

## **Standing Rules and Procedures**

The Blue Triangle Quilt Guild of Houston, Texas (BTQG)

The purpose of the **STANDING RULES** is to provide consistency in the way the guild operates, and to allow the Board to make fair decisions informed by past actions. At the same time, they are intentionally easier to modify than the by-laws and give the organization the flexibility to respond to changing circumstances. The Standing Rules are set by the Board of Directors with input from the membership. The Board can review or consider changes to the Standing Rules at any time, as long as they are not in conflict with the By-laws. These Rules were originated and effective with the fiscal year January 2019.

### **AMENDMENTS OF STANDING RULES**

1. The standing rules and procedures should be reviewed annually by the Board of Directors for additions, deletions and changes.
2. Any member may propose changes by submitting those suggestions in written format to a Board member.
3. Proposed revisions to Standing Rules and Procedures will be presented to the membership for a vote by the Board of Directors.
4. A quorum of 40% must be present at a membership meeting to adopt any changes.

### **FINANCE**

1. The President or Vice President can sign contracts that include financial obligations for the Guild.
2. Authorized signatures on the guild's bank account shall be the current President and Treasurer.
3. For accurate bookkeeping, all monies collected by committee chairpersons will be counted and verified by the Treasurer.
4. Anticipated expenses which will exceed a budgeted amount by more than \$100 shall be brought before the Board for approval.
5. Reimbursement for large expenditures over budget will not be made if prior approval has not been granted by the Board.
6. All requests for reimbursement will be submitted to the Treasurer on an Expense Reimbursement Form in a timely manner. It is strongly suggested that these requests, with associated receipts, be submitted within 30 days of the purchase or expenditure.
7. Members are expected to cash checks from the guild within 30 days of issue.
8. Any insufficient funds check received from a member will be charged the applicable bank surcharge. If the Guild receives more than one insufficient check from a member, all committees receiving income for the Guild will be notified to accept only CASH, certified check or money order from this member.
9. As a non-profit 501(c)(3), the Guild is not required to pay sales tax. Officers and Committee Chairs are the only ones authorized to use the Guild's Sales and Use Tax Exemption Certification. Unless approved by the President, persons buying on behalf of the Guild should make every effort to present our Sales and Use Tax Exemption Certification to businesses patronized and should not expect reimbursement for sales taxes spent. Forms are readily available from the Treasurer.

10. The monthly detailed Treasurer's report will be printed and attached to the approved Board of Directors meeting minutes and placed in a binder to be held at the membership table at the monthly general meetings.
11. Monies collected from guild members shall be turned over to the Treasurer no later than 21 days following receipt of money.
12. The Audit Committee or a minimum of two members appointed by the Board of Directors, shall conduct an annual audit after the December Guild meeting, completed by January 31 and then presented at the February Board Meeting.
13. Any request for non-budgeted expenditures should be submitted in writing to the Board for review. The Board will review with the appropriate committee chair seeking available funds from the committee's budget. If the request refers to an ongoing project that will incur an expense to the Guild, then the project must be included in the budget recommendation for next year and voted on by the membership.

## RETREAT

### Retreat Cancellation & Refund Policy

1. Each Retreat requires a Non-Refundable \$50 deposit from each attendee. The due date for the deposit is determined by the committee.
2. A receipt will be given to each attendee when the deposit is made.
3. Retreat Reservation & Sign-ups will occur at our monthly meetings and payment is required by the scheduled date. The Retreat chair will be responsible for the sign-up sheet and the treasurer will collect the fees.
4. The deadline for making, cancelling, or fully paying for retreat reservations is 45 days before the first day of the retreat.
5. If a member has paid for the retreat and can no longer attend, they may arrange for another member to take their spot. The individuals involved will be responsible for any transfer of funds.
6. If a member desires to timely cancel a reservation (more than 45 days before the retreat), refunds may be made, minus the non-refundable \$50 deposit upon written notice to the retreat chairperson. Verbal notice is not sufficient. Any notice not timely given will result in a forfeiture of all amounts paid.
7. Guild members have "first preference" for retreats. The Retreat Chair will maintain a waiting list for "backup" participants. Non-Guild members will be allowed to attend retreats if space is available at the time of the final payment deadline (as set by the committee) and there are no members remaining on the wait list. Non-Guild members will be assessed an additional fee, determined by the Board and Retreat Committee, plus the retreat cost.

### Retreat Evaluations & Retreat Committee

1. Members attending the retreat will be asked to complete an evaluation.
2. After all tallying is completed and verified, then the committee will discuss comments. The report from the evaluations will be given at the July Guild meeting.
3. Report will be emailed to members and posted to the website.

## **OPPORTUNITY QUILT GUIDELINES**

1. The Opportunity quilt will be a quilt used for fundraising purposes or donated to a charity.
2. Part of designated budget may be used to pay for professional quilting.
3. Ticket sales for the Guild opportunity quilt will be completed by the December general meeting of the calendar year and a drawing for the quilt will take place at that time, unless a different timeline has been discussed and approved.
4. The profits from the Guild fundraiser will be added to the guild Treasury to be utilized for the guild's budgeted annual expenses. Monies may also be designated for special programs and charities, as recommended by the Board and approved by the general membership.

