

Jefferson Threadhead Standing Rules

1. A one hour business meeting will be held at 10:00 a.m. the second Saturday of each month, except July. The meeting will be followed by Show & Tell and a potluck lunch, after which members & guests may stay and quilt until 4:00 p.m. In July, members wishing to meet and quilt may do so but there will be no business meeting.
2. Dues for the year, as determined by members at previous November meeting, are payable at January meeting. Guests are free the first month, after which they must choose to join or cease to attend second Saturday events. All paid members are entitled to vote on motions before the membership.
3. December has no business meeting, Christmas party instead. Each member to bring a suitable gift to exchange
4. An ongoing binder will be updated with archived meeting minutes and quilt show information to be available for future officers. It shall be kept in the Threadhead closet at The Purple Frog. Electronic version shall be kept on Jefferson Threadhead website.
5. Rent of \$600 per year shall be paid to The Purple Frog for use of facilities for the following: 3 hours each month for Featherhead community service sewing; one Saturday each month for Jefferson Threadhead general meeting and sewing; 3 hours each month for the Art Quilt group; and one Friday evening each month, September through May, for Quilt 'Til You Drop.
6. Organize and host quilt show, frequency to be determined by vote of general membership.
7. www.JeffersonThreadheads.com is our website and domain to be updated with pertinent information.
8. Elected officers shall be: President, Vice President, Secretary, Treasurer
9. Officers Job Descriptions:
 - 9.1. **President:** Conduct monthly meetings, create and present an agenda for each meeting, following Roberts Rules of Order. Chair Quilt Show Committee for show scheduled during their term in office.

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- 9.2. **Vice President/Program Chairperson** – Take over in absence of President, take dues, create and update spreadsheet of members to share with the Treasurer, Secretary, & President. Act as coordinator of Committee Chairpersons. Serve on Quilt Show Committee during their term in office.
 - 9.3. **Secretary** – Take minutes at each meeting, send meeting reminders and publish minutes prior to the meeting, receive new email addresses from Vice President. Serve on Quilt Show Committee during their term in office.
 - 9.4. **Treasurer**- Handle the finances of the group in accordance with the budget and GAAP(Generally accepted accounting practices). Serve on Quilt Show Committee during their term in office.
10. 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.
11. Duties of the Committees are:
- 11.1. **Bylaws/Standing Rules:** Committee shall formulate a set of bylaws defining the philosophy and framework of the group and review the bylaws every 4th year amending 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 a result of motions made and accepted by the membership.
 - 11.2. **Community Service/Donations:** Accept cotton donation fabrics for the making of quilts to be donated to the community. Organize fabrics, patterns, kits to be distributed among members for piecing of donation quilt tops. Request donation batting from various sources to be used exclusively for Jefferson Threadhead donation quilts or project. Arrange to have donation tops quilted. Arrange workshops for the kitting, sewing, quilting, or tying of donation quilts. Seek out organizations within the community who need our finished quilts or quilting related items. Deliver said items.
 - 11.3. **Retreats:** Arrange and organize Spring & Fall getaways for Jefferson Threadhead members for a few days of fun, friends, food, & fabric.
 - 11.4. **Web Admin:** Keep information on our website (www.jeffersonthreadheads.com) current as requested.
 - 11.5. **Activities/Education:** Arrange for demos, speakers, games, mini challenges, road trips, mentorship, workshops, etc. for the enrichment and education of Jefferson Threadhead members.

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- 11.6. **Membership:** Collect dues and applications for membership, ensure information is current, maintain member roster, have info (bookmarks) and applications for guests/prospective members.
- 11.7. **Challenge:** Formulate annual challenge rules for a quilt related item to be completed by mid September each year for display at annual quilt show.
- 11.8. **Historian:** Keep a written and pictorial record of all JTH functions
- 11.9. **Quilt Show:** Serving officers to be committee core. Co-ordinate sub-committees for quilt show
- 11.10. **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.
- 11.11 **Kitchen:** Ensure adequate supplies, i.e. plates, bowls, utensils. Setup before meeting for potluck later. Cleanup and put everything away before 4:00 p.m.