

# Standing Rules

Westside Quilters Guild, Inc.

## Mission Statement

It is the mission of the Westside Quilters Guild to come together in the spirit of community and friendship for the purpose of preserving and perpetuating the many facets and dimensions of the art of quilting, through education (youth and adults), works of charity, community awareness and the sharing of ideas and information.

## Standing Rules

### Members

Charter Members: A person who joins the Guild by the end of the first quarter of the Guild's official inception (August 31, 2008) shall be designated a Charter Member. Charter membership may be recognized as such on the member's name tag.

Patron Members: A member who prepays \$500.00 in non-refundable dues shall be designated a Guild Patron and shall pay no further dues in his or her lifetime and may be recognized as such on the member's name tag. Funds collected from Guild Patrons will be deposited in an interest-bearing instrument such as a CD or Savings Account. Access to these funds will be limited to approval by a unanimous vote of the Board of Directors.

Lifelong Members: After 24 years of full membership in the Guild, a member shall become a Lifetime Member and may be recognized as such on the member's name tag. Lifetime Members may enjoy full membership privileges and are not required to pay dues.

Business Members: Business members shall be listed in the roster, newsletter and on the website.

Junior Members: Junior Members must be 12-17 years old and may neither vote nor attend overnight retreats.

Honorary Members: Honorary Members may be selected by the elected officers. They will have made a significant contribution to the Guild but are no longer able to actively participate.

Members have priority for events, workshops, and retreats. Members are strongly encouraged to participate in all Guild events such as quilt shows, fundraisers, and educational or public service activities.

Name tags are required to be worn at meetings and all official Guild functions. Members may make their own name tags. The Guild will furnish paper name tags for special events such as quilt shows.

### Dues and Fees

Dues shall be \$48.00 per year for regular adult members.

Dues for Junior Members are \$15.00 per year.

Dues for Business Members are \$68.00 per year. Up to two persons representing a business may attend Guild events.

Dues for *new* adult members who join the Guild are as follows:

From July 1 through Sept. 30, cost is \$48

From Oct 1 through Dec. 31, cost is \$36.

From Jan 1 through March 31, cost is \$24.

From April 1 to June 30, cost is \$12.

Guests will be encouraged to join after visiting three times.

### **Disciplinary Action**

Disciplinary action may be instituted by the elected officers of the Guild (Executive Board).

- Any member against whom disciplinary action is being taken shall be sent notice in writing fifteen (15) days prior to a disciplinary hearing.
- Such notice shall list all reasons for the proposed disciplinary action.
- The member will be given an opportunity to respond to the Executive Board, orally or in writing, at least five (5) days before the effective date of the proposed termination, expulsion or suspension.
- If the member wishes to challenge the decision for termination, expulsion or suspension, the process (including a proceeding in which defective notice is claimed) must begin within one year after the effective date of the expulsion, suspension or termination.
- A member who has been expelled or suspended may be liable for dues, fees or assessments that are the result of obligations sustained by the member before expulsion, suspension, or termination.

Any member who writes a check that is returned for nonsufficient funds must pay the check and any bank fees to the Guild within two months. If this is not accomplished within two months the member will be suspended from the Guild for six months. If, during those six months, reimbursement is not received by the Guild, or should a second nonsufficient fund check be received from the same member in the future, membership will be permanently revoked.

### **Meetings**

General membership meetings shall be held the third Monday of each month. Board meetings shall be held monthly.

The annual general meeting and installation of new officers will be held in July.

Business members may sell their products at Guild sponsored events if those products support the event, such as: thread, needles, pins, fabric, etc. It will be up to the discretion of the person in charge of the event if there is room for vending. The exception is for guest speakers; they do not have to be business members and may sell any of their items at the meetings or workshops.

### **Elections**

The timeline for the election process shall be:

- January: nominating committee appointed.
- May: The slate shall be published and nominations from the floor accepted.
- June: election of new officers.

- July: New Officers will be presented to the members at the General Meeting and installed.

Anyone nominated from the floor must either be present at the meeting to accept the nomination or provide in writing prior to the meeting permission to be nominated.

Elected officers, in addition to the President, First Vice President, Second Vice President, Secretary and Treasurer, will be the Program Officer, the Ways and Means Officer, and Membership Officer. The Officers are expected to attend at least 2/3 of the Board meetings within their term of office. In addition, to be a member of the Board of Directors, a member must have been a member for at least one year and must have attended at least eight meetings in the prior year. Appointed chairpersons are encouraged to attend Board Meetings, and/or may be asked to furnish a report to the Board from time to time.

Officers and appointed chairpersons should draw up job descriptions, with timelines, of their expected and actual duties. The job descriptions will be kept in a notebook binder and passed to the next person appointed, as well as kept in a central online location.

### **Making Changes to Standing Rules**

Changes to the Standing Rules may be made by a majority vote of the Board of Directors.

### **Logo**

The Westside Quilters Guild logo color shall be one color or two-color blue & grey in print only. The logo may be any color for promotional items.