

**Kitsap Quilters
Standing Rules**
Approve June 28, 2011

Article I. Standing Rules Definition

The Standing Rules are a supplement to the By-Laws of Kitsap Quilters. The Standing Rules may be amended as per the By-Laws, Article X, Section 2.

Article II. Tax Exempt Status

Kitsap Quilters shall remain in compliance with all current State and Federal Laws requirements for non-profit tax exempt status, as per code 501(c)(7).

Article III. Fiscal Year

The fiscal year for Kitsap Quilters shall be September 1 through August 31.

Article IV. Member Participation and Responsibilities

- Section 1. Members of Kitsap Quilters are encouraged to participate in guild activities by serving on a standing committee, as a committee chair, a co-chair, or as a guild officer.
- Section 2. Members are encouraged to serve at least four hours of volunteer work at the Annual Quilt Show or to serve on, or chair, one of the quilt show committees. This time commitment may be fulfilled prior to the quilt show if the member is not available at the time of the quilt show.
- Section 3. Members are expected to each purchase, or sell, at least ten raffle quilt coupons.

Article V. Workshops and Classes

- Section 1. A workshop is defined as a presentation or class that is offered at a time separate from a general meeting.
- Section 2. Participation in a workshop is offered to members on a first-come basis. If space is available participation in a class or workshop may be opened to non-members for the fee as determined by the Executive Board.

Article VI. Dues

- Section 1. Annual dues of \$24 are applicable for those under eighty years of age. Annual dues of \$12 are applicable for those who are eighty years or above. Members who have reached eighty years of age on or before September and have been members in good standing for at least five years are considered "Distinguished Members" and are exempt from paying annual dues.
- Section 2. Dues are payable as of September of each year and will be considered delinquent if not paid by October 31. The names of members will be listed in the annual guild roster providing respective dues have been paid by October 31.

Article VII. Committees

- Section 1. Committees shall consist of a chair and members as necessary.
- Section 2. Chairs will receive and maintain a notebook containing current information on the responsibilities and duties of the respective committee.
- Section 3. Chairs will return notebooks, updated and in good order, at the end of their term as chair.
- Section 4. Chairs in charge of workshops, trips, retreats, etc., will establish that participating members are current with their annual dues.
- Section 5. The term of office for Committee Chairs is one year, however chairs may continue if a replacement candidate is not available and the Executive Board is in agreement.

Article VIII. Committee Responsibilities

By-Laws and Standing Rules: Maintained to review current By-Laws and Standing Rules every odd numbered year. Members may submit written suggestions for By-Law or Standing Rule changes to the President. Current By-Laws and Standing Rules shall be posted on the Kitsap Quilters website.

Christmas Block Exchange: Maintained for the purpose of collecting Christmas blocks at the November meeting and distributing the blocks to participating members at the December meeting.

Doll Quilts: Maintained for the purpose of collecting small dolls and stuffed animals to be wrapped in small quilts made by members. These small quilts, with the doll/animal, will be given to qualified agencies for distribution to children in crisis situations.

Education: Maintained for the purpose of organizing classes or workshops, lectures, trips, etc., for members of Kitsap Quilters that are held in addition to the regularly scheduled programs at monthly meetings.

Fabric Exchange: Maintained for the purpose of selecting the monthly theme for the exchange of quarter yards of fabric, and for holding a drawing for the winner of these fabrics from the names of members who have contributed fabric that month.

Fall Retreat: Maintained for the purpose of coordinating a fall retreat for members of Kitsap Quilters. The committee is responsible to reserve and to make all necessary arrangements with the site of the retreat, for registering participants, and for collecting the designated fees. Retreats are self-sustaining and fees are set in accordance. All monies collected are to be submitted to the Treasurer in a timely manner for deposit in the guild's account. The Retreat Chair is selected a year in advance.

Gadget Library: Maintained for the purpose of operating the Kitsap Quilters Gadget Library for the exclusive use by its members. One quilting tool or gadget may be checked out each month and will be due at the next scheduled meeting when this library is open. The Gadget Library will not be available during the Guild Auction, the Picnic, and the Holiday Potluck. A replacement fee will be assessed for items not returned.

Guilt Auction: Maintained for the purpose of organizing an auction of quilt related items. Kitsap Quilters will retain twenty percent of proceeds from the sale of items submitted by members, and thirty percent of proceeds from the sale of items submitted by non-members.

Historian: The Historian is responsible for collecting and maintaining Kitsap Quilters records and memorabilia. Members are encouraged to submit items and photos for inclusion in these historical files.

Holiday Potluck: Maintained for the purpose of organizing the annual Holiday Potluck in December.

