

# PIECING PARTNERS QUILT GUILD

## STANDING RULES

(Amended September, 2017)

### MEMBERSHIP:

1. Annual dues amount shall be presented by the Board of Directors at the September General Meeting for a vote. After July 1 the rate for new members shall be half of the full dues plus \$2.00 rounded to the nearest dollar. A charge for those who wish a hardcopy of the newsletter via US Postal Service will be determined yearly by the Board of Directors and added to the membership fee.
2. A guest is anyone who is not a current member of Piecing Partners Quilt Guild. The guest fee shall be determined yearly by the Board of Directors. There will be no guest fee charged for guest speakers or aides, or other visitors deemed appropriate by the President or Membership Chairperson.

### ADVERTISING:

1. Advertising rates for the newsletter shall be set by the Board of Directors.
2. Contact the Newsletter Editor to submit an ad.

**DIRECTORS:** The immediate Past President may serve in an advisory capacity on the Board of Directors during the year following service as President.

### GENERAL:

\*Guild property will be used only at Guild functions (no borrowing).

\*All officers and committee chairpersons are responsible for staying within their budget. Any additional expenditures must be Board approved before expense is incurred.

### COMMITTEES:

1. Bee Keeper
2. Block of the Month
3. Challenge
4. Charity Quilts
5. Door Prizes and/or Secret Pals
6. Facility Liaison
7. Historian
8. Holiday Party
9. In-House Raffle
10. Librarian
11. Nominating
12. Phone
13. Raffle Quilt
14. Representative to Colorado Quilting Council
15. Sunshine
16. Website Manager
17. Holly Berry House Folk Art Festival at Rock Ledge Ranch
18. Workshops
19. Community Relations
20. Other Committees as determined by current Board

### DESCRIPTION OF CHAIRPERSON DUTIES:

1. Bee Keeper: Coordinate information for members interested in quilting groups.

- a. Promote quilting within the Guild through small quilting groups called “Bees” and assist members who want to join a Bee.
  - b. Serve as a liaison between existing Bees, determine openings in Bees, serve as reference and help new Bees to organize.
  - c. Report on news and happenings in the Bees via the newsletter and committee reports.
2. Block Drawing/Block of the Month:
- a. Select, design and prepare copies of the block (within allocated budget) for the months determined by the Committee. Pattern shall be presented in January newsletter and at January general meeting with sample block.
  - b. Give specific directions for completing the blocks, including construction, fabrics and color, as needed. Have a sample block available for viewing monthly.
  - c. Conduct block drawing and display quilt blocks as they are turned in.
3. Challenge:
- a. Decide the type of challenge, fabric, theme, length of time, rules, prizes, awards and due date.
  - b. Present rules at earliest possible meeting and distribute materials, if necessary. Have rules available at all following general meetings.
  - c. Collect and display challenges at a meeting determined by the committee and/or Board.
  - d. Arrange for collection and display of challenge quilts at local shops, Guild meetings, and any other activities.
4. Charity Quilts:
- a. Collect donations (fabric, batting, quilts, etc.) and arrange for sorting/sharing with Boutique representative and subcommittee representatives.
  - b. Deliver the items to charities approved by the Board of Directors.
  - c. Keep a count of donated items.
  - d. Purchase materials for quilts, staying within budget and including any existing Board of Director approved charity sub-committees. It is the responsibility of the Board of Directors approved Charity Quilts subcommittees and the Boutique to contact the Charity Quilt chairperson to obtain requested items.
  - e. Approve all purchases by members for charity quilts in advance; otherwise, purchases must be considered to be donations.
  - f. Conduct regular group sewing days for assembling and finishing charity quilts.
  - g. Non-appropriate materials/overages may be sold at Guild Meetings and/or donated to charities.
5. Door Prizes and/or Secret Pals:
- a. Organize donated prizes and oversee distribution.
  - b. Ensure that only members are eligible to win door prizes or participate as Secret Pals, when these activities are offered.
  - c. Determine timeframe and dollar amounts, organize participants and distribution of gifts.
6. Facility Liaison:
- a. Ensure that facility arrangements are confirmed for general meetings and that any complications are communicated immediately to the facility management and to the Board of Directors.
  - b. Liaison or alternate must be available during Guild meeting set-up.
7. Historian:
- a. Take and/or collect photos of Guild events through the year and co-ordinate transfer to Website Manager.
  - b. Keep a record in album or other form.
  - c. Board of Directors approved materials will be delivered to Colorado Springs Pioneers Museum yearly in December.
8. Holiday Party:
- a. Determine format of meal (restaurant, caterer, or potluck) and collect fees, if any.
  - b. Plan, purchase or make table decorations, staying within budget.
  - c. Arrange for party set-up, program, and complete clean up.

