

Mission Statement

It is the mission of the Westside Quilters Guild to come together in the spirit of community and friendship for the purpose of preserving and perpetuating the many facets and dimensions of the art of quilting, through education, works of charity, community awareness and the sharing of ideas and information.

Standing Rules

Members

A person who joins the Guild by the end of the first quarter of the Guild's official inception (August 31, 2008) shall be designated a Charter Member. Charter membership may be recognized as such on the member's name tag.

After 24 years of full membership in the Guild, a member shall become a Lifetime Member and may be recognized as such on the member's name tag. Lifetime Members may enjoy full membership privileges and are not required to pay dues.

A member who prepays \$500.00 in non-refundable dues shall be designated a Guild Patron and shall pay no further dues in his or her lifetime, and may be recognized as such on the member's name tag. Funds collected from Guild Patrons will be deposited in an interest-bearing instrument such as a CD or Savings Account. Access to these funds will be limited to approval by a unanimous vote of the Board of Directors.

Business Members shall be listed in the roster, newsletter and on the website.

Junior Members must be 12-17 years old, and may neither vote nor attend overnight retreats.

Honorary Members may be selected by the elected officers. They will have made a significant contribution to the Guild but are no longer able to actively participate.

Members have priority for special events, workshops and retreats. Members are strongly encouraged to participate in all Guild events such as, quilt shows, fundraisers, and educational or public service activities.

Name Tags and Guild Membership Cards

Name tags are required to be worn at meetings and all official Guild functions. Members may make their own name tags. The Guild will furnish paper name tags for special events such as quilt shows.

Two membership cards will be furnished by the Guild to each member, one wallet size and one for a name tag. The cards will display the Guild Logo, the member's name, membership status (see above section), current office or committee service, and year of validity.

Dues and Fees

Dues shall be \$30.00 per year for regular adult members. Beginning in May, 2010, dues will be \$40.00. In addition to a monthly newsletter and membership directory, each paid membership comes with \$10 in quilt raffle tickets (May, 2010). Tickets may be used or gifted by the member, or sold at face value, with the member retaining the proceeds.

Dues for Junior Members are \$15.00 per year.

Dues for Business Members are \$50.00 per year. Up to two persons representing a business may attend Guild events.

Dues shall be reduced by one-half for new adult members who join the Guild beginning the seventh month (December) of the fiscal year, plus \$10.00 for Guild raffle tickets. (Example: Adult member joins in January. Dues are a total of \$25.00)

A guest fee of \$5.00 will be assessed and collected upon visiting the third meeting and every subsequent meeting until or unless dues are paid.

Disciplinary Action

Disciplinary action may be instituted by the elected officers of the Guild (Executive Board)

- Any member against whom disciplinary action is being taken shall be sent notice in writing fifteen (15) days prior to a disciplinary hearing.
- Such notice shall list all reasons for the proposed disciplinary action.
- The member will be given an opportunity to respond to the Executive Board, orally or in writing, at least five (5) days before the effective date of the proposed termination, expulsion or suspension.
- If the member wishes to challenge the decision for termination, expulsion or suspension, the process (including a proceeding in which defective notice is claimed) must begin within one year after the effective date of the expulsion, suspension or termination.
- A member who has been expelled or suspended may be liable for dues, fees or assessments that are the result of obligations sustained by the member before expulsion, suspension or termination.

Meetings

General membership meetings shall be held the third Monday of each month.

Board meetings shall be held monthly. Appointed chairpersons are encouraged to attend Board Meetings, and/or may be asked to furnish a report to the Board from time to time.

The annual general meeting and installation of new officers will be held in May, beginning in 2009.

Verbal advertising by members at Guild meetings or functions is discouraged. Members may use the announcement board at meetings to post brief advertisements and announcements.

Elections

The timeline for the election process shall be:

- December: nominating committee appointed
- February: The slate shall be published and nominations from the floor accepted
- April: election of new officers
- May: installation of new officers at the annual general meeting

Anyone nominated from the floor must either be present at the meeting to accept the nomination, or provide in writing prior to the meeting permission to be nominated.

Elected officers, in addition to the President, Vice-President, Secretary and Treasurer, will be the Program Officer and the Ways and Means Officer. The Officers are expected to attend at least 2/3 of the Board meetings within their term of office.

Appointed chairpersons are encouraged to attend Board Meetings, and/or may be asked to furnish a report to the Board from time to time.

Officers and appointed chairpersons should draw up job descriptions, with timelines, of their expected and actual duties. The job descriptions will be kept in a notebook binder and passed to the next person appointed, as well as kept in a central online location.

Making Changes to Standing Rules

Changes to the Standing Rules may be made by a majority vote of the Board of Directors.

Website, Yahoo Group, and Membership Directory

All members may utilize the Guild's website and Yahoo Group. All postings must be guild and/or quilting related. Membership directories or databases may not be distributed to non-members, sold, or used for advertising purposes of any kind.