

# STANDING RULES OF THE WYOMING STATE QUILT GUILD

Amended July 15, 2018

Amended July 14, 2019

These Standing Rules may be amended by a two-thirds (2/3) vote of the membership present at an Annual Meeting without giving previous notice. All by-laws, standing rules and guidelines will be available on the Website.

## I. MEMBERSHIP

- A. **Dues** - Membership Dues are \$20.00 per year. Dues cover membership for one year, January 1 through December 31. Members receive *Wyoming Patchwords*, the WSQG newsletter.
- B. **Membership Pin** - A Membership Pin is available for purchase for \$5.00 plus shipping and handling from the properties chairperson or at an annual meeting for \$5.00. New members will receive a WSQG pin with their first membership card. Members rejoining with a break in membership will not receive a WSQG pin.
- C. **Membership Roster** - No person, directly or indirectly, may render, pay, offer, solicit or accept any money, service or other valuable considerations for or on account of any release of addresses, telephone numbers or email information of any member of this organization.
- D. **Annual Meeting** - The annual WSQG meeting will be held at Quilt Wyoming. Election of officers will be held at the annual meeting. Installation of officers and transfer of all applicable records will immediately follow the election, with the exception of the Treasurer who serves until December 31, the end of the fiscal year.

## II. BOARD OF DIRECTORS AND APPOINTEES

- A. **President**: The President shall serve as the chief executive officer of WSQG. The President shall preside at all meetings, and be subject to the supervision of the Board of Directors, shall perform all duties customary to that office and shall supervise the affairs of WSQG in accordance with policies and directives approved by the Board of Directors.
- B. **President Elect** - The President-Elect shall release a news release for the April *Wyoming Patchwords*, promoting officers to be elected that current year at the annual meeting. Regional Directors will take an active role in recruiting as stated by the WSQG By-Laws. The President-Elect is responsible for obtaining the gift for the outgoing president.
- C. **Treasurer** - The Treasurer shall prepare a year-to-date financial report for distribution at the Annual Meeting. Monthly reports will be available for members to review on the WSQG website. The Treasurer is responsible for keeping the insurance policy on file. The Treasurer acts as the agent for WSQG to negotiate insurance coverage. In the event that the Treasurer is unwilling or it is determined another Board member is more qualified to serve as the agent for WSQG to negotiate insurance coverage another Board member may assist with insurance negotiation.
- D. **Secretary** - The Secretary is the official keeper of the official records pertaining to the governance of the WSQG. The Secretary shall keep all amendments and changes to the By-Laws and Standing Rules. The Secretary shall serve as the registered agent for WSQG.
- E. **Regional Directors** - Regional Directors shall be responsible to plan, organize and orchestrate an educational quilting function during their two-year term of office. This is to be open to the public and the general membership in keeping with our purpose as stated in the WSQG By-Laws. Quilt stands belonging to WSQG are the responsibility of the Regional Director.

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Arrangements may be made with a Regional Director to use the stands. A record of use shall be maintained. Please refer to the Regional Director Guidelines for duties.

- F. Directors-at-Large** - Each Director-at-Large will have designated responsibilities, whether it be to chair a committee or be an advisor in support of the mission of WSQG.
- G. Membership Director** - The purpose of the Membership Director shall be to encourage all persons interested in quilting to join and become active members of WSQG. The Director shall welcome new members, provide the password, distribute membership cards and pins to new members, and record member information and changes to the membership directory. The Director provides that information to the newsletter editor for mailing Patchwords, Quilt Wyoming and other mailings, and to the Webmaster to upload the directory to the website.
- H. Newsletter Editor** - The Board will assure that the membership is kept informed with a newsletter available in a timely manner. Members may choose to receive Wyoming *Patchwords* on line or by postal mail. The newsletter editor will be notified of all Board meetings, including teleconference calls. The April issue will have a news release promoting officers to be elected at the annual meeting and a notice about the Golden Thimble Award. The June issue will include a sample ballot with space for additional nominations. This information will be provided through the nominating committee.

### III. STANDING COMMITTEES

- A. The Standing Committees are Quilt Wyoming, Webmaster, Books for County Libraries, Properties, Historian, and Archives Director.**
  - 1. Quilt Wyoming** - Site selection shall be made by the Quilt Wyoming Committee a minimum of three (3) years in advance. Quilt Wyoming shall not be held in the same WSQG Region consecutive years and every effort shall be made to hold it in every region over a period of ten (10) years. The recommended dates are the third weekend in July. The annual Quilt Wyoming Convention will rotate through the five regions. The rotation will be in order: Central, Southeast, Southwest, Northwest, Northeast. The region shall decide the city in which the convention will be held.
    - a. Opportunity Quilt** - The Quilt Wyoming Committee shall determine that an opportunity quilt shall be created and completed in time for unveiling at the Quilt Wyoming annual meeting (the year prior to that committee's Quilt Wyoming). To comply with non-profit status requirements, the term "raffle quilt" should not be used when referring to the opportunity quilt or the sale of tickets. If a published pattern is used, written permission must be obtained from the designer for the use of the pattern. The Opportunity Quilt committee will oversee ticket sales. The opportunity quilt is a WSQG fundraiser and a means of putting WSQG before the public. A committee in the region hosting Quilt Wyoming is responsible for making and selling tickets. WSQG will pay all reasonable expenses incurred in the making of the quilt and printing of the tickets, including costs of fabric, batting, quilting, and mailing the quilt and tickets. Bills for these items should be sent to the WSQG Treasurer. Moneys and ticket stubs collected from selling tickets will be submitted to the Treasurer who will keep an accounting. Adequate insurance should be purchased when mailing the quilt for display. Within two weeks before the convention money and tickets should not be mailed, the money and ticket stubs should be hand delivered to the WSQG Treasurer at Quilt Wyoming within two weeks of the event.

