

Piece by Piece Quilters of Morgan Hill

Policies and Standing Rules

The purpose of this document is to enhance details of the Bylaws, as stated in Article X Section 1, and will reflect decisions affecting the membership.

I. Dues Structure

A. Active Members (Article III Section 1)

1. Annual dues are \$36.00 per calendar year (January 1 through December 31).
2. Dues are payable on January 1st and become delinquent on January 31st. Dues will be prorated for new members at \$3.00 per month remaining in the year. Renewing members from the previous year will not be prorated.
3. Upon payment of dues a member may enjoy all the benefits of the guild (Article III Section 1d) and be issued a membership card. Upon request, a copy of the Bylaws, these Policies and Standing Rules, and a membership roster will be provided either in digital form (by email) or in print form.
4. Members may place an advertisement in the newsletter and on the website for a fee. Refer to Section II, Newspaper Advertisements, for rates.

B. Affiliate Members (Article III Section 2)

1. Affiliate dues are \$36.00 per calendar year (January 1 through December 31).
2. Affiliate dues are payable on January 1st and become delinquent on January 31st. After January affiliate dues will be prorated at \$3.00 per month for new members. Renewing members from the previous year will not be prorated.
3. Affiliate members will receive a membership card. Upon request a copy of the Bylaws, these Policies and Standing Rules, and a membership roster will be provided either in digital form (by email) or in print form.
4. Affiliate members are encouraged to offer a benefit to Guild members, if applicable, i.e. discount on purchase.
5. Affiliate members will be listed in the newsletter and on the website. Larger advertisements may be placed in the newsletter and on the website for an additional fee. Refer to Section II, Newspaper Advertisements, for rates.

II. Newsletter Advertisements

A. Advertisements must be fiber art related.

B. Fees for advertisements in the newsletter and on the website are set by the Executive board (Article IV Section 2a).

C. Active and Affiliate members may place advertisements in the newsletter and on the website for a fee.

1. Advertisement Fees, per month

:

Business card size	\$ 5.00
One quarter Page	\$ 10.00
One half page	\$ 20.00
Full page	\$ 25.00

Piece by Piece Quilters of Morgan Hill
Policies and Standing Rules
(continued)

2. Advertisement Fees, per year:

Business card size	\$ 45.00
One quarter Page	\$ 90.00
One half page	\$180.00
Full page	\$225.00

III. Executive Board: Officers and Directors (Article VIII)

A. President

1. Elected member of the Executive Board
2. Shall call and preside at all Guild and business meetings
3. Shall prepare an agenda for Guild and business meetings
4. Shall serve as ex-officio member of all Standing Committees.
5. Shall appoint special committee chairpersons with Board approval
6. Shall have the authority to enter into contracts in the name of the Guild with Board approval
7. May sign checks.
8. Shall have a key to the Guild Post Office Box.
9. Shall represent the Guild as an ambassador to the public.
10. Shall perform any other duties as are incidental to the position.

B. Vice-President

1. Elected member of the Executive Board
2. Member of the Nominating Committee
3. Shall conduct the Guild and business meetings in the absence of the President.
4. Shall inventory and maintain a record of all Guild assets and their physical location.
5. May sign checks.
6. Shall perform any other duties as are incidental to the position.

C. Secretary

1. Elected member of the Executive Board.
2. Shall keep an accurate record of minutes of all Guild and business meetings and make them available to the general membership. Shall send copies of minutes to the Webmaster for posting online.
3. Shall be responsible for any correspondence that does not relate specifically to any activity or responsibility of another Board position.
4. Shall maintain a file of the minutes, correspondence, Bylaws, and all other non-financial records relating to the Guild.
5. Shall perform any other duties as are incidental to the position.

D. Treasurer

1. Elected member of the Executive Board.
2. Must have knowledge of or be willing to learn Quick Books or other computer software that will aid in keeping the Guild financial records.
3. Shall be a position requiring a two (2) year commitment.
4. Shall set at least three (3) signatories on the Guild bank account(s) to include the Treasurer, President, and Vice-President. If needed, may have more than three (3) signatories with each being a member of the Executive Board.

