

**WASHINGTON STATE QUILTERS
SPOKANE CHAPTER
STANDING RULES
(Revision January 2023)**

- **DUES**

- A. Annual Dues shall be \$35.00 per membership, payable in January.

- **GUESTS**

- A. Non-members shall pay admission of \$15.00 per Quarterly Membership meeting to attend, and participate in door prize drawings.
- B. Non-members may participate in workshops, bus trips, and other activities at the same cost that members pay on space available basis only after closing date for members.
- C. Non-members may participate in WSQ Quilting Bees and WSQ Quilt Shows.
- D. Non-members may not participate in WSQ business, be eligible to vote, or check out library books.
- E. WSQ-SC shall waive the \$10 guest fee for secondary students if they meet the organization's mission as described in the bylaws. Students must have a signed permission slip from their school that is countersigned by an Officer of WSQ-SC at the end of the meeting.

- **DUTIES OF OFFICERS**

- A. The President shall:
 - 1. Preside at all meetings Preside at all Board of Directors and Membership meetings following an Order of Business as recommended by RONR, 11th edition.
 - 2. Appoint all committee chairs, except the nominating committee.
 - 3. Be familiar with the Bylaws and Standing Rules and Roberts Rules of Order.
 - 4. Be familiar with the nonprofit status of WSQ-SC.
 - 5. Maintain a current file of WSQ procedures and job descriptions for each office and committee.
 - 6. Be an ex-officio member of all committees except the nominating committee.
- B. The First Vice President (Program Chair) shall:
 - 1. Preside in the absence of the President.
 - 2. Automatically become the President in the event of a vacancy in the office of the President.
 - 3. Arrange for speakers for general membership meetings, survey members as needed, and arrange workshops.
 - 4. Consult with, and report on proposed contracts to the Board of Directors.
 - 5. Report to the membership on future speakers and workshops.
 - 6. Follow WSQ-SC procedures outlined in the First Vice President's binder, update as necessary.
 - 7. Perform such other duties as may be requested by the President.
- C. The Second Vice President (Quilt Show Chair) shall:
 - 1. Preside in the absence of the President and First Vice President.
 - 2. Appoint all quilt show committee members necessary to prepare for the quilt show.
 - 3. Conduct regular meetings with the committee in preparation for the quilt show.
 - 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.
 - 5. Follow WSQ-SC procedures outlined in the Second Vice President's binder, update as necessary.
 - 6. Perform such other duties as may be requested by the President.
- D. The Secretary shall:
 - 1. Record all minutes and keep permanent copies.
 - 2. Distribute copies of the previous Board meeting promptly.
 - 3. Carry a copy of Bylaws and Standing Rules and job descriptions of Board of Directors to each meeting.
 - 4. Submit minutes of the membership meeting for printing in the newsletter.
 - 5. Maintain a copy of WSQ procedures and job descriptions for each office and committee.
 - 6. Collect and distribute mail in a timely manner.
 - 7. Follow WSQ procedures outlined in the Secretary's binder, update as necessary.
 - 8. Perform such other duties as may be requested by the President.
- E. The Treasurer shall:
 - 1. Record in Quickbooks (or other accounting software) all monies paid or payable to this organization.

2. Pay all bills of the organization promptly.
3. Keep financial records for the organization and report at all Board and membership meetings.
4. Assure that committees are within the approved budget, and provide financial reports to President and Quilt Show chair upon request.
5. File reports with the Federal and State government that are not being filed by the Finance Chair.
6. Submit the books for an internal audit.
7. Be present during the quilt show to perform Treasurer responsibilities.
8. Follow procedures outlined in the Treasurer's binder, update as necessary.
9. Perform such other duties as may be requested by the President.
10. Apply for annual state gambling license.

• **DUTIES OF COMMITTEE CHAIRS AND VICE CHAIRS**

- A. The Charity Central Committee Chair shall:
 1. Accept donations of quilting supplies to make quilt kits to be distributed to members to be assembled into quilts.
 2. Organize and donate those quilts to charitable organizations for distribution to those in need in the community.
 3. Submit a written report to the Board listing the organizations that benefited from donations from Charity Central at the December Board meeting.
 4. Provide an annual inventory to the Finance Chair.
- B. The Finance Chair shall:
 1. Call a meeting of committee members as ordered in the Bylaws, to prepare the annual budget after the Quilt show.
 2. Submit the budget proposal to the General Board for approval.
 3. Present the budget to be printed in the January newsletter.
 4. Submit proposed budget amendments to the General Board for approval.
 5. Review WSQ-SC financial obligations as deemed necessary by the Board.
 6. Meet with two (2) or more members to conduct a procedural internal audit.
 7. A written report shall be submitted to the membership at the next regular meeting following said audit.
 8. Follow procedures outlined in the Finance Chair's binder, update as necessary.
 9. Support the Treasurer for State or governmental filings as needed.
- C. The Nomination Chair shall:
 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:
 1. Be responsible for maintaining records in accordance with Washington State Gambling Commission.
 2. Keep current gambling license in binder at all raffle quilt events.
 3. Keep all raffle tickets for the legal duration as required by State law.
- E. The Fundraising Chair Shall:
 1. Maintain an inventory of items purchased and sold and provide this to the Finance Chair and Treasurer annually.
- F. The Librarian Shall:
 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:
 1. Carry out responsibilities of the position with the collaboration of a Committee Vice Chair when necessary. The Committee Chair shall attend all Board of Director meetings. In the absence of the Committee Chair, the Committee Vice Chair shall attend the Board of Directors meetings.
 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.
 3. The Committee Chair shall follow, maintain and update the procedural binder(s) containing job Descriptions with timeline. The Committee Chair shall provide a copy of procedural binder materials to the President and Secretary.
 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.
 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.
 6. Submit a signed voucher to Treasurer for expenses within 14 days of expenditure.

