

FLYING NEEDLES QUILT GUILD, INC
STANDARD OPERATING PRACTICES AND PROCEDURES (SOPP)
EFFECTIVE SEPTEMBER 10, 2026

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The purpose of this Organization is to further the education of Guild Members and the general public in the traditions, culture, and history of quilting, which will stimulate interest in this unique American folk-art form.

Section 1: Meetings

General Meetings

- Held on the second Thursday of each month at 10:00 a.m., except in September when the General Meeting is held immediately following the conclusion of the Annual Meeting.
- Presided over by the President or their representative.
- Consists of a Business Meeting in which the Treasurer will present a report, Members will review minutes from the previous month's General Meeting, and Chairpersons and Coordinators will provide reports, as appropriate.
- A Program will be included, time permitting.
- Other activities may be included, such as distribution of door prizes, recognition of birthdays, and Show and Tell.

Annual Meetings

- Held on the second Thursday of September immediately prior to the Guild General Meeting.
- Presided over by the President or their representative.
- The Nominating Committee will conduct the election of new Officers.
 - Re-introduce the candidates for each office (the slate of candidates was finalized at the previous General Meeting).
 - The election of new Officers will take place, provided any of the offices has multiple candidates. As outlined in the Bylaws, no election is required for uncontested positions.
- The Treasurer will present an annual report.
- The Treasurer will present the proposed budget for the following year, and a vote is taken.

Section 2: Members

Dues

- Annual dues are payable beginning in October and must be paid by the December General Meeting for the Member to be included in the Annual Directory.
- Members joining after March 31 will pay a prorated amount for that year.
- Dues are waived for honorary Members.
- Each Member will be provided the following:
 - An annual Member directory.
 - A nametag.
 - A monthly newsletter.
 - Access to all Workshops, Meetings, and other activities the Guild organizes.

Section 3: Officers

In addition to the duties defined in the Bylaws Article IV – Officers, the Officers have the duties outlined below.

President

- Recruits, appoints, and may replace all Committee Chairpersons, Coordinators, and the Parliamentarian (if utilized).
- Oversees and serves as an ex officio Member of all Committees, representing them at all Board Meetings or as needed.
- May at any time ask a Committee Chairperson to give a report at a Board or General Meeting.
- Maintains a record of key documents and processes passes those records to their successor.
- Responsible for the storage of passwords used by various Guild groups, i.e., website, Facebook, bank.

First Vice President

- Schedules and manages Programs for the year (See Section 6: Programs and Section 8: Teachers).
- Secures the presenters.
- Assists with setup and cleanup as needed.
- Provides Program information to the Newsletter Editor and Webmaster.
- Maintains a record of key documents and processes and passes those records to their successor.

Second Vice President

- Schedules and manages Workshops for the year. (See Section 7: Workshops)
- Secures the teachers. (See Section 8: Teachers).
- Assists with setup and cleanup as needed.
- Provides the Workshop information to the Newsletter Editor and Webmaster.
- Maintains a record of key documents and processes and passes those records to their successor.

Secretary

- Ensures the minutes from all Annual, General, Special, and Board Meetings are sent to the Newsletter Editor for inclusion in the monthly newsletter.
- Maintains a record of key documents and processes and passes those records to their successor.

Treasurer

- Makes payments in accordance with the budget.
- Presents a monthly financial report at each General Meeting itemizing all income and expenses over \$250.
- Presents an annual report at the Annual Meeting.
- Prepares a proposed annual budget for approval at the Annual Meeting.
- Provides monthly and annual reports and proposed budgets to the Newsletter Editor and Secretary. Submits records for an annual financial review during the month of August and participates in the Financial Review Committee.
- Maintains a record of key documents and processes and passes those records to their successor.

Section 4: Committees

Committee Overview

- Committees are formed as needed by the Board for a specific event to carry out the governance, oversight, planning, and administrative functions necessary for the effective operation of the Guild.
- Chairpersons are recruited, appointed, and may be replaced by the President.
- Chairpersons do not require a vote by the General Membership.
- Committee positions are voluntary.
- Chairpersons can also recruit additional Members, if needed.
- Committees are responsible to the President and should be available to provide a report at Board Meetings as needed.

