**CIMARRON VALLEY QUILTERS' GUILD OPERATING GUIDELINES**

**Revised 2024**

**GENERAL MEMBERSHIP**

**1. The Cimarron Valley Quilters’ Guild shall meet once a month. The group will meet at 10:00 AM at a designated location voted on and approved by attending membership.**

**2. Yearly dues are $30.00 ($25.00 age 65+) when payment is made by the end of the August meeting. Renewing members may pay their dues at a regularly scheduled meeting, or dues may be mailed to Cimarron Valley Quilters' Guild at P.O. Box 1113, Stillwater, OK 74076. For renewing members paying after the August meeting the dues will be $40.00 or $35.00 for senior members. NEW members joining between January 1 and May 1 shall pay $15.00 or $12.50 for seniors. Membership dues not paid by the end of the August guild meeting will not be included in the annual guild roster nor continue to receive a guild newsletter. Auxiliary member dues are half price for members sharing the same household as a general member; only one newsletter will be sent to each household. Honorary memberships may be given to individuals at the discretion of the board. (Amended 2024)**

**3. The December meeting of the Guild may be a potluck luncheon for members and their invited guests. (Amended 2024)**

**4. All Guild members shall make a quilted name-tag to be worn at all Guild functions.**

**To be eligible for a door prize, those who are not wearing a name-tag may purchase a temporary name-tag for 25 cents. That money will be reported as miscellaneous income. Name-tags are free for guests. (Amended 2024)**

**5. All Guild members are encouraged to participate in all fundraising activities insofar as possible.**

**6. Each Guild member will be invited to make a quilt block for the outgoing**

**President.**

**7. The “Guild Bylaws” and “Operating Guidelines” are provided for new members and to all members when they are revised.**

**8. Hostess and Membership stations will be open before the general meeting. These stations will be closed during the general meeting and the program. (Amended 2024)**

**9. The membership roster shall be used only for Guild purposes.**

**10. No one can sell for *personal* profit any item with the CVQG logo on it.**

**11. Cups, plates and kitchenware shall be provided by the Guild from the Hospitality funds or donations by members.**

**12. Workshop participants have the responsibility to set up and take down for the workshop they are attending. Workshop fees are non-refundable unless CVQG cancels the workshop. A canceling participant may offer their spot to another member with fee responsibility to be decided between the two individuals. (Amended 2024)**

**12 a. A program is an activity held at regular scheduled meetings—usually involving no charge to guild members.**

**12 b. A workshop is an activity held outside the regular meeting time. It may or may not have a fee to the guild members.**

**12 c. Guild Members conducting/presenting programs may receive compensation not to exceed $100.00. (Amended 2024)**

**12 d. The program chair may only receive payment for one program during her tenure.**

**13. Members donate door prizes. Only guests and members wearing name-tags are eligible for the door prizes.**

**14. Members and guests may participate in Show and Share. Items shown should be quilts or quilt related items.**

**15. Members may submit quilt related news or items of interest to the Guild**

**Newsletter Chairperson, who will use that information at her discretion.**

**16. All money collected by or for the Guild shall be turned in to the Guild Treasurer.**

**The Quilt Show Treasurer will collect all money related to the Quilt Show and will then turn that money in to the Guild Treasurer.**

**OFFICERS AND COMMITTEES**

**1. The CVQG Board (Article VII of Bylaws) consists of the Executive Committee which are the six (6) elected officials (Article VIII of Bylaws), and the appointed Guild Committees (Article IX of Bylaws). This board will meet at a place and time at the discretion of the President.**

**2. All persons who have accepted a position on the Board shall attend all Board meetings unless excused. Members unable to attend should give office or committee reports to President prior to the Board meeting.**

**3. The President cannot serve as the chairperson of any committee.**

**4. Outgoing officers and chairpersons should make necessary updates to material in job responsibility folders. Folders shall be turned in to the President Elect at the May guild meeting, to be reviewed and updated prior to presenting to new incoming board members. The President and Membership Chairperson shall maintain a portable digital file with vital information pertaining to the guild and it's operations which shall be handed over to the incoming President and Membership Chairperson.**

**5. The “Operating Guidelines” shall be provided to each board member in their job responsibility folder.**

**6. No documentation or material (correspondence, instruction manual, patterns, etc.) may be disposed of without prior permission of the Board.**

**7. The President and Secretary shall maintain copies of CVQG Newsletters in electronic files for a period of one year. (Amended 2024)**

**8. Newsletters from other guilds will go to the Newsletter Chairperson. These newsletters will be discarded after one year.**