

COURTHOUSE QUILTERS STANDING RULES, Amended 2021

Any Standing Rule can be adopted with previous notice by a majority vote of attendees at a regularly scheduled meeting. Any Standing Rule can be permanently rescinded without previous notice by a two-thirds vote of attendees at a regularly scheduled meeting, or by majority vote with previous notice. Any Standing Rule can be suspended for the duration of a general meeting by a two-thirds vote of attendees 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/president's bulletin, 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 in email a New Member packet, which contains general information about the guild and a copy of the current Bylaws and Standing Rules. A membership card will also be provided.
- d. No member affiliated with a quilt shop or any outside vendor may sell or display items at a CHQ event or meeting without permission from the Board prior to the date of the event or meeting.
- e. What constitutes a member in good standing: Dues paid, three homemade items for the quilt show boutique, selling twenty raffle tickets by the time of show acquisitions.

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 incurred expenses within budget shall be reimbursed upon presentation of appropriate receipts and completed request form.
- d. All proposed expenditures outside of the 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. Creates an agenda and presides at all meetings of the organization and the Board; including the business portion of the guild meeting.
- b. Generates President's Letter for President's Bulletin or for submission to the CHQ Newsletter.
- c. Generates Bi-Monthly President's Bulletin.
- d. Oversees, coordinates and supports Executive Board and Committees with compliance to CHQ Bylaws & Standing Rules.
- e. Follows the regulations of the IRS, as well as state and local regulations with respect to the operation of a non-profit organization.
- f. Appoints 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. Oversees Guild's Quilt show.
- g. Serves as the back-up for the treasurer and as the second officer with access to the bank accounts, the debit card and the card service account.
- h. Approves or dismisses email blasts to be sent out to all members.
- i. Accepts and considers questions and opinions from members and from the general public and decides whether these should be brought to the board.

- j. Oversees the pick-up and distribution of mail sent to the guild mailbox.
- k. Stores President's Bulletin in the Guild Document Repository.

4. DUTIES OF ELECTED OFFICERS - Vice President

- a. The First 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 First Vice President will assume the Presidency of for the remainder the term. The Second Vice President will become the First Vice President, and a new Second Vice President will be elected by a special election.
- b. The Vice Presidents shall serve as co-chairs of the Program Committee (see Standing Rule #17.)

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 after board approval, 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. Responsible for sending thank you notes for donations,
- d. Responsible for sending gift acknowledgement letters for donation tax purposes.
- e. 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. The Treasurer oversees deposits made by other members as well.
- c. The Treasurer will reconcile credit card provider transactions and transfer funds to the guild bank accounts.
- d. The Treasurer will make a monthly report outlining receipts, disbursements and current balances. This approved report will be sent to the entire membership via email.
- e. Each November the Treasurer will submit an Annual Budget for the projected two-year cycle to the Board. Upon approval by the Board, the budget will be presented to the membership in the January President's Bulletin. In June of each year, the Treasurer will submit a Budget Status Report to the Board.
- f. The Treasurer is responsible for remitting dues and other financial obligations to any organization with which the Guild may be affiliated.
- g. 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.
- h. 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.
- i. Stores Treasurer's Report in the Guild Document Repository.

8. COMMITTEE CHAIRPERSONS ARE MEMBERS OF THE BOARD

- a. The Board may permit a member to serve as Committee Chairperson on more than one committee provided neither of the committees requires 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. If a member holds more than one chairperson position, she/he can cast one vote in board votes.
- 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. Quilts or donated items must be approved by the Board before distribution.
 - c. Ongoing community outreach shall consist of past charity programs designed to support the guild's purpose (see Bylaws Article II.)
- 10. DUTIES OF COMMITTEE CHAIRPERSONS - Circulation Committee:**
- a. Monitor the guild email account regularly and forward incoming email to appropriate officers and committee chairpersons. File emails regularly as backup for communications.
 - b. At the request of the President, distribute Newsletter, President's Bulletin, and blasts to all current members in a timely manner.
- 11. DUTIES OF COMMITTEE CHAIRPERSONS - Historian:**
- a. Responsible for keeping a record of the guild's activities and news articles featuring the Guild.
 - b. Stores current and historical documents in digital form for archiving.
- 12. 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 cleanup of the meeting room and kitchen.
- 13. DUTIES OF COMMITTEE CHAIRPERSONS - Library:**
- a. Maintains accurate inventory of the library using the online catalog.
 - b. Responsible for the recording and distribution of incoming and outgoing materials as needed.
 - c. Acquires timely items and those requested by membership.
- 14. 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 biennial registration with the New Jersey Legalized Games of Chance Control Commission.
 - c. Responsible for application for raffle license with the local government where the raffle will take place, after State approval, for show related raffle and door prizes. This should be done in January of a quilt show year, or as early as possible after completion of the raffle quilt.
 - d. Assist Raffle Committee chairs with license requirements. Responsible for printing of raffle tickets.
 - e. Responsible for application for Door Prize license with local government if required for CHQ door prize raffle.
 - f. Documentation regarding licensing policies and procedures should be filed with other guild documents.
- 15. 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, June, and October of each year. New members and updates will be sent out to the membership via email. Membership lists will be provided to the board as needed.
- e. Handles various miscellaneous items (e.g., mugs, CHQ pins, tote bags) for sale at monthly meetings.
- f. Organize the Welcome table at the biennial quilt show, for the purpose of meet and greet, information center, CHQ merchandise sales, and membership.
- g. Verify and reconcile credit card service receipts with application forms.

