**COLORADO SPRINGS QUILT GUILD**

**STANDING RULES**

*(updated/approved x/2019)*

The standing rules may be amended by a ~~two-thirds~~ majority vote of the members present at a general membership meeting. Details of proposed changes and notice of vote shall be published in the newsletter prior to general membership meeting.

**Section 1:** Standing committees include, but are not limited to, the following committees, responsibilities, and duties. Each committee chair is responsible to adhere to committee budget and is to receive approval from the Executive Committee prior to exceeding budget.

1. *Historian Committee:* Duties include maintain an inventory of CSQG property and preparing a historical accounting of CSQG’s activities including programs, treasurer information, and others, as appropriate. The Chairperson will keep records of activities and transfer same to successor during December joint Board meeting.
2. *Hospitality Committee:* Duties include coordination of refreshments for meetings, set up and clean up of meeting rooms, greeting members and guests, and maintenance of food service equipment belonging to CSQG.
3. *Media Committee:* Duties include preparation of and emailing/mailing of newsletters, publication of meeting minutes and committee reports, and maintenance of all records associated with the newsletter. The newsletter will be published and distributed via email or regular mail at least 7 days prior to the general meeting. The Chairperson will keep and transfer records to successor within 30 days of end of term.
4. *Auction Committee:* The committee chair will be responsible to organize and promote event including announcements/updates to Board and membership and marketing to community, set up and clean up on day of event, coordinate with Programs Board member to arrange for live auctioneer. The auction is to be held each October in place of the program.
5. *Birthday Party Committee:* The committee chair will be responsible for organizing and coordinating the CSQG Birthday Party each July.
6. *Holiday Party Committee:* The committee chair will be responsible for organizing and coordinating the CSQG Holiday Party each December.
7. *Charity Quilt Committee:* The committee chair is responsible to prepare, provide, and track kits for member participation, find new patterns, accept fabric and batting donations, and collect and distribute completed quilts to local charities or organizations as approved by Executive Board. The Charity Quilt Chair may designate an individual Guild member to oversee special projects or charity groups as approved by the Executive Board. In the absence of a Comfort Quilt Committee chair, the Charity Quilt Committee chair will function in a capacity to provide comfort quilts to members as identified by the Executive Board.
8. *Comfort Quilt Committee:* The committee chair is responsible to prepare, provide, and track kits for CSQG participation and to collect and distribute Comfort Quilts to members as directed by the Executive Board. Members who experience serious illness or surgery (requiring lengthy recovery or hospitalization) or death of an immediate family member (defined as spouse, parent, child, or sibling) may be eligible to receive a Comfort Quilt at the discretion of the Executive Board. Comfort Quilts are limited to one per member at the discretion of the Executive Board.
9. *Monthly Raffle Committee:* The committee chair is responsible to organize and conduct the monthly raffle including solicitation of raffle items, sales of tickets, maintaining appropriate gaming license, and adhering to all regulatory guidelines including proper filing of all reports.
10. *Put ‘n Take Committee:* The committee chair is responsible to organize and conduct the monthly Put ‘n Take table including removing items at the close of the meeting either for donation or to return to the next meeting.
11. *Raffle Quilt Custodial Committee:* The committee chair is responsible for the annual raffle quilt, including promotion of the quilt through setup of the raffle quilt at various venues for ticket sales throughout the year. Custodian may also be responsible to print tickets in accordance with state gaming guidelines and distribute to members to purchase or sell. The Raffle Quilt chair, along with the Treasurer, is also responsible to obtain State Games Manager Certification.
12. *Sunshine Committee:* The committee chair is responsible to provide notes of comfort or sympathy on behalf of the Guild to members with personal or family illness or death or members in need of encouragement. The Committee shall be notified by members or the Executive Board if a member needs to be provided a note. The Committee will share information with the Executive Board in the event a member is identified as a potential Comfort Quilt recipient.
13. *Secret Pals Committee:* The committee chair is responsible to conduct and organize the monthly Secret Pals group.

**Section 2:** A mandatory guest fee of $5 is required for each guest at any monthly meeting EXCEPT the CSQG auction.

**Section 3:** CSQG members are responsible for the conduct of their guests and children during all meetings.

**Section 4:** First Vice-President will make available current membership rosters twice yearly to eligible CSQG members in good standing.

**Section 5:** Membership scholarships are available to potential members upon written request to the Executive Board.

**Section 6:** Guild equipment is not available for loan to any individuals or groups and inventory of all Guild equipment, including storage keys, shall be maintained by the Historian Committee.

**Section 7:** Workshop Refund Policy: Refunds for workshop fees may be issued up to 14 days prior to workshop date.

**Section 8:** Retreat Refund Policy: Refunds for the annual retreat will not be issued after the general Guild meeting of the month prior to the retreat. Request for exception to the refund policy for family or health emergencies will be considered on a case-by-case basis by the Executive Board.