



# El Camino Quilters Standing Rules

## **1. Guild Membership Meetings**

Regular meetings will be held on the second Thursday of each month.

## **2. Door Prizes**

At the Guild meeting there will be a door-prize drawing. All members and all guests will be eligible. Door prizes may also be solicited from fabric stores, quilt stores and other sources.

Members are required to bring a door prize in their birthday month. Door prizes should be something new that you would be happy to get if it were your prize. It could be a quilting or sewing related item of reasonable expense and should be wrapped or in a gift bag. Do not put your name on your door prize. If you forget or are not able to attend on your birthday month, bring your door prize the next month that you attend. If your birthday is in December or any month when we do not have a guild meeting (Quilt Show or Silent Auction month), bring your door prize on an alternate month of your choosing.

## **3. Lucky Block**

The Lucky Block is a monthly chance to win blocks made by other Guild Members. The Lucky Block pattern will be distributed at each meeting and will be due the following meeting. For each Lucky Block submitted, one chance is given in a random drawing for all, or a portion, of the blocks. Participation is optional, and blocks may be submitted without entering the drawing.

## **4. Name Tags**

Name tags should be worn at all Guild activities.

## **5. Guild Library**

Members *in good standing* may borrow three items at a time from the Guild library. Items may be borrowed for two months.

A \$1.00 fine will be charged per month for each item overdue.

Lost items will be charged to the member at replacement cost.

All fines shall be turned into the Treasurer.

Members with unpaid fines will not be eligible to borrow items until all fines are paid in full.

*Members with unpaid fines may not renew their membership until all fines are paid in full.*

## **6. Friendship Block**

Friendship Block drawings will be held every three months.

Those eligible have been members in good standing for at least six months and have completed at least two friendship quilt blocks for other members during the preceding two years.

The first drawing of each year shall automatically go to the longest serving eligible member whose name has never been drawn, and who has completed at least two Friendship Blocks during the preceding two years.

Friendship Blocks will be completed and returned within three months of the drawing.

To allow more members to have a chance to win, the winner must complete her quilt and wait two calendar years before becoming eligible for another drawing.

### **7. Opportunity Table**

There will be an opportunity drawing at each Guild Meeting: usually a book, fabric, notion and a handmade item.

Members are encouraged to contribute quilted or other handmade items for the drawings.

### **8. Workshops**

Members giving all-day or half-day workshops will receive a reasonable fee commensurate with the member's teaching and technical experience, not to exceed a fair market rate.

### **9. Guild Quilts**

Quilts to be constructed by the Guild for fundraising purposes will be approved by the Board. The President will appoint a committee of Guild Members to select the quilt and its construction.

### **10. Membership Package**

Annual guild dues and Opportunity Quilt raffle tickets, a combined total of \$60 per year, make up the membership package and must be paid in full with new membership applications or membership renewal applications. The member may elect to keep the 24 tickets (chances to win the Opportunity Quilt) or sell them to others.

### **11. Quilt Show**

Four months prior to the Quilt Show, the Quilt Show Chairperson is required to attend all Board Meetings, and to coordinate all decisions with the Board.

A report will be given at these Board Meetings on the status of Quilt Show activities and decisions.

A financial report will be given to the Board by the Quilt Show Treasurer or the Guild Treasurer if there is no Quilt Show Treasurer appointed, within three months of the Quilt Show.

### **12. Philanthropic Activities**

The philanthropic committee chair shall be appointed by the President.

This chairperson will form a committee to administer the philanthropic activities of the Guild.

The amount of funds budgeted for Philanthropic activities will be set by the Board.

Members can submit, in writing, to the Philanthropic Committee, suggestions for these activities.

The committee will decide on the activities and submit these to the Board for approval.

All donations in excess of \$500.00 must receive approval of the Members in good standing at a regular meeting. Notice regarding a proposed donation in excess of \$500.00 shall appear in the e-newsletter prior to seeking approval from the members at a regular meeting.

### **13. Quilt Display Frames**

Use of the Guild's Quilt Display Frames is limited to El Camino Quilter's functions and special events only.

### **14. Quilt Basting Frames**

The guild owns large basting frames that are available for member's use. A basting day can be arranged as needed by interested members. Use of the Guild's basting frames is limited to El Camino Quilters functions and special events only. Contact a member of the board to make arrangements.

### **15. Expenses**

The treasurer shall inform each chairperson of the previous year's allocation in the budget to that committee.

Committee Chairpersons shall submit a budget for their committee at the beginning of each year.

Receipts for expenses incurred for Guild related activities shall be submitted to the Treasurer within 30 days of the incurred expense.

Budgeted items shall be automatically paid by the Treasurer.

Over budgeted items or non budgeted items must be submitted to the Board for pre-approval and payment.

Any committee chairperson or Guild representative receiving funds on behalf of the Guild must turn the funds over to the Treasurer, with the appropriate paperwork, within 45 days.

Individuals cannot sign a check made payable to themselves.

### **16. ALL MEMBERS ARE OBLIGED TO DO THE FOLLOWING:**

- Pay current dues in full for the year.
- Provide a door prize in their birthday month.
- Refrain from using the Guild membership list for other than Guild-approved activities.
- Pay in full all personal guild fees incurred on a timely basis.
- Pay fees incurred by the guild due to personal checks returned for insufficient funds. Members will be required to pay in cash for a period of one year following two returned checks.

Members not fulfilling Guild obligations may be denied membership as determined by the Board.

**17. Guild e-Newsletter**

The guild e-newsletter will be distributed to the current (new and renewed) membership list via email.

**18. Email Addresses**

The email list containing the addresses of guild members may only be used to contact members with guild-related business and information, and may not be used to distribute non-guild information. Any exception to this rule will require prior approval by the Board of Directors. A master email list will be maintained by the Membership Committee.

**19. Workshop Fees:**

(November 7, 2014)

Members have priority to sign up for workshops up to 60 days prior to workshop date. After that the general public is invited to sign up. Payment is due to confirm seat.

(May 1, 2015)

If a member cancels a paid workshop 60 days before the workshop is held, that member will receive a credit voucher of the same value as the cancelled workshop fee which is good for a workshop within the six months following the scheduled workshop. This voucher cannot be extended to a second six-month period.

**20. Contract used by the Programs Committee:**

(December 4, 2015)

When the program committee is contracting for speakers, the committee must use our approved contract. If the speaker does not wish to sign our approved contract, without modifications, then we will seek speakers who will.

**21. Treasurer Reimbursement**

(Jan. 8, 2016)

Treasurer must have requests for reimbursement to herself countersigned by the president.