

DRAFT Standing Rules Update QGOTV November 15, 2011

The purpose of the Standing Rules is to provide consistency in the way the Guild operates. These rules will enable the Guild to make fair and informed decisions.

The Standing Rules are set by the Executive Board with input from the membership and from the Standing Committees. The Executive Board can amend the Standing Rules at any time.

Guild Meetings

Name Tags. All members with nametags will receive a ticket upon arrival at the Guild meeting making the member eligible for a prize drawing.

Nonmember Attendance. Residents of The Villages (homeowner or renter) as well as visitors to The Villages are welcome to attend up to two Guild meetings per year for a nominal fee to be established by the Executive Board (\$2.00).

Guild Meeting Hosting Duties. Each Guild Chapter will be responsible for hosting one of the monthly Guild meetings each year. Each October names of Chapters will be drawn randomly for hosting assignments for the next calendar year.

Participation from approximately ten Chapter members is required to perform the following duties.

- 1 person for sign-in table
- 1 person for Show-n-Tell registration
- 2 people to assist with holding Show-n-Tell quilts
- 1 person for nametag tickets
- 2 people for 50/50 who will sell raffle tickets, collect the money, give half of the money to the Guild Treasurer, conduct the drawing and disburse the remaining half of the money.
- 2 people to assist at the guest speaker's sale table if the guest speaker is selling books, patterns, etc.

After the meeting, the sign-in books are given to the hosting Chapter assigned for the next month. Any money collected from guest attendees or the 50/50 is given to the Guild Treasurer. Items needed by the host chapter for the next monthly meeting should be handed to them at the end of the meeting.

Standing or Special Committees

All committee chairs shall maintain notebooks which contain their job description, committee budget and any other documentation including minutes, contact lists, process documentation, reports and other records. These shall be updated as needed and turned over to the next committee chair to maintain continuity.

Any expense in excess of \$500.00 not included in an accepted committee budget requires Executive Board approval.

Quilt Show Committee. The Quilt Show Committee coordinates and plans the quilt show held every other year and the committee will be chaired by at least two members who are from different Chapters. The Quilt Show chair shall:

Prepare a budget and present it to the Executive Board for approval.

Appoint subcommittees as needed for the Quilt Show.

Propose ideas and present them to the Executive Board.

Hold periodic committee and subcommittee meetings.

Conduct a final wrap-up meeting of all subcommittee chairs.

Present a final report, including financial report, to the Executive Board by the April Executive Board meeting.

Turn over all final reports and committee notebooks to the Guild President by the April board meeting.

Program Committee. The Program Committee coordinates, organizes and implements programs for the Guild. The Vice President is the chair of the Program Committee and has authority to delegate responsibilities. The Program Committee will be formed with one representative from each Chapter and will meet at least once a month.

Program Committee Hosting Duties. A representative from the Program Committee will act as host for the visiting teacher/lecturer and will transport the teacher/lecturer to and from the hotel to the classroom, Guild meeting and lunch and/or dinner, if necessary. This representative may elect to take the class but does not have to pay for the class.

The host representative and the guest teacher/lecturer will be entitled to a \$25 maximum food allowance for the day. If the guest teacher/lecturer is accompanied by an assistant (spouse or other individual), that individual will also be entitled to the maximum \$25 per day food allowance.

Room Preparation. The Program Chair will provide the President with the information required to notify the Recreation Department for room set-up to meet the needs of the teacher or lecturer.

Contracts. Contracts confirming dates and costs must be signed by the lecturer. Guild President and Program Committee Chair must sign the contract prior to issuance.

Special Meeting Fees. The program committee may set a nominal fee for special meetings and programs.

In-house Teachers. Guild members will be allowed to teach in their own Chapter and other Chapters as well as in a designated location and be paid by those participating.

Membership Committee. The Membership Committee provides membership cards to each Chapter and maintains a current list of members including name, street address, zip code, telephone number, e-mail address and year the member joined the Guild.

The Membership Committee assists new Chapter start-ups by attending the Open House of any new recreation center, making sure all interested Villagers receive an information sheet about the new chapter and the day and time of the regular Guild meetings. Names, phone numbers and e-mail addresses of prospective members will be collected.

A member of the Membership Committee will attend the first two meetings of a new chapter and provide an information packet for each new member. Assistance will be provided to the new chapter regarding set-up, officers, by-laws, projects, shirts, name tags and any other assistance they might need. The Membership Committee will ensure new Chapter members are welcomed at the monthly Guild meeting.

Guild ID Cards. The Membership Chair is notified by the Chapter Treasurers of dues paid by new or current members. At that time, membership cards will be sent to the President of the Chapter to be given to the paid member. No membership cards will be sent until the dues are collected.

Membership Status Reports. The Membership Chair will inform the Guild President and Webmaster of any changes within a Chapter's membership status. For example, if there are openings in any Chapter or if membership is closed.

Historian. The Historian keeps the Guild scrapbook of all news clippings pertaining to the Guild and its members.

Publicity Committee. The Guild may appoint a Publicity Chair. If no member is assigned to this committee, publicity can be handled by the Guild Officers and each standing or Special Committee chair as deemed warranted.

Website Committee. The Website Committee is responsible for the maintenance of the Quilting Guild of The Villages' website; the primary domain name being www.QGOTV.org. This includes registration of domain names and selection of a service provider and may, for security purposes, include secondary domain name registrations under www.quiltingguildofthevillages.org and www.qgotv.com.

The purpose of the website is to provide a gateway through which:

- a. Guild and Chapter officers and Standing Committee chairs may share news of upcoming activities, solicit membership participation and report accomplishments;
- b. members may stay informed of upcoming Guild and Chapter events and opportunities, as well a share in Guild accomplishments, regardless of chapter affiliation or their ability to physically attend every meeting; and
- c. prospective members may learn how the Guild is organized, as well as membership requirements and benefits.

The chair of the Website Committee shall be known as the Webmaster.

The Website Committee shall be comprised of one representative from every Chapter and the chair (or a designated representative) of the Program and Showcase of Quilts Committees. All Executive Board officers shall be ex-officio members.

The primary role of Website Committee members is to routinely provide the Webmaster with updated information from their respective Chapters. At a minimum, this includes:

- a. an annual review and subsequent email submission to the Webmaster to update information on the committee member's Chapter page; and
- b. a monthly (or quarterly) email submission to the Webmaster of a suitable text document that describes the major activities or accomplishments of their Chapter to date; and/or a representative sampling of digital photographs depicting such Chapter activities or accomplishments.

Guild Officer and Standing Committee representatives provide up-to-date information to the Webmaster as they deem appropriate and useful for the fulfillment of their respective missions.

The Webmaster may submit invoices for nominal expenses in an amount not to exceed \$300 per year, without prior approval of the Executive Board.