

**STANDING RULES of the  
MONTEREY PENINSULA QUILTERS QUILD**

(The section headings correspond with the Bylaw section to which the Standing Rule relates.)

**ARTICLE I  
NAME**

The Board of Directors must approve modifications of the MPQG name or logo, or use of the logo outside MPQG business.

**ARTICLE II  
PURPOSES AND POLICIES**

**Section 2 (of Bylaws) - Policies:**

**A. Budget**

1. Budget Guidelines for Board of Directors and Chairs shall be determined annually as a Budget Appendix to the Standing Rules which shall indicate the approved expenses for the Directors and their committees.
2. The Standing Coordinators shall monitor the budgets for their committees and shall include budget matters in committee reports presented to the Board of Directors.
3. The Budget Guidelines shall list donation and MPQG workshop certificates amounts to be awarded as recommended by the Board of Directors at the time of budget development.
4. The MPQG shall sponsor monetary prizes for "Best of Show" in the quilt shows for Monterey County fairs and other local events.
5. The MPQG shall sponsor travel allowance for the judges of the quilt show at the Monterey County Fair Home Arts Exhibit based on the current federal mileage reimbursement rates.
6. The number, dollar amount, and individuals eligible for MPQG workshop certificates will be determined by the Board of Directors at the time of the yearly budget development.
  - a. MPQG workshop certificate recipients may include, but are not limited to volunteer service award and program representative reimbursement.
  - b. MPQG workshop certificates may be given annually to the outgoing Board of Directors that complete their two year term and sufficient funds set aside in the annual MPQG Board Budget for the sum.

**B. Web Site**

1. MPQG will maintain a Web Site, [www.MPQG.org](http://www.MPQG.org), on the Internet.

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2. Upon request, the following may have links to the MPQG Web Site:
  - a. These Web Site links will be reviewed at least annually by the Web. Site Manager and the final list will be approved by the Board.
  - b. Members of MPQG with a business that applies to quilting.
  - c. Organizations in which the Guild is a member.
  - d. Organizations that are non-profit relating to quilting.
  - e. Quilt artists, speakers, or teachers that the Program Committee has engaged.
  - f. Businesses that advertise in the Guild newsletter and/or Member Directory.
  - g. Other Quilt Guilds.

**ARTICLE III  
MEMBERSHIP**

**Section 2 (of Bylaws) - MPQG Memberships:**

The MPQG shall maintain a membership in the Northern California Quilt Council. Other memberships will be considered when recommended by members and voted on by the Board.

**ARTICLE IV  
OFFICERS AND BOARD OF DIRECTORS**

**Section 5 (of Bylaws) - Duties of the Executive Officers:**

*In addition to the duties as described for Executive Officers in the Bylaws:*

**B. President**

1. The President shall preside at all meetings of the Membership and the Board of Directors.
2. Serve as an ex-officio member of all committees.
3. Serve as a member of the Nominating Committee.
4. Appoint all committees not herein otherwise provided.
5. Not vote except in the case of a tie.
6. Serves as the Board of Director liaison for the Quilt Show Chair.
7. Perform such duties as are incidental to the office.

**C. Vice President**

1. The Vice President shall prepare an information table for each General Meeting including information on current shows, classes, contests, etc.
2. The Vice President shall review MPQG memberships in other organizations annually and recommend to the Board of Directors which memberships should be continued and/or added.
3. The Vice President shall solicit/respond to grant requests, on dates determined by the Board of Directors. Only written requests will be entertained. The amount dispersed shall not exceed the funds collected from the Annual Fund Raising Event.
4. The Vice President shall coordinate the nomination process for the election of the Board of Directors.
5. The Vice President shall coordinate the nomination process for the appointment of the Coordinator Committee members as needed.
6. Available to help Standing Coordinators in their responsibility of filling committee positions.
7. The Vice President shall coordinate the distribution of the Job Notebooks between the Standing Coordinators and the Coordinator Committee members.

**D Secretary**

1. The Secretary shall provide the current approved minutes of each Board of Directors meeting on the MPQG Web Site.
2. The Secretary shall send out via email the agenda prior to the board meetings.
3. The Secretary shall serve as a member of the Nominating Committee.

