

RAINSHADOW QUILTING ARTS GUILD
San Juan Island, Washington
STANDING RULES

I. PRIVILEGES OF MEMBERSHIP

1. Attend meetings and participate in all activities of the Guild.
2. Receive newsletter by-mail or hard copy.
3. Receive membership card entitling them to discounts at participating merchants.

II. RESPONSIBILITIES OF MEMBERSHIP

1. Members are to promote quilting in the manner stated in our mission statement.
2. Members are strongly encouraged to participate in the charitable and fund raising activities of the Guild.

III. JOINING THE GUILD

1. Prospective members may attend one meeting prior to paying dues.
2. Prospective members will receive a membership form from our website or the President-Elect.
3. Board members shall be available to answer inquiries.
4. Prospective members will gain membership by paying dues and by completing and signing the membership form.

IV. DUES

1. The Board will determine annual dues, currently set at thirty dollars.
2. Dues cover membership from January 1 through December 31. Dues are not prorated at any time during the year.
3. Members who are 75 or older shall be considered "Life Members" and membership dues are waived.

V. MONEY HANDLING

1. The Fiscal Year shall be January through December.
2. All monies for Guild sponsored events, classes and meetings shall be handled by the Treasurer.
3. The President, President-Elect and the Treasurer shall be signatories on all Guild bank accounts and shall be authorized to write checks on behalf of the Guild.
4. Members are required to submit bills for reimbursement to the Treasurer, within 60 days of incurred expense. Bills submitted late will be paid at the Board's discretion.
5. Members are required to submit to the Treasurer all checks or other monies received for Guild activities within thirty days of receipt.

VI. SCHOLARSHIPS AND GRANTS

1. Scholarships are available for educational advancement.
2. Grants are available to any member who is furthering the mission of RQAG through teaching classes or other related activities to promote the Quilting Arts.

3. Applications for scholarships and grants shall be prior to registration to the Executive Committee. Application forms are available on the website or from the Treasurer.
4. Scholarship awards will be based on availability of funds and in keeping with the mission of the Guild.
5. A member of the Executive Committee will notify the recipient of award within ten days of application.
6. Scholarship awards are to be kept confidential in the Executive Committee.

VII. PROGRAMS

1. The Board will determine program fees for all classes, retreats, meetings and events annually.
2. Payment must accompany registration.
3. The Program Coordinator will maintain a waiting list.
4. If a member has registered for a program and is unable to attend a program or retreat, it is the member's responsibility to find a replacement and negotiate any personal compensation. The member must contact the appropriate committee member for names on the waiting list. No refunds will be given if member is unable to find a replacement.
5. Guild sponsored activities are for the benefit of its members. Non-members or guests may attend classes if space permits. Registration is open to non-members only after Guild members have had an opportunity to sign-up, one month after the event is announced via the Newsletter or other Guild-wide communication. Non-members will be charged a non-refundable fee in addition to the normal event fees.
6. Quilt retreat is open to all members age 18 and above. Non-members are charged an additional fee equal to or greater than the cost of membership.
7. At events where there is no charge, a nonmember may also attend at no charge. This is limited to one event during the membership year per person.

VIII. SPECIAL COMMITTEE RESPONSIBILITIES

1. The President appoints the Committee Chairperson. All Special Committees report to a Board member.
2. Committee is responsible for coordinating all aspects of Guild sponsored Quilt Retreat(s). The Retreat Committee reports to the Program Chairperson.
3. Hospitality Committee: The Hospitality Committee is responsible for arranging for and/or providing set up, clean up and meals for all Guild meetings and classes. The Hospitality Committee reports to the Program Chairperson.

These Standing Rules were approved at the annual meeting of the Membership of the Rainshadow Quilting Arts Guild in October 2014.