

# MOUNTAIN TOP QUILTERS GUILD STANDING RULES

Revised March 16, 2015

## ELECTION OF DIRECTORS/OFFICERS:

Election of directors/officers shall be held at the May general meeting with their term beginning July 1st. The outgoing officers shall turn over all notebooks, records, and materials from the past years by June 30th, with the exception of the outgoing Treasurer. The Secretary shall complete all June board and general meeting minutes by June 30th. The Treasurer shall complete and turn over the records upon receipt of the June bank statement, but no later than July 15th.

## BOARD DUTIES:

1. The board may create or dissolve committees as needed.
2. The new President shall announce the committee chairs at the June general meeting. All outgoing committee chairs shall turn over reports and records by or at the July board meeting.
3. The Treasurer's books shall be audited after the fiscal year-end close of the books.
4. The Budget Committee shall consist of the President, President-Elect, Secretary, Treasurer, incoming Treasurer, Program Chair, and at least one Member-at-Large. The Treasurer shall be the Budget Committee Chair. The Treasurer shall give the Budget Committee a copy of the prior year's budget, actual expenditures, and a working budget. After approval by the Budget Committee, the new budget must be approved by the membership before any money is spent, except standard operating expenses, for example: rent and insurance.
5. Mountain Top Quilters Guild Board members and Committee Chairs shall work within approved budgets.
6. All collected monies over fifty dollars submitted to the Treasurer shall be counted together by the Treasurer and the person submitting the monies using the Money Verification Form signed by both parties.
7. The President and Secretary shall inventory materials at the meeting place and the storage facility each year at the President's discretion. New purchases shall be added to the inventory as the year progresses. Materials taken from and returned to the storage facility shall be recorded on a checkout form.
8. Board meetings are open to the general membership. Anyone wishing to attend or speak at a board meeting should make his/her wish known to the President a day in advance. Members are asked to advise the President one day in advance if they wish to be on the agenda at the general meeting.
9. Mountain Top Quilters Guild shall maintain General Liability Insurance and Directors and Officers Insurance.

## PROMOTIONAL ACTIVITIES:

1. Promotional Activities: Individuals and outside businesses offering quilting classes, services, or products may not be promoted at MTQG meetings or through the Grapevine. Exceptions:
  - (a) Non-profit organizations may sell tickets for an Opportunity Quilt with prior approval by the President.
  - (b) Persons contracted by the Guild to give a lecture or teach a class may promote their products.
  - (c) Sales of deceased members' quilt related items may be promoted.
  - (d) Bookmarks and brochures promoting upcoming quilt shows or events may be placed near the member check-in table at MTQG monthly meetings, upon approval by the President.
2. Advertising for quilting classes, businesses and items relating to quilting will be accepted upon board approval and placed on the Guild's website and/or in the monthly newsletter for a monetary charge. Charges for advertising will be determined by the current Board.
3. Mountain Top Quilters Guild membership list shall not be given or sold to persons or organizations to be used for solicitation, sales, or political purposes.

## **CONDUCT:**

Mountain Top Quilters Guild Code of Conduct:

1. Members shall conduct themselves to reflect favorably on Mountain Top Quilters Guild. They shall refrain from conduct that is injurious to the group and the purposes outlined in the Bylaws. Any member who disregards normal rules of social conduct by disruption of meetings with disorderly conduct, shows disrespect for elected Board members, refuses to follow the Bylaws, or is verbally abusive shall be given a letter of warning. If the member continues to disregard the Code of Conduct, said membership shall be revoked.
2. Any member who is physically abusive shall have their membership immediately revoked.
3. Mountain Top Quilters Guild members shall abide by the rules of the meeting facility with regard to the use of the kitchen, meeting room, classrooms, and parking areas.

