

Standing Rules of the Ozark Piecemakers Quilt Guild

Revised, Adopted, and Effective: April 24, 2018

The OPQG Standing Rules are included in this separate document from the Bylaws. **They are, however, an integral portion of the Bylaws.** They are in a separate electronic file because they tend to be modified, added to, and deleted more often than the Bylaws.

Article XIV. STANDING RULES

14.01 **Standing Rules Defined** "Standing Rules" are generally rules of definition or procedure that may need to be changed from time to time, as contrasted with Bylaws provisions that are generally more stable. Standing Rules are, by definition, a part of the Bylaws, but they are easier to create or modify than Bylaws provisions.

- (a) In the event a Standing Rule contradicts the Bylaws, the Bylaws always overrule Standing Rules.
- (b) Standing Rules may be created, modified, or deleted by two-thirds (66.7%) of the voting Officers present at an Executive Board meeting.
 - (i) Any Guild Member in Good Standing may propose a creation, modification or deletion of the Standing Rules to the Executive Board. The Board can vote on it immediately or hold the vote at the next regularly scheduled Board meeting.

14.02 **Purpose and Mission**

14.03 **Members and Meetings of the Membership**

- (a) The meetings of the Guild are held at 2738 S. Campbell St, Springfield, MO 65807.
- (b) New members will be provided a packet of information concerning Guild activities and a hard copy of the Bylaws and Standing Rules. There will be

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- a charge for members and an additional charge for non-members, to be approved by the Executive Board, for professional workshops.
- (c) A fee, to be determined by the Executive Board, will be charged to non-members attending meetings that have a paid speaker.
 - (d) Any members who houses and is primary hostess to a professional speaker shall be entitles to one free workshop of their choice. Members are NOT allowed to bring children to groups within the Guild as they are a distraction and a safety concern.
 - (e) The definition of "Member in Good Standing" is the member does not owe any money to the Guild.
 - (f) Any member that is caught stealing property belonging to another member or to the Guild will be immediately removed from membership. In such instance, the Police may be called.
 - (g) Voting for the Golden Thimble Award requires paper ballots.
 - (i) Voting takes place at the April and May General Membership meetings.
 - (ii) The President will collect and count the ballots.
 - (iii) Members can vote once per year. Golden Thimble recipients are eligible to receive the award again after five years.
 - (iv) As recognition, the recipient will receive one year free membership.
 - (h) The Ozark Piecemakers Quilt Guild abides by the Americans With Disabilities Act (ADA). Disabled Members and visitors are welcome at the Guild building and activities.
 - (i) The Guild will follow the Latest U.S. Department of Justice ruling. The most recent document is "ADA 2010 Revised Requirements – Service

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Animals", Dated July, 2011.

https://www.ada.gov/service_animals_2010.htm

- (ii) A guide to be used by members during Service Animal Situations will be completed by July 1, 2018.

14.04 **Finances**

- (a) The annual dues are:

Membership	Annual Amount <i>(for Fiscal Year June 1 – May 31)</i>	Prorated Amount <i>(for January 1 – May 31)</i>
Active Members	\$50	\$30
Honorary Lifetime Members	\$0	\$0

- (i) There will be no refund of membership dues.
- (b) Officers who are authorized to sign checks from the general funds for the Guild are the President and the Treasurer.
- (c) Officers who are authorized to sign checks for the Quilt show are the Quilt show Chair and the Quilt Show Treasurer.
- (d) Advertisements in monthly newsletter Any person or business may place an advertisement under the following rules:
- (i) All ads must be sewing or quilting related. In order to protect our non-profit status, no political ads are allowed.
- (ii) Ads may be placed on a monthly or yearly basis.

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(iii) Any person or business choosing to submit an advertisement every month for a year, will receive the twelfth month free if the pre-pay all eleven months at the beginning of the twelve months.

(iv) Advertisements must be submitted ready to print (.pdf or .jpeg). Money will be paid to the Guild Treasurer. The monthly fees for advertisements are:

- Half page (8"x4") = \$40
- Quarter page (4"x5") = \$25
- Business card (2"x3") = \$15

14.05 **Executive Board**

14.06 **Executive Board Meetings**

14.07 **Officers**

- (a) Job descriptions shall be provided to each newly elected Executive Board member when installed.
- (b) Since no procedure manuals currently exist, the 2017-18 Officer will work with the 2018-19 Officer to complete their procedure manual by June 1, 2019 so it can be handed off to the 2019-20 officer.

