

## STANDING RULES OF THE CYPRESS CREEK QUILTERS' GUILD

The purpose of the Standing Rules is provide consistency in the way the guild operates, and the Board is able to make fair decisions informed by past actions. At the same time, it is intentionally easier to modify than the by-laws and gives the organization the flexibility to respond to changing circumstances. The Standing Rules are set by the Board of Directors ("Board"), with the input from the Membership. The Board can review or change the standing rules at any time.

### A. ANNUAL MEMBERSHIP DUES

1. Annual membership dues are \$30.00 per year due by Jan 31st. Changed to \$30.00 per year at October 2013 meeting.
2. If dues are not paid by the March Regular Meeting, they will be considered delinquent and the unpaid member's name will be deleted from the Membership Directory and mailing list for the newsletter. ??
3. For new members, dues are payable upon joining. If a new member joins between October and December, the dues will cover membership until the end of the following year. (09/18/08)
4. Junior Members are those that are between the ages of 12 and 17 years old and may join the guild with an adult Member. There are no Membership Dues for Junior Members. Junior Members may participate in all guild functions except for retreats and may not hold an elective office. (2/17/09)

### B. GUEST FEES

1. Guests are welcome to attend 2 regular guild meetings and/or activities, after which they must join the guild. Guest attending special

meetings may be required to pay a fee. (1/15/11) Guest will pay a \$15.00 fee for attending member meetings in which a national teacher will be the program/speaker. (12/17/11)

2. Guests of a member may participate in a Member Workshop providing they pay a \$5.00 guest fee. (1/20/10).

### C. MEETINGS

1. Regular Meetings of the membership will begin at 6:30 pm the first Friday of each month at the Lutz First Baptist Church, Fellowship Hall, 18116 US North 41, Lutz, FL 33549. . The Meeting date may be changed by the Board to accommodate special events, guest speakers, etc.

2. To help us get to know each other, all members and guests are required to wear a name tag. The guild will supply each member with a name tag which will be available at the regular meetings at no charge. ?? (01/15/11)

3. The Guild shall have a show and tell at every meeting. Show and tell is limited to two (2) items per month. (1/15/11)

### D. COMMITTEES

1. Committee Chairs shall be appointed by the President prior to the first meeting of the year and these appointments shall be made only as deemed necessary for efficient operation of the Guild. Additional Committees may be formed as needed and a Chair will be appointed by the current President.

New Committees as of January 1, 2011 shall include:

a. BEES AND CIRCLES COMMITTEE. Circles are independent friendship groups that generally meet at member's homes to share fellowship and their love of quilting. Each group determines its own scope, purpose and size. Anyone can start a new group and you may belong to as many as your energy and commitment allow. The Circle

Committee Chairperson helps create new groups as needed. Circles and Bees are responsible for noting their activities in the newsletter.

b. HISTORIAN COMMITTEE. The Committee shall maintain a record of guild activities to include photos, newspaper and magazine articles, programs, correspondence, assorted memorabilia and Guild newsletters in digital format to chronicle a history of the Guild; Update the history/resume of the Guild annually by including the previous year's activities and community service projects; Maintain a list of past and current presidents and terms served.

c. SECRET PALS COMMITTEE. The Secret Pals Committee shall be responsible for preparing and coordinating the Secret Pals activities and encourage members to participate in this fun filled program. All Guild Members are encouraged to participate; however, participation in this Program is optional. If a Member is unable to complete its Secret Pals obligations and unable to find a replacement, the Committee will be responsible for finding a replacement member.

2. For a complete list of all Guild Committees and their functions, please refer to the Cypress Creek Quilters' Guild Bylaws.

## E. TREASURY

1. Checks written on the Guild account must have 2 authorized signatures. Authorized signatures are the current President, Vice-President, Secretary, Treasurer, and Parliamentarian.

