay \$25.00 dues for that year.

C. General Meeting Programs: (responsibility of the 1st Vice President)

1. The name of the speaker/program shall be announced in the newsletter monthly.
2. All costs associated with an out of town speaker as a program will be charged to the Program line item of the budget. If that speaker extends her/his stay in order to teach a workshop, any additional costs shall be assigned to the cost of the workshop and recouped through registrant revenue (see other workshop related rules below).
3. When the speaker is a Guild member, she/he may be paid for speaking within established budget and past practices.
4. The 1st Vice President is encouraged to plan one or more programs for the start of the subsequent year.

D. Workshops: (responsibility of the 2nd Vice President)

1. Announce workshops at meetings and in the newsletter so that all members may have an equal opportunity to make reservations.
2. Reservations for workshop spaces are not confirmed until the person has paid the workshop fee.
3. Once paid, workshop fees may not be refunded unless the workshop is cancelled or the paid registrant is replaced by someone from the waiting list. After the waiting list is exhausted, a registrant may find her/his own substitute.
4. Workshop fees shall be refunded in the event the Guild cancels the workshop.
5. A workshop not filled by members by a predetermined date shall then be open to non-members.
6. Fees for a workshop will be set at a level intended to cover all costs of that workshop.

7. It is expected, over the course of the budget year, that all costs involved in conducting workshops shall be covered by revenue from participant registration fees.
8. A small budget line item may be approved in the annual budget to secure facilities, teachers or supplies until registration revenues are received and to cover any unforeseen workshop shortfalls.
9. When the workshop teacher is a Guild member, she/he may be paid for teaching.

SECTION II: GUILD COMMITTEES

A. Chairperson and Committee Member Duties:

1. All appointed positions are for a one-year term.
2. All positions may be co-chaired, however shall share one vote on Executive Board decisions.
3. In the event there is no member willing to serve as chairperson, the Board may decide how best to fill that position.
4. All committee chairpersons serve at the pleasure of the Guild President.
5. All committee members serve at the pleasure of the committee chairperson.
6. Each chairperson is responsible for the committee budget. This includes monitoring all expenses to assure all expenditures are within the committee's purpose and total expenditures are within the approved budget line item.
7. By September 1, a proposed committee budget for the subsequent year shall be submitted to the Treasurer for use by the Budget Committee.

B. Committees

There are two types of committees, Standing and Specially Appointed. Standing committees are specified in the Bylaws and have a vote on the Executive Board. Specially Appointed committees are appointed by the president and do not have a vote on the Executive Board.

1. Community Outreach (Specially Appointed)

- a. The chairperson shall notify communications media (web, print, radio, TV, etc.) of all Guild activities, donations to the community, community projects, quilt shows, etc.
- b. Post the date and time of general meetings in the local newspaper.
- c. Coordinate community education about quilting at local schools.

2. Community Quilts Project: (Standing)

- a. Coordinate the Guild's community quilts project and distribute the quilts to local 501(c)(3) charities.
- b. Maintain a list of charities supported by this project.
- c. Bring any requests for changes to the list of charities to the Board for review and approval.
- d. The community quilts chairperson may respond to individual one-time quilt requests that fit within the Guild's nonprofit purpose as stated in the Bylaws.
- e. Present a summary report at the first general meeting of the subsequent year.

3. e-MBQG: (Standing)

- a. Maintain the Guild's web presence.
- b. Ensure that the current version of the governing documents, such as the Articles of Incorporation, Bylaws and Standing Rules are posted on the current web presence.
- c. Any personal letters/comments need to be approved by the Board prior to posting on the current web presence.
- d. Post a current list of resource materials as supplied by the Media Resource chairperson.
- e. Post other material as requested by the Board.

4. Hospitality: (Standing)

- a. Recruit members to bring beverage and food to the general meetings.
- b. Recruit members to set up the meeting room for general meetings.
- c. Make sure the serving supplies are replenished.
- d. Work with a committee to facilitate the December potluck.

5. Media Resources: (Specially Appointed)

- a. Purchase and log in new resource materials.
- b. Have selected resource materials available at general meetings.
- c. May coordinate a media resource raffle at Guild meetings and events.
- d. Monitor use of the media resources and keep track of resource materials out on loan.
- e. Over the course of a year, all media resource raffle costs shall be covered by ticket sales revenue.
- f. Provide the e-MBQG chairperson with a current list of resource materials.