Piece by Piece Quilters of Morgan Hill
Policies and Standing Rules
(continued)

5. Shall co-sign all checks.
 6. Shall be responsible for keeping a complete and accurate record of all the Guild's funds. Financial records must be complete and available for review at any time.
 7. Shall make regular reports of guild finances to the general membership and to the Executive Board. May be printed in the monthly newsletter.
 8. Shall be responsible for the deposit of all Guild funds and for keeping accurate records of said deposits.
 9. Shall pay all bills incurred by the Guild as authorized.
 10. Shall chair the Budget committee who are responsible for preparing a budget for the following year. Shall present the budget for approval to the Executive Board no later than the September business. It will then be presented to the membership for a vote no later than the November meeting.
 11. Shall hold all contracts for budgetary purposes, including those for the Holiday Party, for speakers from the Program Committee, for any quilt retreats and for Fun Day.
 12. Shall prepare a 1099 tax form for any person charging six hundred dollars (\$600) or more for services rendered, including mileage and accommodations.
 13. Shall ensure that information for audit or tax purposes is prepared each year, if required.
 14. May have a key to the Guild Post Office Box.
 15. Shall perform any other duties as are incurred by the position.
- E. Members at Large
1. Two (2) elected members of the Executive Board.
 2. Shall represent all Guild members and act as intermediary between general membership and the executive Board.
 3. Shall be a member of the nominating committee
 4. Shall greet members and visitors at all meetings.
 5. Shall perform any other duties as are incidental to the position.
- F. Standing Committee Chairperson
1. Elected member of the Executive Board
 2. Shall oversee and coordinate all committees of the Guild (Article VIII Section 4).
 3. Shall give input as to recruitment of committee chairs and other volunteers.
 4. Shall see that committee jobs are instituted.
 5. Shall be responsible for keeping and passing on the binders containing records and notes of past committees for events and projects.
 6. Shall perform any other duties as are incidental to the position.
- G. Past President
1. The immediate Past President shall serve as Parliamentarian and Chair of the By-laws Committee when in session.
 2. Shall be an advisor to the Executive Board and committees, if needed.
 3. Shall perform any other duties as are incidental to the position.

Piece by Piece Quilters of Morgan Hill
Policies and Standing Rules
(continued)

IV. Committees

A. General Procedures For All Committees

1. All committee chairs are filled by volunteers approved by the Executive Board and can be chaired by two or more persons.
2. Keep accurate records, notes and any information that could be helpful to the committee in following years. Such records should be kept by the committee in binders or available on a CD or other digital form, and should be given to each successive Committee Chairperson or returned to the Standing Committee Chair.
3. A mentor(s) for all committees should be available as a consultant, as needed.
4. The committee shall keep the Executive Board apprised as to the status, personnel, and budgetary issues of the committee.
5. Copies of all contracts entered into in the name of the Guild must be given to the Treasurer, keeping a copy in the committee binder.
6. Fundraisers and/or Opportunity Quilts
 - a. Permission for use of a pattern or design from a book or online **MUST** be obtained **in writing** from the designer of the pattern or author of the book or online design before the pattern or design can be used for fund-raising or any other purpose.

B. Standing Committees

1. Membership Chairperson

- a. Shall collect dues following the Dues Structure (Section I, this document) and give them to the treasurer for deposit.
- b. Shall collect a fee, if charged, from each non-member attending Guild meetings, programs and/or special events held during the regular evening meeting. This is in addition to any required class or event fees and cost of materials.
- c. Shall keep a current roster of active and affiliate members. This shall include name, address, email address (if available), phone number(s) and whether the member will receive the newsletter digitally (by email) or by postal service.
- d. Shall make available by request a current Guild roster for any paid Guild member, either digitally (email) or in printed form.
- e. Shall print mailing labels for sending members' monthly newsletters through the postal service and give said labels to the newsletter chairperson.
- f. Shall have a key to the Guild Post Office Box, regularly checking the box and distributing the contents as required. If the membership chair cannot perform the duty, a member of the Executive Board shall be appointed by the President to perform this duty.
- g. Shall perform any other duties as are incidental to the position.

2. Program Chairperson(s)

- a. Position requires a two (2) year commitment of time.
- b. Shall be the Guild NCQC (Northern California Quilt Council) representative and attend NCQC "Meet the Teacher" meetings at least once a year.
- c. Shall have the authority to enter into contracts in the name of the Guild, with Board approval.
- d. Shall procure speakers and coordinate programs and workshops (in spirit with the Guild's purpose) for the monthly general meetings.
- e. Shall see that the Treasurer has copies of the contracts between the Guild and speakers.
- f. Shall collect any fees charged to non-members for attending classes or other events. This fee is in addition to any required class fees or costs of materials.

