

## Standing Rules for Las Vegas Quilters (LVQ)

### I. CONDUCT

A. Members agree to abide by the By-Laws and Standing Rules of the Guild.

B. Members are expected to refrain from conduct which could be considered injurious to the guild and its purposes. At no time will rudeness, name calling or other unseemly remarks be tolerated. The President or other representative has the right and obligation to ask members exhibiting such behavior to leave the meeting.

C. Members and guests are expected to refrain from loud talking or other conversations during meetings. Cellular phones should be turned off, placed on silent or vibrate mode. If it is necessary to take a call during the meeting, members will excuse themselves from the room. Members and guests not in compliance will be asked to leave the meeting.

D. As a member-driven organization the Guild can only meet its objectives with the full participation of each and every member. To that end, members are expected to actively participate in guild activities and projects to the best of their ability and to share ideas. In return, they have the right to ask questions and voice any concerns they have.

### II. MEMBERSHIP

A. Membership dues are \$20. Care-taker membership dues are \$10.

B. Guests may attend no more than two meetings annually without becoming a member.

C. Membership lists are private to LVQ members and MUST not be used or distributed for solicitation of any kind.

D. Membership lists will be provided each month to Newsletter, Sunshine and Hospitality chairs.

E. Membership lists will only be provided to officers, committee chairs, or other members upon request and for the sole purpose of fulfilling their duties.

F. Members and guests will sign in at all meetings.

### III. FINANCES

A. An annual review will be conducted yearly by a member selected and approved of by the Board at the end of the fiscal year.

B. An external review will be conducted every fifth year in place of the annual review. This review must be conducted by an outside auditor (no affiliation to the Guild) and preferably by an accounting or bookkeeping professional.

C. Committee Chairs are expected to be good stewards of the monies entrusted to them. They may spend up to their allotted budget without prior permission from the Board. Reasonable and ordinary expenses may be reimbursed if no budgeted amount is allotted for a particular committee. Any extraordinary amounts or over-budget amounts must be approved by the Board. In either case, expenses will not be reimbursed by the guild without a receipt.

#### IV. CLASSES, RETREATS AND OTHER ACTIVITIES

- A. Classes, retreats and other activities are open to all members and non-members.
- B. The Guild has the authority to request additional fees from non-members. Classes and retreat may charge s an additional \$20 for non-members.
- C. Refunds for classes will be given if requests for refunds are made at least 3 days prior to a class date. Refunds for retreats will be given if requests for refunds are made prior to the date set by the Retreat Chair. After that date refunds will be handled on an individual basis by the Treasurer.
- D. All classes, retreats and activities must be prepaid.
- E. All funds for classes, retreats and other activities will be collected by the Treasurer unless permission has been granted otherwise by the Treasurer.

#### V. NEWSLETTER

- A. The newsletter will be sent via email to members who have provided an email address.
- B. Members with no email will be asked to pay an additional fee for printing and postage based on the actual costs of these services if this is the only means available to them.
- C. All members are encouraged to submit articles for the newsletter. The Newsletter Chair will establish the deadline for all submissions.

#### VI. OFFICERS

##### **President:**

1. Shall preside at meetings of LVQ and is an ex-officio member of all committees other than the Nominating Committee.
2. Shall co-sign checks with the Treasurer.
3. Shall appoint standing and special committee chairs as needed.
4. Shall call special meetings as needed.
5. Sets the agenda for meetings.

##### **Vice President:**

1. In the absence of the President shall preside at meetings.
2. Shall assume the President's duties as requested/needed.
3. Shall Cosign checks if President or Treasurer is not available.

##### **Secretary:**

1. Shall keep and read the minutes of Annual Meeting, Board Meetings and Special Meetings.
2. Shall maintain LVQ records.
3. Shall be one of the officers to collect and distribute mail. One additional Committee Chair maybe designated by the President to collect and distribute mail.
4. Shall Cosign checks if President, Treasurer or VP is not available.(1)

##### **Treasurer:**

1. Shall be the custodian of all funds received by LVQ.
2. Shall keep an itemized account of all receipts and disbursements using LVQ approved software.
3. Shall submit financial reports at Board meetings and shall be made available to Members upon request.

4. Shall co-sign all checks.
5. Shall chair the Budget Committee.
6. Shall be one of the officers to collect and distribute mail.

## VII. COMMITTEES

### **Standing Committees are:**

1. Membership
2. Newsletter
3. Programs
4. Ways and Means (Fund Raiser)
5. Sunshine
6. Hospitality
7. Webmaster/Webmistress
8. Opportunity Quilt
9. Charity

#### Duties of Committee Chairs:

##### Membership

1. Collects Membership Applications.
2. Distributes membership cards, and other pertinent membership information.
3. Maintains current membership list and forwards information to other officers as needed.
4. Provides sign-in sheet at meetings and maintains lists of attendees.

##### Newsletter:

1. Collects all information and publishes a monthly e-mail newsletter to members.
2. Checks articles submitted for syntax and makes corrections as needed.
3. Supplies newsletter to members without e-mail.

##### Programs:

1. Arranges programs for monthly meetings.
2. Arranges for all classes.
3. Publicizes LVQ events.

##### Ways and Means/Fund Raiser:

1. Works with Committee Chairs involved with fund raising, i.e., Opportunity Quilt, Quilt Show
2. Responsible for LVQ fund raising.

##### Sunshine:

1. Sends appropriate cards and notes as necessary to members.
2. Informs Newsletter chair of members contacted for the month.

##### Hospitality:

1. Greets members and guests.
2. Helps to set up social events.

Webmaster/Webmistress:

1. Maintains website for LVQ.
2. Makes changes to website as requested.

Retreat:

1. Organizes LVQ retreat and subcommittees.
2. Negotiates site and catering contracts.

Opportunity Quilt:

1. Selects quilt to be made for the year.
2. Organizes the committee to oversee the quilt from design to completion.
3. Designs and prints tickets.
4. Arranges for distribution and collection of tickets and monies.
5. Arranges venues for ticket sales.

Charity:

1. Collects donations from members and other persons for use in charitable projects.
2. Coordinates with various organizations or individuals to deliver completed items.

**Special Committees are:**

The Chairs of these Committees are appointed by the President as needed.

1. Events, i.e., Quilt Show, Spring Tea, Fall Festival, Holiday Party, Christmas in July, Fund Raisers, LVQ Retreat, etc.
2. Duties of the Specific Event Chair:
  1. Organizes the LVQ Event and subcommittees.
  2. Negotiates site and catering contracts as needed with approval from the Executive Board.

*Standing Rules may be changed or amended at any general meeting by a majority vote of the members present.*

These Standing Rules were approved at a meeting of the Board of Las Vegas Quilters on Jan 24, 2021 and replace the Standing Rules of August 13, 2014. These changes were approved by majority vote by the Membership at the February General Meeting on 2-10-2021.

(1) Admended on August 4, 2023 at the General meeting by majority vote of the members present.