

PEACE BY PIECING QUILT GUILD

STANDING RULES

DUTIES OF OFFICERS

- A. The President shall call and preside at all Guild and Executive Board Meetings; shall appoint Special Committee Chairs; have the right to serve as ex-officio member of all Standing Committees; shall sign checks in the absence of the Treasurer and recommend a member, for Executive Board approval, to fill a vacated officer position.
- B. The Vice President Membership shall preside in the absence of, or at the request of, the President at Guild meetings and Executive Board meetings. The Vice President Membership will keep a record of all members, prepare and keep a sign-in sheet for all members at each meeting, receive all membership forms, transfer membership dues to the Treasurer, maintain a current member roster, provide membership cards to all paid members, and disperse membership information to appropriate parties. The Vice President Membership shall also coordinate the efforts in the areas of Hospitality, Refreshments and Beekeeper.
- C. The Vice President Programs shall be responsible for monthly presentations, guest speaker arrangements and all workshops. The Vice President Programs shall also coordinate efforts in the areas of Show and Tell, BOM and Community Outreach.
- D. The Vice President Communications shall be responsible for the publicity of the activities for the Guild, including contact with and publication of articles in area newspapers and preparation and distribution of publicity flyers to area locations. The Vice President Communications shall also coordinate efforts in the areas of Newsletter, Historian, Photographer, Web Master and email account.
- E. The Secretary shall keep the records of the Guild and Executive Board meetings; and shall conduct the general correspondence of the Guild. The Secretary shall also coordinate efforts in the areas of Parliamentarian and Librarian.
- F. The Treasurer shall maintain all financial records of the Guild, including bank account statements, budget and tax documents. The Treasurer will form a committee to prepare the budget and shall make monthly and annual financial reports to the Guild. The Treasurer shall also coordinate efforts in the areas of Fundraising, Door Prizes, and Donation Quilt.

The Treasurer will be the primary signatory on any Guild bank account. All other members of the Executive Board will be designated as secondary signatories on any Guild bank account. Two signatures will be required on any checks written on the Guild bank account.

EXECUTIVE BOARD

- A. The Executive Board shall meet at the request of the President or at the request of two other members of the Executive Board, but at least once per quarter.
- B. If the office of the President becomes vacant, the Vice President Membership will assume the office of President. The Executive Board shall appoint an individual to fulfill any other vacated elected office. The Executive Board shall approve any changes in the responsibilities, additions of new roles and/or Guild policies of Standing Committee Chairs.
- C. Meetings of the Executive Board may be held electronically by telephone conference or email communication. Any decisions made in any electronically held meeting will be treated in the same way as decisions made in face-to-face meetings. Records of such transactions will be documented and retained by the Secretary.
- D. A quorum must be present for all voting activities of the Executive Board. A quorum is defined as 80% of the active Executive Board members participating either electronically or in person at a Board meeting.
- E. Board members shall forward all information, records and files pertinent to their position to their successors at a joint meeting before the January regular business meeting each year.

STANDING COMMITTEES

The Standing Committees shall consist of positions that function every year and can be changed by a majority vote of the Executive Board. Standing Committees are: Hospitality, Refreshments, Bee Keeper, Block of the Month, Show and Tell, Community Outreach, Newsletter, Photographer, Historian, Web Master, Parliamentarian, Librarian, Fundraising, Door Prizes, and Donation Quilt. Standing Committee Chairs are expected to solicit members from within the Guild to work within the various committees.

ORGANIZATION CHAIN AND RESPONSIBILITIES FOR STANDING COMMITTEES CHAIRS

Vice President Membership -

Hospitality – Welcomes visitors and has them sign in and fill out a nametag. The Hospitality Committee will introduce visitors to members and escort visitors through the various Guild activities.

Refreshments – Coordinates Guild refreshments for monthly meetings and special events, coordinates sign up and reminders to volunteers for meetings and events.

Bee Keeper – Coordinates efforts in the area of Guild bees. Bees are small groups of quilters within the Guild who have a common interest or theme.

Vice President Programs -

Block of the Month – Coordinates the monthly creation of the Block of the Month, distributes block creation information at Guild meetings, furnishes block creation information to the Newsletter for publication, and presides over the monthly block drawings.

Show and Tell – Coordinates monthly show and tell activities, maintains supply of show and tell forms and coordinates posting of show and tell pictures with the Webmaster and photographer.

Community Outreach – Researches and makes recommendations of charitable opportunities available to the Guild through donations of quilts, services or money. Solicits participation from the membership, including volunteers to prepare and deliver such donations. Maintains documentation of all donations disbursed.

Vice President Communications -

Newsletter – Coordinates all activities to ensure the monthly newsletter is available for posting on the agreed upon date each month. Collects written articles from Guild members.

Historian – Documents activities and other events for historical purposes.

Photographer – Photographs show and tell projects and posts to Guild digital photo album.

Webmaster – Maintains Guild website; updates information and posts documents in a timely fashion.

Secretary

Parliamentarian – Maintains order during the regular meeting following Robert's Rules of Order Revised; coordinates activities surrounding changes and additions to the bylaws.

Librarian – Maintains the Guild's library and an inventory of it; makes books available for Guild members to sign out, sends reminders for return of overdue books and collects fines for overdue books.

Treasurer -

Fundraising – Researches and makes recommendations of fundraising activities for the Guild. Solicits volunteers, goods and services from the membership and the community.

Door Prizes – Coordinates donations and purchases items to be raffled at Guild meetings each month. Keeps accurate financial records of purchases and money collected.

Donation Quilt – Coordinates donation quilt activities for Guild, including formation of a committee to plan and sew the donation quilt. Coordinates display of quilt at various venues. Orders, distributes and keeps accurate financial records of tickets sold and money collected.

SPECIAL COMMITTEES

Special Committees shall be the Election, Financial Audit, and By-Laws Committees.

The Election Committee shall consist of three active Guild members chosen from the general membership at the September meeting and approved by the Executive Board. The Election Committee shall verify that all nominees meet eligibility requirements as listed in the By-Laws. The Election Committee shall prepare paper ballots listing the names of each person nominated for each office. The Election Committee will distribute blank ballots, collect marked ballots, tally the votes and announce the winners of the election. The Secretary will retain the ballots in the Guild's records for one year.

Nominations for each office will be made from the floor at the October meeting. The order of nominations will be President, Vice President Membership, Vice President Programs, Vice President Communications, Secretary, and Treasurer. Any nominated person must be present at the time of nomination and must consent to the nomination.

At the November meeting, a specified portion of the business meeting will be set aside for election proceedings. Nominees will have an opportunity to share their qualifications for the office and vision for the Guild before ballots are distributed.

The Financial Audit Committee shall consist of three active Guild members appointed by the President and approved by Executive Board no later than the November Executive Board meeting. Neither the President nor the past or current Treasurer will be a member of the Audit Committee but will be available during the meeting(s) of the Audit Committee to answer any questions which may arise. The Audit Committee shall report their findings of the January 1 – December 31 audit year to the Guild no later than the January Guild meeting.

The By-Law Committee shall consist of the Executive Board who will review the Guild's By-Laws annually or as needed and present changes to the Guild membership for consideration. Members may submit in writing proposed changes to the Executive Board.