



# Lakeview Quilters Guild

## *Standing Rules*

*Revised April 2021*

### BOARD

1. All Board members shall work together to coordinate their activities to serve the Guild as a whole.
2. All duties shall be performed in a timely manner and in such a way as to not delay another Board member or committee in the fulfillment of their duties.
3. Any Board member or committee unable to fulfill a specific duty shall notify the President in advance.
4. Any Board member may appoint a committee in order to carry out the responsibilities of the Board position during that term.
5. Each Board position shall turn over all materials of the position to the successor and furnish any records as may be required.
6. The Board shall send an appropriate card in case of death or serious illness of a member or a member's immediate family. An eNews notification containing information regarding funeral services for a member may be sent.
7. At general meetings, a guild member may be invited to give a program and may receive compensation. This guild member will be afforded the privileges of any guest speaker and will be allowed to sell merchandise at that meeting.
8. At guild-sponsored events, such as the quilt show and quilt-ins, members may be allowed to sell merchandise at the discretion of the event organization committee.
9. Members may advertise goods and/ services in the newsletter. These ads will automatically run for 2 months and then will be omitted from the Newsletter unless the member requests that the ad run longer. Member ads will NOT be included in the newsletters distributed by U.S. Mail. There will be a fee for business-related advertisements.
10. Any permanent change of meeting location shall be approved by the general membership.
11. The Board shall establish guidelines for when the newsletter shall be sent electronically to the membership. *Effective Jan. 1, 2001*, the newsletter will only be mailed to United States addresses. Any member who requests that a printed newsletter be mailed to her/him will pay an additional \$30 per year to cover the cost of printing and mailing. This yearly fee will be paid at the time that dues are paid.
12. In cases of inclement weather or area emergencies, the meetings will follow the schedule of the Clear Creek Independent School District.
13. The Board shall establish a President's Calendar: committee appointments, elections, budget, community service, etc.
14. On request, Board members may sign receipts for items donated to the guild.
15. The Board Secretary is responsible for organizing and soliciting donated quilt blocks from guild members, which will be given to the outgoing President at the December General Meeting in appreciation for the President's leadership during the year.
16. If LQG meetings are suspended due to extenuating circumstances (such as a pandemic) and a board member resigns within the first six months of his/her term during the suspension, the President can appoint a replacement officer with Board approval of that appointment.
17. Due to the Covid-19 pandemic and lack of volunteers to fill required Board positions, effective only for the Board member elections for the year of 2021, the term limits described in the Bylaws for Board members are rescinded to allow for experienced Board members to return to support the Guild. Returning Board positions according to this rescission are President and Treasurer.

## ALL BOARD POSITIONS AND COMMITTEES

1. All requests to the Treasurer for disbursements (including those requiring a Guild Check made payable directly to a supplier) shall be submitted with a Disbursement Form and itemized receipt or statement
2. All budgeted expenditures shall be submitted to the Treasurer with a Disbursement form and an itemized receipt for reimbursement.
3. All requests for approved disbursements requiring a Guild check directly to a supplier shall be submitted to the Treasurer with a written itemized statement and a Disbursement Form.
4. Guild software changes must be approved by the Board.

## BEES

1. All guild-sponsored bees shall have a Lakeview Quilters Guild member as the Beekeeper.
2. The purpose of the bees is two-fold: first, to provide fellowship, fun, sharing, and support of fellow quilters, and second, to support the Guild on membership-approved events, projects, and activities.
3. No bee shall obligate the Guild in any way or use the Guild's name in any activity not approved by the Board.
4. No bee may establish a separate bank account nor engage in a separate fund-raising activity for its own purposes.
5. Each bee shall elect its own Beekeeper.
6. The Beekeeper shall inform the Newsletter Editor of the bee activities and meeting dates.

## MEMBERS

1. As a courtesy to all, members shall wear a name tag to the general meetings. Name tags will be provided by the Guild.
2. Members transporting speakers will be reimbursed for mileage and the cost of the speaker's meals.
3. Each event paid for by a member (bus trip, workshop, etc.) shall be paid for separately. Checks shall be made payable to Lakeview Quilters Guild.
4. The Guild supports compliance with the copyright law. Members who wish to use any class design and/or written instructions created by an individual should obtain written permission from that individual.
5. Participation in all Guild-sponsored activities (e.g., workshops, classes, bus trips) shall be on a first-come, first-served basis.
6. Funds for guild activities will be deposited upon receipt.

## MEMBERSHIP DUES

1. The annual membership dues are \$25. Any member who requests that a printed newsletter be mailed by the U.S. Postal Service will pay an additional \$30 yearly fee for the newsletter. This fee will be paid at the time that dues are paid.
2. The dues for additional family members are \$15 per person with a limit of one printed newsletter per address.
3. The dues for an Associate membership are \$15 with an electronic newsletter.
4. The dues for a new member joining after June 30 are \$15.