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- b. Challenge Contest** - A committee in the region that is hosting Quilt Wyoming shall have authority to design the quilt challenge contest. Financial aspects of the challenge can be handled in one of two ways (if fabric packets are sold): 1.) The Quilt Wyoming committee is responsible for 100% of the challenge finances. The committee purchases the fabric, collects the money for the sale of the packets and provides the prizes for the competition. OR 2.) The Quilt Wyoming committee purchases the fabric and submits the bills for payment by WSQG. Money collected as a results of the challenge packet sales is also submitted to the WSQG Treasurer and prizes are provided by WSQG. Prizes will generally amount to \$200: \$50 for first place, \$30 for second and \$20 for third in each of two categories, professional and amateur.
- 2. Webmaster** - The President appoints the Webmaster with the approval of the Board. The Webmaster shall create, maintain and update the website. Information on the website is subject to approval by the Board. ([www.wsqg.org](http://www.wsqg.org)).
- 3. Books for County Libraries** – The Chairperson shall select three to four (3-4) quilting books, (usually an adult and children’s book) and present the selections to the Board for final selection; purchase and distribute the book(s) to the county libraries. To save on shipping costs books are usually distributed at Quilt Wyoming.
- 4. Properties** – Maintains a current inventory of all items purchased or acquired by WSQG. Coordinates with the regional Directors to keep an accurate inventory of quilt stands.
- 5. Historian** – Creates a yearly scrapbook to document the activities of WSQG and other quilting events within Wyoming. The scrapbook will be on display at the annual meeting during Quilt Wyoming.
- 6. Archives Director** - Ensures all WSQG historical documents are properly placed in the Wyoming State Archives under the Wyoming State Guild Collection.

### IV. EVENTS

- A. Sponsored WSQG Event** - A sponsored event must be approved by the Board of Directors. An approved letter or form must be provided to the requestor of the sponsored designation. A sponsored event is funded wholly or in part by WSQG and subject to the direction of the WSQG Board of Directors or a committee designated by the Board of Directors. The event must be held in the State of Wyoming and be open to the public to promote the mission statement and to recruit quilters and WSQG membership. Organizers of the event may not receive monetary or in-kind benefit from the event. Receipts for expenses must be presented to the WSQG Treasurer with a report within 60 days following the event. Unused funds must be returned to the WSQG Treasurer. If a profit is realized from the event, all funds must be returned to the WSQG Treasurer.
- B. Sanctioned WSQG Event** - A sanctioned event must be approved by the Board of Directors. An approved letter or form must be provided to the requestor of the sanctioned designation. The event is not funded by WSQG but is subject to the direction of the WSQG Board of Directors or a committee designated by the Board of Directors. The event must be held in the State of Wyoming and be open to the public to promote the mission statement and to recruit quilters and WSQG membership. Organizers of the event

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may not receive monetary or in-kind benefit from the event.

- C. Insurance** - WSQG maintains a commercial general liability insurance policy. This policy covers legal obligations WSQG may incur for property damage or bodily injury (as defined in the policy) during Quilt Wyoming or other events planned and funded by WSQG at a facility contracted by WSQG. Additional coverage may be required, including but not limited to property insurance. Additional insurance is not the responsibility of WSQG unless approved by the Board. WSQG assumes no responsibility for quilts, personal injury or loss of property used or displayed during sponsored or sanctioned events. The Treasurer or other Board appointee acts as the agent for WSQG to negotiate insurance coverage with Board of Directors' approval. The policy should be reviewed by the Treasurer or other appointee with the insurance agent every other year (odd years) to assure adequate coverage and an understanding of coverage. Insurance is limited to the restrictions of the Insurance policy provided by an insurance agent to WSQG and held on file by the Treasurer. Changes and restrictions are to be reported to the Board of Directors.

### V. AWARDS

- A. Quilt Wyoming Scholarship** - A Quilt Wyoming Scholarship for \$200 is awarded annually. A name is drawn from those registered for Quilt Wyoming. The member must be present at the annual meeting to win. That person will receive \$200 off their registration for the next year's Quilt Wyoming. The Quilt Wyoming committee will be reimbursed by WSQG funds for that credit against registration when the winner uses the award. The award is not transferrable and if it is not used within one year the award will not be carried forward. At the discretion of the Board additional scholarships may be awarded at Quilt Wyoming if funds are available.

- B. Golden Thimble Award** - The Golden Thimble Award is awarded annually. A form is available for members to nominate an individual or an organization who has made significant contributions to the Wyoming quilting community. The Past President prepares a summary to display at Quilt Wyoming with photos and summaries of the accomplishments so that members may vote. The Past President is responsible for advertising, receiving and organizing the nominations and printing the certificate at the annual meeting for presentation to the recipient of the award. The winner is awarded a check for \$100.
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