**E. Treasurer**

1. The Treasurer shall provide a quarterly financial report for posting to the MPQG Web Site and the Newsletter Editor as appropriate.
2. The Treasurer shall maintain 501(c) (3) status by filing timely State and Federal tax reports.
3. The Treasurer shall ensure that the Guild's liability policy is renewed annually.
4. The Treasurer shall serve as a member of the Nominating Committee.

**Section 6 (of Bylaws) Duties of the Standing Coordinators:**

**A. General**

*In addition to the duties as described for Standing Coordinators in the Bylaws:*

1. Since the Board of Directors makes appointments to fill vacant Standing Committee members a coordinator brings to the Board the recommendations of members to fill vacancies, and asks for Board approval.
2. A coordinator receives the Coordinator Committee Member Job Notebooks when the position becomes vacant and delivers the notebook to the new committee member (or the Job Notebook is submitted to the Second Vice President when the coordinator position is vacant.
3. Authorize Standing Coordinator's Committee expenses based on the MPQG budget.
4. Sign off on Standing Coordinator's Committee expenses in excess of \$200, unless designated by the Board contact to be a difference amount.
5. A Standing Coordinator may request Board approval for a committee member appointment that is short term in nature i.e., less than 12 months. Committee appointments renewed beyond this trial period of 12 months need to be recognized by timely updates to the MPQG Standing Rules and Job Descriptions.

**B. Detailed Standing Coordinators**

**1. Activities Coordinator**

- a. The Activities Coordinator shall be the Board of Director liaison for the Activities Committee members which includes, Challenge Quilt, Hospitality, Library, Raffle Quilt Design and Production and UFO Project.
- b. The Activities Coordinator shall coordinate the activities of the Activities Committee as described in the Standing Rules..

**2. Communication Coordinator**

- a. The Communication Coordinator shall be the Board of Director liaison for the Communication Committee which includes Advertising Liaison, Circulation, Newsletter, Proof Reader, Web Site Manager and Writer/Photographer/Calendar.
- b. The Communication Coordinator shall coordinate the activities of Communication Committee as described in the Standing Rules.

### **3. Community Outreach Coordinator**

- a. The Community Outreach Coordinator shall be the Board of Director liaison for the Community Outreach Committee which includes Annual Fund Raiser, Charity Quilts. Door Prize and Raffle Ticket Marketing,
- b. The Community Outreach Coordinator shall coordinate activities of the Community Outreach Committee as described in the Standing Rules.

### **4. Membership Coordinator**

- a. The Membership Coordinator shall maintain the membership database.
- b. The Membership Coordinator shall be the Board of Director liaison for the Membership Committee which includes Friendship Groups, Greeter & Mentor and Member Directory.
- c. The Membership Coordinator shall coordinate activities of the Membership Committee as described in the Standing Rules.

### **5. Program Coordinator**

- a. The Program Coordinator shall be the Board of Director liaison for the Program Committee which includes Facilities, Programs, Workshops and Program: Newsletter/Web Site Liaison.
- b. The Program Coordinator shall coordinate activities of the Program Committee as described in the Standing Rules.

## **ARTICLE V**

### **STANDING COORDINATOR COMMITTEES**

*(Formerly Supporting Committees)*

#### **Section 1:A:3 (of Bylaws) - Duties of Standing Coordinator Committees**

##### **A. General**

*In addition to the duties as described for Standing Coordinators Committees in the Bylaws:*

- 1 Attendance at general membership Guild meetings.
- 2 Submit written/oral reports to Coordinator as requested.
- 3 Write and submit Newsletter/Web Site items as needed.
- 4 Work within budget and keep the appropriate records.

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- 5 Maintain Job Notebook with records, details and useful information for area of responsibility.
- 6 Write a year-end report with future recommendations.
- 7 Return Job Notebook to Coordinator at the end of term or job.
- 8 May also hold position as Coordinator.
- 9 Retired committee member might serve as mentor to future committee member.
- 10 Familiar with and able to use electronic means of communication.

### **B. Detailed Standing Coordinator Committees**

#### **1. Activities Committee Members**

- a. **Challenge Quilt** determines the theme for the annual challenge quilts, and purchases, cut the fabrics, and makes it available for distribution to the membership. Responsible for hanging the challenge quilts at the general membership meeting just prior to the County Fair, at the Monterey County Fair and the MPQG Quilt Show.
- b. **Hospitality** coordinates arrangements for food setup and cleanup at each regular meeting. The committee shall provide drinks and recruit members who will bring food to each meeting.
- c. **Librarian** makes MPQG library books available to the Membership at each regular meeting; add new titles to the MPQG Library when funds are available; and collect library fines to be turned over to the Treasurer.
- d. **Raffle Quilt Designer** designs and coordinates the activities for the construction and completion of the MPQG Raffle Quilt to be raffled at the MPQG Quilt Show.
- e. **UFO Project** promotes the completion of member's UFO and use means such as raffles and prizes to create a sense of excitement about completing projects.