Chairperson Duties

- Conducts meetings in person or electronically through an audio or video meeting service.
- Provides status updates at General Meetings, and provides information to the Newsletter Editor and Webmaster.
- Ensures any expenditure over the Committee's budget is approved by the Board, and any amount more than \$500 over budget is put before the Membership for a vote. However, exceeding budget does not need approval if it is offset by income. This is applicable for committees that generate income either through normal group activities or through community donations or grants.
- Ensures any money collected from Members or through fundraising activities is remitted to the Treasurer in a timely manner.
- Maintains a record of key documents and processes and passes those records to their successor.
- Chairpersons should deliver a final report to the Members at the conclusion of their work, or annually in the case of ongoing Committees. The report should include:
 - Key accomplishments
 - Financial summary, including a breakdown for individual subcommittees where appropriate.

Bylaws and SOPP Review Committee

- The Bylaws and SOPPs should be reviewed periodically, at the discretion of the Board.
- The Parliamentarian may serve as an advisor to this Committee.
- The approved copies of the documents must be provided to the Secretary for inclusion in the Secretary's records.
- See BYLAWS ARTICLE X – AMENDMENTS AND REVISIONS TO BYLAWS AND SOPP

Financial Review Committee

- A Committee of two or three Members that conducts an annual review of the financial records of the Guild.
- The Treasurer participates in (but does not chair) this Committee and provides all relevant documents to the Committee to facilitate the review.
- A previous Treasurer may also participate.
- The Committee will assist the Treasurer in preparing for and participating in any outside requests for audit.
- The results of all financial reviews and audits should be provided to the Treasurer for inclusion in the Treasurer's records.

Nominating Committee

- The Committee consists of three people.
- The Committee should make every effort to contact all Members of the Guild to solicit candidates for each office.
- Members are encouraged to participate in Guild leadership, and multiple candidates per office are encouraged.
- See Section 10: Elections and Bylaws ARTICLE VII – VOTING AND ELECTIONS

Quilt Show Committee

- The Board will determine a schedule for Quilt Shows.
- The Committee will be provided with a total start-up fund of \$5,000 built into the budget.
- Any profit from the Quilt Show will go into the Guild's general fund, unless otherwise directed by the Board.
- The Quilt Show will be open to the public, both to attend and to submit quilts.
- The Committee:
 - Manages the overall budget for the Quilt Show.
 - Negotiates written contracts for a venue, judge(s), and equipment as needed.
 - Shares the theme and other information about the upcoming Quilt Show at least three months prior to the Quilt Show.
 - Determines prizes for the award-winning quilts.
- The Content Creation and Publicity Coordinators will assist the Committee as needed

Retreat Committee

- The Board will determine a schedule for Retreats.
- The Committee will be provided with a total start-up fund of \$5,000 built into the budget.
- Any profit from the Retreat will go into the Guild's general fund, unless otherwise directed by the Board.
- The Retreat is open to all Members and may or may not be open to the public.
- The Committee:
 - Manages the overall budget for the Retreat.
 - Negotiates written contracts for venue and teachers.
 - Has the option of hiring one nationally known teacher.
 - Shares the theme and other information about the upcoming Retreat at least three month prior to the Retreat.
- The Content Creation and Publicity Coordinators will assist the Committee as needed.

Section 5: Member Services

Member Service Overview

- Member Services are ongoing groups created to enhance the Members' enjoyment of the Guild or to serve the community.
- Coordinators are recruited and appointed, and may be replaced by the President.
- Coordinators serve voluntarily.
- Participation in these groups is open and optional to all Guild Members at no cost (unless otherwise noted below).

- The Coordinators will recruit volunteers to assist when needed.
- Additional Member services may be added at any time with the approval of the Board.

Coordinator Duties

- Conducts meetings in person or electronically through an audio or video meeting service.
- Provides details and program updates to Members at General Meetings, and to the Newsletter Editor and Webmaster.
- Ensures any expenditure over the Member Service Group's budget is approved by the Board, and any amount more than \$200 over budget is put before the Membership for a vote. However, exceeding budget does not need approval if it is offset by income. This is applicable for member service groups that generate income either through normal group activities or through community donations or grants.
- Ensures expenses are submitted to the Treasurer in a timely manner.
- Ensures any money collected from Members or through fundraising activities is remitted to the Treasurer in a timely manner.
- Ensures any patterns or other materials used and distributed do not violate copyright laws.
- Maintains a record of key documents and processes and passes those records to their successor.