## **LIBRARY RULES:**

1. A collection of books and other information pertaining to quilting shall be owned and maintained by Mountain Top Quilters Guild and made available on loan, at no charge, to all members of the organization. Money shall be appropriated in the budget annually to update and expand the library.
2. The President shall appoint a Librarian to maintain and oversee the collection of materials.
3. The standard borrowing period by members for library materials shall be a period of one month. Items checked out by the librarian at one monthly meeting shall be returned at the next month's meeting. Extended borrowing periods and renewals may be requested at a meeting or by email or phone call to the librarian prior to the due date; and such extensions shall be granted if no other member is on a waiting list for that item.
4. Failure to renew or return materials will result in a fine of one dollar per item per month. If an item is lost, the member is responsible for the full replacement cost of the item.
5. The outgoing and incoming Library Committee shall inventory the library annually, and shall submit a report no later than the August meeting.

## **OPPORTUNITY QUILT:**

1. Timeline: It takes approximately a year to complete the quilt from design, fabric selection and assembly to quilting and binding. A completed quilt needs six months to a year for optimal ticket sales.
2. Design and Fabric: Members shall submit designs from May through July, giving everyone the opportunity to review them through July. The designs will be voted upon during the August general meeting. If not an original design, permission must be granted by the designer or publisher in order to be included in the voting. Whenever possible the fabric will be purchased from local quilt shops.
3. Finishing: The quilt should have a label, sleeve, and a protective pillowcase for traveling.

## **NEWSLETTER:**

1. All newsletters will be posted on the website with notice of posting emailed to members with email addresses listed in the directory. Members without internet access will have all newsletters mailed to them by regular US Mail.

## **QUILT SHOW:**

1. All parts that comprise the quilt show quilt display frames co-owned by both Thumb Butte Quilt Guild and Mountain Top Quilters Guild are for the sole use of said guilds and not available for loan to any other quilt guild or organization.
2. Only MTQG members may display a quilt(s) in the MTQG Quilt Show.
3. Quilt tops must be made by a MTQG member.

## **FINANCIAL APPROPRIATIONS:**

1. Suggestions/ideas on how MTQG should spend additional monies (outside of the current approved budget) may be submitted in writing to the current MTQG President. Information must be complete, providing the President with specific details of the suggestion, potential benefit to the membership, and estimated costs. All suggestions must be dated and signed.
2. The Board will review and evaluate all suggestions and the Board will approve or disapprove the suggestions. Members submitting suggestions will be notified of the proposal's outcome, providing reasons if not accepted.
3. Following Board approval, the MTQG President will place the recommended and approved suggestion(s) before the general membership for a vote of approval.
4. The Board may increase expenditures for individual budgeted line items up to three hundred dollars per line item without general membership approval, up to an overall maximum of \$1,500 in the fiscal year.

## **EXPENSE REIMBURSEMENTS:**

1. All expenditures should be pre-approved by the appropriate Committee Chair, who will verify that the proposed expenditure is within the Committee Budget.
2. The member will then promptly complete a MTQG Expense Reimbursement form, obtain the Committee Chair's signature and submit the form, along with all the receipts, to the Treasurer. Committee Chairs and Board members should obtain the signature of their co-chair or another Board member.
3. All submitted receipts must be dated within the current fiscal year.
4. All MTQG Expense Reimbursement forms for the current fiscal year should be submitted to the Treasurer by the June member meeting, but no later than June 25th.

## **POLICIES AND PROCEDURES:**

1. Ideally, workshops, quilt camps and bus trips should be self-supporting. These are only open to members up to one month prior to the date of these activities; after that time, available spaces may be filled by non-members.
2. People signing up for workshops, bus trips and quilt camps must pay the deposit or fee at the time they sign up for the activity.
3. There will be no refunds for people canceling their spot for workshops, bus trips and/or quilt camps. If unable to attend, participants may find a replacement for their spot.
4. Community Quilts shall be open to non-members.
5. By-Laws and Standing Rules shall be printed annually in the directory.
6. Renewing members must pay all amounts owed to the guild before their renewal can be accepted.
7. Anyone joining MTQG after February 1st shall pay a reduced rate as set by the Board.