

PIECING PARTNERS QUILT GUILD
STANDING RULES
(Amended October, 2023)

MEMBERSHIP:

1. The cost of annual dues amount shall be presented by the Board of Directors at a General Meeting for a vote and become effective on January 1st of the following year. After July 1st the rate for new members shall be half of the full dues plus \$2.00 rounded to the nearest dollar. A charge for those who wish a hardcopy of the newsletter via US Postal Service will be determined yearly by the Board of Directors and added to the membership fee.
2. A guest is anyone who is not a current member of Piecing Partners Quilt Guild. The meeting guest fee and non-member workshop fees shall be determined yearly by the Board of Directors. There will be no guest fee charged for guest speakers or aides, or other visitors deemed appropriate by the President or Membership Chairperson.

WORKSHOP CANCELLATION POLICY

There are **NO** refunds unless PPQG cancels the class. If paid attendee cancels no less than 7 days prior to the workshop, a voucher for the value of the class will be issued to be applied to the cost of a future class within the following 12 months. Cancellations less than 7 days prior to the workshop will not be eligible for a voucher.

GUILD PROPERTY MAINTENANCE:

1. The Community Outreach Coordinator will be responsible for access to Guild storage units.
2. Guild storage unit keys will be collected and redistributed by the President yearly.
3. Guild equipment and supplies will be used only at Guild functions and activities. There will be no borrowing of equipment by any individual or organization.

COORDINATORS:

Coordinators oversee the activities of each committee listed. Committee chairs will report progress, needs, and concerns to their Coordinator, who will act as their liaison to the Board of Directors.

HOSPITALITY COORDINATOR:

1. General Meeting Refreshment committee
2. Holiday Party Committee
3. Quilt Buddy
4. Representative to Colorado Quilting Council

FUNDRAISING COORDINATOR:

1. Auction Committee
2. Annual Fundraisers, Silent Auction, and Boutique Committees
3. In-House Raffle Committee
4. Raffle Quilt Committee
5. Raffle Quilt Construction Committee
6. In-house Fabric Sales

COMMUNITY OUTREACH COORDINATOR:

1. Community Project Committees
2. Annual Fundraiser Demonstration Committee
3. Community Event Education Committee

MEMBER ACTIVITIES COORDINATOR:

1. Bee Keeper

2. Block of the Month Committee
3. Challenge Quilt Committee
4. Historian
5. Librarian
6. Member Sales Committee
7. Phone Committee
8. Put and Take Committee
9. Show and Tell
10. Sunshine Committee

COMMUNICATIONS COORDINATOR:

1. Audio/Visual Committee
2. Social Media Committee
3. Website Manager
4. Newsletter Editor
5. Marketing Committee

COMMITTEE CHAIRPERSON DUTIES:

- Committee chairs will report progress, needs, and concerns to their Coordinator, who will act as their liaison to the Board of Directors.
- All committee chairpersons are responsible for staying within their budget. All additional expenditures must be reported to their Coordinator and then be Board-approved before that expense is incurred.
- Any unapproved expenditures are the financial responsibility of the buyer and are considered a donation to the Guild.

1. Auction Committee

- a. Determine format(s) of auction including, but not limited to silent auction, live auction, raffle baskets.
- b. Coordinate receipt of donated items and organize to maximize sales.
- c. Contract, with Board approval, for auctioneer if needed with selected format of auction.
- d. Create auction bid sheets, bidder numbering system, and ticket sales as needed.
- e. Coordinate with Facility Liaison for set up of event.

2. Bee Keeper: Coordinate information for members interested in quilting groups.

- a. Promote quilting within the Guild through small quilting groups known as Bees.
- b. Maintain a list of current bees and facilitate creation of new Bees.
- c. Report on news and happenings in the Bees via the newsletter and committee reports.

3. Block of the Month Committee:

- a. Select, design and prepare copies of the block for the months determined by the Committee. Pattern shall be presented in monthly newsletter and sample block displayed monthly at general meetings.
- b. Give specific directions for completing the blocks, including construction, fabrics, and color, as needed.
- c. Determine if BOM will be submitted for drawing or kept by individual members.
- d. Conduct block drawing and display quilts blocks as they are turned in.

