

## **Napa Valley Quilters – Standing Rules**

1. General meetings are held the second Saturday of each month, at which time the business of the Quilters will be conducted, unless there is a conflict with the facility schedule, in which case a new date may be negotiated and approved by the Board of Directors. Information about the meeting will be announced at the general meeting and printed in the guild newsletter. The January meeting shall be the installation of new officers and the announcement of Directors for the coming year. Special meetings may be called by the President or by any ten members, provided all members are notified in writing of time, place, and purpose of the meeting. Any change of meeting date shall require notification of all members who were not present when the decision was made.

2. The Board of Directors shall consist of the elected officers (7), Newsletter (1), Website (2), Communications (1), Publicity (1), Hospitality (1), Welcoming (1), Historian (1), Quilts to Share (2), Parliamentarian (1), Block of the Month (2), Art in the Library (1), Sunshine (1), Raffle (2), Opportunity Quilt (2), and Quilt Show (2). The voting members will be the elected officers (7). The Board of Directors meeting will be held during the week preceding the General meeting. Meetings of the Board of Directors shall be held monthly or at the call of the President or upon the written request of four members of the Board. Eleven members shall constitute a quorum.

3. The duties of the elected officers of the Quilters shall be:

a. President

1. Appoints all Directors and Chairs to the Board
2. Serves as an ex-officio member of all committees, except the Nominating Committee.
3. Is the official spokesperson for the Napa Valley Quilters.
4. Shall appoint two members to serve as a Financial Review Committee for the yearly review of the Treasurer's records.

This Committee will audit the Treasurer's records and report to the membership at the January meeting.

5. May appoint other committee chairs as needed.

b. Vice Presidents

1. Shall become the President for the unexpired term in case of death, resignation, or incapacity of the President.

2. Shall assist the President in such capacity as needed or directed.

c. Secretary

1. Shall present the President a copy of the minutes (both Board and general meeting) of the previous meetings at least one week prior to the upcoming meeting to assist the President in making an agenda. Have available a copy of the Board of Director's meeting minutes for each member of the Board via email (7 elected officers plus chairs and directors). Send the minutes of the general meeting to the newsletter chair.

2. Shall preserve, in a permanent file, all records of the meetings.

d. Treasurer

1. Deliver to successor within fifteen days after the expiration of the term of office all books, records, and papers. Prepare for the annual Financial Review.

e. Membership Chairpersons

1. Welcome new members and present them with a new member packet, consisting of a guild pin, membership roster, and a "Welcome" letter which contains the NVQ website address so that the Bylaws and Standing Rules can be obtained. Maintains membership list and informs News Director, President, and Communications Director of any additions or changes.

2. Collect membership dues, collect name badge fee, and collect mailed NVQ newsletter fee when requested by member.

3. Deposit all dues collected with the Treasurer.
4. The duties of the Appointed Directors shall be:

- a. Affiliate Advertising Chair

Confirm all affiliate advertising copy and collect all payments before ads are published. Prior to April 1 of each year, the Advertising Chair will send renewal notices to each of the current affiliates for the upcoming year running April 1-March 31.

- b. Block of the Month

Prepare a pattern each month to be published in the Guild newsletter. Provide pattern and instructions prior to the 20<sup>th</sup> of each month. Display blocks turned in each meeting and will be in charge of the drawing for said blocks. Have a sample block for display.

- c. Newsletter Chair

Serve as editor and publisher of the organization's printed newsletter. Provide final copy to the Website Director for the website. Copy and mail newsletter as needed to members.

- d. Website Director

Update and maintain Guild website and distribute information to appropriate persons.

- e. Publicity Director

Disseminate information on activities and meetings of the NVQ to the public through the local news media.

- f. Hospitality Chair

Responsible for refreshments served at regular meetings and for cleanup of same.