## WORKSHOPS

1. The cost of a one-day workshop is \$40.00, and the workshop must be paid for when the member signs up.
2. No money will be refunded unless the workshop is canceled or changed by the Guild or the teacher or in the case of special circumstances to be approved by the majority vote at a General

- Membership meeting.
3. If the workshop schedule must be changed, money will be refunded to those who are unable to make the new date. If the content of the workshop is changed and the member is no longer interested, money will be refunded.
  4. Workshops will be made available to non-members two months prior to the workshop at the same cost as the member price.

### LIBRARY

1. Library books must be checked out in person and a member may check out up to four (4) books at a time for a period of one month.
2. Books may leave the library area only after proper check out.
3. If a member has a book that is past due, he or she will not be able to check out any more books until all books have been turned in.
4. Lost books must be replaced with the same book or monetary equivalent by the guild member who lost it. Books are considered lost after six months.
5. The fine is 25 cents per book per month. The maximum fine per book will be limited to \$3.00.
6. High-value books will be identified in order to safeguard the guild's assets.

### SPECIAL PROJECTS AND GRANTS CRITERIA

1. Funds directed to Special Projects must be used consistent with the purposes of the guild, as stated in the Bylaws.
2. Special Project proposals requiring significant additional volunteer support must be analyzed for their practicality.
3. Proposals for using guild monies for Special Projects must be presented to the guild Board (or an appointed committee) and must include enough background information to support a decision, including (as appropriate) the name and address of the proposed grantee/institution, the goals and anticipated results, a schedule of work, project staff, and a proposed amount. Proposals will be evaluated, as appropriate, for:
  - a. The overall impact on the world of quilting.
  - b. The compatibility of the goals of the proposal with the mission of the guild.
  - c. The ability of the applicant to complete the project.
  - d. The quality of the project.
  - e. The quality of the applicant.
  - f. The contribution of the project to the body of knowledge about quilts or awareness of the art of quilting.
4. Proposals for use of unbudgeted monies for Special Projects must be presented to the guild membership in advance of a regularly scheduled guild meeting (e.g. guild newsletter).
5. Special Project proposals must be approved by a majority of the membership present at a regularly scheduled guild meeting.
6. If a Special Project involves a grant, and the grant recipient makes money from a commercial product, which the grant has in any way underwritten, then said grant monies must be repaid to the guild.
7. To encourage objectivity in the selection process, individuals currently serving on the board are ineligible for a grant.

### INTERNET PRIVACY

Individuals who post photos of public guild sponsored events (e.g. meetings, quilt shows) on personal or public websites should take personal privacy and security into consideration. It is advisable to seek an individual's permission before identifying members by name or posting photos on public websites. This includes photographs of individuals or their quilts taken at private guild-sponsored events –including, but not limited to, spring and fall retreats and guild workshops.

Generalized group photos may be taken for guild historical records and for the guild's website.

### **FINANCIAL ADVISOR**

1. A Financial Advisor shall be appointed by the President, with approval of the Board. This position is a standing position with no prescribed term of office. The Financial Advisor should have a broad knowledge of accounting and taxes, appropriate for the guild's financial activities and transactions. The Financial Advisor may serve concurrently on the Board or any guild committees but shall be prohibited from serving on the Audit Committee. In his or her capacity as the Financial Advisor, the Advisor has voice but no vote on the Board.
2. The responsibilities of the Financial Advisor are to:
  - a. Review the guild's financial records on a monthly basis and advise the Treasurer and Board of any recommended changes or corrections.
  - b. Recommend the best investment options for guild monies.
  - c. Prepare all required tax returns for filing in a timely manner.
  - d. Maintain all financial and tax records, as required by law.
  - e. As necessary, assist the Board in developing each year's proposed new budget by providing prior year baseline information.
3. The Financial Advisor's duties and responsibilities are not intended to supplant any of those of the Board, Treasurer, or Audit Committee. Although the Financial Advisor prepares the tax returns, he or she is not authorized to sign the tax returns as a Board Member.

### **NOMINATING COMMITTEE**

The Nominating Committee shall not provide gifts or mementos to outgoing Board members.

### **PROTÉGÉ PROGRAM**

1. "Protégé" is defined as a member of the Lakeview Quilters Guild, in good standing, who aspires to a position on the Board of Directors or becoming a Committee Chairman, who wants insight regarding specific requirements of a position, in order to make a decision. Each position named in Article VI, Section 1, of the By-Laws, and Article VII, Sections 1 & 2 of the By-Laws, may accept a Protégé of their choosing, and provide them insight into their duties and activities, to an appropriate and practicable extent, in order to promote an understanding of the position.