#### **2. Communication Committee Members**

- a. **Advertising Liaison** serves as the liaison with local advertisers, handle the billing and write Web Site articles.
- b. **Circulation** of addresses is up to date on the website as is the current newsletter on the website. There should be a limited number of printed copies of the newsletter available at the general meetings for those who do not have internet access.
- c. **Newsletter** publishes a monthly newsletter titled PINES AND NEEDLES. Solicits articles from the Board of Directors and

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Standing Committee members, prepares artwork, and have the newsletter ready for the website not less than twelve (12) days prior to the monthly meeting of the Membership

- d. **Proof Reader** proof-reads articles for the Web Site and newsletter to ensure an error-free Web Site and newsletter.
- e. **Web Site Manager** maintains the guild Web Site, [www.mpqg.org](http://www.mpqg.org). Posts information found on the Northern California Quilt Council Web Site that is relevant to the MPQG Web Site. Committed to posting accurate and timely information online according to guidelines established by the Board of Directors as set forth in the Standing Rules.
- f. **Writer/Photographer/Calendar** prepares Web Site copy to include calendar and photographs and sends digitally to Communication Standing Coordinator. Adheres to deadlines as required in order to facilitate editorial and newsletter procedures.

### 3. Community Outreach Committee Members

- a. **Annual Fund Raiser** organizes and conducts the annual fund raising event.
- b. **Charity Quilts** organizes activities to make and distribute Guild members donation quilts.
- c. **Door Prize** organizes and conducts door prize activities at Guild meetings.
- d. **Raffle Quilt Marketer** coordinates the marketing and display of the Raffle Quilt. Coordinates the marketing activities with the Community Outreach Coordinator for ticket sales and makes arrangements for money boxes at the Monterey Fair. Reports to the Quilt Show chair for activities related to the display and selling of raffle tickets at the Quilt Show. Makes arrangements for the raffle ticket drum and money box for the Quilt Show.

### 4. Membership Committee Members

- a. **Friendship Groups** assists new members seeking friendship groups and coordinates possible guild activities through these groups.
- b. **Greeter/Mentor** greets new members each month at the membership table. May also hold occasional open houses and teas for new guild members.
- c. **Member/Directory** publishes online the Member Directory and works closely with the Membership Coordinator in matters relating to directory/membership information.

**5. Program Committee Members**

- a. **Facilities Liaison** sets-up general meeting room; is responsible for equipment; cleans up the general meeting room as necessary; and locks the general meeting room as required. Be the contact between the agency renting the MPQG general meeting room and any requests from the membership for any set-up/timing changes. Coordinates with the Guild Treasurer to insure the rent is paid, signs contract as needed with Board approval, and find new facilities for the general meeting if needed.
- b. **Programs** plans the program for monthly meetings with certain exceptions such as any coordinated by other Coordinators' committees. Shall submit articles regarding upcoming programs to the Newsletter and Web Site for publication. Shall attend the Northern California Quilt Council biannual Speaker's Programs.
- c. **Programs: Newsletter/Web Site Liaison** provides the Newsletter and Web Site Manager with information about MPQG programs and workshops.
- d. **Workshops** presents workshops in order to continue the purposes of the guild. Works with the Programs Committee Member to present workshop schedules to the general membership at the monthly meetings. Makes any necessary arrangements for workshops, takes signups and fees for workshops and makes supply lists available to workshop participants. Shall attend the Northern California Quilt Council biannual Speaker's Programs.

**Section 1:B:3 (of Bylaws) - Duties of Special Positions**

**A. Quilt Show Chair**

The purpose of this position is to coordinate the activities for a quilt show. These activities include determining the facility for the quilt show and vendors; securing certificates of insurance as required; recruiting for quilt show coordinators and committee chairs; and reporting on show revenue and expenses. The Chair shall coordinate activities and requests with the President.

**B. Publicity Chair**

The purpose of this position is to publicize activities for the Guild including the Annual Quilt Show. May form committees as needed to assist in the publicity activities of the Guild. The Board contact for the Publicity Chair is a designated Executive Officer.