Hospice Quilts: Maintained for the purpose of coordinating and collecting quilts made by members for the Hospice program. The Hospice Agency will distribute these quilts to Hospice patients.

Hospitality: Maintained for the purpose of greeting members and guests and overseeing sign-ins at monthly meetings. Paper nametags will be provided for those without nametags. Names of guests will be provided to the officiating officer at guild meetings so that guests may be recognized and welcomed. A guild member will be asked to host unaccompanied guests for the evening. This committee also organizes Newcomers Teas to welcome new and

prospective members to the guild and to introduce them to the activities and functions of the guild.

In-House Quilt: Maintained for the purpose of selecting a quilt pattern/design and for coordinating the entire quilt project. The winner of this quilt will be selected by a drawing from the names of participants in the project. Each participant will make a block and/or work on the quilt in some capacity for a minimum of four hours. The committee will keep a record of hours worked by participants and a complete report of the project will be submitted to the Secretary for inclusion in the guild's records. A new In-House committee will be formed after a project is completed.

Kitsap Cuddles: Maintained for the purpose of collecting and distributing small quilts made by members for newborns. Completed quilts are given to the Harrison Birthing Center for distribution.

Library: Maintained for the purpose of operating the Kitsap Quilters library for the exclusive use by its members. A maximum of three books may be checked out at one time and for a period of one month. Books are to be returned at the next scheduled meeting when this library is open. The Library will not be available during the Guild Auction, the Picnic, and the Holiday Potluck. A replacement fee will be assessed for books not returned.

Membership: Maintained for the purpose of accepting applications for membership, compiling the roster of current members, and collecting the annual dues in accordance with Article VI of the Standing Rules. All monies collected are to be turned in to the Treasurer in a timely manner for deposit in the guild's account. The names of members will appear in the guild roster provided appropriate annual dues have been paid no later than October 31.

Newsletter: Maintained for the purpose of publishing and distributing the monthly newsletter. Monthly newsletters will be posted on the guild website and printed copies will be sent by US mail to those members requesting same. Items and paid advertisements intended to be included in the newsletters must be submitted to the editor by the 5th of the month for inclusion in that month's newsletter.

Nominating: Maintained for the purpose of selecting the annual slate of officers. The slate is to be presented at the July regular meeting and voted upon at the annual meeting in August. Members may make recommendations to this committee. The current President and President Elect may not serve on this committee.

Picnic: Maintained for the purpose of organizing the annual meeting/picnic in August.

Program: Maintained for the purpose of organizing speakers or other programs at regular meetings, except during the Guild Auction, the Picnic, and the Holiday Potluck.

Quilt Show: Maintained for the purpose of organizing and running the annual quilt show. The co-chair of the quilt show will become the chair for the following year's show.

Quilt Show Challenge: Maintained for the purpose of selecting a challenge theme, determining the criteria, and organizing the voting to select the winner. The winner will be selected by secret ballot vote of members at the January meeting prior to the quilt show. The quilt show challenge is open to all current members.

Raffle Quilt: By May each year a new committee will be appointed to select the pattern/design for the raffle quilt that will be featured two years hence. This committee is responsible for coordinating the entire quilt project from its design, choice of fabrics and colors, its

construction and quilting. The design and plans for the quilt must be approved by the Executive Committee.

Raffle Quilt Coupon Sales: Maintained for the purpose of managing the annual quilt show raffle within compliance of the Washington State regulations for raffles, obtaining and distributing raffle quilt coupons to the members, accounting for all monies, and submitting receipts to the Treasurer in a timely manner for deposit in the Kitsap Quilters account.

Scholarship: Maintained for the purpose of coordinating the annual selection of a qualified applicant to receive a scholarship in an amount specified by the Guild. Eligible for this scholarship are students enrolled in a course of study in Textile Arts or Design in a college-accredited program, or for one who teaches a free-standing, not-for-profit program in quilting arts in the community as per the committee's guidelines.

Spring Retreat: Maintained for the purpose of coordinating a spring retreat for members of Kitsap Quilters. The committee is responsible to reserve and to make all necessary arrangements with the site of the retreat, for registering participants, and for collecting the designated fees. Retreats are self-sustaining and fees are set in accordance. All monies collected are to be submitted to the Treasurer in a timely manner for deposit in the guild's account. The Retreat Chair is selected a year in advance.

Small Groups: Maintained for the purpose of encouraging knowledge of quilting and friendships among quilters through participation in smaller groups. These groups may meet weekly at various locations within the community.

Sunshine and Shadow: Maintained for the purpose of sending appropriate cards, notes of encouragement, or congratulations to members of the guild.

Webmaster: Responsible for maintaining and keeping current the Kitsap Quilters website.