STANDING RULES

SUNBONNET SUE QUILT CLUB OF THE OLYMPIC PENINSULA
SEQUIM, WASHINGTON
Revised October 2020

I. EDUCATION CLASSES

1. The Education committee chairperson is responsible for establishing and maintaining the budget for classes and lectures in line with the annual budget. The Education chairperson may sign the contracts with countersignature of President for guest instructors on behalf of the club and will inform the board of all contractual commitments. Once contracts are signed, any cancellation or changes to contracts which have a fiscal impact are subject to prior Board approval.
2. The Education committee is responsible for scheduling and coordinating classes offered by the club. These include those taught by guest instructors as well as by member instructors. (The term guest instructor also refers to a guest lecturer.)
3. The cost and fees of classes taught by guest instructors will be determined by the Education committee and will be based solely on the estimate of expenses and the anticipated attendance. If the class expenses are more or are less than the revenue from fees, the difference will be absorbed into the Education budget. Overages will not be returned and shortages will not be assessed.
4. The Education budget is set to cover 100% of lecture expenses. Registration fees are set to cover 100% class expenses. If a guest is both a lecturer and a class instructor, 50% of travel and per diem expenses will be allocated to both the Education budget and the class fee structure.
5. Member instructors may establish their own class fee. Member instructors will bear any expenses and will receive 100% of the fees paid. The club will neither incur profit nor expenses. The Education committee will promote the class, collect registration fees, and pay the member instructor at the completion of the class.
6. Class fees are due when student registers. Class size may be limited by the instructor. When the class size maximum has been reached, a waiting list will be created. Whenever possible, any student who cancels will be replaced by the next person on the waiting list. 7. Members will have the opportunity to sign up for a class during the first two months of signups. If, after the initial two months, a class is not full, a nonmember may register, paying the established fee plus a nonmember surcharge of ten dollars. Members may continue to sign up until the cancellation deadline.
8. Refunds may be given for member-instructor classes up to two weeks prior to the class. No refunds will be issued after that date. The member instructor will be paid the full amount of fees collected according to these rules.
9. Refunds for fees paid for guest instructor classes will not be made unless the class has been canceled or unless a replacement is made from the waiting list

10. If a guest instructor requires overnight accommodations and is willing to stay in a member's home, the Education committee will identify a member host. A guest instructor will only be housed in a local hotel when it is his/her requirement or unless a member host cannot be identified. The host shall not be reimbursed for hosting a guest instructor except when meals are purchased outside the home during the stay.
11. Members who transport guests may be reimbursed for mileage at the current IRS charitable contribution rate.
12. All instructors are independent contractors and are responsible for their own taxes.

II. EVENTS AND OTHER ORGANIZED CLUB ACTIVITIES

1. The vice presidents are responsible for scheduling and coordinating events offered by the club. These include retreats, field trips, and studio tours. The vice presidents will perform in advisory capacity to assist the Christmas Party Committee.
2. The vice presidents may sign the contracts for events on behalf of the club and will inform the Board of all contractual commitments. Once contracts are signed, any cancellation or changes to contracts which have a fiscal impact are subject to prior Board approval.
3. The cost and fees of events will be determined by the vice presidents and will be based solely on the estimate of expenses and the anticipated attendance. If the event expenses are more or are less than the revenue from fees, the difference will be absorbed into the Special Events budget. Overages will not be returned and shortages will not be assessed.
4. Event fees or deposits are due when members register. When the event size maximum has been reached, a waiting list will be created. Whenever possible, any member who cancels will be replaced by the next person on the waiting list.
5. If, two weeks prior, an event is not full, a nonmember may register, paying the established fee plus a nonmember surcharge of ten dollars.
6. Refunds for fees paid will not be made unless the event has been canceled or unless a replacement is made from the waiting list.

