

# STANDING RULES OF THE WYOMING STATE QUILT GUILD

Amended July 15, 2018

Amended July 14, 2019

Amended July 18, 2021

Proposed Amendments July 23, 2023

These Standing Rules may be amended by a majority vote of the membership present at an Annual Meeting without giving previous notice. All Bylaws, 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 ~~Membership Director 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. In the event that it is not possible to have Quilt Wyoming and the annual meeting, voting will be conducted by mail.

## II. STANDING COMMITTEES

A. 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.

1. 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.

2. Challenge Contest - A committee in the region that is hosting Quilt Wyoming shall have authority to design the quilt challenge contest. The committee may bestow ribbons and/or cash prizes at their discretion.

3. Books for County Libraries - To save on shipping costs books are usually distributed to Regional Directors at Quilt Wyoming for distribution in their region.

4. Historian – Creates a yearly scrapbook to document the activities of WSQG and other quilting events within Wyoming.

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## III. 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 when space permits, 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 may not receive monetary or in-kind benefit from the event. These events may be planned or assisted by WSQG members but not require funding, i.e., a charity project like Quilts of Valor. Using the name may assist in fundraising or interest in promoting the art of quilting.~~

## III. WSQG REGIONAL EVENT GUIDELINES

### A. GENERAL

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## III. WSQG REGIONAL EVENT GUIDELINES

### A. GENERAL

1. Regional events must be of interest to quilters in the region and may include but are not limited to retreats, classes, demonstrations, shows, presentations of speakers.
2. A Regional Event Funding Request must be completed by the person requesting funding and submitted to the Regional Director who will review it and present it to the WSQG Board of Directors with a recommendation to either grant or deny funding. The person requesting funding shall be provided a copy of the form after it is reviewed by the Regional Director and shall be advised of the Regional Director's recommendation regarding funding.
3. Each Regional Director should plan or assist in planning one regional event per year.
4. Regional events must be open to all quilters in the region;

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provided, however, that priority must be given to WSQG members in that region, followed by non-WSQG members in that region, and finally by WSQG members outside that region.

5. Efforts should be made to hold regional events in different areas of the region if possible.

6. Membership brochures should be available to non-members attending the event.

### B. FINANCIAL

1. \$600.00 will be available to each region during each fiscal year for regional events.

2. WSQG funds MAY be used for teacher fees, facility costs, postage and supplies to promote the event and to confirm registration, and for advertising.

3. WSQG funds MAY NOT be used for door prizes, food or gifts, or other supplies provided to participants such as scissors or other sewing notions.

4. Unused funds may not be carried over to the following year.

5. Each region is not limited to one event per year.

6. If a request for funding has not been made by May 1st in any region, that region's designated funds may be allocated to another region upon request and with approval of the WSQG Board of Directors. Before funds can be allocated to another region, however, the region whose funds are being requested must be notified of the request and given an opportunity to request the funds for use in that region.

7. The WSQG Treasurer shall disburse approved funds upon request by the event organizers which funds may be paid directly to a facility or an instructor if so requested.

8. Within 60 days after the event, receipts for authorized expenditures must be provided to the WSQG Treasurer. Any unused funds not supported by receipts must be returned to the WSQG Treasurer.

9. WSQG liability insurance WILL NOT cover loss or injury at such regional quilt events.

10. Registration information for regional quilt events shall contain a clear disclaimer of liability in order to put participants on notice that WSQG liability insurance will not cover loss or injury at such events.

11. Any funding provided by the WSQG for regional quilt events MAY NOT be used to generate profit for any individual or organization other than an instructor paid to teach at the event.

12. If the regional event is sponsored by multiple entities, the request for WSQG funding must identify the need for WSQG funding and must identify the sources and amounts of other funding. If the event generates a profit, WSQG funds must be returned in full to the WSQG Treasurer. The WSQG will not participate in any event that would jeopardize its 501(c) non-profit status.

### C. ADVERTISING:

1. Each event should be advertised in two issues of Patchwords (Events List, Regional Directors report, or a separate 1/4 page announcement) and listed on the WSQG website for at least two months before the date of the event. A registration form or contact name, telephone number and/or email must be included.

2. A press release should be sent to local media when appropriate.

3. All advertisements and press releases must list WSQG as a sponsor.

4. Regional Directors must report on regional events and they must be documented in the Board of Directors meeting minutes.

5. Regional Directors are responsible for getting press releases, news articles, advertisements, photos, etc. to the WSQG Historian for the archives.

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D. **G.** Insurance - WSQG maintains a commercial general liability insurance policy. The policy is intended to protect WSQG from liability loss from persons outside of membership attending events planned by WSQG (i.e., Quilt Wyoming or Regional Events). 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. **If the facility where a WSQG event is scheduled requires proof of liability insurance coverage, upon request the WSQG Treasurer may obtain proof of insurance.** Additional coverage may be required, including but not limited to property insurance. 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.

### IV. 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 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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