6. Membership: (Standing)

- a. Collect dues and deliver them to the Treasurer.
- b. Maintain an up-to-date membership list (called the roster).
- c. Give each new member a new member packet to help them know how the Guild works and where Guild information can be found on line.
- d. Provide membership updates to the newsletter chairperson as they occur.
- e. Prepare the new year roster, with the help of the previous membership chairperson, and make it available to the membership by the April meeting and periodically throughout the year.
- f. Coordinate at least one new member social each year.

7. Newsletter: (Standing)

- a. Shall publish a monthly newsletter in a timely fashion before each meeting.
- b. Any non-Guild business items need to be approved by the Board prior to publication.
- c. Classifieds shall be free of charge to members in good standing.

8. Nonprofit (Standing): See Mt Bachelor Quilters' Guild Bylaws, section IX.

9. Quilt Show: (Standing)

a. Description:

1. The annual quilt show shall be held in August.
2. The chairperson shall determine the date and reserve the park/facility for the next year's show.
3. Lead the selection process for the "Featured Quilter(s)" so that announcement can be made by March.
4. Coordinate with the Community Outreach chairperson to produce this year's advertising material and its distribution per required media guidelines.
5. Get volunteers for sub-committees to coordinate show setup, quilt collection and pinning, collection of sales table items, sales transactions at the show, and Viewers' Choice at the show.
6. Verify the Guild's liability insurance and ensure that the insurance information is submitted to the Bend Parks and Recreation District or venue management agent as appropriate by the Guild's insurance agent.
7. Oversee the quilt show from set-up to take-down.
8. Award quilt show prizes at the September Guild meeting.
9. Commercial vendors may be allowed at the quilt show with Board approval.

b. Commissions: Guild commissions from consignment sales held at any guild-sponsored event shall be 10% from members and 20% from non-members.

c. Challenge Quilt:

1. There may be a quilt challenge as part of the annual quilt show.
2. The challenge quilt leader shall set the parameters and guidelines.

d. Featured Quilter(s):

1. By March of each year, one or more members may be chosen by the quilt show committee as the Guild's Featured Quilter(s).
2. The member(s) will be "accomplished" quilter(s), will exhibit strong skills in one or more technical areas of quilting and will be active member(s) of the Guild.
3. A special location will be provided for the Featured Quilter(s) to exhibit her/his/their quilts at the annual quilt show in August.

10. Raffle Quilt: (Standing)

This committee/position's responsibilities will be divided into construction and sales.

a. Construction:

1. Select the design and fabrics,
2. Coordinate member participation in terms of workshops, take-home packets, etc.
3. The raffle quilt is the Guild's largest fund-raiser. It is important that the quilt be completed by January of the quilt raffle year.
4. The Board shall determine the Fair Market Value of each raffle quilt.
5. The raffle quilt construction budget may overlap two calendar years.

b. Raffle Quilt Ticket Sales:

1. Arrange raffle ticket preparation,
2. Organize ticket sales,
3. Coordinate the display,
4. Plan the drawing for the quilt winner at the quilt show.
5. Appropriate records must be maintained at sales events for sold ticket numbers and associated revenues per shift.
6. A summary report will be made at the September general meeting.

11. Retreat: (Specially Appointed)

- a. Plan and coordinate arrangements for the Guild retreat.
- b. Registration revenue from the retreat is expected to cover all retreat costs.
- c. Retreats shall have signed contracts for the venue.
- d. A retreat revenue/expenditure budget shall be presented to the Board prior to signing a facility contract or collecting registration revenue from members.
- e. The retreat contract for the next year may require a deposit in the current year budget.

12. Sunshine: (Specially Appointed)

- a. Send cards and messages to Guild members and/or families specifically from the Guild.
- b. The Guild shall maintain a Sunshine Fund strictly for or on behalf of members for goodwill gestures such as donations, memorials, flowers, cards and awards for recognition of service to the Guild.
- c. The Board shall decide on the amounts to be spent on a case-by-case basis, and will not necessarily be bound by precedent.

SECTION III. SPECIAL PROCEDURES

A. Mileage Reimbursement:

1. Generally, mileage reimbursement is not a part of conducting the Guild's business. However, it is recognized there may be occasions where mileage reimbursement is warranted as determined by the Board.
2. In order for Guild members to be reimbursed for mileage while on Guild business, they must provide a copy of the drivers' current license and a copy of proof of current automobile insurance to the President or the Treasurer in advance of the travel.

B. Reimbursement Procedures must be in accordance with the Guild's Financial Operating Guidelines.

1. The reimbursement request form must be signed by the committee chairperson and submitted to the Treasurer for reimbursement.
2. All reimbursement requests must be submitted by Dec. 15 of the current year.

Wynne Osborne, President Date

Jane Davis, Secretary Date