

COURTHOUSE QUILTERS STANDING RULES

Any Standing Rule can be **adopted** with previous notice by a majority vote at a regularly scheduled meeting. Any Standing Rule can be permanently **rescinded** without previous notice by a two-thirds vote at a regularly scheduled meeting, or by majority vote with previous notice. Any Standing Rule can be **suspended** for the duration of a meeting by a two-thirds vote at a regularly scheduled meeting. These Rules remain in effect until the Guild rescinds them.

1. MEMBERSHIP

- a. Upon payment of Annual Dues, current members will receive the monthly newsletter, a current membership list and a membership card valid for each calendar year.
- b. The guild membership list is confidential and is for the member's personal use only. This list may not be used for commercial purposes and may not be shared with any non-guild member, organization or company.
- c. In addition to the items in (a) above, new members shall receive a New Member packet, which contains general information about the guild, a copy of the current Bylaws and Standing Rules.
- d. No member affiliated with a quilt shop or any outside vendor may sell or display items at a CHQ event or meeting without expressed permission from the Board prior to the date of the event or meeting.

2. FINANCES

- a. Annual Dues are set at \$35.00 per year and are not refundable.
- b. All proposed commitments of Guild funds and/or services shall be submitted to the Board for approval and will be used by the Treasurer to create and maintain a two-year cycle budget.
- c. All pre-approved incurred expenses within budget shall be reimbursed upon presentation of appropriate receipts and completed request form.
- d. All proposed expenditures outside of budget require Board approval prior to reimbursement.
- e. Grants – Courthouse Quilters Guild must be the sole beneficiary of any funds generated through grants or other proposals.

3. DUTIES OF ELECTED OFFICERS - President

- a. The President shall preside at all meetings of the organization and the Board.
- b. The President shall prepare a proposed agenda to be distributed to the Board prior to each Board meeting. Board Members only may propose additions or deletions to the agenda prior to the meeting. Once approved by a majority of Board Members, the agenda is set for the current meeting.
- c. The President shall appoint all Chairpersons of all standing and Ad Hoc committees with the advice and consent of the Board and shall serve as ex-officio member of all committees, with the exception of the Nominating Committee.

d. The President is responsible for the submission of the President's Letter, to be included in the monthly newsletter, by due date set by Newsletter Committee.

4. DUTIES OF ELECTED OFFICERS - Vice President

a. The Vice President shall perform the duties of the President in her/his absence. Should the President be unable to fulfill the term of office, the Vice President will assume the Presidency for the remainder of the term. A new Vice President will be elected by special election.

b. The Vice President shall serve as Chairperson of the Program Committee (see Standing Rule #18.)

5. DUTIES OF ELECTED OFFICERS - Recording Secretary

a. The Recording Secretary records the minutes at all general and board meetings.

b. Responsible for the submission of the minutes, to be included in the monthly newsletter, by the due date set by the Newsletter Committee.

6. DUTIES OF ELECTED OFFICERS - Corresponding Secretary

a. The Corresponding Secretary handles all correspondence of the organization as requested by the board.

b. Responsible for sending 'good will' cards to members who are ill, hospitalized, new parents, etc.

c. For circumstances that may warrant other considerations, Board approval is required. For situations between meetings that require immediate action, approval of 3 or more

board members is required.

7. DUTIES OF ELECTED OFFICERS - Treasurer

a. The Treasurer will maintain accurate financial records of the Guild at all times.

b. The Treasurer will receive and deposit monies for all Guild activities in the bank account(s) maintained in the name of the Guild.

c. The Treasurer will make a monthly report outlining receipts, disbursements and current balances to the Board and to the members via the newsletter.

d. Each November the Treasurer will submit an Annual Budget within the projected two-year cycle to the Board. Upon approval by the Board, the budget will be presented to the membership in the January newsletter. In June of each year, the Treasurer will submit a Budget Status Report to the Board.

e. The Treasurer is responsible for remitting dues and other financial obligations to any organization with which the Guild may be affiliated (i.e. NQA, etc.)

f. The Treasurer will follow the regulations of the IRS, as well as state and local regulations with respect to the operation of a non-profit organization.

g. The Treasurer will, upon request, produce to the Board or an Auditor appointed by the Board, all bank statements, check book(s), ledgers, itemized statements of bills (paid and unpaid and any other items necessary for a complete audit.

