

ANNIE'S STAR QUILT GUILD (ASQG)
STANDING RULES
As provided for in Article X of the By-Laws
(September 5, 2024)

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 28th the dues are \$35 for the remainder of the fiscal year.
 - c. For new members who join between March 1st and August 31st the dues are \$25 for the remainder of the fiscal year.
3. Members who reach the age of 80 before the beginning of the fiscal year are considered to have reached Honorary status and, as such, have the choice to pay membership dues.
4. Membership List: Members receive a membership list via email when it is compiled each year. The list may not be used for commercial or promotional activities.
5. 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, which will also allow them free admission to the Show
 - d. Exceptions may be approved by the Quilt Show Committee Chairman.
6. Members shall not expect to be paid for their services or time expended on behalf of ASQG. This excludes the hiring of members on a professional basis (teachers, lecturers, machine quilters, etc.)
7. 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 or 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, no speaking out without being recognized, etc.)
 - b. Members may not use the podium for financial gain or self-promotion unless they are invited to speak.
2. Meeting Refreshments
 - a. Members shall supply refreshments in their birthday month.
 - b. Donations will be accepted at the meetings.
 - c. ASQG will supply a celebratory refreshment at the July meeting.
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. Drawings
- k. Show and Tell
- 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 over \$50. Treasurer may sign \$50 or under alone.
 - (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. The Treasurer shall keep an accurate account of each committee's financial activity throughout the year.
 - l. 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/digital file shall be kept for each office/committee.
1. Officers and chairpersons are responsible for maintaining the procedure manual/digital file 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/files are to be updated annually.
 4. The Procedure manual/file shall be given to the successor officer or chairperson at the September meeting or at the time of their installation (the September meeting).
 5. The President and Parliamentarian shall retain an outline copy of all procedure manuals/files.

COMMITTEE RESPONSIBILITIES

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

H. ADVERTISING

1. 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.
2. Provide a place 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. Association with new organizations must be approved by the Board before beginning.
3. Current organizations served:
 - a. Meals on Wheels
 - b. Esplanade House
 - c. Enloe Medical Center
 - d. Sutter Medical Center, Child Life Program
 - e. Butte County Youth and Family Programs
 - f. Salvation Army, George Walker Center Adult Rehabilitation Program for Women
 - g. Catalyst Domestic Violence Service
 - h. Butte Humane Society
 - i. North Valley Catholic Social Services, Butte Baby Steps and Teen Pregnancy Programs
 - j. The Peg Taylor Center
 - k. Jesus Center
 - l. As requested by an eligible organization for their fund raisers
4. Current projects are:
 - a. Quilts
 - b. Placemats
 - c. Heart Pillows
 - d. Pillow Cases
 - e. Bead Bags
 - f. Dolls
 - g. Baby items: receiving blankets, bibs, burb cloths, wash cloths, hooded towels, changing pads, stuffed animals
 - h. Dog and Cat Beds
5. 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 and purchase fat quarters for drawing at the general meeting
2. Coordinate monthly drawing of the fat quarters

3. Submit proceeds to Treasurer at end of fiscal year

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, if any
2. Make library materials available for circulation and/or purchase at the general meetings
3. Purchase books and materials to add to the library if storage space is available
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 guest fees
4. Give new members a Welcome Packet consisting of
 - a. A brochure, and
 - b. An e-mail copy of ASQG membership list which shall not be used for commercial or promotional purposes
5. Provide new member contact information and changes to existing member 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 BLOCK

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

Q. NEWSLETTER EDITOR

1. Edit and publish the ASQG monthly newsletter
2. Manage the sale of business ads that appear in the monthly newsletter
3. Deadline for submission of articles for publication is the Saturday following the ASQG Board meeting.

R. OPPORTUNITY QUILT: Design/choose, schedule, and market ASQG's fund raising quilt.

1. The committee shall have no less than three (3) members, to be responsible for:
 - a. Opportunity Quilt
 - b. Event Scheduling
 - c. Marketing
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/Selection of Opportunity Quilt
 - 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 May following the Quilt Show), the quilt shall be completed and ready to market.
 - c. The drawing for the Opportunity Quilt shall occur at the last day of the Quilt Show.
4. Event Scheduling
- a. Secure venues within 100 miles of Chico to exhibit the quilt.
 - b. The budget shall be less than \$100 per event
 - c. Coordinate with the Treasurer for all seller's permit(s) needed for each venue
 - d. Coordinate with Marketing
 - e. Provide venue details to individual responsible for coordinating quilt sitters
 - f. Schedule visits to sister guilds
 - g. Schedule sister guilds' visits to ASQG meetings
 - h. Maintain a calendar of said visits.
5. Marketing: For all aspects of Marketing, ensure that there are sufficient funds in the budget to cover the costs before proceeding.
- a. Drawing tickets
 - i. Arrange for the design and printing of the drawing tickets
 - ii. Arrange for the bundling of the drawing tickets into packets
 - iii. Ask for volunteers to handle the membership raffle ticket packets
 - b. Arrange for the printing of pre-sale tickets and 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 and the Square bag.

