

## Standing Rules

1. Meetings will be held on the second Wednesday of each month.
2. Meeting time will be at 10:00 am except when changed by vote for activities such as meals or field trips.
3. Members shall wear their guild pin to each meeting. Failure to do so will result in a \$1.00 fine.
4. Members shall wear their uniform to any function where they represent the guild. The guild uniform will consist of the current Quilt Show t-shirt.
5. The Quilt show will be held every year, or as voted by the members.
6. The President will appoint committee(s) as necessary to complete each raffle quilt.
7. The quilt show committee shall file report(s) after each show listing suppliers and area to be improved in coming shows as in the form of a "Postmortem" meeting.
8. The Sunshine Chair will send greeting cards on behalf of the guild upon notification of member's illness or the death in a member's family.
9. No member shall be compensated for service provided to the guild except for the reimbursement of expenses.
10. Guild members shall vote at the beginning of each fiscal year to determine what charitable causes will be supported as a group. Members are urged to participate in any way possible and are free to support other causes individually.
11. Quilt Show Committee members shall vote to determine which local charities will be supported with the net receipts from raffle ticket sales. The charities shall be voted on during the March Quilt Show Committee meeting. The amount of donations to be determined by the May general guild meeting.
12. Each member is required to sell 1 packet of raffle quilt tickets.
13. Standing rules are to be reviewed and voted on, annually, by the Executive Committee.
14. All officers/committee chairmen shall act as mentor to new incoming officers/committee chairperson.
15. All officers to maintain information regarding job details per office to be transferred to the next officer.

16. Any committee accepting monies is responsible for forwarding such to the Treasurer.
17. By becoming a member of the GBQG, members grant their permission to the GBQG to use their image (photograph and/or video) for use in media publications.

### **Standing Committees**

1. Standing committees shall consist of a Chairperson and other members appointed by the Chairperson to perform certain duties.
2. A Committee Chairperson may only chair one committee at a time and shall not hold a position of elected officer simultaneously.
3. Members serve for a term of one year but may be appointed to subsequent terms.
4. Chairpersons participate in the preparation of the Guild's annual budget as it relates to their committee.
5. Chairpersons develop and maintain a procedural outline of duties required to accomplish the goals of the committee.
6. Chairpersons approve budgeted expenditures of the committee, approve statements, and forward them to the Treasurer for payment.
7. Committee expenditures shall be limited to those amounts provided for in the approved annual budget for that expense without prior approval by the membership.
8. Committee Chairpersons provide updates on their committees at each General Guild meeting. Updates are limited to 5 minutes per committee.
9. Committees of the Guild shall be:
  - a. Quilt Show Committee – The Quilt Show Committee plans and presents quilt show of the Gun Barrel Quilters Guild.
  - b. Web Master – Maintains the Guild's website; including by-laws and standing rules; maintains the Guild's Facebook page and responds to inquiries regarding the Guild. The Web Master may also provide any other electronic support required by the Guild.
  - c. Hospitality Committee:
    - i. Coordinates Public Relations for the Guild; handles luncheons and facility scheduling and clean up.

- ii. Oversees the Welcome Table at the guild's general meeting for purposes of:
  - 1. Assisting members and guests in signing in for the meeting and logging their volunteer hours for the previous month
  - 2. Tracking, to the best of their ability, hours devoted to charitable activities and supply this information to the guild.
  - 3. Providing all attendees with a door prize ticket
  - 4. Collecting \$1.00 from each member that is not wearing their guild membership pin.
- d. Nominating Committee – Members shall appoint a Nominating Committee of three members at the April meeting to select one candidate for an open board position. The Committee shall report the nominations to the membership at the May meeting. Nominations may also be made from the floor providing the nominee has agreed.
- e. Sunshine Committee – Apprises membership of member illness and prepares the Guild's responses thereto.
- f. Historian – Maintains a scrapbook of Guild activities.
- g. Community Service:
  - i. Philanthropy – Coordinates donation of items to area Organizations
- h. Newsletter – Maintains and distributes the BULLET'N.
- i. Membership Committee – Maintain the database of membership and handbook pages, compile, print/distribute a roster of members, list of officers, and a list of committee chairpersons.