Section 5a: Goodwill Groups

Community Service

- The Guild performs various community service projects each year, such as:
 - Making quilts in a variety of sizes.
 - Making other items such as bags, pillowcases, and Christmas stockings.
 - Providing outreach and education to local schools or other organizations, during which Guild owned sewing machines may be used.
 - Making monetary donations to organizations requesting support (see below).
- The Coordinator:
 - Identifies different organizations requesting support as well as the types of items they need.
 - Hosts Workshops for Members to assist with the making of these items (See Section 7: Workshops).
 - Provides kits for Members to make items during Workshops or at home.
 - Gathers the completed items for distribution to the appropriate agencies.
- Monetary donations:
 - If Members are given the opportunity to contribute to a particular cause, the Guild has the option of matching Member donations from the Guild budget.
 - Matching funds will only be allowed if Members pass an appropriate motion.
 - All matching funds will be capped at \$50.00.

Facilities

- The Coordinator is responsible for setting up tables, chairs, and the sound system for General, Special, and Annual Meetings, and cleanup following the Meeting.
- The Coordinator will maintain an inventory of Guild property and a master list of keys assigned to the Guild.

	Meeting Room	Storage	PO Box
President	X	X	X
First VP	X	X	
Second VP	X	X	
Secretary	X	X	X
Treasurer	X	X	X
Community Services	X	X	
Hospitality	X	X	
Boutique		X	
Facilities	X	X	
Quilts for Veterans		X	

Food Pantry

- The Coordinator manages the Guild's contributions to a local charity of choice by letting Members know what items are needed, by collecting food or monetary donations, and by delivering them to the charity.
- Currently, the Guild supports the food pantry at New Hope Baptist Church.

Hospitality

- The Coordinator maintains a sign-up sheet to enlist volunteers who can bring snacks or finger foods to General Meetings.
- The Coordinator, with the help of other volunteers, organizes the food and performs general cleanup of the kitchen area at the end of the Meeting.
- The Guild provides paper supplies, water, coffee, sugar, and creamer.
- The Coordinator organizes the Spring and Winter potlucks.

Quilts for Veterans

- The Coordinator:
 - Is the liaison between the Guild and the national Quilts of Valor ® Foundation.
 - Ensures all national Foundation guidelines are followed concerning the creation and delivery of quilts.
 - Acquires fabric, batting, and other supplies to be used for the quilts and pillowcases.
 - Hosts Workshops for Members to assist with the making of these quilts (See Section 7: Workshops).
 - Provides kits for Members to make items during Workshops or at home.
 - Ensures that the quilts are quilted, bound, washed, and that labels are printed and attached to quilts.
 - Delivers quilts to their destinations and, if possible, participates in the presentations to the deserving participants.

Sunshine and Shadows

- Represents the Guild by sending a card to any Member needing our support.
- Makes a monetary donation of \$50.00 upon the death of a current Guild Member to a charity in the Member's memory.

Section 5b: Participation Groups

Participation Programs

- These Programs allow Guild Members to participate in the making or completion of quilts in a shared theme or program, with the support and encouragement of other Members.
- The Board may approve multiple Programs with multiple Coordinators in any given year.
- Coordinators will determine the structure of the Program and share details with Guild Members, including signup dates, Program dates, Program details.
- Examples of Participation Programs may include:
 - Block of the Month
 - December Block
 - Fabric Exchange
 - Round Robin
 - Row by Row
 - UFO Completion (Unfinished Objects).
- Programs may involve:
 - Collecting fabric (e.g., Fabric Exchange)
 - Members making their own quilts (e.g., the Block of the Month)
 - Helping other Members (e.g., Row by Row or Round Robin)
 - Making quilts for organizations the Guild supports (e.g., Patriotic Block of the Month).
- If the fabric is to be provided by the Guild, (e.g., for a Block of the Month Program), the Coordinator will purchase fabric and assemble kits, then seek reimbursement from the Treasurer. Kits will be available to Guild Members for a set price.

Section 5c: Communications Groups

Content Creation

- The Coordinator works with various Committees and Coordinators to create marketing and graphic content which Publicity can use to promote Guild activities within the Guild and across the community.
- This includes (but is not limited to) items such as:
 - Brochures and logos for Quilt Shows and Retreats.
 - Tickets, photos, and brochures for Opportunity Quilts.
 - T-Shirts for Guild Members or for sale to the public.

