

ANNIE'S STAR QUILT GUILD (ASQG)  
STANDING RULES

As provided for in Article X of the By-Laws  
(August 1, 2019)

**A. MEMBERSHIP**

1. There is no membership limit.
  - a. Each June, the Board shall determine if a limit shall be proposed, considering the average attendance at general meetings and the available meeting space.
  - b. If the Board decides that the limit should be changed,
    - i. The proposed change shall be published in the July Newsletter
    - ii. A simple majority of the members present at the August general meeting would approve the change to this standing rule.
2. Dues
  - a. For existing members, dues are \$35 per year and payable no later than the October general meeting.
  - b. For new members who join between September 1st and February 28<sup>th</sup> the dues are \$35 for the remainder of the fiscal year.
  - c. For new members who join between March 1<sup>st</sup> and August 31<sup>st</sup> the dues are \$25 for the remainder of the fiscal year.
3. Members who reach the age of 80 are considered to have reached Honorary status and, as such, cease to pay membership dues.
4. Membership List  
Members receive a membership list when they are compiled each year.
5. Upon the death of a member, a book donation may be made to the Butte County Library and/or to ASQG's library. The book to be chosen by the Board.
6. Participation in Quilt Show activities is a requirement of membership. Participation includes but is not limited to:
  - a. Selling one packet of Opportunity Quilt tickets
  - b. Sitting with the Opportunity Quilt at events
  - c. Working on a Quilt Show Committee or working a minimum of four (4) hours during the Quilt Show weekend.
  - d. Exceptions may be approved by the Quilt Show Committee Chairman
7. Members shall not expect to be paid for their services or time expended on behalf of AQSG. This excludes the hiring of members on a professional basis (teachers, lecturers, etc.)
8. Non-members are requested to donate \$5 to attend a meeting whenever a paid speaker is lecturing.

**B. RELEASE OF MEMBERSHIP LIST**

1. Release of the membership list, roster or directory to any non-member or organization without prior written approval from the Board is strictly prohibited and will be cause for immediate expulsion from ASQG.
2. Membership renewal or re-joining after expulsion will not be accepted for a minimum of five (5) years.

### C. CANCELLATION POLICY

1. For any event requiring pre-registration (workshops, bus trips etc.)
  - a. If a person cancels more than thirty days (30) before the scheduled event, a full refund will be paid
  - b. If a person cancels within thirty days (30) days of the event, a substitute must be found for the vacancy in order to receive a refund.
2. When a person cancels,
  - a. The Workshop Chairman should be contacted immediately
  - b. The vacant spot may be filled from a waiting list
3. Registration is official only when all fees have been received.

### D. MEMBERSHIP RENEWAL

1. Membership renewal is open to all members who are "in good standing"
2. Reasons for not being considered "in good standing" include but are not limited to:
  - a. Non-participation in the Quilt Show membership requirements, except by approval of the Quilt Show Committee Chairperson
  - b. Failure to pay dues of other fees
  - c. Failure to return property of the ASQG (i.e. books, quilt frames, audio/video equipment, etc.)
  - d. Undue influence
3. If a member is considered "not in good standing" it shall be brought to the attention of the President and dealt with in a tactful manner.
4. Any challenge to the above Membership Renewal Rule will be decided by the Board

### E. MEETINGS

1. Meeting Etiquette
  - a. Members and guests are expected to act with proper decorum at meetings (e.g. no chatting while the speaker has the floor, cell phones turned off, etc.)
  - b. Members may not use the podium for financial gain. (self-promotion)
2. Meeting Refreshments
  - a. ASQG in accordance with annual budgetary guidelines will pay for refreshments.
  - b. Donations will be accepted at the meetings.
3. Order of Business
  - a. Call To Order
  - b. Introductions
  - c. Approval of Minutes of previous meeting
  - d. Announcements
  - e. Old Business
  - f. New Business
  - g. Officer and Committee Reports
  - h. Program and/or Speaker
  - i. Intermission
  - j. Show and Tell
  - k. Drawings
  - l. Adjournment



## F. FINANCIAL

### 1. Policies and Procedures

#### a. Deposits

- i. Shall be submitted to the Treasurer, using an ASQG Deposit Form
- ii. Shall be banked within seven (7) business days.