- **BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE MEETINGS**
 - A. The President shall call Board of Director meetings and Executive Committee meetings as deemed necessary to conduct business.
 - 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**
 - 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.
 - B. Meetings in two sessions – equal and fair participation of all members.
 - 1. To ensure all members equal opportunity for participation and voting during our quarterly business meetings, when held in two sessions, all business requiring a vote must be proposed and voted on during the afternoon session. After a recess of the afternoon session, the evening session shall reconvene at which time the same motion shall be presented for a vote. Results of all votes shall be announced by the President at the evening meeting and be published on the WSQ web site and in the newsletter.
 - 2. When a member has a proposal but cannot attend the afternoon session, said member may contact any elected officer requesting that the motion be included on the agenda for the business meeting; or ask another member attending the afternoon assembly to present the motion in writing.
- **ELECTIONS AND VOTING PROCEDURES**
 - A. Elections shall be by ballot when there is more than one candidate per office.
 - 1. The President shall appoint tellers to count the ballots.
 - 2. The President shall announce the results of the vote at the evening meeting and the Secretary shall record the voting results in the minutes.
 - B. In the case of two or more candidates running for office the vote shall be taken by ballot or a show of voting cards prepared prior to the meeting, or by a standing vote.
- **MEMBERSHIP ROSTER**
 - A. The membership roster shall be available to the Board of Directors for WSQ-SC activity use; it shall not be used for the purpose of promoting for-profit businesses.
- **DISBURSEMENT OF FUNDS**
 - A. With the exception of the annual appreciation gift to the elected and appointed members of the Board of Directors, Quilt Show committee members, and honorariums, no organizational funds may be expended for the benefit of a small select number of members.
- **AMENDMENTS OF STANDING RULES**
 - A. Changes of these standing rules may be proposed at any membership meeting of WSQ. Any changes must be adopted by a majority vote of members at a membership meeting.
- **BUSINESS POLICIES**
 - I. **BUS TRIPS**
 - A. WSQ members have priority.
 - B. Non-members can attend if space is available.
 - C. Cancellation/Refunds
 - 1. Refund policy will be based upon the contractual obligation of the event. Chair will announce the refund policy with the event information.
 - 2. Notice of less than twenty (20) days prior to the scheduled trip, members are required to find a replacement to receive a refund.
 - 3. No refunds shall be made for “no shows”.

- **LIBRARY**

- A. Library materials shall be:
 1. Limited to WSQ members.
 - (a) Members may check out only four items at a time.
 - (b) Items are due to be returned at our next Quarterly Meeting.
 - (c) Library materials are past due six months after the checkout date.
 - (d) Members shall pay for lost and /or damaged books/videos.
 - (1) No refunds shall be made for any materials for which WSQ has been paid if said materials are later found.

- **QUARTERLY MEMBERSHIP MEETINGS**

- **HOSPITALITY**

- A. Raffle quilt displays:
 1. The WSQ raffle quilt has priority.
 2. Only members representing small groups that are on the WSQ list of recognized small groups and other quilt guilds will be allowed to display finished quilts for the purpose of selling raffle tickets.
 - (a) Notification by WSQ members must be made to the Hospitality Committee Chair one week prior to our WSQ Quarterly Meeting for space availability to display a raffle quilt.
 3. Raffle proceeds shall be for the support of a quilt show or the benefit of bona fide nonprofit organizations.
- B. Items for sale shall be:
 1. WSQ raffle quilt tickets, WSQ memorabilia, used library items, and Charity Central items.
 2. Raffle tickets as outlined in A. 2 and 3.
 3. Guest speaker's products.
- C. Advertising materials, ie. flyers and posters.
 1. Businesses promoting goods and services shall use a table designated by WSQ-SC Hostess.

QUILTING BEES

1. Attendance shall be open to all members and the general public.
2. Items for sale shall be:
 - (a) WSQ raffle quilt tickets, WSQ memorabilia
 - (b) Raffle tickets by WSQ small groups or quilt guilds in support of quilt shows or bona fide nonprofit organizations.
 - (c) Guest speaker's products.

WORKSHOPS

- A. Attendance
 1. WSQ members shall have priority.
 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.
- A. Cancellation/Refund Policies
 1. Due to contract obligations and endeavors to maintain affordable workshops; members shall notify WSQ at least forty-five (45) days prior to scheduled workshop for cash refund or credit applied towards another workshop within one year.
 2. Members canceling with less than forty-five (45) day notice shall find a replacement to receive a refund when there is no waiting list.
 3. No refunds shall be made for "no shows".

YARD SALE

- A. Table rental shall be:
 1. Limited to WSQ members.
 2. Articles to sell shall be quilting related, i.e.- quilt tops, fabric, notions, books, magazines, patterns, beads, lace, etc.
- B. Cancellation/Refund Policies
 1. No refunds shall be made with less than (60) sixty-day notice prior to yard sale date except when another member is on the waiting list. Only when no waiting list exists may the member canceling find a replacement for that table from the WSQ membership.
 2. No refunds shall be made for "no shows".