**ARTICLE VI  
MEETINGS AND QUORUM**

**Section 2:A:1 (of Bylaws) - Membership**

**A. Meetings**

1. The guest fee for a general meeting is determined yearly by the Board of Directors and included in the Standing Rules Budget Appendix.
2. The hall for the general meeting will be available to MPQG members from 6:00 to 9:30 PM.

**ARTICLE VIII  
FISCAL POLICIES**

**Section 2 (of Bylaws) - Dues:**

*(Determined yearly by the Board of Directors and included in the Standing Rules Budget Appendix.)*

**A. Amount**

1. Membership in the Guild is on an annually renewable basis each September.
2. Annual dues are payable by the September general meeting.
3. Joining on/after March 1 will pay dues of a reduced amount as listed in the Budget Appendix.
4. Members whose dues are not paid by the September general meeting will not be listed in the yearly printed Member Directory.

**Section 3 (of Bylaws) - Fees, Fines, and Fund Raisers:**

*(Beginning each fiscal year the fees for workshops, special events, advertising, fines and fund raisers shall be listed in the Standing Rules Budget Appendix.)*

**A. Workshops and Special Events**

1. A fee per day will be charged for members and non-members for workshops scheduled by MPQG.
2. A refund will be given in full only if the Workshop/Education Committee is notified of cancellation at least 90 days prior to the workshop date. If cancellation notice is given 30 days prior to the class a refund of half the fee will be given. If less than 30 days no refund will be given unless it is filled by one on the waiting list or filled by the canceling member himself/herself.

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3. Any MPQG member who hosts a lecturer/workshop teacher up to two nights will receive an MPQG gift certificate to attend an MPQG workshop. A member hosting a speaker/teacher for three (3) or more nights will receive two (2) MPQG gift certificates. The Workshop Committee Member will be responsible to issue such certificates each month.
4. Members (including Board members) may not sign up for workshops until all members have received an announcement of the workshop.

#### **B. Advertising Fees**

1. Newsletter/Web Site advertising rates per issue include:
  - a. Business Card
  - b. Quarter Page
  - c. Half Page
  - d. Full Page
2. Annual advertising rates for Business Card Size shall be available for Newsletter, Web Site, Member Directory, and the Quilt Show Program.

#### **C. Library Fines**

A member will be charged a fine per month per book for overdue books borrowed from the MPQG library.

#### **D. Fund Raisers**

1. MPQG fund raisers may include but are not limited to: door prizes, annual fund raising event, raffle quilt, quilt show, and quilt auction. The Board of Directors must approve non-MPQG fund raising activities at MPQG events.
2. No other fund raising activity may use the MPQG name without approval by the Board of Directors.
3. Door Prize tickets to win a donated door prize at MPQG events shall be listed in the Budget Appendix.
4. Board of Directors shall determine at the time of the budget development the number and means of distribution of Workshop Certificates as a fund raising activity and that the amount becomes a line item in the yearly budget. This budget is to be monitored by the Fund Raising Coordinator.
5. MPQG may produce a Raffle Quilt as a fund raiser. Ticket chances to win this quilt will carry the notation "DONATION" preceding the dollar amount. Donation amounts shall be listed in the Budget Appendix.
6. Quilt Show:
  - a. Donations and Fees: The quilt show committee will determine all donations/fees and be listed in the Standing Rules Budget

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Appendix. The Board of Directors shall be informed of any changes from the previous quilt show.

- b. Admissions: Children under 12 are admitted free. The quilt show committee shall decide whom, if anyone else should receive free quilt show tickets. The public is invited to attend the Preview Party for a designated donation.
- c. Number of Entries and Judging: Eligibility to enter the quilt show will be determined by the quilt show committee. The quilt show committee will determine the number of entries in the quilt show. Only qualified members are eligible to enter items to be judged in the quilt show.
- d. Membership Eligibility: Membership: Eligibility for entry for judging will be determined by the Quilt Show Committee.

