

**STANDING RULES
TOWPATH QUILT GUILD, INC.
(Revised & Approved 11-01-16)**

Section 1:

~ Towpath Quilt Guild accounting year is 1 July to 30 June.

Section 2: Membership

~ Annual dues are \$25.00 due the 1st of September each year, \$20.00 if paid before the 1st of September and \$12.50 after March 1st.

~ Guests pay \$3.00 and may attend two meetings before they are required to join. Guest dues will be deducted from their annual dues upon joining the Guild. Dues may be increased by a majority vote of the members at the June meeting.

~When dues are paid, a Nametag membership card is issued, which is to be worn at meetings and workshops. A drawing for a fat quarter or other quilt-related item is held for those attending the meetings, with the requirement that the member must be wearing a nametag.

~ Membership is open to all with an interest in quilting and related activities. New members may choose to have a mentor at the time of joining. An information packet is provided to new members with a fat quarter included.

~Members of the Board of Directors are the elected officers (Executive Board) and committee chairmen. The Board is responsible for overall policy and direction of the Guild. The out-going President or Co-Presidents will serve one year on the Board as a non-voting Advisor.

~ All Guild members are also members of Quilters' Consortium of New York, Inc., (see Section 3) as long as the Guild remains a member.

Section 3: Consortium Delegate and Alternate

~The Guild is a member of the Quilters' Consortium of New York State, a network of approximately 25 guilds established for the purpose of sharing thoughts and ideas on quilting.

~ The President or Co-Presidents appoint the Delegate and Alternate to attend the Consortium meetings. They are responsible to prepare a brief description of Guild activities to present at the meeting and to inform the Guild of Consortium activities. The Delegate(s) will be reimbursed for lunch and mileage (according to government guidelines) to attend the meetings.

Section 4: Meetings

~ Board Meetings: Guild Board meetings are held the 1st Tuesday of the month except July, August, September and January. The President or Co-Presidents may call a meeting

in the summer to plan the year's activities. All Guild members may attend Board meetings as non-voting members.

~A "Monthly Minder" sheet is available at each meeting. It lists events and happenings of the coming month and any reminders as appropriate. It is also published on the Guild's web site.

~ General Meetings: General meetings are held the 2nd Tuesday of the month except for July, August, January and February. June is the annual picnic and Annual Meeting and December is the Holiday Party. The meeting time is 9:30 a.m. for social time and to check out library books and 10:00 a.m. for the meeting. A program or lecture may follow the business meeting.

~ Other Meetings: January, Service Project; February In-house Workshop (free to the members); and August Workshop (members pay a fee).

~ Canceled Meetings: Meetings canceled for snow or other weather-related closing will follow Fayetteville Manlius School closings.

Section 5: Programs

~ The Program Committee selects the program, which could be a lecture, a workshop or both. The committee makes arrangements for the lecture and/or workshop. A sign-up sheet is made available for workshops.

~ Payment is expected at time of sign-up. No one is guaranteed attendance or receives a class handout until payment has been made.

~ A workshop should pay for itself or be subject to cancellation with Executive Board approval. No refunds will be given after the cut-off date as stated on the sign-up sheet, unless the class is canceled.

~ If a member is hostess for the workshop instructor, that member may attend the workshop at no cost. The hostess will be reimbursed, if entertaining the instructor at dinner.

Section 6: Events

~ February Workshop: The February Workshop is open to all Guild members at no cost. Paid Guild members teach various workshops. This workshop is normally held at the same location as Guild meetings, currently the United Methodist Church in Fayetteville. Members may be asked to bring goodies for morning coffee; if so, their names are usually entered into a drawing.

~ National Quilting Day: The Guild participates in National Quilting Day by presenting some type of quilting activity for the public. Members are asked to give demonstrations and/or spend an hour or so at the Guild display. Tickets for the Guild raffle quilt may also be sold at this event unless it is not allowed at the venue. Our practice has been to

provide three baby quilts—one to each first newborn, on National Quilting Day, at the three area hospitals.

~June Picnic: The June picnic is the Annual Meeting, the last meeting before summer break; this is when the items made for the Service Project are presented. The picnic chairman chooses the location. The food may be a potluck or catered. There is no charge for the potluck, but if a caterer is used there will be a per member charge.

~ August Workshop: The August Workshop is to provide members an opportunity to get together during the summer break. Paid Guild members teach various workshops. There is a per member charge for this workshop to pay for teachers and facility use. Non-members may attend. A non-member fee will be charged. Charge is determined by cost; the goal is to break even. Members may be asked to bring goodies for morning coffee; if so, their names are usually entered into a drawing.

~ Holiday Party: The party begins at the regular meeting time and location and includes morning goodies, lunch, various activities such as a silent auction, sale of donated items and other fun things. Lunch may be potluck or catered. There is no charge for the potluck, but if a caterer is used there will be a per member charge.

Section 7: Optional Activities

~ Monthly Block Raffle: If offered, members who wish to participate in the block raffle make one or more of a chosen block. For each block, the member's name is entered in a drawing to win all the blocks. More than one name may be drawn depending on the number of blocks made, as determined by the Block of the Month Chairperson.

