

## **Standing Rules of the Rio Grande Valley Quilt Guild**

### **Administrative**

#### **Revising Standing Rules**

1. Any revision of the Standing Rules involving dues or fees, or budget changes greater than \$3000.00, must be approved by a 60% majority vote of the Guild membership at a Regular or Annual Guild meeting. Notifications of these proposed changes shall be presented in the prior month's General Meeting and published in the prior month's Newsletter to allow review by the membership.
2. Any revision of the Standing Rules not involving dues, fees, or budget changes must be approved by a 60% majority of the Board. Any approved changes must be presented to the Membership at the next General Meeting and published in the next newsletter.

#### **Contracts**

Contracts with the Guild shall include the following criteria:

1. Get it in writing
2. Keep it simple
3. Deal with the correct person
4. Identify each party correctly
5. Spell out all the details
6. Specify payment obligations
7. Agree on circumstances that terminate the contract
8. Agree on a way to resolve disputes

#### **Process Documentation**

Supporting documentation for the specific functions of each officer and committee chair should be attached as a supplement to the Standing Rules Document

#### **Storage**

The Guild shall maintain a storage locker for the guild's physical assets with the Quilt Show Committee contributing 5% of the annual cost.

#### **Insurance**

The Guild shall maintain a Liability Insurance and a Bonding Insurance Policy for the protection of the Guild membership. To qualify for coverage under the guild's Liability Insurance policy, all guild-sponsored events or activities must have a member in good standing in attendance.

### **Membership Reference - Bylaws Article 3**

1. The annual dues for membership in the Rio Grande Valley Quilt Guild will be \$30.00.
2. Dues paid between October 1st – December 31<sup>st</sup> will be credited for the current (if necessary) and subsequent calendar year.
3. Members that do not renew their annual dues by Jan 31<sup>st</sup> will be notified by the 1<sup>st</sup> Vice-President (Membership) that their membership, rights, and privileges have been revoked. Any guild assets in their possession must be returned immediately. All pre-paid fees (class or retreat registration, etc) will be forfeited (fees to be re-credited upon membership renewal payment)
4. Upon receipt of a membership dues payment, the 1<sup>st</sup> Vice-President (membership) will acknowledge receipt by issuing, via electronic means, the member's Identification Number (ID#) and a Guild Membership Packet. The membership packet will include links to the Guild Website, the By-Laws, and the Standing Rules.
5. Membership dues for Youth Members, ages 12-18, will be waived.

### **General Meetings Reference - Bylaws Article 4**

1. General meetings are to be held on the 2<sup>nd</sup> Saturday of each month with the November meeting being designated as the Annual Meeting. In the event of a conflict with the Quilt Show, the February meeting will be scheduled on the 1<sup>st</sup> Saturday.
2. A notification of the next General Meeting will be posted on the Guild's website and in the Newsletter and will include the location, date, time, and proposed agenda. In addition, an electronic notification including the "electronic link" will be sent to all members on the Thursday prior to the meeting.
3. Unless waived by the Board, members and guests are required to wear name tags or pay \$0.50 for a name tag.
4. Unless waived by the Board, guests will be charged \$10.00 and furnished with a nametag when a national speaker is presenting or conducting a program ~~during the months of October through March~~. The \$10 guest fee may be applied to annual membership dues if the guest joins at the same visit. *(Rev. March 2026)*
5. The Board must approve any request for selling merchandise at a Guild meeting. No one may sell merchandise for personal profit without permission. The Treasurer will coordinate the requests and receive a fee of \$10.00 per table from non-member vendors.
6. Roberts Rules of Order and/or Parliamentary Procedures shall be used as guidelines for all meetings

## **Board Meetings**

### **Reference – Bylaws Article 2 & 6**

1. The Rio Grande Valley Quilt Guild (RGVQG) Board will meet on the Wednesday prior to the General Meeting but may be rescheduled if necessary
2. The President should provide the date, time, and proposed agenda for the meeting at least seven (7) days in advance. This notice should be delivered to the board members electronically and should also be placed (minus the Zoom link) onto the Guild Website. The notification placed on the Guild's website should also include an instruction for members interested in attending to contact a board member for access to the meeting's "Zoom link".
3. All scheduled board meetings will be conducted via electronic (Zoom) format only in lieu of in-person meetings
4. No officer or standing committee member may serve unless the current year's dues have been paid.
5. Board meetings are "open door" meetings. Members are welcome to attend as observers.
6. Roberts Rules of Order and/or Parliamentary Procedures shall be used as guidelines for all meetings