## **Section 4 (of Bylaws) - Budget:**

### **A. Projected Budget**

1. Each fiscal year MPQG will have a projected budget for the current year. The MPQG treasurer shall bring forward into the next fiscal year, the amount of retained earnings realized at the end of the year in which there is a quilt show.
2. The Standing Coordinators shall monitor the budgets for their committees. Coordinators shall include budget matters in committee reports presented to the Board of Directors.
3. The Program Coordinator Committee members may use this budget as a guideline for engaging artists for one year beyond the current fiscal year. Also, since many of the top artists are now booking three to five years out, the committees may book those artists after obtaining a Board consensus to book them.
4. Programs/Workshops budgets should take into consideration the IRS allowed mileage reimbursements, the current airfares, the average cost of food and meals, and the average cost of modest local housing. This annual program budget should be reviewed by the Program Coordinator Committee members quarterly and deviations from the budget will be brought to the attention of the Board of Directors.
5. The Annual Fund Raising Event may use the yearly projected budget as a guideline for funds available for the event. The job description for this event will provide information on how the funds can be used. The expenses for the event will be charged against the income generated from the event and the remainder of the income from the event will be disbursed for Grants awarded by MPQG.
6. The Quilt Show Chair may use the yearly projected quilt show budget as a guideline for funds available for the Quilt Show. This annual

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budget should be reviewed by the Quilt Show Chair and deviations from the budget will be brought to the attention of the Board of Directors.

7. The Publicity Chair may use the yearly projected budget as a guideline for funds available for publicity for Guild activities, including the Quilt Show. This annual budget should be reviewed by the designated Board of Director liaison and deviations from the budget will be brought to the attention of the Board of Directors.

#### **B. Exceptions**

1. Exceptions shall be brought to the Board of Directors in anticipation of significant changes in budgeted and/or non-budgeted expenses.
2. Such changes need prior approval of Executive Officers or the Board of Directors.

#### **C. Reserve Fund**

1. MPQG shall maintain a Reserve Fund to serve as a contingency fund.
2. Annually the Treasurer shall calculate the amount of this reserve based on the past year's operating expenses, that is, the expenses needed to pay for the monthly activities of the Guild plus expenses toward one quilt show.
3. For purposes of this calculation, the operating expenses will not include the expenses for fundraising activities—activities that return income to the guild, except for the Quilt Show.
4. The cost of equipment, software and non-recurring expenses and other, long-lived items shall be borne by the Guild's reserves rather than being included in the annual budget.
5. A majority vote of the Board of Directors shall be needed to approve such one-time purchases

### **Section 5 (of Bylaws) - Reimbursements:**

#### **A. Member Reimbursements:**

MPQG members shall be reimbursed for MPQG business-related expenses when receipts are presented to the Treasurer using the proper expense voucher.

#### **B. Program and Workshop Reimbursement Guidelines**

1. Submit the completed ***MPQG Workshop & Lecture Expense Claim Form*** to the MPQG Treasurer electronically or via US mail at least one week prior to event for payments to be made to the speaker or Program Committee Representative at the time of the event.

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Subsequent claims for other expenses can be submitted after the event.

2. Reimbursements are based on government per diem guidelines. (See *Standing Rules Budget Appendix*)
  - a. Speaker/teacher reimbursement shall cover food, lodging and travel as governed by the contract and may include lunches during workshops, dinners following workshops and dinner before general meeting .Shall May cover spouse for dinner before general meeting.
  - b. Program Committee Representative reimbursement may cover cost for dinner after workshop when hosting speaker.
  - c. Program Committee Representative and one additional Guild Member reimbursement shall cover cost for the dinner before the Guild meeting.
  - d. Program Committee Representative reimbursements shall cover costs for housing speaker to include mileage and meals not covered in contract.
  - e. MPQG workshop certificate may be given to Program Committee
  - f. Representative or guild member for hosting a speaker overnight.

#### **Section 6 (of Bylaws) - Requests for Grants:**

##### **A. Grant Process**

1. Board of Directors shall determine the fund raising event for the purpose of raising funds in order to award grants to community/education organizations.
2. Each year the solicitations dates for grant requests as determined by the Board of Directors shall be on the Request for Grants Application and published on the Web Site.
3. The Request for Grant application shall be developed and distributed by the Vice President as directed by the Board of Directors.
4. All grant requests shall be submitted in writing and presented to the Board by the published deadline.
5. Funds made available for the disbursement may be equal to but not exceed the amount collected at the Annual Fund Raising Event.

## **ARTICLE IX REVISION OF BYLAWS AND STANDING RULES**

#### **Distribution**

The current Bylaws and Standing Rules will be made available to the membership on the Guild Web Site and by request.