

Jefferson Threadheads Standing Rules

1. A business meeting will be held at 10:00 a.m. the second Saturday of each month, except July and December. The meeting will be concluded with Show & Tell followed by a potluck lunch. After lunch, members and guests may stay for sewing and fellowship until 5:00 p.m.
2. Guests will not be required to pay dues for two months (general meetings and sew days), after which they must choose to join or cease to attend second Saturday events. Only paid members are entitled to vote on motions before the membership.
3. In July, members wishing to meet and sew may do so between the hours of 10:00 a.m. and 5:00 p.m. but there will be no business meeting. A party will be held in December in place of a business meeting.
4. The Secretary is responsible for maintaining a record of meeting minutes to be available for future officers.
5. Rent, as stated in the annual budget, shall be paid to The Greater Jefferson Area Community Center for use of facilities. Rent includes the following: one Saturday each month for Jefferson Threadhead general meeting and sewing; and one Friday evening each month, for Quilt 'Til You Drop between 5:00 – 9:00 pm.
6. Organize and host quilt show every other year.
7. Web site is: www.JeffersonThreadheads.com. Domain contents to be updated with pertinent information.
8. Officer Job Descriptions:
 - President:**
Conduct monthly general meetings, produce agenda for each meeting, following Roberts Rules of Order. May schedule board meetings as necessary. Chair Quilt Show Committee for show scheduled during their term in office. Prepare and monitor project plan for quilt show. Maintain records of quilt show for future reference.
 - Vice President:**
Support the President in their duties. Take over in absence of President. Act as coordinator of Committee Chairpersons. Responsible for monthly door prizes and drawing during meetings. Serve on Quilt Show Committee.
 - Secretary :**
Take minutes at each meeting (board, general or special), send meeting reminders, and publish minutes prior to the next meeting. Serve on Quilt Show Committee.
 - Treasurer:**

Handle the finances of the group in accordance with the budget and GAAP (Generally Accepted Accounting Principles). Collect dues and class fees. Update member roster. Prepare monthly variance report comparing budget to actual expenses. Present monthly treasurer's report at general meeting. Serve on Quilt Show Committee including handling related financial activities.

9. Standing committees shall be formed as deemed necessary. Chairs are not elected, they are volunteers. Committee members are volunteers. Chairs shall be expected to recruit their committee. Members shall be expected to contribute service to the group annually by participating as committee members and donating time to community service projects. Duties of the Committees are:

Bylaws/Standing Rules:

Elected officers and one general member shall constitute a committee to formulate a set of bylaws defining the philosophy and framework of the group and review as necessary. Standing Rules are a more detailed set of guidelines originating in motions made over time since the formation of the Jefferson Threadheads. Committee shall amend these rules as the result of motions made and accepted by a two thirds vote of the members present at a general membership meeting.

Community Service/Donations:

Jefferson Threadheads is committed to producing an average of two quilts per member per year for donation to deserving organizations. Accept cotton donation fabrics for items to be donated in the community. Organize fabrics, patterns, kits to be distributed among members for piecing of donation quilt tops. Arrange to have donation tops quilted. Arrange workshops for production of donation quilts. Deliver completed quilts. Maintain a record of donated quilts.

Retreats:

Arrange and organize Spring & Fall getaways for Jefferson Threadhead members for a few days of fun, friends, food, & fabric. Handle collection of retreat fees for payment to host location.

Web Admin:

Maintain information on our website (www.jeffersonthreadheads.com) to ensure it is current and accurate.

Activities/Education:

Arrange for demos, speakers, excursions, classes, etc. for the enrichment and education of Jefferson Threadhead members. Maintain records of class participants.

Membership Development:

Recruit new members. Introduce guests at general membership meetings. Provide new members with a welcome packet (roster, copy of Bylaws and Standing Rules, current challenge info, general retreat information, donation projects, etc).

Challenge:

Formulate challenge rules for quilt related items to be completed by specific deadlines and presented at general membership meetings. Encourage participation in the challenge and completion by due date. Quilt shows will include a display of challenge quilts.

Historian:

Keep a digital record of all Jefferson Threadhead functions. Coordinate publication of events on the web site.

Sunshine:

Distribute get well, sympathy or other acknowledgements as appropriate.

Fundraising:

Organize events which will produce additional revenue for the Jefferson Threadheads. These could include fabric, notion, books and pattern garage sales or other quilt related sale.

Quilt Show:

Serving officers to be committee core. Organize additional sub-committees for quilt show.

Ensure quilt show activities proceed according to pre-established project plan and that quilt show meets financial objectives included in the applicable year budget.

Publicity/Public Relations:

Arrange news releases for quilt show and other events via radio, newspaper, community center/Chamber of Commerce, etc. Create/print bookmarks with updated Jefferson Threadhead info for distribution. Maintain Jefferson Threadheads social media presence.

Kitchen:

Ensure adequate supplies, i.e. plates, bowls, utensils, are available for meetings/potlucks. Complete setup for potluck prior to meeting. Confirm the community center is clean and organized prior to the end of day.