## **Classes**

1. The designated fees for Schoolhouse classes will be \$20.00 per class and \$45.00 per each Program Class.
2. All registrations for classes will be made via the Guild's Website.
3. No refunds will be made after seven days prior to a scheduled program class or Quilter's Schoolhouse class. A member may sell their reservation to another member wishing to purchase it and attend the class. Classes will be canceled when there are less than 5 students. This rule may be waived at the discretion of the 3<sup>rd</sup> Vice President or the schoolhouse committee chair
4. National guest speakers or visiting lecturers and the Program Chair or representative may be provided with a meal at the class or lecture. Alcoholic beverages are not provided.
5. The Schoolhouse Committee Chair and the 3<sup>rd</sup> Vice President (Programs) or their designated representative will not be charged registration fee for attending their respective class.
6. Schoolhouse Class Instructors shall receive a payment of \$50.00 per class.
7. Any "kit" fees may be processed via the registration documentation but will not be considered as an "income or expense" to the guild.
8. Any class requiring "kit" fees, may have an assigned cut-off registration date.

## **Standing Committees Reference - Bylaws Article 7**

### **BeeKeeper**

The Beekeeper will act as liaison between the guild and the Bees

### **Educational Outreach**

Will coordinate community projects involving sewing/quilting classes at schools, libraries, clubs or museums, and/or other requested services of the Guild. To qualify for coverage under the guild's Liability Insurance policy, all instructors for guild-sponsored outreach classes must be a member in good standing of the Guild.

### **Facebook**

To facilitate communication and encourage posts from members promoting the Guild.

### **Fat Quarter Draw**

Purchase and bundle Fat Quarters to distribute at monthly meeting by selling tickets and drawing numbers.

### **Historian**

Will maintain the history of the Guild with a collection of pictures, notes, etc. and may provide a sample of these at the monthly Guild meeting

### **Hostess**

1. Will greet members and guests at the sign-in table at the monthly Guild meeting, giving them a door prize ticket and name tag, when necessary.
2. For the meetings occurring between October and March, guests may be charged \$10 when there is a national speaker.
3. Prior to the meeting the Hostess will setup signs for committee tables at the meeting.

### **Library**

will be maintained for the Guild members to check books in/out when requested. An online checkout system is available and some of the books may be available at a meeting also.

### **Military Service Quilt Committee**

Will coordinate the creation and distribution of quilts to be donated to nominated Military Service Veterans residing in the Rio Grande Valley

### **Newsletter editor**

Will collect and publish information monthly that the Guild committees and members submit.

**Standing Committees (continued)****Publicity**

will promote Guild activities by providing the news media or other outlets with information concerning up-coming events.

**Quilt Show Committee**

1. Will be an autonomous committee responsible to organize and conduct the annual Rio Grande Valley Quilt Show
2. The Quilt Show Committee will have charge and custody of and be responsible for all Quilt Show funds; receive and give receipts for monies due and payable to the Committee from any source; deposit all monies in the Quilt Show's name in the Guild's umbrella banking account; disburse funds to discharge the committee obligations (via checks, debit card, or credit card charges); and maintain the committee's financial books and records.
3. The Quilt Show Committee will be self-sufficient, with no financial support from the Guild, other than the financial advantages of using the guild's umbrella bank account.

**Retreat Committee**

1. Will coordinate the annual Guild retreat
2. The Retreat Committee chairperson will have charge and custody of and be responsible for all Retreat Committee funds; receive and give receipts for monies due and payable to the Committee from any source; deposit all monies in the Retreat's name in the Guild's umbrella banking account; disburse funds to discharge the committee obligations (via checks, or debit card charges); and maintain the committee's financial books and records.
3. The Retreat Committee will be self-sufficient, with no financial support from the Guild, other than the financial advantages of using the guild's umbrella bank account

**Schoolhouse**

Shall organize classes that will be presented by Guild members who are willing to share their talents.

**Sunshine and Shadows**

Will send cards and communicate with the members information about member death and sickness.

