

WASHINGTON STATE QUILTERS
SPOKANE CHAPTER
STANDING RULES (REVISION December 2022)

- **GUESTS**

The Current Standing Rule reads:

- A. Non-members shall pay admission of \$10.00 per Quarterly Membership meeting to attend, and participate in door prize drawings.

The New Standing Rule will read:

- A. Non-members shall pay admission of \$15.00 per Quarterly Membership meeting to attend and participate in door prize drawings.

- **DUTIES OF OFFICERS**

- A. The President shall:

The Current Standing Rule reads:

- 5. Apply for annual state gambling license.

The New Standing Rule will read:

(This line item has been transferred to Treasurer Duties.)

- B. The First Vice President (Program Chair) shall:

The Current Standing Rule reads:

- 3. Arrange for speakers for general membership meetings with member input, and arrange workshops.

The New Standing Rule will read:

- 3. Arrange for speakers for general membership meetings, survey members as needed, and arrange workshops.

- C. The Second Vice President (Quilt Show Chair) shall:

The Current Standing Rule reads:

- 4. Sign contracts for space and exposition services in a timely manner for upcoming quilt show.

The New Standing Rule will read:

- 4. Read and sign contracts for space and exposition services for WSQ in a timely manner for upcoming quilt show and consult with Finance Chair or other professional if needed.

E. The Treasurer shall:

The Current Standing Rule reads:

1. Receive all monies payable to this organization.

The New Standing Rule will read:

1. Record in Quickbooks (or other accounting software) all monies paid or payable to this organization.

The Current Standing Rule reads:

4. Assure that committees are within the approved budget.

The New Standing Rule will read:

4. Assure that committees are within the approved budget, and provide financial reports to President and Quilt Show chair upon request.

The Current Standing Rule reads:

5. File reports with the Federal and State government.

The New Standing Rule will read:

5. File reports with the Federal and State government that are not being filed by the Finance Chair.

The Current Standing Rule reads:

6. Submit a year-end financial report and submit the books for an internal audit.

The New Standing Rule will read:

6. Submit the books for an internal audit.

The Current Standing Rule reads:

7. Be present during the quilt show.

The New Standing Rule will read:

7. Be present during the quilt show to perform Treasurer responsibilities.

The Current Standing Rule reads:

10. (Not currently a line item under Treasurer. Was transferred from President's line item).

The New Standing Rule will read:

10. Apply for annual state gambling license.

- **DUTIES OF COMMITTEE CHAIRS AND VICE CHAIRS**

A. The Charity Central Committee Chair Shall:

The Current Standing Rule reads:

3. (No current line item)

The New Standing Rule will read:

3. Submit a written report to the Board listing the organizations that benefitted from donations from Charity Central at the December Board meeting.

The Current Standing Rule reads:

4. (No current line item)

The New Standing Rule will read:

4. Provide an annual inventory to the Finance Chair.

B. The Finance Chair shall:

The Current Standing Rule reads:

3. Present the budget to be printed in the winter newsletter.

The New Standing Rule will read:

3. Present the budget to be printed in the January newsletter.

The Current Standing Rule reads:

9. (No current line item.)

The New Standing Rule will read:

9. Support the Treasurer for State or governmental filings as needed.

C. The Nomination Chair shall:

The Current Standing Rule reads:

1. Be responsible to meet with the committee to prepare a slate of nominees of one or more candidates for each office and brief them on the responsibilities and traditional duties of office.

The New Standing Rule will read:

1. Meet with the committee to prepare a slate of nominees of one or more candidates for each office and brief them on the responsibilities and traditional duties of office.

D. The Raffle Quilt Chair shall:

The Current Standing Rule reads:

2. (No current line item)

The New Standing Rule will read:

2. Keep current gambling license in binder at all raffle quilt events.

The Current Standing Rule reads:

3. (No current line item)

The New Standing Rule will read:

3. Keep all raffle tickets for the legal duration as required by State Law.

E. The Fundraising Chair shall:

The Current Standing Rule reads:

1. (No current line item)

The New Standing Rule will read:

1. Maintain an inventory of items purchased and sold and provide this to the Finance Chair and Treasurer annually.

F. The Librarian shall:

The Current Standing Rule reads:

1. (No current line item)

The New Standing Rule will read:

1. Maintain and update inventory each year and provide an annual inventory to the Finance Chair and Treasurer annually.

G. All Committee Chairs and Vice Chairs shall:

The Current Standing Rule reads:

2. Be responsible to make all bank deposits within five (5) days of receipt and notify the Treasurer of said deposit. The Committee Vice Chair shall be responsible to fulfill this duty when the Committee Chair is unable to do so.