- d. If committee desires, plan and arrange for distribution of donations to chosen charity with approval of Board of Directors.
9. In-House Raffle Manager:
- a. Conduct a raffle of a quilt related item(s) at the Guild's general meetings.
  - b. Keep records in accordance with State Law.
10. Librarian:
- a. Maintain Guild's collection of books and patterns.
  - b. Coordinate library checkouts at general meetings.
  - c. Continuously review inventory to keep current with Guild's needs.
  - d. Periodically sell excess/outdated inventory at Guild meetings. Donate unsold items to the Friends of the Pikes Peak Library District.
11. Nominating Committee:
- a. Complete a slate for elected officers.
  - b. Present the slate for Elected Officers candidates to the Guild membership through publication in the October newsletter and at the October general meeting.
  - c. Additional nominations for Elected Officers from the floor will be taken by the presiding officer (with the consent of the nominee) until the slate is closed and the vote is taken at the November general meeting.
  - D. Compile, if requested, a list of volunteers for the various committees to present to the newly elected President for her/his consideration.
12. Phone Committee: Maintain phone tree and exercise it to disseminate emergency information as determined by the President.
13. Raffle Quilt:
- a. Print tickets and maintain ticket sales log.
  - b. Work with PPQG Games Manager to secure copies of raffle license and to plan for storage of records.
  - c. Be accountable for all monies collected from ticket sales and regularly give the money to the Treasurer.
  - d. Coordinate ticket sales within Guild and other events including arranging for the display of the quilt at local quilt stores and events.
  - e. Keep records in accordance with State law.
14. Representative to Colorado Quilting Council (CQC):
- a. Facilitate activities between the Guild and CQC and keep both informed of the other's activities.
  - b. Arrange to host a CQC meeting and assist CQC in finding a suitable site. Coordinate with committee chairs for refreshments, door prizes, and/or favors.
  - c. Obtain written permission to display raffle quilt at CQC events.
15. Sunshine: Send cards to Guild members for illness, surgery and death in their immediate family.
16. Website/Social Media:
- a. Maintain Guild website and social media pages after each Board of Directors meeting, Guild meeting and as directed by the President.
  - b. Update with photos, meeting info, and other information as desired in a timely manner.
  - c. Keep domain registration up to date for President, Treasurer and webmaster for all Guild domain names.
17. Holly Berry House Folk Art Festival at Rock Ledge Ranch
- a. President makes the initial contact with property manager.
  - b. President delegates coordination of event to Silent Auction chairperson.
  - c. As PPQG is the exclusive quilt guild approved by Rock Ledge Ranch, the President, with Board input, will approve participation by other local quilt guilds to display and sell their raffle quilt tickets.

**BOUTIQUE:**

\*coordinate with Charity Chairperson to request items.

- \*within Budget, create kits, arrange workshops and purchase needed supplies.
- \*co-ordinate receipt of donated items
- \*price items, record inventory and sales, set-up/tear down

**SILENT AUCTION:**

- \*Be contact person for property manager
- \*Meet with property manager to arrange for access to the building on days of usage
- \*Arrange for donations of quilts/related quilted items for the Silent Auction. Provide forms for donations
- \*Arrange for auction sheets and Buy It Now quilt sales
- \*Price items, record inventory and sales, set-up/tear down
- \*Arrange for food for volunteers via donations or purchase.
- \*Communicate financial information to Treasurer concerning % of sale prices to be given to members, if requested.
- \*Leave premises clean at completion of event.

**18. WORKSHOPS**

There are no refunds unless PPQG cancels the class. If paid attendee cancels within 5 calendar days of the workshop, a certificate in their name for the value of the class will be issued to be used for a future class. It will expire in 12 months. This certificate is non-transferrable.

**19. COMMUNITY RELATIONS**

- a. Identify, coordinate and staff with volunteers community events appropriate for Guild participation to promote quilting to the general public which may include demonstrations at Rock Ledge Ranch, Colorado Springs Pioneers Museum, etc.
- b. Coordinate with Charity Quilt chairperson to obtain fabric and loaner supplies/tools for use at community events.

**20. Other committees as determined by current Board.**

*Amendments approved October 2009*  
*Second Printing: January 2010*  
*Amendments approved July 2012*  
*Amendments approved August 2013*  
*Amendments approved September 2017*