

## **STANDING RULES OF THE FLATHEAD QUILTERS' GUILD 2024**

These rules may be changed by the Executive Board, without membership vote.

Revised March 2024

1. Monthly meetings are held the first Thursday of every month except July. There is no scheduled meeting in July. There is no scheduled meeting in July. In January, our meeting is traditionally shared with Piecemakers of Bigfork. Piecemakers host every other year. It is a potluck brunch or lunch held on a Saturday.

The other months we meet on Thursday at Gateway West Mall, 1203 Hwy 2 West, Room 26. The doors open at 6:15. The general meeting begins at 6:30. Each spring we will invite other guilds to a potluck.

2. Our calendar/fiscal year begins in March. Membership dues for the year are \$35.00, due before or at the March guild meeting. Guests are welcome to attend a meeting. Dues are waived for those aged 90 or above.
3. The Quilt Show is held every year on a Friday and Saturday towards the end of September at the Flathead County Fairgrounds.
4. Any member who has paid their dues and has sold 6 books of quilt raffle tickets (\$30.00) is eligible to enter quilts in the annual fall quilt show, as well as sell quilts and sell items in the boutique.
5. Members who enter quilts in the show or sell items in the boutique are also expected to volunteer at least 2 hours to help with the show. Members can work with the Quilt Show Chair if this is a hardship and other options can be arranged.
6. The Chairs of the Standing Committees shall be made up of volunteer members.

The Standing Committees shall be:

- A. Annual Quilt Show Committee
  - B. Seminar Committee
  - C. Community Outreach Committee
  - D. Audit Committee
  - E. Kids' Quilt Camp Committee
  - F. Retreat Committee
  - G. Newsletter Committee
  - H. Social Media Committee
  - I. Membership Committee
7. Standing Committee Duties:
    - A. Annual Quilt Show Committee  
Chairman duties are to plan, organize and host yearly quilt show held in September, date subject to the availability of the fairgrounds.

This includes:

- a. Recruit committee heads for the various tasks
  - 1) Co-Chair (to also head the show committee the following year)
  - 2) Raffle Quilt – arrange production of the raffle quilt
  - 3) Set-Up
  - 4) Vendors
  - 5) Publicity
  - 6) Programs
  - 7) Raffle Tickets – Printing / Sales
  - 8) Social Hour
  - 9) Boutique
  - 10) Scheduling – Admissions, Raffle Ticket Sales (basket and quilt), Hostesses
  - 11) Challenge Quilt
  - 12) Quilt Registration
  - 13) Ribbons
  - 14) Decorations
  - 15) Sponsorships

B. Seminar Committee

- a. Plan and organize yearly seminar(s) for the guild

C. Community Outreach Committee

- a. Chairperson receives donations of fabric, etc. to make quilts
- b. Make up quilt kits for members/non-members to complete
- c. Distribute completed quilts to various organizations
- d. Organize and implement seeing dates, location and sign-ups.
- e. Propose any new community outreach ideas to the membership
- f. Keep records of quilts donated
- g. Keep inventory of fabric, batting and outreach supplies stored in the storage unit (for example, how many bins of fabric, rolls of batting, etc.) updated yearly and turned into the Board.

D. Audit Committee

- a. Chair will be the Treasurer
- b. Treasurer's books will be audited every 2 years and must balance

E. Kids' Quilt Camp Committee

- a. Plan and organize a yearly camp for kids

F. Retreat Committee

- a. Plan and organize quilt retreats

G. Newsletter Committee

- a. Publish and send out monthly newsletter with a current roster attached
- b. Send out occasional, additional email notices of events of importance.

H. Social Media Committee

Maintains and interact with guild Facebook page and website

I. Membership Committee

- a. Collect membership forms and dues
- b. Turn dues over to Treasurer in a timely manner
- c. Have forms readily available at Guild meetings and events
- d. Maintain an up to date membership roster
- e. Send updated roster monthly to be attached to the Newsletter along with a list of new members to be published in the Newsletter
- f. Order / pick up name badges
- g. Publish handbook
- h. New member recruitment

All Standing Committee chairs shall keep a record of members who serve on the committee and maintain a binder with information to pass onto the next chair. Each committee chair shall meet with the Board at least once annually for sharing of information and strategic planning.

8. FQG Executive Board shall meet monthly; date, time, and location to be determined by the Board. Meetings are open to the general membership. If the board meeting is not posted in the newsletter, a member may call or email a board member to find out.
9. Election of officers occurs at the February guild meeting. Vice President shall serve one year in that position and then move up to President the following year. Secretary and Treasurer shall each serve a two-year term, their elections on alternating years, secretary on even number years and treasurer on odd number years. New officers shall begin their terms at the March guild meeting.
10. FQG Executive Board has the authority to spend up to \$200 for items that will promote the purposes of FQG and that are not in the current budget.
11. On the death of a member or her/his spouse, a memorial gift will be given to the family in the amount of \$35.
12. FQG Board has agreed that all properties purchased or donated to the guild will be stored in the storage unit currently paid for by the guild. This includes all show support materials, donation fabrics to be used for outreach and kids' camp quilts, batting, notions and supplies, including Kids' Camp as well as workshop/retreat equipment. Guild officers and committee chairmen will be assigned a code as needed. The code may be changed when new officers come on board in March. Only the Treasurer is authorized to give out the code. The Quilt show chairman, Outreach chairman, and Kids Quilt Camp chairman will be given the code.
13. Fabric donated to the guild goes to the Outreach Chair who is responsible for keeping an inventory. Donated fabrics may be used for Outreach quilts, Kids' Camp, which is an educational outreach of the guild, or other special donation projects discussed and agreed to by the guild.
14. Persons wishing to join the guild under the age of 18 must complete the youth membership and parent permission forms.

15. These standing rules will be reviewed and revised, as needed, yearly after the new officers begin their terms, and/or before the end of each president's term. Once a year the board will also review the information for each officer, committee, the Member Packet, etc.