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. Non-members who attend monthly Quilt Til You Drop (QTYD) sewing evenings will be charged $5.00 per monthly session.

4. Registration for The Jefferson Threadheads semi-annual retreats is open to members only until 15 days prior to the event after which non-members may register on a space available basis. Fees for members and non-members will be the same. No refunds will be issued once an individual (member or non-member) registers. It is the responsibility of the individual to find a replacement or, if recommended by a tax professional, to consider unused retreat fees as a charitable donation.

5. 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.

6. The Secretary is responsible for maintaining a record of meeting minutes to be available for future officers.

7. 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.

8. Organize and host quilt show every other year.

9. Web site is: www.JeffersonThreadheads.com. Domain contents to be updated with pertinent information.

10. Officer Job Descriptions:

    President:
    Responsible for overall operations to ensure the guild is run in a manner consistent with the mission statement. Conduct monthly general meetings, produce an agenda for each

meeting, following Roberts Rules of Order. May schedule board meetings as necessary. Coordinator of Committee Chairpersons.

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. 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.

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. Bank statements will be reviewed by a member of the Jefferson Threadheads Board of Directors other than the account signers (President and Treasurer) to ensure balance, deposits and all expenditures are accurate. The review will take place during the 1st two weeks of every quarter (i.e. 1st two weeks of November) and will include the three prior months (i.e. July, August, September). The independent reviewer will document "review complete", date and sign the bank statements. Evidence of the review will be presented at the following board meeting and then stored in the treasurer's records.

11. 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.

Nomination Committee (ad hoc bi-annual committee which does not serve on Board)
The Nomination Committee will be formed in August of alternating years and will consist of one sitting board member and two members at large. The Nominating Committee is responsible for identifying a slate of potential officers including at least one individual for each officer position (President, Vice President, Secretary and Treasurer). The individuals who are nominated for each position must agree to accept the responsibilities of the position before being put before the general membership for voting in November.