16. DUTIES OF COMMITTEE CHAIRPERSONS - Newsletter:

- a. Collect articles and photographs from the membership to include in a bimonthly newsletter.
- b. Receives articles regularly or as needed from committee chairs.
- c. Solicits or creates additional material as needed.
- d. Edits and publishes bimonthly guild newsletter to be received by all current members.
- e. Sends draft copy to the president for review.
- f. Sends the final newsletter electronically to Circulation Committee for distribution two (2) weeks prior to monthly meetings.
- g. Sets due date for inclusion in the newsletter.
- h. 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.
- i. Allows for paid advertising from members and outside individuals. Rate to be determined by the board.
- j. Stores newsletter in Guild Document Repository.

17. DUTIES OF COMMITTEE CHAIRPERSONS - Program:

- a. Plans programs and workshops for all general membership meetings keeping within the board approved budget.
- b. In coordination with the Special Events Committee publishes a program schedule at least three (3) months in advance.
- c. Negotiates contracts for workshops and/or lectures.
- d. Responsible for collecting completed, signed W-9 form from all teachers prior to making payment for teacher/speaker services, as required by the IRS and forward to the Treasurer.
- e. Sees to the overall needs of the guest speaker/teacher.
- f. Send payment for workshop/lecture/reimbursement immediately after event.
- g. Ideally 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 Web Presence to provide event information and manage webform signups.
- i. Coordinating with the Treasurer, reconciles credit card service, cash and check payments.

18. DUTIES OF COMMITTEE CHAIRPERSONS - Publicity:

- a. Submits news articles to local publications and electronic events calendars regarding guild activities.
- b. Maintains current listing of publications where these news releases are sent.

19. 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 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, Welcome Table, Flowers, 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 handmade 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.
- f. Only a member in good standing will have the privilege of exhibiting quilts in the show.

20. DUTIES OF COMMITTEE CHAIRPERSONS - Raffle Quilt:

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

Quilt Design and Construction Co-Chair:

- a. 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.
- b. 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.
- c. Once the top is completed, arrange for quilting.

Raffle Ticket Distribution and Sales Co-Chair:

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

- a. 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.
- b. Assist License Chairperson to apply for local raffle drawing license from or location where raffle drawing will take place. Licensing needs to be complete and tickets ready for the summer of the year presenting the Quilt Show, so that tickets are sold for 1 year+ before the Quilt Show.
- c. Purchase raffle tickets. NOTE: printing tickets is listed under license chair. Both the NJ State License number and the Local Drawing License number from location where raffle will take place are required to be printed on the ticket.
- d. Duties:
 - i. Distribution of tickets to members and events. May delegate the distribution of tickets to a Raffle Quilt Sales Committee Member (ie. Membership Distribution).
 - ii. Accountable for keeping track of ticket numbers and money received.
 - iii. Stores raffle quilt, quilt hanging equipment and petty cash box.
 - iv. Finds various locations and events to sell raffle tickets.
 - v. Organize and coordinates with CHQ member(s) the selling of tickets, supplying raffle quilt, hanging equipment and petty cash box.

- vi. Aids in ensuring that each member sells 20 tickets.
- vii. Promotes raffle ticket sales.
- viii. Aids our Quilt Show ticket sales, sets up quilt and Raffle Quilt table at Quilt show and manages ticket drawing at Quilt Show.

21. 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, Anniversary Party, etc. as well as any other program events that are not considered instructional.
- b. Coordinates with Program Chair to schedule special events, to be published in the program calendar at least three (3) months in advance.

22. DUTIES OF COMMITTEE CHAIRPERSONS - Web Presence:

- a. Facilitates and maintains Courthouse Quilters website and social media.
- b. Keeps information up-to-date, coordinating with board and committee chairs, including workshops, lectures, special events, and quilt show.
- c. Coordinates with Program Chair(s) to maintain current program calendar on the website, and creates sign up and payment options for workshops.
- d. Coordinates with Membership Chair to maintain New Membership and Membership Renewal process.

23. MONTHLY MEMBERSHIP MEETINGS

- a. Typically held the third Sunday of each 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 Hunterdon County Route 12 Complex in Flemington, NJ.
- c. Meetings commence at 6:30 PM unless otherwise noted in the guild newsletter.
- d. A monthly meeting of the Board precedes the membership meeting. 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 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.

24. LIBRARY RULES

- a. Current members may check out a library item for as long as needed, until it is requested by another member.
- 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.

25. WORKSHOP RULES

- a. Payment must be made in advance, via our credit card service, check or cash, 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.

Cancellation refund policies are as follows:

- i. A person can cancel enrollment in a class up to six weeks prior to the workshop without penalty. This means the person must remove her/his name from the class signup at least six weeks prior to the scheduled class. Program chair should be notified and a refund check will be issued if the original payment has cleared.

- ii. If a person cancels later than six weeks prior to the workshop with no waiting list, their signup fee is forfeited. However, if the person finds someone to take her/his place that substitute should reimburse the original person. Program chair should be notified of this change.
 - iii. If a person cancels a workshop with a waiting list, it is the program chair's responsibility to invite the next person on the list to take the workshop. The program chair will settle the financials of having the new attendee pay and reimbursing the original attendee. If no one on the waiting list chooses to take the workshop then the prior cancellation rules apply.
 - iv. If the fee includes a kit fee and there cannot be a reimbursement, the person will receive the kit.
- b. The fee for non-Guild attendees will be the regular workshop charge plus an additional charge to 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 of 50.00/hour set by the Board. Any Member of the Guild that is contracted to give an evening lecture shall be paid 75.00 for the event.
 - e. For a single VP who attends the workshop in an official capacity the workshop fee is waived.
 - f. CHQ will cover the cost of a speaker's dinner, but not the accompanying members.