~Mystery Quilt: If offered, members may participate in a mystery quilt pattern, steps of which will be distributed on a monthly basis, with the quilt top being ready for Show and Tell at the June meeting.

~ Monthly Fat Quarter Raffle: If offered, members who wish to participate in the fat quarter raffle bring one or more fat quarters of a predetermined color and/or theme. For each fat quarter, the member's name is entered in a drawing to win all the fat quarters. More than one name may be drawn depending on the number of fat quarters submitted, as determined by the Chairperson.

~ Monthly Raffle Basket: If offered, members may purchase one or more \$1.00 tickets to win the monthly raffle basket of "goodies". This is intended to be a "break-even", fun activity.

~Wednesday Stitchers: This group meets on the first and third Wednesday of each month in the community room of the Sullivan Free Library in Chittenango from 10:00 a.m. to noon. Hand-work projects, quilting problems and smiling faces come together. All are welcome.

~UFO Club (Unfinished Objects): If offered, members may choose to enroll in this club for the current year. The member will list a certain number of UFOs and pay a minimal charge. Upon completion of each item listed, the member will be reimbursed a portion of the amount paid. The names of participants who complete all listed items will be placed in a drawing for prizes to be determined by the Chair of the Club. Any reimbursed money will be turned over to the general operating fund of the Guild.

~S.C.R.A.P.S: ‘Service Coordinator Representing All Projects Sewn’ (and can also include knitted and crocheted items). Guild members are encouraged to participate in various projects for charity groups or other entities in need of bedding, clothing, etc., and to share their patterns for others’ use. A SCRAPs Coordinator maintains a notebook of photos, patterns and related information which is available to members at any time.

~Recycle Shop: A shopping venue for members is provided through donations of quilt-related items by members. This “store” is set up in the church sanctuary for meetings in the months so designated by the chairperson or co-chairpersons. Money realized from this is to be donated to the Guild’s general operating fund. New or gently used quilting notions, patterns, UFOs and unwanted fabric are solicited on a time-line provided by the chair.

~Trunk Sale: A Trunk Sale may be an alternative option to the Recycle Shop. This is for members who wish to sell gently used, in good condition, quilting items out of their trunks. A per trunk fee is charged to members who participate. The date and time is determined by the chairperson. As with the Recycle Shop, fees from this are donated to the Guild’s general operating fund.

~State Fair: Members may volunteer to staff a small exhibit of quilts, demonstrate techniques, and answer questions of interested fair-goers. Tickets for the Raffle Quilt are sold every other year.

Section 8: Quilt Show

~Every two (2) years, in odd-numbered years, a quilt show is held by the Guild. The Chair or Co-chairs oversee the planning of the Quilt Show. This is the Guild’s only fund-raising activity.

~In even-numbered years, a committee is chosen to make a raffle quilt and each Guild member is responsible for selling a minimum of thirty (30) raffle tickets. Tickets are also sold at venues in the area and members are asked to volunteer when possible. The profit from the raffle goes to pay for guest speakers, Guild projects and workshops, etc.

Section 9: Library

~ The Guild library is one of the most popular benefits of Guild membership. Only members may check out the library books. Members may sign out 1-3 books per month, due back at the next Guild meeting. In November and May members may sign out up to 5 books that are not due back for 3 months (the time between meetings).

~ Guild members are encouraged to request books to be purchased for the library. When the library is culled and when donated books are not put in the library, they are offered to the members at a discount.

Section 10: Newsletter

~ The Guild newsletter “Along the Towpath” is e-published quarterly and is available to Guild members as part of their dues. For members without email, the newsletter will be sent via mail.

~ Guild members are encouraged to submit articles of interest to the newsletter editor. Businesses may advertise in the newsletter for a small charge, which may be changed by the Board of Directors. Guild members may advertise three (3) lines once per year for no charge.

~ No copyrighted material will be published without permission.

Section 11: Web Site

~A web site is maintained to keep members informed of ongoing activities as well as immediate events. When possible, pictures of events are shown. The current newsletter, Bylaws, and Standing Rules are available. A Members Only section is available with the use of a password.

~The Web Site Liaison is responsible for submitting all information to the web master. No copyrighted material/pictures/patterns will be accepted unless there is written permission of the artist/designer, etc.

Section 12: Scholarships

~ The Guild awards three to six scholarships each year at the June picnic. Scholarships are good for one year, from June to May and are not to be used for Towpath Guild workshops. Winners are not eligible for the next year’s drawing. To be eligible, winners must be in at least their second year of Guild membership and have served on a committee or been a Board member. Winners must share their experience at a designated meeting/workshop no later than the May meeting of the following year. Members pay for the class and the scholarship amount will be reimbursed by the treasurer. The Vice-President or Co-Vice-Presidents shall be responsible for overseeing this.

Section 13: President’s or Co-Presidents’ Gift

~ The immediate past President or Co-Presidents are responsible for the outgoing President’s or Co-Presidents’ gift. Input will be sought regarding the type of gift desired, and members may be asked to contribute accordingly. Funds maybe requested and approved by the Board.

Section 14: Memorial Gifts

~A memorial gift will be sent to a designated charity when a member passes away. The Corresponding Secretary will request a check for \$25 from the Treasurer to be sent to the

designated charity with a request that the family be notified of the donation.

11-01-16