The New Standing Rule will read:

2. Deposit all monies collected as soon as possible, but no later than fourteen (14) days of receipt and notify the Treasurer of said deposit. The Committee name and related year will be included on the deposit slip. The Committee Vice Chair shall be responsible to fulfill this duty when the Committee Chair is unable to do so.

The Current Standing Rule reads:

4. The Committee Chair shall be responsible to track expenses and present a pertinent budget category proposal to the Finance Committee Chair in September with the exception of the Quilt Show Committee Chair, whose budget proposal shall be presented promptly following the annual quilt show.

The New Standing Rule will read:

4. The Committee Chair shall be responsible to track expenses and present a pertinent budget category proposal to the Finance Committee Chair in 4th quarter with the exception of the Quilt Show Committee Chair, whose budget proposal shall be presented promptly following the annual quilt show.

The Current Standing Rule reads:

5. Perform such other duties as may be requested by the President.

The New Standing Rule will read:

5. Perform such other duties as may be requested by the President, including contracts for respective committee events, and send copy of contracts to Treasurer. Treasurer will secure insurance as necessary.

The Current Standing Rule reads:

6. (No current line item)

The New Standing Rule will read:

6. Submit a signed voucher to Treasurer for expenses within 14 days of expenditure.

• **BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE MEETINGS**

The Current Standing Rule reads:

B. A transitional board meeting shall be held in late fall at which time outgoing officers and committee chairs shall deliver all records, files, procedural binders, and WSQ-SC properties to successors.

The New Standing Rule will read:

B. A transitional board meeting shall be held in December at which time outgoing officers and committee chairs shall deliver all records, files, procedural binders, and WSQ-SC properties to successors.

• **MEMBERSHIP MEETINGS**

The Current Standing Rule reads:

A. The meetings of the membership shall be held quarterly, in January (winter quarter), April (spring quarter), July (summer quarter), and September (fall quarter). Each membership meeting shall consist of one or more gatherings on the same day, at the time and place designated by the Board of Directors. Notification of these meetings shall be announced in the quarterly newsletter.

The New Standing Rule will read:

A. The meetings of the membership shall be held quarterly, in January (winter quarter), April (spring quarter), July (summer quarter), and September (fall quarter). Each membership meeting shall consist of one or more gatherings on the same day, in person or virtual at the time and place designated by the Board of Directors. Notification of these meetings shall be announced in the quarterly newsletter.

- **BUSINESS POLICIES**

BUS TRIPS

C. Cancellation/Refunds

The Current Standing Rule reads:

1. Due to contract obligations requiring a minimum of 35 passengers, members shall notify WSQ at least twenty (20) days prior to the date of travel for a refund.

The New Standing Rule will read:

1. Refund policy will be based upon the contractual obligation of the event. Chair will announce the refund policy with the event information.

LIBRARY

A. Library materials shall be:

1. Limited to WSQ members.

The Current Standing Rule reads:

a. Members may check out only four books/videos at a time.

The New Standing Rule will read:

a. Members may check out only four items at a time.

The Current Standing Rule reads:

b. Books/videos are due to be returned at our next quarterly meeting.

The New Standing Rule will read:

- b. Items are due to be returned at our next quarterly meeting.

- **QUARTERLY MEMBERSHIP MEETINGS**

HOSPITALITY

- B. Items for sale shall be:

The Current Standing Rule reads:

- 1. WSQ raffle quilt tickets, WSQ memorabilia, and used library books.

The New Standing Rule will read:

- 1. WSQ raffle quilt tickets, WSQ memorabilia, used library items and Charity Central items.

WORKSHOPS

- A. Attendance

The Current Standing Rule reads:

2. Non-members shall be eligible to register for a workshop twenty (20) days prior to the scheduled workshop when there are no WSQ members on the waiting list.

The New Standing Rule will read:

2. Non-members shall be eligible to register for a workshop thirty (30) days prior to the scheduled workshop when there are no WSQ members on the waiting list.

