

Mountain Top Quilters Standing Rules

Election of Officers

Election of officers shall be held at the November general meeting. When the new officers are installed at the December general meeting, the newly installed officers shall receive from the outgoing officers all notebooks, records and materials from past years. The Secretary shall complete all December board and general meeting minutes by December 31st. The Treasurer shall complete the records upon receipt of the December bank statement.

Board Duties

1. Any Board member who misses three board meetings without extenuating circumstances shall be removed from the position. Election of a replacement Board member shall be held at the next general meeting.
2. The new President shall announce the committee chairs at the December general meeting. All outgoing committee chairs shall turn over reports and records by or at the January board meeting.
3. Between the election in November and installation of new officers in December, the outgoing and incoming Treasurers shall meet to make necessary changes in bank records to be prepared for the new officer to assume the duties upon installation.
4. The Treasurer's books shall be audited after the year-end close of the books.
5. The Budget Committee shall consist of the President, President-Elect, Secretary, Treasurer, outgoing Treasurer, Program Chair and at least one Member-at-Large. The outgoing Treasurer shall give the new Treasurer a copy of the prior year's budget and the actual expenditures. The outgoing Treasurer shall be the following year's Budget Committee Chair. The new budget must be approved by the membership before any money is spent, except standard operating expenses.
6. Mountain Top Quilters Board members and Committee Chairs shall work within approved budgets. Any money raised by a Committee for a special purpose shall remain within that committee.
7. All collected monies over fifty dollars submitted to the Treasurer shall be counted together by the Treasurer and the person submitting the monies.
8. The President and Secretary shall inventory materials at the meeting place and the storage facility each year in January. New purchases shall be added to the inventory as the year progresses. Materials taken from and returned to the storage facility shall be recorded on a checkout form.

9. Board meetings are open to the general membership. Anyone wishing to attend or speak at a board meeting should make his/her wish known to the President a day in advance. Members are asked to advise the President one day in advance if they wish to be on the agenda at the general meeting.

10. The goal of workshops is to be self-supporting. Workshops are open to members only up until six weeks prior to date of workshop. After that, available spaces may be filled by non-members.

11. In order for a class participant to receive a refund, the Program Chair must receive a cancellation notice two weeks in advance of the workshop.

12. Mountain Top Quilters shall be provided liability insurance through Arizona Quilt Guild and will request proof of insurance certificates from the Arizona Quilt Guild as needed. (Adopted February 2007).

Committees

1. Library Rules

A collection of books and other information pertaining to quilting shall be owned and maintained by Mountain Top Quilters and made available on loan, at no charge, to all members of the organization. Money shall be appropriated in the budget annually to update and expand the library.

The President shall appoint a Librarian to maintain and oversee the collection of materials.

The standard borrowing period by members for library materials shall be a period of one month. Items shall be checked out by the librarian at one monthly meeting and shall be returned or renewed at the next month's meeting. Extended borrowing periods and renewals may be requested at a meeting or by e-mail or phone call to the librarian prior to the due date; and such extensions shall be granted if no other member is on a waiting list for that item.

Failure to renew or return materials will result in a fine of one dollar per book per month. If a book is lost, the member is responsible for the full replacement cost of the book. Monies collected from fines will be used to purchase books for the library.

The outgoing and incoming Library Committee shall inventory the library annually, and shall submit a report no later than the February meeting.

2. Quilt Basting Rules

The member who wishes to have a quilt basted must enlist the help of six other members to assist. The member must contact the Basting Committee Chair to schedule a

quilt for basting. The member usually provides basting thread, and other supplies are provided by the guild.

Each quilt to be basted should be ironed, and each side should be marked in the center with a safety pin. The same applies to the quilt back, which should be at least two inches wider than the quilt top. Batting should be removed from the package at least twenty-four hours before basting, allowing it to fluff.

3. Opportunity Quilt Guidelines

Timeline: It takes approximately a year to complete the quilt from design, fabric selection and assembly to quilting and binding. A completed quilt needs six months to a year for optimal ticket sales.

Design and Fabric: Members shall submit designs; if not an original design, permission must be granted by the designer or publisher. Membership shall select the design. Whenever possible, purchase fabric from local quilt shops.

Finishing: The quilt should have a label, sleeve and a protective pillowcase for traveling.

Tickets: Tickets are sold for \$1.00 each or 6 for \$5.00. Records of ticket sales should be kept for future information.

Finances

1. **Promotional Activities:** Outside businesses pertaining to quilting classes or services may not be promoted in meetings. Brochures and business cards may be posted on the bulletin board. Advertising for quilting classes, businesses and items relating to quilting will be accepted upon board approval and placed on the chapter website or in the monthly newsletter. Charges for advertising will be determined by the current board.

2. Mountain Top Quilters' membership list shall not be given or sold to persons or organizations to be used for solicitation, sales or political purposes.

3. All newsletters will be e-mailed to any member with an e-mail address listed in the chapter directory. Current members without e-mail addresses will be "grandfathered in" and will never be charged to have all newsletters mailed to them by regular U. S. Mail. New members who request a newsletter via U.S. Mail will be charged \$10.00 per year above the cost of annual dues. This cost will increase 10% per year.

(Adopted February 2007).

Conduct

1. Mountain Top Quilters Code of Conduct: Members shall conduct themselves to reflect favorably on Mountain Top Quilters. They shall refrain from conduct that is injurious to the group and the purposes outlined in the By-laws. Any member who consistently disregards normal rules of social conduct by disruption of meetings with disorderly conduct, shows disrespect for elected Board members, refuses to follow the By-laws, or is verbally abusive shall be given a letter of warning. If the member continues to disregard the Code of Conduct, *said* membership shall be revoked and a portion of the current year's dues for Mountain Top Quilters shall be refunded.

Any member who is physically abusive shall have said membership revoked and a portion of the current year's dues for Mountain Top Quilters shall be refunded immediately.

Mountain Top Quilters reserves the right to refuse membership to anyone whose past behavior has been disruptive and caused harm to the group by refusing to follow the Code of Conduct outlined above.

2. Mountain Top Quilters shall abide by the rules of the meeting facility with regard to the use of the kitchen, meeting room, classrooms and parking areas.

Approved October 15, 2007