Facebook

- The Guild's Facebook page is a private group.
- The Coordinator is the administrator of the Guild's Facebook page, managing the settings, admitting new Members, and adding posts on behalf of the Guild.
- The Coordinator has the authority to remove and/or block users, if necessary.
- The web address is <https://www.facebook.com/groups/137493669595631>

Historian

- The Historian takes photographs and gathers pertinent data during Guild Meetings, “Show and Tell”, and other activities taking place at Guild Meetings.
- Maintains a history of notable events, including Opportunity Quilts, Quilt Shows, Retreats.
- Organizes this information and ensures this information is shared with the Guild via the Newsletter and Website.

Newsletter

- The Newsletter Editor:
 - Gathers information from the General Membership, Committees, Coordinators, and the Board to publish in the monthly newsletter.
 - Distributes the Newsletter to all Members via email and regular mail service for special circumstances on a case-by-case basis.
 - Provides the monthly Newsletter to the Webmaster.
- The Newsletter will contain minutes from the previous month’s General, Annual, Special, and Board Meetings, Treasurer’s reports and budgets, and Absentee Ballots for upcoming Elections.
- The Newsletter should also contain information about upcoming Meetings, Workshops, and other Guild Events, and Committee and Coordinator reports.
- The Newsletter does not contain advertising or information about non-Guild events without approval from the Board.

Publicity

- Responsible for supplying the media with Guild news, articles, photos, and events of interest to the community or to promote the Guild.
- Works with the Retreat and Quilt Show Committees to publicize these events.
- Works with the Boutique Coordinator to publicize Guild participation at local events.
- Works with the Opportunity Quilt Coordinator to publicize events where these quilts will be present.
- Works with other Committees and Coordinators as needed.

Technology

- Involved in choosing the type of technology the Guild should utilize.
- Helps implement new technologies when necessary to replace the current technology equipment.
- Maintains current and up-to-date knowledge of the different types of technology that are available.
- Maintains regular communication with the Board Members regarding the records created for electronic storage by various Committee Chairmen and Member Services Coordinators.
- Responsible to the Board for providing reports at Board Meetings.
- Maintains a budget for the Guild’s technology.
- Custodian of all electronic storage of Guild records.
 - Provides access to all Board Members.
 - Provides access only to Membership Coordinator and Newsletter Editor.

Website

- Maintains the Guild website.
- Posts information about items of interest to the public, including information about joining the Guild, upcoming quilt shows and retreats (including registration packets).
- Maintains a Members-only section, and accepts requests to join from Guild Members.
- Posts the monthly newsletter and the current By-Laws and SOPP documents in the Members-only section.
- Maintains a website calendar.
- Advises the Board when it is time to update the website domain so changes can be made if necessary.
- The web address is: <http://flyingneedlesquiltguild.org>

Section 5d: Fundraising Groups

Boutique

- Finds venues to sell Member-made items within the community, and solicit help from Publicity to promote the Guild's participation in these events.
- Encourages Members to create items either at home or through Workshops to sell (See Section 7: Workshops).
- Collects completed items and determines prices.
- Coordinates events, including set up and takedown.
- Solicits Member volunteers to work at events.
- Manages the Guild's Square, an on-line payment option, during these events.
- Calculates and collects sales tax at all public events, and provides this information to the Treasurer, who pays the applicable taxes to the appropriate government agencies.

Door Prizes and In-House Raffles

- Maintains a signup roster for volunteers to donate door prizes and in-house raffle items to be distributed at General Meetings.
- Collects the door prizes at each General Meeting.
- Sells tickets at each General Meeting.
 - A free strip of 4 door prize tickets can be earned by Members for completing charity projects (e.g., one charity quilt or Quilt of Valor, 5 stockings, 5 boutique items).
- Draws the winners and distributes the prizes.

