MT BACHELOR QUILTERS' GUILD

Standing *Rules*

Revised: November 19, 2024

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 name tag is worn by a member, that member 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 donation is $5.00 per meeting, where permitted by the meeting venue.
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 nonmembers.
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. Coordinate community education about quilting and sewing, ***and where applicable, follow the suggestions from the program Sew Teach Me.***

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 ***and provide that list and any updates with the charities' tax ID to the Guild Treasurer for tax reference.***

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.

f. Following the general purpose and mission of the Guild, assure that no community Quilts are offered for sale, rather only given to other 501(c)(3) organizations as described in the Bylaws and Standing Rules of the Guild.

3. Web Administrator: (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 other material as requested by the Board.

4. Media Resources: (*position deleted 2024*)

5. 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 online.
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.

g. Suggest that meeting guests make a donation to attend a general meeting. Note also that guests are not eligible for door prizes.

h. Coordinate the door prize collection and award to guild members present at the general meeting.

6. 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.

7. Quilt Show: (Standing)

The annual quilt show will be held in August.

A. Quilt Show Chairperson

1. The chairperson shall determine the date and reserve the park/facility for the next year's show.
2. Lead the selection process for the "Featured Quilter(s)" so that announcement can be made by March.
3. Coordinate with the Community Outreach chairperson to produce this year's advertising material and its distribution according to the required media guidelines.
4. Coordinate 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.
5. 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.
6. Oversee the quilt show from set-up to take-down.
7. Award quilt show prizes at the September Guild meeting. ***Only members are eligible for these awards.***
8. 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 25% from non-members.

C. Challenge Quilt: There may be a quilt challenge as part of the annual quilt show.

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.

8. 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.

9. *Day Camp* (Specially Appointed)

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

10. 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.

11. Sisters Outdoor Quilt Show (SOQS) Liaison: (Specially Appointed)

a. Maintain communication with the quilt show office
b. Coordinate with the Treasurer to submit a donation to SOQS as approved in the annual Guild budget.
c. File the application for the guild's special exhibit at the SOQS
d. Request and submit payment of entry fee for the accepted exhibit to SOQS
e. May ***help*** coordinate the volunteers for the guild special exhibit
f. May assist other members with coordination of their individual entries

12. Challenge Quilt (Specially Appointed)

a. Choose the annual challenge quilt for guild members
b. Coordinate the ***challenge quilt viewers'*** choice voting at the selected guild meeting and announce the winners
c. May help coordinate the volunteers for the guild special exhibit at the SOQS

or other venue.

13. Meeting Facilitator (Specially Appointed)
Set up electronic devices necessary to conduct a general meeting

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 current vehicle 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 ***with original expense receipts attached and are limited to the current budget. All reimbursement requests must be submitted by Dec. 15 of the current year.***

C. The **Emergency Declaration** procedure may be found in the Guild Bylaws.

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Linda Fisher-Berlanga, President Date

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Kathie Eckman, Secretary Date

2024Bylaws Review Committee: Jill Monley, Martha Sanders, Kathie Eckman, Catherine Anderson, Susan Mondry