2. Budgeted amounts may be paid on-line after consulting with another board member. (01/02/15)

2. Any expense which exceeds the budget must be approved by the Board. Unbudgeted items that are less than \$250 must be approved by the Board. Any item exceeding \$250.00 will be brought to the Board for review and approval. If the Board is in agreement with the expense, it will then be brought to the general membership for approval. (3/17/10; 1/15/11)

3. Members shall be reimbursed for any out of pocket expense for approved projects/activities after approval by the appropriate Committee Chair and/or Board. Expenditures up to \$25 shall be paid without Board

approval. Expenditures from \$26 to \$249 require Board approval before payment is made. (3/17/10)

#### F. QUILT SHOW PARTICIPATION

1. The Quilt Show participation is required for regular membership and includes:
  - a. Work on a Quilt Show Committee; or
  - b. Work a minimum of four (4) hours during the Quilt Show Weekend.
  - c. If a Member is unavailable to work during the quilt show weekend, the Member may provide four (4) hours of support to the committee before quilt show weekend Tasks include publicity mailings, advertising, database update, etc.
  - d. Exceptions to this Rule must be approved by the Quilt Show Chairperson.
  - e. Each Member is required to sell \$25.00 in tickets for the opportunity quilt. (1/15/11)

#### G. TEACHING MEMBER WORKSHOPS

1. Members will be allowed to teach Member Workshops and shall be coordinated with the Education Chairperson. The Teaching Member will be paid a \$50.00 teaching fee per workshop. (07/15/08; 01/15/11)

#### H. WORKSHOPS & RETREATS

1. Registration for guild workshops and retreats are on a first-come, first-served basis once the registration is open. Members must complete a registration form, pay the fee, and mail or deliver the form to the activity's coordinator by the announced deadlines. If openings are available after the registration deadlines for guild members, then the openings may be filled by non-guild members at a fee decided by the Board. (08/23/08)
2. Confirmation of registration will be provided by coordinators by e-mail or other means. A waiting list will be maintained for workshops and retreats. If an opening becomes available, the next person on the waiting list will be notified.
3. In the event a member or non-guild attendee is unable to attend a workshop or retreat, the member or non-guild attendee must notify the

Workshop Chairperson or Retreat Chairperson at least 24 hours prior to the event. A member or non-guild attendee may not substitute another person if there is a waiting list. The coordinators will notify the next person on the waiting list. If the opening can be filled by someone on the waiting list, a refund will be issued to the member or non-guild attendee.

4. The retreats will be self supporting. \$250.00 will be allocated for each retreat, to be used by the Retreat Committee to provide snacks, gifts and prizes to members attending the retreat. The Retreat Chairperson must disclose to the retreaters any money being collected over the price of the retreat and the purpose those funds will be used for. (10/22/11) ??

## I. MISCELLANEOUS

1. Guild members are able to advertise quilting related items/classes/trips/events in the newsletter or on the guild's website at no charge. These should be provided to the Newsletter Committee by the 15th of the month. (1/15/11)

2. Meeting minutes shall not be published in the Newsletter, but sent to members separately. (1/02/15) (5/19/10).

3. Due to the advanced scheduling of national teachers and speakers, the Program Chairperson should schedule teachers and speakers beyond their term of office.

4. Cypress Creek Quilters Guild owns the copyright of its logo designed by Paula Lewis. Any use of the logo must be approved by the Board (11/06 & 9/18/09).

5. In lieu of flowers, the guild will make a \$100.00 donation to any guild member on the death of a member's spouse or dependent child (7/15/08). On the death of a current member, a \$100.00 donation may be made to the Member's family in the manner which the family prefers (e.g. flowers, charity, etc.) (2/19/11)

6. Guild Members and Committee Chairs are not authorized and should not sign any contracts on behalf of the Guild. Any contracts should be brought to the Board's attention and the appropriate Board Member will execute any contract. (2/19/11)

7. Members conducting business on behalf of the guild shall do so with truthfulness, honesty and integrity, maintain sensitivity of personal or

confidential matters, and maintain and enhance the reputation, standing and good name of the Guild and its membership. In the event that a member has been found to conduct guild business in an unethical or dishonest manner, his/her Membership may be terminated by a majority vote of the Board. (2/19/11)

8. Any Member who provides a check to the Guild which is returned for any reason, including NSF and account closed, will be responsible for reimbursing the Guild for any bank fees the Guild incurs as a result of the returned check. (12/17/11).

#### J. AMENDMENTS TO THE STANDING RULES

Proposed amendments to the Standing Rules must be submitted to the President in writing prior to the regular scheduled meeting of the Board of Directors. The amendment will be read, discussed, and voted on at the meeting. A two-thirds majority of the votes cast by members present at the meeting shall constitute the acceptance of the proposed amendment.