4. Challenge Quilt Committee:

- a. Decide the type of challenge, fabric, theme, length of time, rules, prizes, awards, and due date.
- b. Present rules at earliest possible meeting and distribute materials, if necessary. Have rules available at all general meetings until challenge is completed.
- c. Collect and display challenges at a meeting determined by the committee and/or board.

5. Community Projects Committees:

- a. Communicate with Community Outreach Coordinator to obtain fabrics, batting, and other supplies needed to create items for donation.

- b. Distribute donated items to projects/charities approved by the Board of Directors. Community based organizations which provide services to infants, children, teens, 1 parent families and Veterans will be given first consideration. Agencies may include, but are not limited to Partners in Housing, First Visit, Chafee Quilters, Ronald McDonald House, Quilts for Veterans, Hospital related projects, and Habitat for Humanity Quilts.
 - c. Keep a count of donated items.
 - d. With approval of Community Outreach Coordinator, purchase materials for Board-approved outreach projects. It is the responsibility of the Board of Directors to approve outreach projects.
 - e. Approve all purchases by members for outreach projects in advance; otherwise, purchases must be considered to be donations.
 - f. Create a system for assembling and finishing outreach projects.
 - g. Donated materials/supplies not appropriate for use in community projects may be sold at Guild Meetings and/or donated to charities.
6. Community Event Communication Committee:
- a. Identify appropriate quilt design/project to facilitate community engagement during a festival event.
 - b. Obtain permission and location for raffle quilt display and ticket sales.
 - c. Enlist volunteers to assist with set-up/take down and to interact with community on day of event.
 - d. Coordinate with event representative to arrange for participation in event.
7. Facility Liaison:
- a. Act as liaison between PPQG and the meeting facility and be available before, during and after meetings. Maintain current facility contact list.
 - b. Assist the President in making arrangements with the meeting facility to provide access for workshops and other events as needed.
 - c. Ensure that facility arrangements are confirmed for general meetings and that any complications are communicated immediately to the facility management and to the Board of Directors.
 - d. Provide assistance with sound system, lights, projection screen, and a/c/heating controls.
8. Historian:
- a. Represent PPQG as the Liaison to Colorado Springs Pioneer Museum (CSPM).
 - b. Take and/or collect photos of Guild events throughout the year.
 - c. Secure a color printed copy of the Newsletters.
 - d. Keep records in suitable form for archives.
 - e. Deliver Board of Directors-approved materials to Colorado Springs Pioneers Museum yearly.
9. Holiday Party Committee:
- a. Determine format of refreshment (including, but not limited to restaurant, caterer, or potluck) and collect fees, if any.
 - b. Plan, purchase or make table decorations.
 - c. Arrange for party set-up, program, and clean up.
 - d. If the committee desires, plan and arrange for distribution of donations to chosen charity with approval of Board of Directors.
10. Annual Fundraising Event Committee:
- The Annual Fundraising Event Venue will determine the ability to allow other local quilt Guilds to display and sell their raffle quilt tickets. If the Venue allows, the Committee, the President, with Board input will determine annually whether to approve participation.
- a. Annual Fundraising Event Chairperson:
 - 1. Act as liaison between Annual Fundraising Event Venue (Venue) Staff and PPQG.
 - 2. Coordinate with Venue manager for access to the building on days of event.
 - 3. Assist with set-up/tear down of tents and displays at Venue on weekend of event.
 - 4. Enlist volunteer to provide food and beverages for volunteers on days of event.