Piece by Piece Quilters of Morgan Hill
Policies and Standing Rules
(continued)

- g. Shall perform any other duties as are incidental to the position.
- 3. Newsletter Chairperson
 - a. Must have knowledge or willing to learn Publisher computer program or have access and knowledge of another computer program for creating newsletters.
 - b. Shall publish a monthly newsletter containing Guild events and other pertinent information as directed by the Board.
 - c. Shall make the newsletter available in a timely manner prior to the General Meeting to the Web Master so that the document can be put on the web site and digitally sent (emailed) to members signed up for digital.
 - d. Shall send the newsletter in a timely manner prior to the General meeting via postal service to members signed up for postal service.
 - e. Shall perform any other duties as are incidental to the position.
- 4. Web Master
 - a. Shall have the authority to enter into contracts in the name of the Guild, with Board approval.
 - b. Shall give any contacts to the Treasurer, keeping a copy for the Webmaster binder.
 - c. Shall have the authority to have the Guild Web Site in her or his name (ownership), if required.
 - d. Shall write the procedure for change of ownership of the Web Site, if needed.
 - e. Shall post on the Guild Web Site the newsletter (in a secured manner), contact information, the Bylaws and these Procedures and Standing Rules, current Membership forms, information pertinent to any upcoming meetings and events, pictures, and any other information relating to the Guild, the craft of quilt making, or the Guild mission.
 - f. Shall send a digital copy of the newsletter to those members signed up for digital (email) delivery.
 - g. Shall perform any other duties as are incidental to the position.
- 5. Special Committees
 - a. Audit committee
 - i. Shall consist of at least one (1) member of the Executive board who is not currently a signer on the Guild Bank accounts and at least two (2) general members. No member of the committee shall have handled any Guild funds for any reason during the year being audited.
 - ii. Shall audit all records held by the Treasurer in January of each year and before a new treasurer takes office.
 - iii. Shall present results of the audit at the February business meeting.
 - b. Nominating Committee
 - i. Shall consist of the Vice President, at least one of the Members at Large and at least two members from the general membership elected at a general meeting.
 - ii. Shall make available a list of duties and responsibilities of each elected office by the September meeting. Nominations from the floor can be accepted at this time.
 - iii. Shall print in the October newsletter and present a list of candidates for office at the October general meeting.
 - iv. Shall print in the November newsletter a printed ballot with all candidates and space for write-in candidates, and the vote shall taking place in the November general meeting
 - c. Budget Committee

Piece by Piece Quilters of Morgan Hill
Policies and Standing Rules
(continued)

- i. Shall consist of the Treasurer and at least two (2) other members, either from the Executive Board or from the General Membership.
 - ii. Shall appoint a committee chair who is not the Treasurer. The chair will also be on the Audit Committee.
 - iii. Shall create a budget for the ensuing year and present it to the Executive Board no later than the September business meeting.
 - iv. Shall have the proposed budget printed in the October newsletter.
 - v. Shall present the budget for a vote of the general membership at the November Annual meeting.
- d. Refreshment Committee
- i. Shall bring snacks for each General Meeting.
 - ii. Shall have charge of guild refreshment supplies, to be taken home after each meeting by the next month's committee.
 - iii. A per meeting stipend may be budgeted for refreshments.
 - iv. Shall sweep the floors and remove all trash after each meeting.
 - v. Shall perform any other duties as are incidental to the position.
- e. Holiday Party Committee
- i. Shall have the authority to enter into contracts in the name of the Guild, with Board approval.
 - ii. Party to be held during the month of December in either the first or second week of that month.
 - iii. In order to have facilities for our party on the first choice date in December, the committee shall reserve space for the party sometime during the previous January through March.
 - iv. Shall have a line item in the Guild budget for expenses each year.
 - v. Shall provide beverages, cups, plates, flatware, tablecloths, and any other utensils deemed necessary.
 - vi. Shall provide for a sign-up sheet by the November meeting for members to bring food.
 - vii. May provide for entertainment during the evening's festivities.
- f. Philanthropy Committee
- i. Shall have the authority to enter into contracts in the name of the Guild, with Board approval, for the purposes of fundraising.
 - ii. May have a raffle each month to raise funds for philanthropic purposes. Ten percent (10%) of the proceeds may be used for the purchase of goods for future raffles.
 - iii. Shall encourage members to donate food to the local food pantry through a drawing each month for a gift certificate financed by philanthropy fundraising.
 - iv. Shall recommend to the membership what projects or organizations to benefit from philanthropic fundraising or other donation proceeds.
 - v. Shall recommend the organizations that receive quilt donations to be voted on at a general meeting no later than June.
- g. By-laws Committee
- i. Shall consist of at least two members of the Executive Board, including the immediate Past President, and at least one member of the general membership.
 - ii. Shall review the By-Laws at least every five years.