14.08 **Standing and Working Committees , and Guild Groups**

- (a) Most Working Committees shall fall under the Standing Committees as follows with the additional committees added or deleted as approved by the Executive Board:
 - (i) Member Services
 - Library
 - Member Education Classes
 - (ii) Communication Services
 - OPQG Website
 - Newsletter

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- Publicity
- Historian/Photographer

(iii) Community Outreach

- Community Quilts
- Quilts of Valor
- Harmony House
- Baby Quilt Sew-In
- Doll Quilts for Crosslines
- Prison Sewing Outreach
- Community Education

(iv) Fundraising

- Grants and Endowments
- Corporate Sponsorships and Acquisitions
- Member Fundraising Activities (i.e. Planning, Monthly Mini, Best Choice Labels, and other activities as needed)
- Between Donation Quilt
- Non-Quilt Show Year Fundraiser

- (b) Some Working Committees report directly to the Executive Board. Examples include:

(i) **Audit** The Audit Committee shall:

- Consist of three (3) people who were not Officers in the year being audited who have been appointed by the Executive Board.
- Meet and perform annually an in-house audit of the Guild's financial and business records for the period June 1 through May 31. The Audit Report will be presented to the Executive Board and to the General Membership following the audit period.

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- The Treasurer, Secretaries, and Parliamentarian will provide the necessary documents and information to the Audit Committee Chair to perform the audit.
- (ii) **Budget** The Budget Committee shall:
- Prepare the annual Guild Budget and present it to the Executive Board for approval and for recommendation to the Membership.
 - Include, but is not limited to, Current Treasurer (who serves as Chair of the Committee), Current President, Outgoing Fund Raising Chair, Incoming Fund Raising Chair, Incoming President, and Incoming Treasurer.
 - Officers and committee chairs may submit written requests for funding consideration.
- (c) **The Nominations Committee** The Nominations Committee shall:
- (i) Follow the responsibilities listed in the Bylaws 6.07.
- (d) **Library Committee** The Library Committee shall:
- (i) Be responsible for making Library items available at General Membership Meetings to Active Members in Good Standing.
 - (ii) Be responsible for records of items checked in and out of the Library.
 - (iii) Be responsible for notifying Members of overdue items and attempt to retrieve the items.
 - (iv) Provide current electronic copy of Library contents for the Guild website.
 - (v) Be responsible for inventorying and transferring all Library materials and records to the succeeding Librarian or verifying such records when received. Incoming and outgoing Librarians must file a jointly signed inventory report with the Facilities Manager.

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- (vi) Purchase library books within the approved budget.
- (e) **Member Education Classes Chair** The Education Chair shall:
 - (i) Be Chair for all education programs.
 - (ii) Work in collaboration with and inform the Program Chair
 - (iii) Give at least thirty (30) days notice to the General Membership for every education program.
 - (iv) Provide for the coordination of each education program to handle administrative matters and assure the smooth functioning, including but not limited to, setting up the facilities, cleaning up after the class, and assisting the teacher as needed.
 - (v) Collect and record workshop fees and give them to the Treasurer.
 - (vi) Communicates needed correspondence to be sent by the Corresponding Secretary.
 - (vii) Provide Office related information to be published in the Newsletter in a timely basis.
 - (viii) Perform other duties as assigned by the Board.
- (f) **Publicity** The Publicity Committee will:
 - (i) Plan, coordinate, and promote publicity of the Guild regarding meetings and all special events.
- (g) The responsibilities descriptions of the remaining Working Committees will be completed by June 1, 2018.
- (h) Examples of Guild Groups include (but not limited to): Featherweight Group, Turning Points, Saturday Strippers, Sew Scrappy.

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14.09 **Logo**

14.10 **Parliamentary Guidance**

- (a) The executive Board is responsible to decide the specific “Rules of Order” to be used by the Guild when needed. The Executive Board will make this determination:
 - (i) When the Ozark Piecemakers Quilt Guild makes changes to their Bylaws.
 - (ii) At the June Executive Board meeting.

14.11 **Bylaws**

14.12 **Dissolution**

14.13 **Conflict of Interest Policy**

- (a) As a result of the quality of machine quilting required for the Opportunity Quilt and the Between Donation Quilt, the Executive Board has agreed to compensate the Guild member performing the quilting services \$100 per quilt.
- (b) Disciplinary Actions as a result of the Violation of the Conflict of Interest is determined by the Executive Board. They can include:
 - (i) Up to and including revocation of membership.
 - (ii) Request financial reimbursement of the proceeds taken by the violator.
 - (iii) The police may be contacted.