III. MEETINGS

1. "Show and Tell" and birthdays will be held at the time of the business meeting. "Show and Tell" items are encouraged at any meeting.
2. No charitable, commercial, or political activities are permitted at club meetings, with the exception of Community Quilts, Christmas stockings, and Joy quilts. An exception will be made only by affirmative vote of the membership. 3. Board meetings are always open to any member.
4. Standing rules may be changed or added to by a majority vote of members present at any regular business meeting.
5. The clubroom is a fragrance-free area.

IV. MEMBERSHIP

1. The number of members belonging to Sunbonnet Sue Quilt Club will not be limited.
2. Sunbonnet Sue Quilt Club will remain as one large group, meeting weekly. Smaller groups (known as Friendship Groups) may meet on their own as they wish.

A. Friendship Groups are not considered committees or formal bodies with Sunbonnet Sue Quilt Club and do not have the rights accorded to individual members. Friendship Groups may be limited or open to all members. Friendship Groups may be listed on the club website.

3. Each year, each member will be encouraged to participate in the activities of the club.
4. Each member is encouraged to have at least one quilted item entered in the quilt show.
5. Each member is encouraged to purchase ten (10) tickets for the raffle quilt. This supports the Club's activities for the year.
6. Annual dues must be paid to the Membership Committee no later than January 31. Delinquent dues will incur an additional reinstatement fee of $10. At present annual dues are $50. Annual dues for new members will be prorated on a monthly basis.
7. An Associate membership may be conferred upon current or previous members in good standing who are not able to fully participate as active members. Anyone requesting Associate membership must submit a written application to the Board for approval, detailing the circumstances under which this classification is being requested. Criteria for Board approval may include out-of-area residency, personal or close family illness, or other circumstances which result in the requestor being unable to attend meetings on a regular basis. Associate members will not have voting privileges or hold an office. Associate members are encouraged to show quilts in the annual quilt show, but may not sell articles in the Country Store. Associate members may register for classes and special events as nonmembers if space permits.

Associate members will be charge $10 per year.

8. Any member of Sunbonnet Sue who has been a member in good standing for 25 years will be honored as Member Emeritus at the beginning of her 26th year. Any member of Sunbonnet

Sue who has been a member in good standing for at least 5 years and has reached the age of 85 shall be eligible for the designation of Member Emeritus. Members must notify the President of their eligibility. The Member Emeritus shall no longer be required to pay dues, but shall receive all benefits of membership.

9. Before leaving the meeting hall, every member is responsible for checking the floor for scraps, needles, and pins, for putting the chairs and tables that they have used back to their original position, leaving the kitchen clean. The last three persons in the room are responsible for locking the cupboard doors, turning off the lights and locking the outside doors.

V. OFFICERS AND COMMITTEES

1. All committee chairpersons who have supplies will keep a running inventory of their materials, if any, and their location. A copy of the inventory will be placed in each committee's notebook.

2. Committee notebooks will be completed, including expense sheet(s), and turned in to the outgoing president not later than December 1 of each year. Information in committee notebooks will be kept for a minimum of 7 years.
3. After the election of new officers in November, the outgoing and incoming presidents will call a joint meeting of their Boards in order that outgoing officers may instruct incoming officers as to their duties, job descriptions, and suggestions for the New Year.
4. Treasurer's records and secretary's minutes will be given to the incoming president by January 1 of each year. These records will be filed in storage boxes by the incoming president and kept as permanent records.
5. An officer or committee chairperson may be removed from her position at her own request or by action of the president and/or Board. Violations warranting action would include not conforming to the Club's bylaws and/or standing rules.
6. The Club follows the standards from ROBERT'S RULES OF ORDER: Newly Revised 10th edition.
7. The club shall operate under a budget approved by the membership. Officers and chairpersons of committees are expected to function within their committee budget. Expenses of more than $25 beyond the committee's budget must be approved by the Board before reimbursement can be made by the treasurer. It is the responsibility of each chairperson to track their income and expenses and diligently seek the most economical resources.