Piece by Piece Quilters of Morgan Hill
Policies and Standing Rules
(continued)

- iii. Shall present recommendations for by-laws changes in the newsletter and at the general meeting at least thirty days before approval by the general membership.
- h. Policies and Standing Rules Committee
 - i. Shall consist of at least two members of the Executive Board and at least one member of the general membership.
 - ii. Shall review the Policies and Standing Rules at least every two years.
 - iii. Shall present recommendations for Policies and Standing Rules changes in the newsletter and at a general meeting at least thirty days before approval by the general membership.

V. Programs, Workshops, Special Classes or Presentations

A. Programs

- 1. Each month the Guild may have a program for education, enjoyment, and or fund raising.
- 2. Shall have a line item in the Guild budget for expenses each year.
- 3. A Program Chairperson or persons shall coordinate programs for each month.
- 4. A fee may be charged for non-members for programs and special events where a paid speaker(s) or instructor is hired.
- 5. A contract shall be entered into when the guild hires a speaker(s).
- 6. Guild members may be speakers and may be under the same contract as an outside speaker. If a Guild member does not have a fee schedule, the Guild may present an honorarium to the member in appreciation for their program.
- 7. A speaker(s) may bring items to sell to the Guild that pertains to the subject of the program. **The speaker's fee to be paid only after one of the following conditions has occurred:**
 - a. Ten percent (10%) of their proceeds has be **donated and received** by the Guild
 - b. The speaker(s) donated some of their salable items to the Guild for door prizes or raffles.
 - c. A reduction in the speaker's fee was negotiated prior to the meeting and is in lieu of a percent of proceeds or donation of salable items.
- 8. If another outside entity wishes to contract a Guild guest speaker(s) during the time the guest speaker(s) is in the area, agreeable arrangements can be made so that the Guild and the outside entity share expenses of the guest with the Guild.

B. Workshops, Special Classes or Presentations (Article IV, Section 2)

- 1. A member or members of the Guild may host a speaker for a workshop
- 2. If a Guild member hosts a workshop, the Guild member may take the workshop at no cost, if minimum enrollment is achieved.
- 3. If a guild member hosts a speaker or speakers in their home, the Guild member may take a workshop of their choice within twelve (12) months of hosting, at no charge.
- 4. Guild member(s) teaching workshops or classes may be under the same contract as outside speakers
- 5. Cost of Guild workshops will cover most of the fees for the instructor, room rental and incidentals though the Guild may subsidize the workshop to keep costs down for members.
- 6. Refunds will not be granted unless the class is cancelled and the Guild owes nothing.
- 7. Workshops, special classes or presentations can be opened to non-members after sufficient time for members to register. The Program Committee will set the time period as needed.

Piece by Piece Quilters of Morgan Hill
Policies and Standing Rules
(continued)

VI. Activities and Events

A. Quilting Retreats

1. A weekend quilting retreat is sponsored annually by the Guild at an offsite location.
2. Shall have the authority to enter into contracts in the name of the Guild, with Board approval. Original contract to be given to the Treasurer with the committee keeping a copy.
3. Paid instructor(s) may be used at the retreat.
4. The retreat must pay for itself, and is not subsidized by the Guild. Therefore, accurate records must be kept and are helpful to the next year's committee.
5. For Guild members only, unless minimum enrollment is not met in a timely manner.
6. Members pay a fee to attend the retreat that usually includes food and lodging.
7. Sign-ups to attend the retreat will be taken on a first come, first serve basis. Members must be in good standing (dues paid) when they sign-up and before the retreat occurs.
8. The full amount owed for the retreat must accompany the sign-up form.
9. During the current retreat no sign-ups for the following retreat will be allowed. However, the venue and date of the next retreat may be procured and announced.
10. No refunds will be given for cancellations unless the retreat is cancelled and the Guild owes no money or a replacement is available from a waiting list maintained by the retreat committee.