Membership

- Maintains a record of attendance for General and Annual Meetings.
- Maintains an electronic record of current Guild Members and Honorary Members, including name, mailing address, email address, telephone number, birth month and day.
- Maintains an electronic record of the Guild's up-to-date email roster.
- Creates, prints, and presents each Member with an updated Member directory in January of each year. Replacement directories are available for a small fee.
- Distributes to all new members:
 - A Membership card.
 - A Guild business card

- A nametag
- Guild Directory which includes a Welcome Letter from the President, a listing of the current Guild Officers, an explanation of the different Guild activities, and a listing of the current Membership Service Coordinators.
- Collects annual dues from Members.
- Provides the President and Newsletter Editor with the number of current Members and their names, mailing addresses, email addresses, as well as the number of new Members and guests in attendance at each General and Annual Meeting.
- Maintains a supply of Guild business cards printed with Meeting times and place, to be shared with prospective Members. These are available at the Membership table.
- Recognizes Members' birthdays each month:
 - Obtains fat quarters for Members' birthdays and distributes them at General Meetings to each Member celebrating a birthday that month.
 - Collects birthday gift certificates from participating shops and draws for one winner each month at General Meetings.

Opportunity Quilts

- The Guild creates two Opportunity Quilts: one as a general fundraiser and one benefiting Quilts for Veterans.
- The Board will determine the schedule for each of these quilts.
- The Opportunity Quilt benefiting veterans:
 - Must be advertised as supporting "Quilts for Veterans" so as not to conflict with national Quilts of Valor ® Foundation rules.
 - Proceeds from this Opportunity Quilt will go into a Guild fund benefiting the creation of quilts for veterans.

The Coordinators:

- Select a quilt pattern with the help of Member volunteers, acquire the fabric, solicit Member volunteers to construct, quilt and bind the quilt.
- Arrange to have the finished quilt photographed.
- Solicit help from the Content Creation and Publicity Coordinators to have tickets printed, brochures created, and events advertised.
- Contact area businesses to display the quilts.
- Ensure all Florida state statutes are followed concerning the printing of tickets, sales, and drawing. *Refer to Florida Statute 849.0935.*

Section 6: Programs

The First Vice President is responsible for organizing and coordinating Programs for General Meetings.

- The presenter, unless he/she is a non-Member or a special Program is to be presented, is responsible for setting up for their Program.
- The First Vice President will assist outside teachers and guests with setup and cleanup. (*See Section 8: Teachers if presenter is not a Guild Member.*)
- Unless otherwise directed by the Board, there is a pre-set schedule for the following months:
 - May: Spring Potluck (Members whose last names begin with A-K bring a dish to share)
 - September: Annual Meeting and Election

- December: Winter Potluck (Members whose last names begin with L-Z bring food)
- Short Programs or activities may or may not be included in these months as time permits.

Section 7: Workshops

The Guild hosts three or four Workshops per month. All Workshops are held at the Guild Meeting location from 9 a.m. to 2 p.m., unless otherwise directed by the Board or responsible Coordinator.

First Thursday: Member Sit & Sew

- Members can bring their own projects to work on while socializing with other Guild Members or can work on Guild charity or fundraising projects
- There is no fee to participate.

Third Thursday: Community Services Workshop

- The Community Services Coordinator will host a Workshop for Members to prepare kits or sew stockings, bags, pillowcases, quilts, or other items requested by our local charities.
- There is no fee to participate.

Fourth Thursday: Monthly Workshops

- Organized and hosted by the Second Vice President.
- Taught by Member or non-Member teachers. *** (See Section 8: Teachers if teacher is not a Guild Member.)*
- A sign-up sheet, along with a sample or photo, is provided at least two (2) months in advance of the Workshop.
- Supply lists are available at sign-up.
- An enrollment fee is paid to the Second Vice President at the time of sign-up.
 - Fees are subject to change as directed by the Board.
 - There may be a kit fee for some classes which will also be collected at the time of signup.
 - The fees are given to the Treasurer, who will then pay the teachers.
 - All fees collected based on registration will be paid to the teacher regardless of attendance.
 - Refunds, if any, will be at the discretion of the Second Vice President and the teacher.
- Workshops are held every month except as noted below:
 - In September, the Second VP will organize a mystery road trip to nearby quilt shops in lieu of a Workshop. There is no fee to Guild Members for participating in the road trip.
 - There is no Workshop in months when the Guild hosts a retreat or quilt show.
 - There are no Workshops in November or December.

Fifth Thursday: Alternate Workshop

The Coordinators for Community Service, Boutique, and Quilts for Veterans will determine how the Fifth Thursday Workshops will be used.

