

## Napa Valley Quilters – Standing Rules (revised 5/7/2019)

Standing rules may be changed by the Board of Directors, and then reported to members.

1. General meetings are held the second Saturday of each month 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.
2. The Board of Directors meeting will be held during the week preceding the General meeting.
3. 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. Membership cards will be valid until new cards are issued in February of each year.
  - A. New members who join between May 1 and November 1 will be charged \$20.00 for dues plus the cost of their name badge. Members joining between November 2 and December 31 will pay the full year membership fee plus name badge charge, which will cover the next full year. Members must sign in at each meeting.
  - B. Juniors (under 18 years of age) may become members and will buy their own name badge, 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 part A.
  - C. Renewal membership cards will be issued in February with the new roster.
  - D. The membership chair will provide new members with a name tag for a fee.
  - E. New members will receive a copy of the Bylaws, Standing Rules, membership roster, current newsletter, Letter of welcome, a NVQ pin, and membership card.
4. Refreshments will be provided by members at each meeting. Members are expected to bring refreshments to two meetings each year.
5. A potluck luncheon will be held twice a year – once in the summer, and a holiday luncheon will be held in December.
6. No smoking is permitted at meetings. Cell phones shall be silenced.
7. The library is for the use of all members. Up to three books or other materials may be checked out for one month. The Library Sale is held at the discretion of the Librarian. Members are asked to donate their magazines, quilting books, patterns, kits, etc. prior to the sale for pricing by the Librarian. Dates of the sale will be announced at the general meeting and in the Newsletter. The Librarian will determine donation procedures.
8. 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.

9. The Vice Presidents in charge of programs and workshops may negotiate fees for programs and workshops with members and non-members.
10. Anyone who is not a member of the Napa Valley Quilters and is presenting a program and items for sale, other than the necessary kits, may be asked to make a donation to the guild.
11. 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.
12. 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.
13. NVQ guild quilt display poles may be rented by non-members at the rate of \$5.00 per set. Non-members will be asked to sign a contract guaranteeing return by a set date. Members may use the display poles for no charge, but will be asked to sign the return contract. NVQ guild quilt stands will be available for use by members only and full replacement cost for any damages.
14. At the general membership 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 Napa Valley Quilters Newsletter is either sent to each member monthly, 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 quilting 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 before it is 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. The advertising year runs April 1 to March 31 of each year.
16. A quilt show may be held every year. The location of the show 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 Auditing Committee and 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. When members participate in an International Block exchange, the cost of mailing paid by the guild is not to exceed \$150.00 per year.
20. A donation in memory of a member is \$25.00.
21. The Vice Presidents' fees are waived for participating in workshops.