5. Create schedule for volunteer sign-up to assist with Boutique, Silent Auction, Raffle Quilt Ticket Sales, and Demonstrations set-up, staffing throughout event and tear down.
 6. Ensure premises are left clean at completion of event.
- b. Boutique Committee:
1. Create kits, arrange workshops and purchase needed supplies.
 2. Coordinate receipt of donated items.
 3. Price items, record inventory and sales at event.
 4. Assist with set-up/take down of tents and displays at Venue.
- c. Silent Auction Committee:
1. Arrange for donations of quilts/related quilted items for the Silent Auction. Provide forms for donations.
 2. Record inventory of quilts to be offered at event.
 3. Identify process to photograph quilts, set minimum bids, and set Buy it Now pricing.
 4. Create auction bid sheets for display at event.
 5. Assist with set-up/tear down of tents and displays at Venue.
- d. Demonstration Committee:
1. Identify age-appropriate activity for children attending the event.
 2. Coordinate with Community Outreach Coordinator for fabric and supplies.
 3. Assist with set-up/tear down of tents and displays at Venue.
11. In-House Raffle Manager:
- a. Conduct a raffle of a quilt related item(s) at the Guild's General meetings.
 - b. Keep records in accordance with State Law.
12. Audio/Visual Committee
- a. Maintain Guild tech equipment including wireless microphone, projector, laptop, and associated records/attachments.
 - b. Keep current on working knowledge of facility equipment including microphone, projector screen, and lighting.
 - c. Assist President, as needed, with monthly meeting slideshow, videos, and meeting setup.
 - d. Manage virtual meeting setup as needed.
13. Librarian:
- a. Maintain Guild's collection of books-
 - b. Coordinate library checkouts at general meetings.
 - c. Continuously review inventory to keep current with Guild's needs.
 - d. Periodically sell excess/outdated inventory at Guild meetings. Donate unsold items to the Friends of the Pikes Peak Library District or place on the Put and Take table on a later date.
14. Member Sales:
- a. Provide guidelines for PPQG members-only participation.
 - b. With Board of Directors approval, select and promote date of sales.
 - c. Establish and collect table fees.
 - d. Handle logistics of room setup to help members maximize opportunity for sales.
15. Nominating Committee:
- a. Complete a slate for elected officers.
 - b. Present the slate for Elected Officers to the Guild membership through publication in the October newsletter and at the October general meeting.

- c. Additional nominations for Elected Officers from the floor will be taken by the presiding officer (with the written consent of the nominee) until the slate is closed and the vote is taken at the November general meeting.
 - d. Compile, if requested, a list of volunteers for the various committees to present to the newly elected President for her/his consideration.
16. Phone Committee: Responsible for contacting members who lack access to email or social media for emergency information.
17. Put and Take Committee:
- a. Organize display of items deposited on put and take tables at monthly meetings.
 - b. Remove and distribute items remaining at end of monthly meeting to appropriate community resources.
18. Raffle Quilt Committee:
- a. Print tickets and maintain ticket sales log.
 - b. Work with Games Manager to secure copies of raffle license and to plan for storage of records.
 - c. Be accountable for all monies collected from ticket sales and regularly give the money to the Treasurer.
 - d. Coordinate ticket sales within Guild and other events including arranging for the display of the quilt at local quilt stores and events.
 - e. Keep records in accordance with State law.
19. Raffle Quilt Construction Committee:
- a. Identify source, pattern, and/or quilt for use as future Raffle Quilt to present for Board of Director approval.
 - b. Enlist quilter(s) to construct future raffle quilt including requests of proposals from an individual or group.
 - c. Provide to Raffle Quilt committee information regarding quilt size, materials, pattern, and construction to assist in obtaining appraisal and procurement of raffle license and tickets.
20. Representative to Colorado Quilting Council (CQC):
- a. Will provide information to be used in the newsletter and meeting slide show to describe current activities of the CQC.
 - b. Obtain written permission to display raffle quilt at CQC events.
21. Show and Tell
- a. Store and bring step stools and for each meeting.
 - b. Arrange, in advance for individuals to be quilt holders/folders.
 - c. Organize monthly show and tell by assisting members to present quilts.
22. Social Media Committee:
- a. Maintain Guild social media accounts by updating photos, meeting information, and community project notices.
 - b. Ensure appropriate content and report/delete posts which do not adhere to group page guidelines.
23. Sunshine:
- a. Send cards to Guild members for illness, surgery, and death in their immediate family.
 - b. Keep a record of what was sent.
24. Website Manager:
- a. Maintain Guild website after each Board of Directors meeting, Guild meeting and as directed by the President.
 - b. Update with photos, meeting information, and other information as desired in a timely manner.
 - c. Keep domain registration up-to-date for President, Treasurer and webmaster for all Guild domain names.

25. Other committees as determined by current Board and assigned to appropriate Coordinator.

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