**Tangible Assets**

The Tangible Assets committee shall:

1. have the responsibility for management of all non-monetary property of the guild to include both purchased and donated items
2. evaluate and classify all non-cash donations to include the designations of:

- any donor restrictions.
- as consumable or non-consumable and
- for use by the Guild, a specific committee, or designated as an item for sale with the proceeds being designated as a cash donation, either restricted or non-restricted.

*Committee created March 11, 2026*

### **Webmaster**

Will maintain the Guild website and provide information to the members and promote the Guild. Also maintain on-line forms for membership, schoolhouse and program classes, quilt show registration and other forms, as necessary.

## **Non-Standing / Special Committee Reference – Bylaws Article 7**

### **Video Conferencing (Zoom) committee**

1. Monitor the guild's video conferencing requirements and provide guidance to the board regarding plan subscription renewal contracts.
2. Provide technical support for the video conferencing platform to the guild membership.
3. The Coordinator will schedule or reschedule events of any video conferencing requests using the following prioritization: the Guild's General and Annual Meetings, Board / Committee meetings, program / schoolhouse classes, Bee events, other.
4. All video conference events must have a designated host who will be responsible for starting and "Ending the Meeting for All".
5. Any recordings of the event must be saved to a personal computer unless authorized by the coordinator. In the event a recording is saved to the guild's account, the group or individual responsible may be charged for any additional fees.

### **Bylaws Committee**

The Bylaws Committee will be responsible to:

- Biannually study and, if necessary, revise the Bylaws to remain compliant with Federal and State laws or regulations affecting nonprofit organizations during odd-numbered calendar years.
- Update and maintain the RGVQG Bylaws, as necessary, per any changes approved by a minimum 60% majority vote of the guild membership.
- Update and maintain the RGVQG Standing Rules, as necessary, per any changes approved by a minimum 60% majority vote of the Board and/or guild membership.

**Nominating Committee**

1. A nominating committee will be composed of a minimum of 5 “volunteer” members of the Guild. The President shall solicit “volunteers” for this committee at or prior to the February regular meeting of members. The President can not serve or be an ex officio member of this committee.
2. The committee will
  - Verify that all candidates for office are members in good standing and:
    1. that candidates for the office of President have been members in good standing for two years and
    2. that candidates for the office of Treasurer are residents of the State of Texas
  - Present the list of candidates for office and solicit any additional nominations from the floor at the October General Meeting.
  - Publish the list of candidates in the October newsletter.
  - Conduct the election of officers at the Annual Meeting in accordance with Bylaw 5.04

**Financial****Reserve Fund**

1. The purpose of the Reserve Fund is for the Guild to maintain sufficient operating funds in the event of unexpected costs or future financial obligations.
2. The formula for calculating the desired amount of the Guild’s Reserve Fund will be 150% of the combined annual budgets of the Quilt Show Committee and one-half of the Guild’s budget (EXAMPLE: If both budgets are \$20,000.00 then the calculation would be  $(\$20,000 + \$10,000) \times 1.5 = \$45,000$  ).
3. The objective is for the guild to maintain sufficient funds to exceed the total amount of the Reserve Fund PLUS the combined annual budgeted expenses of the guild and the Quilt Show Committee (Using the EXAMPLE above, the calculation would be  $(\$20,000 + \$20,000 + \$45,000 = \$85,000.00$ ).
4. The Reserve fund can be accessed with an approval of 60% of both the Board and the membership.
5. If the funds deposited in the Guild’s combined checking, savings, and investment accounts exceed the combined budgeted projected annual expenses of the Quilt Show Committee and the Guild by 50%, the Guild’s Reserve Fund may be invested in financial depositories as the Board directs.

**Grants**

Grants will be awarded when funds are available in the Guild Budget.

A maximum of \$600.00 Grant may be provided for each of the following board officers:

- President,
- 3rd Vice President (Programs),
- Quilt Show Chairman for the upcoming year.

## Miscellaneous

### **Bees**

Unless waived by the Board, to form a Bee of the Guild, the Bee must have a minimum of five (5) Guild members.

## REVISION DETAILS

### **March 2026**

*Page 2 - General Meetings*

*Paragraph 4 – The restriction of the \$10 guest fee to ONLY the meetings conducted during the months of October through March was removed by Board approval, March 11, 2026.*

*Page 5 – Standing Committees*

*Tangible Assets Committee created and information added per Board approval March 11, 2026*