8. Committee Chairpersons are Members of the Board. The Board may permit a member to serve as Committee Chairperson on more than one committee provided neither of the

committees require such a commitment of the chairperson's time that the other committee would suffer. This will be determined by a majority vote of the board. If one or more members share a chairperson position, those members share one vote for conducting business at Board meetings.

9. DUTIES OF COMMITTEE CHAIRPERSONS - Charity and OutReach:

- a. Will actively work to schedule member workshops to make quilts and other items to be donated. Fabrics and materials for these projects may be donated or purchased at the Guild's expense.
- b. Maintains a list of Board approved recipient organizations.
- c. Quilts or donated items must be approved by the Board before distribution.
- d. Ongoing community outreach shall consist of past charity programs designed to support the guild's purpose (see Bylaws Article II.) Projects such as Quilts of Valor, Storybook Quilts and ConKerr Cancer: A Case For Smiles pillowcase campaign will continue to be supported as a way to promote and honor the history and tradition of quilting. Past projects have included local hospice organizations, woman's shelters, youth centers, Girl Scout projects, Habitat for Humanity, raffle quilt donations, etc.

10. DUTIES OF COMMITTEE CHAIRPERSONS - Circulation Committee:

- a. Coordinate with Membership Chairperson to obtain current list of member mail/email addresses for newsletter distribution and other communications as needed.
- b. Responsible for Newsletter distribution to all Current members, via email and/or U.S. Mail two (2) weeks prior to monthly meetings.
- c. Arrange for photocopying of newsletter and acquisition of postage in order to mail the newsletter to those members who do not receive it via email.
- d. Ensure that all Current members receive guild communications via email or mail as requested by Executive Board or Committee Chairpersons.

11. DUTIES OF COMMITTEE CHAIRPERSONS - Door Prize Committee:

- a. Responsible for purchasing monthly door prizes.
- b. Handles the door prize ticket selling at the monthly meetings.

12. DUTIES OF COMMITTEE CHAIRPERSONS - Historian: Responsible for keeping a record of the guild's activities and news articles featuring the Guild. This will include: Maintaining an attractive scrapbook and photographically recording all activities and events.

13. DUTIES OF COMMITTEE CHAIRPERSONS - Hospitality:

- a. Coordinates Members contributing refreshments at each meeting.
- b. Maintains inventory of necessary supplies.
- c. Ensures proper set-up and clean up of the meeting room and kitchen.

14. DUTIES OF COMMITTEE CHAIRPERSONS - Library:

- a. Maintains accurate inventory of library.
- b. Maintains current card file of incoming and outgoing materials.

- c. Researches information on new materials and makes new acquisitions upon approval of the Board.
- d. Solicits membership support of the library through donations.
- e. Ensures that the library is set-up and broken down at each meeting.
- f. Coordinates purchase or donation of monthly book raffle.

15. DUTIES OF COMMITTEE CHAIRPERSONS - License:

- a. Chairperson is required to be familiar with and adhere to current NJ State Raffle Regulations, which currently include the requirement for a separate checking account, which will be overseen by the Treasurer.
- b. Responsible for the accurate submission of all required applications for Raffle Licenses for Door Prizes, Library Raffle, Mini-Quilt Raffle and any other events undertaken by the Guild that fall under the NJ State Games of chance rules and regulations.
- c. Assist Raffle Quilt committee to apply for state and local raffle drawing license (recently, Stockton Borough or location where raffle drawing will take place.) This should be done in January of a quilt show year.