- There is no fee to participate.

Special Workshops

- National Quilting Day on the third Saturday in March.
- National Jelly Roll Day on the third Saturday in September.

- There is no fee to participate.

Section 8: Teachers

- An agreement must be in writing when the Guild contracts with a teacher for a Program, Workshop, or Retreat.
- The First or Second Vice President retains the master copy of the Guild's contract.
- If the teacher has their own contract, it must be reviewed and approved by the Board and signed by the President and either the First or Second Vice President who will retain a copy of the signed teacher's contract.
- Thank you notes will be sent to all teachers; however, no additional gifts will be purchased or presented to the teachers by the Guild.

Section 9: Elections

See BYLAWS ARTICLE VII – VOTING AND ELECTIONS

Ballots

- A ballot is printed with the Candidates for each contested office.
- Ballots can be printed on white or colored paper.

Absentee Ballots

- A copy of the ballot and instructions for marking the ballot will be included with the Newsletter or via separate email to all Members, allowing Members not able to attend the Meeting a chance to vote.

Absentee Ballot Instructions

- Members should clearly indicate their candidate of choice on the ballot or abstain from voting by selecting no candidate for a given office.
- It is recommended that Members do not sign the ballot *and* that the ballot be placed in a blank inner envelope to protect the privacy of the Member, but regardless, these ballots are *still considered legal and will be counted*.
- The ballot (with or without the blank inner envelope) is placed in an outer envelope. The outer envelope is addressed according to the instructions provided. The Member must include their name and return address on the outer envelope in order for the Nominating Committee to verify the ballot is from a current Member and to ensure the Member does not also vote in person.
- The envelope must be received by the Nominating Committee Chairperson by the call to order of the Meeting at which the voting will take place.
- Envelopes will not be opened by the Nominating Committee until the vote counting begins.

In-Person Voting

- A Member of the Nominating Committee will have a list of all Members, with those submitting absentee ballots checked off, and remaining Members checked off as ballots are distributed.

In-Person Voting Instructions

- Members must be present at the time the voting is declared open and must remain until their ballots have been collected.

- Members should clearly indicate their candidate of choice on the ballot or abstain from voting by selecting no candidate for a given office.

Counting

- Once Members have a chance to vote, the ballots are collected by a Member of the Nominating Committee and voting is declared closed.
- Votes are generally counted in private to allow the President to conduct other business; however, votes can be counted in front of the Members at the discretion of the Board or if a motion to do so is passed by the Membership.
- When counting ballots, two people should read the ballots and two people should keep a tally (one person may both read and tally). The tallies are compared to ensure an accurate count, with recounting as needed.
- If a Member votes for multiple candidates for the same office, the ballot will be considered invalid and their vote for that office will not be counted. Invalid votes are included in the number of votes required to obtain a simple majority.
- A Member may abstain from voting for a given office but still vote for candidates for other offices. Abstentions are not included in the number of votes required to obtain a simple majority.
- If no candidate receives a majority of votes, a subsequent vote will be required.
 - In cases where there are three or more candidates for a given office, the two candidates receiving the most votes will proceed to a second vote.
 - In cases where there are only two candidates, both will proceed to a subsequent vote.
 - When a subsequent vote is needed, voting will take place at the next General Meeting, allowing absentee voters a chance to participate.
- Following the election, the vote tallies are announced and recorded in the meeting minutes. The ballots and tally sheets are turned over to the Secretary to be retained for one year

Section 10: Governing Authority

Governing Documents

- The Guild is governed by the Bylaws. The SOPP provides guidance that helps Committee Chairpersons, Coordinators, and Members better understand how various activities work.
- Robert's Rules of Order can be used as a secondary source and is to be used in a way that helps improve, rather than restrict, the running of the Guild.

Parliamentarian

- The President may opt to appoint a Parliamentarian. This Member should be well versed in the Guild's Bylaws and SOPPs and Robert's Rules of Order.
- The Parliamentarian:
 - Assists the President in ensuring Meetings and elections run smoothly and in accordance with the Guild's Bylaws and SOPPs.
 - Advises the Bylaws and SOPPs Review Committee.
 - May, at the discretion of the President, serve as a non-voting advisor to the Board.

Revision History

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