PIECING PARTNERS QUILT GUILD
STANDING RULES
(Amended _____, 2026)

RULES OF ORDER:
The Guild "rules of order "shall be governed by the "Robert's Rules of Order: Simplified and Applied", as may be amended from time to time.

MEMBERSHIP:
1. The cost of the annual dues amount shall be presented by the Board of Directors (the "Board") at a Guild general meeting for a vote and will become effective on January 1st of the following year. After July 1st of current year, 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 Guild"). The meeting guest fee and non- member workshop fees shall be determined annually by the Board. There will be no guest fee charged for guest speakers or aides, or other visitors deemed appropriate by the President or Membership Chairperson.

CANCELLATION POLICY:
1. Workshops: There are **NO** refunds unless the Guild cancels the class. If a paid attendee cancels no less than 7 days prior to the workshop, a voucher for the value of the class will be issued and 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.
2. Other Guild-related refunds will be at the discretion of the Committee chairperson or within the Board approved budget.

GUILD PROPERTY MAINTENANCE:
1. Guild storage unit keys will be collected and redistributed by the President annually.
2. 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 Chairperson will report progress, needs, and concerns to their respective Coordinator, who will act as their liaison to the Board.

MEMBERSHIP COORDINATOR:
1. Phone Committee

HOSPITALITY COORDINATOR:
1. General Meeting Refreshments
2. Holiday Party
3. Quilt Buddy
4. Representative to Colorado Quilting Council

IN-HOUSE FUNDRAISING COORDINATOR:
1. In-House Raffle
2. Raffle Quilt
3. Raffle Quilt Construction
4. Fabric Sales

MEMBER ACTIVITIES COORDINATOR:

1. Bee Keeper
2. Block of the Month
3. Guild Challenge
4. Historian
5. Librarian
6. Member Sales
7. Put and Take
8. Show and Tell
9. Sunshine

COMMUNICATIONS COORDINATOR:

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

COMMITTEE CHAIRPERSON:

1. Committee Chairperson will report progress, needs, and concerns to their Coordinator, who will act as their liaison to the Board.
2. 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.
3. Any unapproved expenditure is the financial responsibility of the buyer and is considered a donation to the Guild.

COMMITTEE CHAIRPERSON DUTIES:

Membership – Phone Committee

a. Responsible for contacting members who lack access to email or social media for emergency information.

Member Activities - Bee Keeper:

a. Coordinate information for Guild members interested in quilting groups.
b. Promote quilting within the Guild through small quilting groups known as Bees.
c. Maintain a list of current Bees and facilitate creation of new Bees.
d. Report on news and happenings in the Bees via the newsletter and/or committee reports.

Member Activities - Block of the Month:

a. Select annual block of the month program to be presented to the Board and the Guild members.
b. Sample block(s) shall be displayed or delivered at the monthly general Guild meetings.
c. Provide specific directions for completing the blocks, including construction, fabrics, and color, as needed.

Member Activities – Guild Challenge:

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

Member Activities - Historian:

a. Represent the Guild 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-approved materials to CSPM annually.

Member Activities - Librarian:

a. Maintain Guild's collection of books.
b. Coordinate library checkouts at Guild general meetings.
c. Continuously review inventory to keep current with Guild's needs.
d. Periodically sell excess/outdated inventory at Guild meetings.
e. Donate unsold items to the Friends of the Pikes Peak Library District or place them on the Put and Take table on a later date.

Member Activities - Member Sales:

a. Provide guidelines for Guild members-only participation.
b. With Board approval, select and promote date of sales.
c. Establish and collect table fees.
d. Handle logistics of room setup to help Guild members maximize opportunity for sales.
e. Provide a copy of room setup to Elks Lodge event coordinator.

Member Activities - Put and Take:

a. Organize display of items deposited on put and take tables at monthly Guild meetings.
b. Remove and distribute items remaining at the end of the monthly Guild meeting to appropriate community resources.

Member Activities - Show and Tell:

a. Store and bring step stools for each Guild meeting.
b. Arrange, in advance, for individuals to be quilt holders/folders.
c. Organize monthly show and tell by assisting members to present quilts.

Member Activities - Sunshine:

a. Send cards to Guild members for illness, surgery, and death in their immediate family.
b. Keep a record of what was sent.

Communications - Audio/Visual:

a. Maintain Guild tech equipment including wireless microphone, projector, laptop, and associated records/attachments.
b. Stay 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.

Communications – Social Media:

a. Administer and monitor multiple social media sites on behalf of the Guild.
b. Ensure appropriate content and report/delete posts which do not adhere to group page guidelines.
c. Report any major site violations to the Board as identified.
d. Stay current on working knowledge of social media applications.
e. Maintain Guild social media accounts by updating photos, meeting information, events, and other information as available.

Communications – Website Manager:

a. Administer, develop, and maintain the Guild website platform as needed.
b. Update website with current photos, meeting information, and other information in a timely manner.
c. Keep domain registration up to date for all Guild domain names. Coordinate subscription renewals as required.
d. Monitor website email (ppqguild@gmail.com) and respond as appropriate.