B. Fun Day

1. Each year the Guild sponsors an all day event of quilting, fun and fellowship. A committee of Guild members plans and executes this event.
2. A member or members of the previous year's committee should mentor the coming year's committee for at least two meetings and shall be available as a consultant, as needed.
3. Shall have the authority to enter into contracts in the name of the Guild, with Board approval. Original contract to be given to the Treasurer, with the committee keeping a copy.
4. Fun Day must pay for itself and is not subsidized by the Guild. Therefore, accurate records must be kept that include:
 - a. A budget
 - b. A list of all contributors
 - c. A list of participating vendors
 - d. Notes and any information that could be helpful to the committee in following years.
5. Permission for use of a copyrighted pattern, design from a book or on an online web site **MUST** be obtained **in writing** from the copyright holder (designer of the pattern, author of the book or online web site) before the pattern or design can be used Fun Day.
6. Vendors must be Affiliate Members.
7. Vendors will have no more than two staff at their booth at any given time.
8. Fun Day will be held in the local area, including Morgan Hill, Gilroy, and San Jose. Every effort should be made by the committee to keep the event local.
9. Fun Day is limited to 64 participants, or to the number safely allowed by the facilities used. If the quota is not met within three (3) months of the first announcement of Fun Day in the newsletter, non-members will be invited to attend by becoming members of the guild.
10. Sign-ups to attend Fun Day will be open to members only on a first come, first serve basis. Members must be in good standing (dues paid) when they sign-up and before Fun Day occurs.
11. Should a registered participant be unable to attend, it is their responsibility to contact the Fun Day committee in writing so that people on the waiting list can be contacted.

Piece by Piece Quilters of Morgan Hill
Policies and Standing Rules
(continued)

12. No refunds for Fun Day will be given unless a replacement is available from the waiting list maintained by the Fun Day committee.
 13. Donations to the Fun Day committee for door prizes, etc., shall be for the paid participants of Fun Day only.
 14. Donated items may be designated for opportunity (raffle) baskets and tickets will be made available for sale to all persons attending Fun Day.
 15. The list of donors will be printed in the newsletter following Fun Day.
 16. Lunch for members of the Fun Day committee may be paid for from the Fun Day fees. Vendors provide their own lunch.
 17. The committee shall decide and designate where excess funds, if any, from Fun Day should be distributed to benefit the Guild.
- C. National Quilt Day
1. Each year the Guild sponsors an event at the local library showcasing the art of quilting on National Quilting Day, the third Saturday in March.
 2. No fee is charged and participation is voluntary.
 3. May be a budgeted item to supply lunch to the participants, if practical.
 4. Chairperson arranges for a room at the library.
- D. Block of the Month
1. Members sign up to present instructions for a quilt block to be handed out at each general meeting, except for December, and printed in the next newsletter.
 2. Members bring finished blocks to the next month's meeting and are given one raffle ticket for each completed block.
 3. One ticket will be drawn from all the submitted tickets with the winner taking all finished blocks.
- E. UFO Contest
1. Members submit forms that list the UFO quilts (unfinished quilts from previous years) they intend to finish during the coming year.
 2. Forms for the UFO Contest shall be made available in the January newsletter and at the January and February general meetings.
 3. Completed quilts may be presented throughout the year.
 4. At the February general meeting:
 - a. Forms for the coming year's contest are due
 - b. Completed quilts from the previous year's contest may be presented. Each quilt maker receives a raffle ticket for each finished quilt.
 - c. One ticket will be drawn from all the submitted tickets with the winner receiving a gift certificate as stated in the budget.
- F. Fat Quarter Drawing
1. Monthly themes for fat quarter fabric are presented in the newsletter calendar each month.
 2. Members may bring fat quarters following the theme to each meeting, receiving a raffle ticket for each fat quarter.
 3. A drawing is made with a winner for each reasonable number of fat quarters.
 4. A member may win more than once at each meeting.