

# 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.

Members will bring a door prize to the meeting in their birthday month

Door prizes may also be solicited from fabric stores, quilt stores and other sources.

## **3 Lucky Block**

The Lucky Block is a monthly chance to win blocks made by other Guild Members. The Lucky Block pattern will be assigned 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 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.

## **7 Basting Day**

A basting day may be scheduled monthly.

A member is expected to participate in two quilt basting days for other members in addition to the one at which her quilt top is basted.

## **8 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 one Friendship Block 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.

## **9 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.

## **10 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.

## **11 Opportunity Quilt**

The Opportunity Quilt Marketer, appointed by the Board, shall be responsible for the marketing of the annual Opportunity Quilt.

Members are responsible for selling or purchasing their allotted tickets.

Members may sell their allotted tickets at special events where the Opportunity Quilt is being shown and tickets sold.

Members who participate in special event ticket sales will receive three (3) tickets in the opportunity quilt. These tickets are for personal use and may not be resold.

## **12 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

## **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 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 newsletter prior to seeking approval from the members at a regular meeting.

#### **15 Quilt Basting Frames**

Use of the Guild's basting frames is limited to El Camino Quilters functions and special events only.

#### **16 Expenses**

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.*

#### **17 ALL MEMBERS ARE OBLIGED TO DO THE FOLLOWING;**

- Sell the allotted number of opportunity quilt tickets.
- Provide a door prize in their birthday month.
- Provide a dish for the refreshment table 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.*