Communications – Newsletter Editor:

a. Perform writing, publishing, and distribution of the monthly Guild newsletter, seeking information from the Board and others as needed.
b. Coordinate monthly Guild newsletter approval with Communications Coordinator and President.
c. Prepare and distribute special notices when necessary.
d. Submit bills to Treasurer as incurred for publication of the newsletter; keep records of expenditures.
e. Keep a file of all newsletters and information concerning publication of the Guild newsletter for the Historian.

Communications – Marketing/Advertising:

a. Determine potential marketing/advertising opportunities and platforms for Guild-related events and membership.
b. Create and maintain on-line event sites as identified.
c. Create and coordinate Guild advertising including, but not limited to, business cards, flyers, posters, or other advertising as identified.
d. Determine cost-effective advertising options and coordinate with the appropriate Board member or Committee Chairperson.

Community Projects:

a. Communicate with the 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. Community-based organizations that provide services for infants, children, teens, seniors, and military veterans will be given first consideration upon completion of application.
c. Keep a count of donated items for Board and Guild member reporting.
d. With approval of Community Outreach Coordinator, purchase materials for Board-approved outreach projects. It is the responsibility of the Board to approve outreach projects.
e. Approve all purchases by Guild 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.

Facility Liaison:

a. Act as liaison between the Guild 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.
d. Provide assistance with sound system, lights, projection screen, and a/c/heating controls.

Hospitality - Holiday Party:

a. Determine format of refreshment (including, but not limited to restaurant, caterer, or potluck) and collect Guild member fees, if any.
b. Coordinate cost and contractual arrangements with Hospitality Chairperson and the Board.
c. Plan, purchase, or make table decorations.
d. Arrange for party set-up, program, and clean up.
e. If the committee desires, plan and arrange for distribution of donations to chosen charity with approval of the Board.

Hospitality - Representative to Colorado Quilting Council (CQC):

a. Provide information to be used in the Guild newsletter or meeting presentation to describe current activities of the CQC.
b. Obtain written permission to display a raffle quilt at CQC events.

Silent Auction Fundraising, Boutique Fundraising – Event Planning (Third Vice President):

a. Act as liaison between Silent Auction Fundraising and Boutique Fundraising Coordinators for event planning including, but not limited to, task identification and monitoring, inventory tracking, meetings and schedules, budget tracking, vendor relationships, or other actions as required.
b. Coordinate with venue manager for access to the building on days of event.
c. Create bid sheets and/or photos for Silent Auction sales.
d. Coordinate and support pricing process for Silent Auction and Boutique sales.
e. Create, maintain, and reconcile sales records with Guild Treasurer during the event.
f. Coordinate set-up/tear down of venue.
g. Enlist volunteers to perform event duties including, but not limited to, silent auction and boutique floor duty, food and beverages, shuttle service, raffle quilt ticket sales, tent, fabric sales, or other activities as identified.
h. Create and distribute schedule for volunteers.

Silent Auction Fundraising:

a. Arrange for donations of quilts/related quilted items for the Silent Auction sale.
b. Purchase supplies as needed within approved budget.
c. Create kits and forms for sale inventory.
d. Coordinate Silent Auction sales inventory with Third Vice President (or event planner).
e. Organize and maintain Silent Auction inventory in storage.
f. Lead pricing guidelines and practices for Silent Auction minimum bid and buy-it-now bid sheets.
g. Assist with set-up/tear down of tents and displays at venue.

Boutique Fundraising:

a. Create kits and arrange workshops.
b. Purchase supplies as needed within approved budget.
c. Coordinate receipt of donated items with Silent Auction Fundraising and Community Outreach Coordinators as needed.
d. Organize and maintain Boutique inventory in storage.
e. Coordinate Boutique sales inventory with Third Vice President (or event planner).
f. Lead pricing for Boutique items for sale.
g. Assist with set-up/tear down of tents and displays at venue.

In-House Fundraising – In-House Raffle:

a. Conduct a raffle of a quilt related item(s) at the Guild's general meetings.
b. Keep records in accordance with State Law.

In-House Fundraising - Raffle Quilt:

a. Print tickets and maintain ticket sales log.
b. Work with Games Manager to secure copies of raffle licenses 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 on a timely basis.
d. Keep records in accordance with State law.
e. Coordinate ticket sales within Guild and other events including arranging for the display of the quilt at local quilt stores and events.
    1) Coordinate with event representatives to arrange for participation in the event and obtain permission and location for raffle quilt display and ticket sales.
    2) Enlist volunteers to assist with setup/take-down and to interact with the community on the day of the event.

In-House Fundraising - Raffle Quilt Construction:

a. Identify source, pattern, and/or quilt for use as future Raffle Quilt to present for Board approval.
b. Enlist quilter(s) to construct future raffle quilt including requests of proposals from an individual or group.
c. Provide information to the Raffle Quilt Committee regarding quilt size, materials, pattern, and construction to assist in obtaining appraisal and procurement of raffle license and tickets.

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 Guild 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.

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

Amendments approved October 2009
Second Printing: January 2010
Amendments approved July 201
Amendments approved August 2013
Amendments approved September 2017
Amendments approved (August 2020)
Amendments approved October 2023
Amendments approved _____, 2026