## **MEMBERSHIP**

1. Annual dues shall be established annually by the Board of Directors and voted on by the membership.
2. Currently, dues include membership to the Guild.
3. Membership roster is private to BTQG members and MUST not be used or distributed for solicitation of any kind.
4. Members should complete the Volunteer Timesheet to record volunteer hours performing activities related to BTQG and give to the Community Service Chair.
5. Guests/future members are welcome to attend two monthly meetings per year at no charge prior to joining the Guild, at which time dues must be paid in full.

## **COMMUNICATIONS**

1. All communication using the BTQG mailing list (roster) will be sent out by the President, Secretary or Web Master.
2. The monthly newsletter will be posted on the Guild website in the Members Only section. Each posting is announced via e-mail from the Web Master.
3. Members without access to e-mail may request to have a printed copy mailed to their home address.

## **ELECTION AND VOTING**

1. No voting by proxy shall be allowed.
2. All business-related items such as election of officers, finances/dues, changes to bylaws, standing rules and retreat will be conducted by secret ballot in person or absentee ballot by US mail where applicable.
3. All absentee ballots, for election of officers, must be requested from the Chair of the Nominating Committee. Absentee ballot will be sent by US Mail to the member requesting the ballot, after the member's status has been verified by the Chair of the Nominating Committee. Absentee ballot must be mailed back to the Chair of the Nominating Committee in the self-addressed stamped envelope provided with the ballot. The absentee voting window will be determined by the Nominating Committee. Absentee ballot envelopes received by the Chair of the Nominating Committee will not be opened but will be turned over to the Teller's Committee at the September meeting for election of officers.
4. Any non-business items such as community service projects will be by show of hands, unless a motion for secret ballot is made.
5. In the event that extenuating circumstances do not permit the convening of a regular meeting, such as in the case of a time sensitive matter, the President may call for a vote via an electronic secret ballot, such as Survey Monkey or any other secret balloting tool.

6. Three (3) tellers are appointed by the President and cannot be on the ballot for election of officers.
7. Tellers will count ballots in a separate area/room from the regular meeting.
8. Each teller is responsible for opening the ballot, verifying the ballot and recording the ballot on their tally sheet.

## **GIFTS IN-KIND**

1. If completing the In-Kind donation for goods and services, donor is responsible for estimating fair market value. Guild members should complete the form and return it to the BTQG Vice President. The donor will receive an acknowledgement letter from BTQG.

If completing the In-Kind donation for payment of a bill on the Guild's behalf, to a third party, written documentation is required by the Guild from the recipient of the donation. For these direct donations, the third party should also provide a statement of the amount donated to the donor. Guild member should complete the form and return it to the BTQG Vice President. The donor will receive an acknowledgement letter from BTQG once written documentation is received.

2. If a Cash (check, money order, cashier's check) Donation is received by the President, the donation will be turned over to the Vice President for recording purposes. If donation is received from a non-guild member, the Vice President may complete the form on their behalf. The Vice President will give the donation to the Treasurer for deposit into the Guild's account. Once donation is deposited, the Treasurer will notify the Vice President so that an acknowledgement letter can be sent to the donor.

## **COURTESIES (HOSPITALITY COMMITTEE)**

1. Acknowledge birthdays at Guild's monthly meeting and provide token.
2. In the event of the death of a guild member, a donation, not to exceed \$50, will be sent to an organization chosen by the family or by the Board, if no organization is specified. Flowers or plant may be sent in lieu of this donation if that is the family's preference.
3. Members may initiate collection of monies for a group gift on an individual basis. This would not be considered a guild function and have no impact on the guild treasury.
4. In the event of the death of a member's spouse, son or daughter, guild members will be notified and encouraged to give 1 yard of fabric, as long as it has been determined that the member is open to receiving them. A card of condolence may also be sent.
5. Add a section to the Website "Memorial or Memoriam". This section would honor our deceased members with a picture and write up about each person.

## **COMMUNITY SERVICE**

1. The community service activities shall include the donation of baby quilts to Wheeler Avenue Baptist Church for baby dedication service and an open charity organization that would be voted on every fiscal year at the January business meeting.
2. Members are encouraged to submit charity organizations to the Community Service Committee as opportunities for participation by the Guild.
3. The committee is responsible for tracking the volunteer timesheets submitted by members.

## **SHOW AND SHARE COORDINATOR**

1. The coordinator is appointed by President to record monthly Show & Share presented by members.
2. The coordinator will record community service quilts donated by members for Wheeler baby dedication and personal quilts. Coordinator is also responsible for distributing the acknowledgment letters for tax purposes.
3. The total community service quilts donated are reported at the annual business meeting in January. Also, at the annual meeting, the Coordinator will give certificates to members who donated baby quilts.
4. Coordinator is responsible for delivering Wheeler baby quilts to a designated person for baby dedication.

## **GRANT RESEARCH TEAM**

1. Board of Directors and all Guild members will make up this team.
2. Team will research outside funding opportunities.
3. Funding opportunities will be presented to the Board for review.
4. Grant writing teams will consist of volunteers from the membership and will be formed to proceed with writing grants.

Standing Rules & Procedures Created in September 2018

Reviewed in November 2018

Revised in March 2019

Voted/Adopted on April 27, 2019