#### b. Payments

- i. No ASQG check shall be signed without a payee designated on the check
- ii. Authorization
  - (1) Two (2) authorized signatures are required for access to all ASQG accounts.
  - (2) Signatures of two (2) authorized officers shall be required on all checks.
  - (3) Signatures of two (2) authorized officers shall be required to move funds from one account to another.
  - (4) Signatures of two (2) authorized officers shall be required to withdraw money from ASQG Money Market Accounts.
- iii. Reimbursement for out of pocket expenses incurred doing ASQG business
  - (1) All reimbursement requests must be accompanied by a valid receipt or invoice.
  - (2) Receipts shall be submitted with appropriate documentation to the responsible officer or chairperson.
  - (3) After verification, the officer or chairperson shall submit the receipts along with an ASQG Check Request Form to the Treasurer
  - (4) The Treasurer shall write a check after review at their earliest convenience.
- iv. For checks written in advance of an expense, a receipt must be forwarded to the Treasurer upon use of the check.

c. The Board must approve any expense that exceeds the budget.

d. The Board must approve any unbudgeted item.

e. Any officer of the ASQG that makes multi-year contracts, is limited to

- i. The amount budgeted for the current fiscal year for all subsequent years
- ii. The Board must approve any amounts exceeding this limit.

f. Any officer that makes a contract in the name of ASQG (Vice President, etc.) shall immediately give a copy of those signed contracts to the Treasurer.

g. Copies of all documents and correspondence relating to financial matters shall be kept with the Treasurer's records.

h. A receipt or check and balance procedure must be used in the handling of cash for any ASQG activity.

i. A member appointed by the President and approved by the Board shall conduct an annual internal audit which will include a review of ASQG:

- i. Banking statements
- ii. Vendor invoices
- iii. Member expenses
- iv. Fixed assets

- j. If it so chooses, the Board may contract for an external audit.
- k. Quarterly, the Treasurer will request a report from each committee chairperson that shows the financial activity of that quarter.
- l. The Treasurer shall keep an accurate account of each committee's financial activity throughout the year.
- m. Quarterly, the Treasurer will prepare a Budget vs. Actual Report for the Board.

2. Budget Guidelines

The following guidelines are to ensure the solvency of ASQG in the event that the Quilt Show, ASQG's main source of income, does not occur or generates insufficient income.

- a. A financial reserve shall be maintained in ASQG's bank accounts
- b. The reserve shall be sufficient to cover existing financial commitments and the operation of ASQG for two (2) years.
- c. The Budget Committee shall
  - i. Annually determine the amount of the financial reserve
  - ii. Obtain input from each officer and chairperson when evaluating the budget and the amount of the reserve.
- d. In the event that there are insufficient funds for the reserve, the Budget Committee will advise the President and Treasurer, and recommend implementation of possible ways to generate revenue or conserve funds.

G. PROCEDURE MANUALS - A procedure manual shall be maintained for each office and committee.

- 1. Officers and chairpersons are responsible for maintaining the procedure manual for their position.
- 2. Contents
  - a. Responsibilities of the Office or Committee
  - b. Operating procedures of the Office or Committee
  - c. ASQG By-Laws
  - d. ASQG Standing Rules
  - e. ASQG calendar
  - f. List of materials
  - g. Other pertinent notes and documentation
- 3. Manuals are to be updated annually
- 4. The Procedure manual shall be given to the successor officer or chairperson at the September meeting or at the time of their installation.
- 5. The President and Parliamentarian shall retain an outline copy of all procedure manuals.

## COMMITTEE RESPONSIBILITIES

All committee chairpersons shall follow the budgeting guidelines as outlined in Section F of the Standing Rules.

### H. ADVERTISING –

1. Manage the sale of business ads that appear in the monthly newsletter
2. In support of our local quilt shops, those within 50 miles of Chico, CA, advertising in the ASQG monthly newsletter shall be gratis. The size of the newsletter ad may be one-half page or less. Note: the size of the Honey Run Quilter's ad is grandfathered in.
3. Provide a Friendship table at each general meeting to display Quilting literature and announcements.

### I. BLOCK OF THE MONTH

1. Select monthly block pattern and assemble kits for sale
2. Coordinate monthly raffle of completed blocks submitted by members

### J. COMMUNITY SERVICE

1. Coordinate quilt projects that give comfort to those in need in California.
2. New projects must be approved by the Board before beginning
3. Current projects being supported are:
  - a. Quilts
    - i. Youth & Family Programs, a Foster Care Organization
    - ii. North Valley Catholic Social Services
    - iii. Catalyst
    - iv. Esplanade House
    - v. Salvation Army Recovery Center
    - vi. As requested by an eligible organization for their fund raisers
  - b. Sutter Memorial Hospital – Children's Cancer Center
    - i. Dolls
    - ii. Pillowcases
    - iii. Bead Bags
    - iv. Heart Pillows
  - c. Participation in community outreach programs
4. Manage ASQG stash of material for use in Community Service projects.