16. DUTIES OF COMMITTEE CHAIRPERSONS - Membership:

- a. Greets Members and guests at each meeting.
- b. Maintains accurate membership records.
- c. Enrolls new Members and ensures receipt of membership packet to each new Member.
- d. Publishes and distributes a current membership list in March of each year. New Members and updates will be posted in the monthly newsletter.
- e. Handles various miscellaneous items (e.g., mugs, CHQ pins, tote bags) for sale at monthly meetings.

17. DUTIES OF COMMITTEE CHAIRPERSONS - Newsletter:

- a. Edits and publishes monthly guild newsletter to be received by all current members. Sends final newsletter electronically to Circulation Committee for distribution two (2) weeks prior to monthly meetings.
- b. Coordinates newsletter advertising from local vendors with the Board. Monthly advertising rates for quilting related shops, services, and products are as follows:
 - 1. Business card size ad: \$ 10.00
 - 2. Half page ad: \$ 25.00
 - 3. Full page ad: \$ 50.00
- c. Sets committee report due date and coordinates receipt of monthly reports from Committee Chairpersons for inclusion in the newsletter.
- d. Guild news and articles from Members and/or Chairpersons shall always take precedence over general stories or news from other Guilds or organizations in the newsletter.

18. DUTIES OF COMMITTEE CHAIRPERSONS - Program:

- a. Plans programs for all general membership meetings and any workshops. Attends MAQNET meetings.

- b. In coordination with Special Events Committee publishes a program schedule at least three (3) months in advance.
- c. Submits proposal for each workshop and/or lecture to the Board for approval. Once approved, negotiates contracts and secures signatures on the guild's "Teacher's Contract" for workshops and/or lecture. After each workshop and/or lecture a written follow-up must also be submitted to the newsletter.
- d. Responsible for collecting completed, signed W-9 from all teachers prior to making payment for teacher/speaker services, as required by the IRS.
- e. Sees to the overall needs of the guest speaker/teacher.
- f. Program approval by the Board is final and absolute.
- g. The program schedule must be planned by the current committee a minimum of eight months into the new year for the incoming committee.
- h. Coordinates with Special Events Chairperson to ensure there is a program or event scheduled for all guild meeting dates.

19. DUTIES OF COMMITTEE CHAIRPERSONS - Publicity:

- a. Submits news articles to local publications as requested by the Board.
- b. Responsible for submission of monthly meeting/workshop information to local newspapers working within the publications' deadlines.
- c. Maintains current listing of publications where these news releases are sent.

20. DUTIES OF COMMITTEE CHAIRPERSONS - Quilt Show:

The Quilt Show is held every other year at a time and location determined by the Board. Traditionally, it has been held the first weekend in October of even calendar years, at the Prallsville Mills in Stockton, NJ.

- a. Chair and Co-chair are responsible for all aspects of the event and related special situations and circumstances as they may arise. This may include but not be limited to: securing the show location and overseeing event chair people and their assigned responsibilities.
- b. The Guild's Treasurer will serve as Treasurer for the Show.
- c. Various sub-committees will be organized by and report to the Show Chairs. In the past, these sub-committees have included but are not limited to: Acquisitions, Boutique, Cleaning, Decorations, Demos, Door Prize, Hanging, Mini's, Parking, Preview Party, Program & Quilt Cards, Publicity, Signs, Take Down, Vendors, Volunteer Coordinators, etc.
- d. Each Current Member is required to donate three items to sell at the boutique.
- e. Quilt Show Chairs are asked to attend Board Meetings and are responsible for documenting their actions as reference for future shows.

21. DUTIES OF COMMITTEE CHAIRPERSONS - Raffle Quilt:

This major fundraiser is usually held every other year in combination with the Quilt Show.

a. Quilt Design and Construction Chair:

- 1. Chairperson is responsible for choosing the design of the quilt, soliciting Board approval and designer approval (if needed), presenting estimated costs for Board approval and purchasing fabrics or accepting fabric donations.

