

## STANDING RULES & PROCEDURES

Updated 2016

1. As a courtesy to all, members shall wear a name tag to the general meeting. Failure to wear a name tag means the member must pay 25 cents to Miss Piggy.
2. In the best interest of the Guild, no person shall hold more than one office, committee chair or combination concurrently.
3. A monthly drawing (Treasure Chest) for donated items to raise funds may be held at the monthly meetings at the request of the membership.
4. Block of the Month: a member need not be present to win Block of the Month. However the block must be turned in to be eligible.
5. Guild Program: any member who presents a program for our Guild shall be presented with a certificate to attend a future workshop at no charge.
6. Guild Workshop: any member who teaches a workshop for our Guild shall be presented with a certificate to attend a future workshop at no charge.
7. There shall be no workshop refund. In the event of cancellation, a member **may find** a replacement. In the event a member must cancel she must notify the Vice President who may have a waiting list.
8. Guild Retreat: any member who helps run or coordinate a retreat does not pay the fee and shall be presented with a certificate to attend a future workshop at no charge.
9. There shall be no retreat refund after the sign-up period closes. In the event a member must cancel, she must notify the retreat chairman. If the member cannot find a replacement, the fee will be forfeited.
10. Treasure Chest Funds: the distribution of these funds will be voted on by ballot at the **November meeting**. Suggestions of 501c3 organizations should be given to a Board member by the **October** meeting. These will be approved by the Board to be in compliance with Article 3 and then printed in the November newsletter.
11. In order for the judging of the Biannual Quilt Show to be fair to all entries, only those members who have paid dues by January 1 of the show year may enter quilts.
12. The Vereins Quilt Guild will loan our quilt racks and draperies only to the Hill Country Quilt Guild, Kerrville, Texas.
13. Advertizing in the newsletter will be for quilt related interests only.
14. Jr Memberships will be offered for quilters under 18 years of age and must be sponsored by a Guild member. Membership fee is 1/2 of the regular fee.
15. Miss Piggy funds will be awarded at the November meeting by drawing. Member must be present to win.