

**BEACH CITIES QUILTERS GUILD  
STANDARD RULES OF CONDUCT AND PROCEDURE**

**MEETING:**

1. The guild shall hold monthly general meetings on the second Thursday of each month, unless otherwise announced.
2. At the monthly meetings, social hour shall commence at 6:30 p.m. The meeting shall be called to order promptly at 7:00 p.m. and shall adjourn no later than midnight.
3. No smoking will be permitted at any Guild meeting or function.
4. Children shall not be barred from attending meetings of the Guild; however, the attending adult is responsible for keeping children quiet and well behaved during the course of the meeting and presentations. The Child MUST be supervised at all times.
5. Members should be seated and quiet during the course of a meeting or presentation. All cell phones are to be silenced during meetings. All activity and committee tables shall be closed during both the business and program portions of the meeting.
6. Guests are welcome to attend the monthly Guild meetings, as space permits. Guests may purchase monthly mini tickets, participate in show and tell, door prizes and hospitality.
7. Members are expected to dispose of their own trash and to leave the meeting place neat and clean, and obeying all rules and regulations that apply to the meeting place.
8. Photography and handling of quilts and other articles at both meetings and special events of the Guild shall be allowed ONLY with the prior permission of the owner or guest speaker.
9. Our Standing Policy permits only speakers to sell their books, patterns, etc. at our General Meetings.
10. Board meetings are open to any member who may wish to attend. Any business requiring Board discussion should be brought to the attention of the President, or presiding officer, prior to the meeting for placement on the agenda.
11. This guild supports other guilds and non-profit organizations in their fundraising efforts by allowing them to display and sell tickets for their "opportunity quilts".

**FINANCIAL:**

1. Annual dues shall be as follows: Active Membership: \$40.00.
2. Guest fee shall be \$5.00 per meeting, except the December meeting which will be waived.
3. If a check is returned for insufficient funds or for a closed account, the writer of the check will be liable for any bank fees assessed the Guild.

4. Members can place a two line ad in the newsletter for \$2.00 per month. Ads are to be quilt related and as space is available in the newsletter. Cost to non members will be \$5.00
5. Only quilt related businesses can place a business card size ad in the newsletter and the directory. Ads and charges are subject to board approval and availability of space.
6. Those members who host a speaker overnight shall receive a free workshop.
7. The Guild may give a maximum of three workshops as door prizes when space is available.
8. Workshop Cancellation Policy: A full refund will be given only if you cancel via email to the Workshop chair 45 days prior to the date of the workshop.
9. Reimbursement for mileage will be allowed at the current IRS standard business mileage rate for the following committees only: Programs/Workshops in conjunction with the speaker transportation and travel for SCCQG meetings.

#### **MEMBERSHIP:**

1. The Guild Membership Directory may NOT be sold or used for commercial purposes. The Guild logo and/or banner, which are copyrighted under the Guild name, cannot be reproduced in any form without written permission of the board.
2. Members are required to make a name tag, preferably stitched or quilt related to be worn at all meetings and other Guild functions.
3. Members are expected to commit themselves to an active role in the Guild. Committee Chairpersons are expected to assist new members in participating in Guild activities.

#### **OFFICES/COMMITTEES:**

1. The officers and committee procedure manuals are due at the September Board meeting.
2. Job description reports are due in August to the President and should contain a summary of the previous twelve (12) months activities and expenditures. Recommendations for the next twelve (12) months are due in August to the President.

#### **REVISION HISTORY:**

March 1993 – Original set of Standing Rules as approved by members.

December 8, 1994 – Bylaws amended and approved by members.

December 12, 1996 – Standing Rules amended and approved by members.

September 14, 2000 – Standing Rules amended and approved by members.

October 12, 2000 - Standing Rules amended and approved by members.

May 9, 2003 - Standing Rules amended and approved by members.

January 8, 2004 - Standing Rules amended and approved by members.

March 9, 2006 - Standing Rules amended and approved by members.

February 11, 2010 – Standing Rules amended and approved by members.

September 13, 2012 – Standing Rules amended and approved by members.

October 9, 2014 – Standing Rules amended and approved by members.

September 10, 2020 - Standing Rules amended and approved by members.