- g. Historian

Maintain a scrapbook, which will include photographs, mementoes, and narration of the activities of the Napa Valley Quilters.

h. Parliamentarian

Serves at all meetings of the Napa Valley Quilters and Board of Directors. Maintains current NVQ organization documents and is familiar with the Bylaws and Standing Rules of the NVQ.

i. International Block Exchange Chair

Responsible for coordinating NVQ International block exchange. The cost of mailing paid by the guild is not to exceed \$150 per year.

j. Art in the Library Chair

Coordinates NVQ display with the Napa City/County Library.

k. Communications Director

Contacts members with the monthly newsletter, and other communication as requested using an online email platform, and within that platform, maintains the database of the current membership name and email, provided by the Membership Chairperson.

l. Quilts to Share

Responsible for coordinating all phases of NVQ community outreach projects.

m. Sunshine Chair

Sends all card from Napa Valley Quilters to members as needed.

n. Raffle Chair

Coordinates monthly raffle during membership meeting. Provides report to Treasurer for State requirement.

o. Opportunity Quilt Chair

Coordinates annual guild opportunity quilt project.

p. Quilt Show Director

Coordinates quilt show.

q. Challenge Quilt Chair

Coordinates guild quilt challenge contest.

r. Welcoming Chair

Coordinates greeting newcomers, guests, and new members.

s. Nominating Committee

Shall present a slate of one or more nominees for each office at the October Board meeting. This slate of nominees will be published in the November newsletter. The election will be held at the November general membership meeting. Nominations may be made from the floor with prior approval of the nominee. The election of officers shall be by ballot. A majority of votes for an office shall constitute an election. Officers shall assume their duties immediately following the January installation meeting.

5. Membership dues are \$40.00 per year per member and are due and payable by January 1<sup>st</sup> of each year. If dues are not paid by January 31<sup>st</sup>, the member's name will not be included in the printed roster. Annual dues shall be from January 1 to December 31 of the same year. Members must sign in at each meeting. A person may attend their first meeting as a guest, but further attendance will require membership.

a. Those who join between July 1 and October 1 will be charged \$20.00 for dues. Those joining between October 2 and December 31 will pay the full year membership fee, which will cover the next full year.

b. Juniors (under 18 years of age) may become members, but will not be charged dues until their 18<sup>th</sup> birthday. Their dues at that time will follow the same schedule as outlined in article 3.

6. Refreshments will be provided by members at each meeting. Members are expected to bring refreshments to two meetings each year.

7. A potluck luncheon will be held twice a year – once in the summer, and a holiday luncheon will be held in December.
8. No smoking is permitted at meetings. Cell phones shall be silenced.
9. Workshops should be self- supporting, but may be subsidized at the Board’s discretion. Class must be paid for in full at time of sign up. Payment is non-refundable except when class is cancelled.
10. The Vice Presidents in charge of programs and workshops may negotiate fees for programs and workshops with members and non-members.
11. Anyone who is not a member of the Napa Valley Quilters and is presenting a program and has items for sale, other than the necessary kits, may be asked to make a donation to the Guild.
12. Bus trips must be paid for in full at the time of sign up. Payment is non-refundable except when the trip is cancelled or when the seat can be sold to another passenger. Bus trips should be self-supporting.
13. All projects must have Board approval prior to expenditures if the members wish to be reimbursed by the guild. Between October 1 and December 1 of each year members can submit a budget and description for planned, local-community, quilt-related projects for the following year to the guild president who will then put them before the budget committee for review.
14. At the general meetings, members may show quilts and sell raffle tickets for those quilts where the proceeds will benefit other non- profit groups. Members may also advertise and collect food or money for other worthy causes.
15. A copy of the NVQ Newsletter is either sent to each member monthly via email, or USPS, or is available on the web site.
  - a. Articles for the newsletter must be turned in to the editor no later than the 20<sup>th</sup> of each month.

b. Members may advertise a quilted related item in the newsletter at no charge.

c. Affiliate advertising rates will be charged by the year at \$20.00 for web link only or \$100.00 for a business card reproduction in the newsletter as well as a web link. Any member can approach a business to request advertising, but the Advertising Chair will confirm the ad and payment.

16. A quilt show may be held every year. The location is chosen by the Board of Directors and/or Quilt Show Committee. In order to display a quilt, said member must volunteer in some capacity for the show.

17. Special committees shall be appointed by the President. These committees include, but are not limited to the Financial Review Committee and the Nominating Committee.

18. The membership roster is for members use only. It is not to be used or given to anyone for use as a mailing list.

19. A donation in memory of a member is \$25.00

20. The Vice Presidents' fees are waived for participating in workshops.

21. The committee for the preparation of a preliminary budget in November, for the next year, shall consist of the President-elect, the Vice President-elect, and the incoming and outgoing Treasurers. The committee shall present the proposed budget to the Board of Directors for review during the January Board meeting. The President shall present the proposed budget to the membership for approval as the first order of business after installation.

The Standing Rules may be changed by the Board of Directors, and then reported to the membership.

Approved April 2023