VI. QUILT SHOW

1. Quilters Boutique will accept quilted or handcrafted items made solely by members. Items may not have commercial labels attached. A traditional quilt label or care label is acceptable.
2. Each November the Board will determine the requested donation for entry to the annual quilt show.
3. Vendors will be charged a fee.
4. Quilted items entered for the quilt show may be partially made by club members.

VII. GUIDELINES FOR RAFFLE QUILT

1. Creating the Raffle Quilt should be a group project as it is representative of SBSQ and members are encouraged to be part of the process.

2. Process for Quilt Consideration:
    A. Notify the Board no later than June of group's interest in making a raffle quilt.
    B. Submit pattern and color selection to the Board at the October Board meeting.
        i. Sample block highly encouraged
        ii. Submissions can be original drawing, EQ (Electric Quilt) designs, kits, patterns from magazines, books or on-line. SBS library can provide many ideas.
        iii. Quite often a published pattern is a color revision or rename of a classic (bear paw, flying geese, Cleopatra's Fan, Rose of Sharon, etc). If that is

not the case with the selected published design (book, kit, download, etc.), member will contact the designer/author for permission to use for a raffle quilt. A copy of the permission will be submitted to the Board.

iv. Consider using design topics such as wildlife, mountains, traditional, sea life, flower fields, crazy patch, etc. There are many raffle quilts in our community and an eye-catching design and outstanding finish work is needed to catch attention.

C. Board will post all submitted patterns and sample blocks.
   i. Members will vote for their favorite at November business meeting.
   ii. Votes will be cast into voting envelopes located next to pattern and sample block if available.

D. Patterns and sample blocks not selected may be submitted again.

E. Quilt Details:
   a) Size is to be no smaller than 70x86 (twin) or larger than 86x92 (queen).
   b) Fabrics from Community Quilts must be considered first to control costs. Additional fabrics may be purchased with the prior approval of the board.
   c) Progress reports with completed blocks will be submitted to the Board every 60 days until completion.

F. Quilting:
   a) Quilting may be done by hand or machine.
   b) The group piecing the top is not required to do the quilting.
   c) SBSQ members with Long arms may bid on the quilting.
      i. Volunteers are encouraged
      ii. To be considered, member would detail the style of quilting, price, estimated time for completion, and services provided (blocking, trimming, serging, etc.)
      iii. If more than one member wishes to be considered to do the quilting, a sample of workmanship will be provided for membership vote.

G. The in-process or finished quilt is considered the property of SBSQ until it is awarded to the raffle winner. Quilt may be displayed at various venues for the purpose of selling raffle tickets and may not be entered in contests or other quilt exhibits. Once awarded to the raffle winner, club members may not contact the winner to request quilt be entered in contests or other quilt exhibits.

VIII. CLUB EQUIPMENT

1. Equipment owned by the Club may be borrowed by club members for club activities, but must be checked out using the appropriate sign-out method. Borrowing of books must use

the card catalog check-out. The cost of replacement or repair of club equipment will be borne by the borrower.

2. Borrowing of club equipment by other organizations must be approved by the Board.

VIIII. COMMUNICATIONS

1. Verbal: Announcements made at weekly meeting days may not include any messages beyond the activities of the Club. This means no advertising or classes held by or in outside businesses or nonmember promotions. Any message at variance with the above rule will be decided for presentation by the presiding officer.

2. Electronic messages: Electronic messages sent by the club's email contact chairman may contain health news of members or their families, news of other quilt guild activities, and announcements of Sunbonnet Sue Quilt Club Education committee classes. This excludes charitable, commercial, or political information of any sort, nor will the Club sell or advertise any item for a nonmember by email.

3. Newsletter: The club's printed newsletter, "Sue's Scraps", may contain news of individual members; news of other quilt guilds' activities; Sunbonnet Sue Education classes; member birthdays; and general news of the Club. "Sue's Scraps" will not contain charitable, commercial, or political information of any sort, nor will it sell or advertise any item for a nonmember. Any variation from this addition will be decided by the newsletter editor and/or the Board.