

Standing Rules for Cumberland Valley Quilters Association
Proposed Changes April 13, 2017, Approved Sept 9, 2017

1. Monthly meeting will be held on the first Tuesday of each month. The location and any alternate date will be determined by the Board of Directors and announced at the previous meeting and/or the previous newsletter.

2. The newsletter will be available for members at least one week prior to each meeting. Submissions for publication must be received by the 15th of the month by the newsletter editor or communications secretary in order to be eligible for publication in the upcoming newsletter.

3. There will be a program in conjunction with each guild meeting, unless another event is scheduled: i.e. picnic, Christmas party, etc.

4. Seminars with out-of-town teachers will be presented at least once per year. A 100% payment is required in order to hold a place in the workshop. Proposed workshops with expected fees will be published in the newsletter far in advance of the workshop. Refunds to workshops cannot be provided, however a member may find a replacement either from the waiting list or independently. Fees to members will be determined by the collaboration of the Board based on the budgeted amounts of expenses and income.

5. Workshops may be presented several times per year after the regular monthly business meetings. Cost of workshops and sign-up sheets will be available at least one month prior to the workshop.

6. Annual dues will be \$30 per year. Dues will be prorated after July 31st of the current year to \$15. Anyone joining in December will pay dues for the following year only. Visitors are allowed 1 visit before being required to join, or may pay a fee of \$5 per visit after initial visit in lieu of joining. Nonmembers who wish to attend a workshop will pay the workshop fee and an additional \$30 fee which can be used towards membership if desired.

7. Each member is expected to actively serve on at least one committee and contribute food for one month of hospitality.

8. CVQA name tags will be worn to all CVQA activities or a fine of \$.25 per activity will apply. Replacement name tags will be available at a cost of \$5 for a kit or \$20 for premade.

9. The sympathy policy shall be to send flowers, or make a donation in lieu of flowers, for a current member, or member's spouse, not to exceed \$50. Cards of condolence shall be sent for other family members or past members.

10. No children under eight (8) years of age are permitted at guild meetings.

11. Library Guidelines:

A. Only members in good standing may check out items. A maximum of four (4) items may be checked out at a time per person.

B. All items are due in two months from the date of checkout. Dates when library items are available for checkout will be posted in the newsletter. However, items may be returned to the library committee at any guild meeting, regardless of whether the library is open during that particular meeting. Items checked out in October will be due at the November meeting so that the committee may conduct its inventory.

C. Members can request a one-time renewal for an additional two months when the library is open or by contacting the Library chairperson before the item is overdue. Items not returned by the due date will incur late fees as follows: first month, \$1 per item; second month, \$5 per item; third month, \$10 per item, fourth month, and replacement of the book in accordance with (E) below. Outstanding overdue fees not collected by the December meeting will be added to the member's annual membership dues.

D. Member borrowing an item must put her name, month and year on the file card and place in the basket, acknowledging her responsibility for each item.

E. Checked out library items are the sole responsibility of the borrower, until returned to the library. In the event of damage or loss of an item, the borrower is financially responsible for the replacement of the damaged or lost property at a value deemed appropriate by the Librarian and/or Board of Directors.

F. Fees paid to the Library shall be turned in to the Treasurer. Library items may be purchased each year according to the budgeted amounts.

12. Evening Stars Guidelines:

A. The Evening Stars shall meet on the third Tuesday at 6:30 p.m. at the Barnabas Center on Fair Street.

B. Any member in good standing may attend the Evening Stars meeting and programs.

C. The Evening Stars group will operate under the same Bylaws and Standing Rules as the day group. The group will have a Chairman, Membership Chairman and liaison to the Board of Directors. The Chairman and/or liaison are invited to attend all Board of Director Meetings. The Chairman is responsible for contacting the Communications Secretary to include information and announcements in each newsletter. The Membership Chairman shall collect all dues and submit them with the membership forms to the Treasurer. The Chairman is responsible for enforcing all membership rules and keeping a copy of attendance at all activities.

13. Equipment Guidelines:

A. Members in good standing may check out equipment belonging to the guild, such as the quilt display stands.

B. Members borrowing items must complete and sign a form which lists the equipment on loan, its replacement value, and the date of check-out.

C. All items are due at the next regular meeting.

D. Items checked out are the sole responsibility of the borrower, until returned to the Guild. In the event of damage or loss of an item, the borrower is financially responsible for the replacement of the damaged or lost property at a value deemed appropriate by the Equipment Chairman and/or the Treasurer.

14. The advertising rates for the guild newsletter are as follows:

Full page	Half page	Fourth page	Eighth page
\$25.00	\$15.00	\$10.00	\$5.00

15. Weather policy: if the Williamson County schools are closed due to weather conditions there will be no guild activity unless notified otherwise.

16. Any monies spent over \$250 on any one item in excess of the budget must be approved by the general membership.

17. Retreats will be held, as desired, over the course of the year. A 100% payment is required in order to hold a place in the retreat. Proposed retreats with expected fees will be published in the newsletter far in advance of the retreat. Refunds to retreats cannot be provided, however a member may find a replacement either from the waiting list or independently. Fees to members will be determined by the collaboration of the Board based on the budgeted amounts of expenses and income.

18. These Standing Rules may be amended at any time by a majority vote during any meeting at which there is a quorum. (Two-thirds of the members present will constitute a quorum as noted in the Bylaws).