### K. CURRENT EVENTS – Inform members of upcoming quilt activities and events

### L. FAT QUARTERS

1. Select fat quarters for raffle at the general meeting
2. Coordinate monthly drawing of the fat quarters

### M. HOSPITALITY

1. Greet members and welcome guests at meetings
2. Provide guests with information about ASQG
3. Collect donations when a guest speaker presents their program
4. Work closely with the Membership Chairperson



#### N. LIBRARIAN

1. Organize and manage ASQG library materials
2. Make library materials available for circulation and/or purchase at the general meetings
3. Purchase books and materials to add to the library
4. Coordinate the Book-of-the-Month drawing

#### O. MEMBERSHIP

1. Maintain and keep current the ASQG membership list
2. Annually, forward the membership list to the Newsletter Editor for distribution as a "blast". Note: The membership list shall not be published in the monthly newsletter.
3. Collect all dues and other fees
4. Give new members a Welcome Packet consisting of
  - a. A welcome letter from the President
  - b. An e-mail copy of ASQG membership list which shall not be used for commercial purposes
  - c. An e-mail copy of the ASQG By-Laws and Standing Rules
5. Provide new member's contact information and changes to existing member's information to:
  - a. President and Treasurer
  - b. Newsletter Editor
  - c. Corresponding Secretary and Hospitality Chairpersons
6. Quarterly, send the Newsletter Editor a list of new members for distribution as a "blast"

#### P. NEWSLETTER EDITOR

1. Edit and publish the ASQG monthly newsletter
2. Deadline for submission of articles for publication is the Saturday following the ASQG Board meeting
3. Responsible for sending all electronic distributions of ASQG business to members, including but not limited to email "blasts".

#### Q. NEWSLETTER BLOCK

1. Select a quilt block for publishing in the monthly newsletter
2. Coordinate monthly drawing of completed newsletter blocks submitted by member

#### R. OPPORTUNITY QUILT – Design, schedule, and market ASQG's fund raising quilt

1. The committee shall have no less than three (3) members
2. Monthly, the Chairperson shall provide the Treasurer a financial accounting of each aspect of the Opportunity Quilt endeavor, i.e. design, scheduling and marketing.
3. Design and Creation
  - a. Choose or design a pattern for the Opportunity Quilt
    - i. Make a mini-quilt to preview the design to ASQG members.
    - ii. The ASQG member who sells the most raffle tickets wins the mini-quilt.
    - iii. The Opportunity Quilt shall be queen size or larger
  - b. No less than eighteen (18) months prior to the drawing, the quilt shall be completed and ready to market.
  - c. The drawing for the Opportunity Quilt shall occur at the biennial Quilt Show which is held in odd numbered years

4. Scheduling Events
  - a. Secure venues within 100 miles of Chico to exhibit the quilt.
  - b. The budget shall be less than \$100 per event
  - c. Obtain all seller's permit(s) needed for each venue
  - d. Coordinate with Marketing
  - e. Provide venue details to individual responsible for coordinating quilt sitters
  
5. Marketing

For all aspects of Marketing, insure that there are sufficient funds in the budget to cover the costs before proceeding.

  - a. Raffle tickets
    - i. Arrange for the design and printing of the raffle tickets
    - ii. Arrange for the bundling of the raffle tickets into packets
    - iii. Ask for volunteer to handle the membership raffle ticket packets
  - b. Arrange for the printing of a post card flyer/bookmarks
  - c. Coordinate with Event Scheduling
  - d. Sign-up sitters and schedule their shifts for each venue
  - e. Responsible for set-up furnishings
    - i. Tables, chairs, and quilt racks
    - ii. Opportunity Quilt and suitcases for transport
  - f. Manage the Opportunity Quilt cash box

#### S. PARLIAMENTARIAN

1. Ensure members are adhering to the ASQG By-laws and Standing Rules in all ASQG matters.
2. Chair the By-Laws and Standing Rules review committees
3. Review the By-Laws every four (4) years
4. Review the Standing Rules every two (2) years
5. Report to the Board any need to consider revisions
6. Maintain the ASQG calendar

#### T. PROPERTY MANAGER

1. Keep an accurate inventory of all fixed assets owned by ASQG, excluding the library.
2. Maintain records of the condition and location of all ASQG's fixed assets
3. Inform the Board of any changes to the inventory or locations
4. Manage the storage facilities under the following guidelines:
  - a. The following officers and chairpersons shall have access to ASQG property and shall adhere to the sign-out procedure when removing any item.
    - i. President
    - ii. Vice-President(s)
    - iii. Hospitality
    - iv. Quilt Show
    - v. Workshop
    - vi. Current Internal Auditor



- b. Sign-out Procedure:  
A sign-out sheet shall be available for logging the removal and return of any ASQG fixed assets(s). The sign-out sheet shall show:
  - i. Date the item(s) were removed
  - ii. Description of the item(s) removed
  - iii. Printed name and signature of person removing the item(s)
  - iv. Date the item(s) were returned
  - v. Printed name and signature of person returning the item(s)
  
- 5. Borrowing
  - a. Upon written request, the Board may approve or disapprove the loan of ASQG property to other non-profit groups.
  - b. The Board reserves the right to charge a rental fee for borrowed item(s)
  - c. The Board reserves the right to assess any fines for returning damaged item(s).
  - d. Anyone removing or borrowing an item(s) from the ASQG storage facility shall follow the Sign-out procedure above.