2. It is appropriate and encouraged to ask Guild Members to participate in constructing the raffle quilt. Often an Ad Hoc Committee is formed to prepare directions and/or fabric packs to be distributed to those members who wish to participate.

3. Once top is completed, arrange for quilting either by hand or by machine.

b. Raffle Ticket Distribution and Sales Chair:

May or may not be the same person/group that is in charge of construction of the quilt.

1. Along with License Chairperson, Raffle Ticket Distribution and Sales Chairperson is required to be familiar with and adhere to current NJ State Raffle Regulations, which currently include the requirement for a separate checking account, which will be overseen by the Treasurer.

2. Assist License Chairperson to apply for local raffle drawing license (recently, Stockton Borough or location where raffle drawing will take place.) This should be done in January of the Quilt Show year.

3. Purchase raffle tickets. Both the NJ State License number and the Local Drawing License number (recently, Stockton Borough or location where raffle will take place) are required to be printed on the ticket. Responsibilities: Distribute tickets to members, keeping track of ticket numbers and money received. Organize selling of tickets at various locations and events. Ensure that each member sells 20 tickets.

22. DUTIES OF COMMITTEE CHAIRPERSONS - Special Events Chairperson:

a. Responsible for planning and acting as host for all Special Events the Guild holds during the year, such as; the Holiday Party, New Member Tea, the Challenge Quilt, Guild Anniversary Party, etc. as well as any other program events that are not considered instructional.

b. Coordinates with Program Chairperson to ensure there is a program or event scheduled for all guild meeting dates.

c. Coordinates with Program Committee so they can publishes a program schedule at least three (3) months in advance.

23. DUTIES OF COMMITTEE CHAIRPERSONS - Web Presence:

a. Website (www.CourthouseQuilters.com) Maintains and updates Guild's website with information on our history and upcoming events.

b. Facebook: Actively updates events and happenings on Facebook to generate interest and enthusiasm in the Guild.

24. MONTHLY MEMBERSHIP MEETINGS

a. Held the second Sunday of each month, except May, when the meeting is held the third Sunday of the month, or when deemed necessary by the Board by a majority vote of the Board at a scheduled board meeting where a quorum has been met.

b. Meetings are currently held at the Darcy Lodge in Frenchtown, NJ

c. Meetings commence at 6:30 PM unless otherwise noted in the Guild Newsletter.

d. A monthly meeting of the Board usually precedes the membership meeting at 5:30 PM. All members are welcome to attend the Board meeting at any time (See Bylaws

Article X.)

- e. Guest Fee is \$5.00, or as determined by the Board. A person may attend up to two times per year as a guest. Guest fee will be increased to \$10 for a meeting where we have a national speaker.
- f. The Board may suspend the guest fee during Guild open houses or other special events, by a majority vote of the Board at a scheduled board meeting where a quorum has been met.

25. LIBRARY RULES

- a. Current members may check out library items for one month or from one scheduled meeting to the next. Library items may be renewed once for an additional month in person, by email or by phone.
- b. Any library item lost or damaged by a Member must be replaced with the same item or one of equal or greater value, with the approval of the Library Committee.

26. WORKSHOP RULES

- a. Payment must be made in advance to secure a reservation in the workshop. No refunds will be given, however, if there is a waitlist it is possible you may be reimbursed. To ensure fairness, the rule of “first come, first serve” will be used.
- b. The fee for non-Guild attendees will be the regular workshop charge plus an additional charge for a national lecturer/teacher. This additional charge will be determined based on the teacher’s fee for that workshop.
- c. Any Member who hosts an out of town lecturer/teacher overnight may attend the workshop at the Guild’s expense. This privilege is for one member and is not transferable.
- d. Any Member of the Guild that is contracted to teach/lecture a workshop shall be paid at the current hourly rate set by the Board.