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. Retain a working copy of the ASQG calendar to review monthly.

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. Quilt Show Chair

- 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 odd numbered years
- 2. The committee shall have no fewer than three (3) members
- 3. Announce the challenge at the January meeting of an odd 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 even numbered years
 - a. The committee shall be appointed no less than eighteen (18) months prior to the Quilt Show (in May the year prior)
 - b. The selection process for the featured quilter shall commence immediately
 - i. The featured quilter should be a member of ASQG
 - ii. Members have two weeks to submit names of recommended quilters to the President (please consult with potential nominees beforehand)
 - iii. Selection of the features quilter will occur at the following guild meeting by ballot. The selection will be announced at the same meeting.
- 2. Two (2) members of the committee may be designated as the co-chairs
- 3. The Treasurer acts as the Treasurer of the Quilt Show
- 4. The Quilt Show shall occur in September, October or November of even numbered years
- 5. The Chico Fairground Education Building or other suitable facility shall be secured for the Quilt Show
- 6. 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. Admissions: Greets guests, sells admission tickets, attaches wristbands, distributes programs, answers quilt show questions.

- b. Annie's Attic: Flea market of gently used quilting related items. Check out customers, keep items for sale stocked and neat.
- c. Awards and Ribbons: Secures awards and ribbons as needed for the show.
- d. Boutique: Member-made items for sale. Check out customers, keep items for sale stocked and neat.
- e. Co-chairs: Assists quilt show committee chair as needed.
- f. Community Service: Sets up a display with samples of items made for Community Service.
- g. Answers questions about ASQG contributions to the community.
- h. Decorations: Gathers items for decorating. Puts up decorations Friday afternoon and removes decorations Sunday after the show closes.
- i. Elder Liaison: Coordinates preview by Senior/Assisted Living residents.
- j. Fat Quarter Towers: Gathers and displays fabric, sells tickets for chances to win fabric.
- k. Featured Quilter: After being selected, member will provide quilts for display and be available at the display for questions.
- l. Food Service at Quilt Show: Secures food for the show and tends the food court.
- m. Judging: Secures a judge for the quilt show and assists with judging as needed.
- n. Layout: Logistically places all quilts and vendors (paying and ASQG) in the building rented for the quilt show.
- o. Pick-a-Prize: Gathers items and creates prize baskets. Sells tickets for chances to win a basket.
- p. Placards: From the story each member writes on their quilt registration forms, a card is created for placement on the quilt hung in the show.
- q. Program: Designs a program and arranges printing.
- r. Publicity: Contacts local media and provides information for advertising the quilt show.
- s. Quilt registration:
 - i. Accepts registrations prior to the show.
 - ii. Receives and processes quilts before the show.
 - iii. Distributes quilts to owners at the end of the show.
- t. Setup/Takedown: Teams hang quilts on Friday and remove quilts at the end of the show.
- u. Treasurer: The guild treasurer shall act as treasurer for the quilt show. Collects and deposits proceeds.
- v. Vendors: Seeks and secures businesses to vend at the show. Offers coffee and food and assists vendors as needed.

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

- 1. Act as liaison between ASQG and QGNQ
- 2. Represent ASQG at 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:

1. Maintain ASQG's social media accounts and historical references.
2. Responsible for sending all electronic distributions of ASQG business to members, including but not limited to email "blasts."

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

1. This position is best for 2+ people who live locally
2. Work with Vice-President obtaining special lecturers & workshops for ASQG membership
3. Manage workshop signups
4. Collect appropriate fee(s), if any
5. Host workshop instructors during lunch
6. 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 September 5, 2024 with no exceptions.

CERTIFICATE OF SECRETARY

The undersigned does hereby-certify:

1. That I, _____, am the Secretary of the Annie's Star Quilt Guild, a California
(print)
Nonprofit corporation; and
2. That the foregoing September 5, 2024 Amended and Restated Standing Rules, consisting of Paragraphs A - CC, constitute the Standing Rules of Annie's Star Quilt Guild was duly adopted at a meeting of the General Membership held on September 5, 2024, at the Center for Spiritual Living, 14 Hillary Lane, Chico, California.

WHEREFORE, I have hereunto subscribed my name on this date _____

By: _____
(signature)