#### U. PUBLICITY

- 1. Organize and prepare publicity for ASQG
- 2. Coordinate with Quilt Show chairperson

#### V. QUILT CHALLENGE

- 1. Plan ASQG's biennial quilt challenge occurring in the even numbered years.
- 2. The committee shall have no fewer than three (3) members
- 3. Announce the challenge at the January meeting of an even numbered year.
- 4. Prepare and distributes packets for the challenge
- 5. Coordinate the general meeting at which the finished quilts are presented and prizes, within budget, are awarded.

#### W. QUILT SHOW

- 1. Plan and produce the biennial Quilt Show, occurring in the odd numbered years.
  
- 2. The committee shall be appointed no less than fifteen (15) months prior to the Quilt Show
  
- 3. Two (2) members of the committee shall be designated as the co-chairs
  
- 4. One (1) member of the committee shall be designated as treasurer.
  
- 5. The Quilt Show shall occur in September, October or November of odd numbered years.
  
- 6. The Chico Fairground Education Building or other suitable facility shall be secured for the Quilt Show
  
- 7. The Quilt Show Procedure Manual shall have guidelines for the following areas of responsibility. Each area is a committee chair within the quilt show committee.
  - a. Co-Chairs
  - b. Admissions
  - c. Annie's Attic
  - d. Awards and Ribbons
  - e. Boutique



- f. Community Service
- g. Decorations
- h. Elder Liaison (Coordinates preview by Senior/Assisted Living residents)
- i. Fat Quarter Towers
- j. Featured Quilter(s)
- k. Food Service at Quilt Show
- l. Judging
- m. Pick-a-Prize
- n. Placards
- o. Publicity Team for the Quilt Show
- p. Quilt Show Layout
- q. Quilt Show Program
- r. Quilt Registration
  - i. Create, distribute and collect quilt registration forms for both judged and non-judged quilts
  - ii. Receive quilts the day before the Show
  - iii. Return the quilts to their correct owners after the Show closes
- s. Set-up and take-down of the Quilt Show
- t. Signage
- u. Treasurer
- v. Vendors for exhibiting at the Quilt Show
- w. White Glove

X. QGNQ (QUILT GUILDS OF THE NORTH QUARTER REPRESENTATIVE) –

1. Act as liaison between ASQG and QGNQ
2. Represent ASQG and QGNQ meetings
3. Attend the Saturday quarterly luncheon meeting of QGNQ and occasionally hosts the luncheon meeting
4. Submit a written quarterly report to the leader of QGNQ summarizing ASQG's activities for publication in the North Quarter newsletter
5. Give an oral report to the ASQG Board meeting that follows a QGNQ meeting
6. Submit a written report to the ASQG Newsletter Editor after each quarterly meeting for publication

Y. REFRESHMENTS – Arrange for refreshments at meetings.

Z. SMALL GROUPS – Maintain a list of ASQG small groups

AA. SOCIAL MEDIA – Maintain ASQG's social media accounts and historical references

BB. WORKSHOP COORDINATOR – Oversee the promotion and successful operation of scheduled ASQG workshops

1. Work with Vice-President obtaining special lecturers & workshops for ASQG membership
2. Manage workshop signups
3. Collect appropriate fee(s), if any
4. Host workshop instructors during lunch
5. Responsible for set-up before the workshop and cleanup after the workshop concludes.

CC. WEBMASTER – Maintain ASQG's website

The Annie's Star Quilt, Inc. Board has voted to approve the ASQG Amended and Restated Standing Rules dated August 1, 2019 with no exceptions.

CERTIFICATE OF SECRETARY

The undersigned does hereby certify:

1. That I, M. Missie Carpenter, am the  
print  
Secretary of the Annie's Star Quilt Guild, a California Nonprofit corporation; and

2. That the foregoing August 2, 2018 Amended and Restated Standing rules, consisting of Paragraphs A - AA, constitute the Standing Rules of Annie's Star Quilt as duly adopted at a meeting of the General Membership held on August 1, 2019, at the Masonic Family Center, 1110 West East Ave., Chico, California.

WHEREFORE, I have hereunto subscribed my name on this date 8-11-19

By: M. Missie Carpenter  
(signature)