

FIDALGO ISLAND QUILTERS STANDING RULES

Revisions Approved December 4,2023

I. JOINING FIDALGO ISLAND QUILTERS

- A. Prospective members may attend two Fidalgo Island Quilters (FIQ) meetings prior to paying dues.
- B. Prospective members join FIQ by paying annual dues (Section V) and completing the membership form. Signing the membership form indicates agreement with the responsibilities of membership and the code of conduct.

II. RESPONSIBILITIES OF MEMBERSHIP

- A. In order for FIQ to maintain its 501(c)3 status, each member is asked to do one of the following, as they are able, for FIQ-sponsored charitable and outreach programs.
 - 1. Contribution of time, skill, and talent to the production of quilts to one of FIQ's Community Quilt Programs.
 - 2. Volunteer time at an FIQ-sponsored service program.
 - 3. Donation of \$25.00 to Community Quilts for supplies.
- B. The Chairperson of each of the above mentioned groups will be required to submit a report in December, that summarizes the total number quilts and/or volunteer hours donated by members during that FIQ year. No individual member accounting will need to be recorded.

III. Code of Conduct

- A. Members shall promote quilting and the guild in a positive manner.
- B. Members shall maintain the confidentiality of the guild membership roster.
- C. Members shall not disrupt any FIQ activity or meeting.
- D. Members shall not harass, intimidate, or discriminate against any member or guest.
- E. Members shall not misuse any guild assets.
- F. Violation of the Code of Conduct may result in loss of membership standing and/or expulsion from FIQ by vote of the board.

IV. PRIVILEGES OF MEMBERSHIP – All members may:

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- A. Members will receive the password to the Members Only Section of the FIQ website to access all the necessary records, documents and information. If the new member requires paper records, the Webmaster can assist as needed.
- B. Receive the newsletter via email, the members' section of the Website or via USPS.
- C. Attend meetings, including board meetings.
- D. Participate in all activities of FIQ.
- E. Check out books from the FIQ library.
- F. Every member in good standing is eligible to enter quilts in the FIQ quilt show. The quilt show participant must work on a minimum of one quilt show committee during or preparing for the quilt show.

V. DUES

- A. The Board shall determine annual dues.
- B. Dues cover membership from January 1 to December 31 (The FIQ FISCAL year)
- C. Members who join on or after July 1 will be able to pay partial year dues of 50% Annual dues.
- D. Household Members – Two or more members of the same household are eligible for Household Membership. The second and subsequent household members pay twenty percent (20%) annual dues. If newsletters are mailed, only one newsletter shall be sent to the household.
- E. At age 80, members are considered life members and dues are waived. Since FIQ does not track members' age, members must inform the Membership Chairperson of their eligibility for life membership.

VI. MEETING FORMAT

- A. General meetings consist of Guild business, programs, Show and Share, and other activities as scheduled. General meetings are held monthly. Additional general meetings may be held at the discretion of the Board. General meetings typically are held on the first Monday of the month at 1 p.m.
- B. Board meetings are held every month or at the discretion of the President. Board meetings are announced in the newsletter and on the website.
- C. Community Quilt Workshops are held monthly as published.

VII. MONEY HANDLING

- A. The proposed annual budget shall be presented to the November board meeting for Board approval. The budget shall be published in the December newsletter, on the website, and hard copies shall be available at the December meeting. The new budget shall be effective January 1.
- B. Reimbursement – Members are required to submit a completed Payment Request Form for reimbursement to the Treasurer within thirty days of the expenditure. Payment of late reimbursement requests shall be at the Board’s discretion.
- C. Receipt of Monies – Members are required to submit monies received with corresponding documentation to the Treasurer within seventy-two (72) hours of receipt.
- D. Certain exceptions can be made at the Treasurer’s discretion to set up a petty cash/change fund for committee chairpersons, not to exceed \$30.00.

VIII. FIQ SPONSORED EVENTS – FIQ may sponsor a variety of activities and events. Quilt Camp and classes are self-supporting.

- A. Costs – The Board sets the costs to participate in or attend an FIQ event. The responsible Committee Chairperson shall propose costs based on the calculation method adopted by the Board.
- B. Registration is incomplete for an activity or event until full payment is received from member.
- C. Refunds shall be made following the completion of the FIQ event. All refunds shall be issued by the Treasurer upon receipt of the completed Payment Request Form.

IX. FIQ LIBRARY – The Guild maintains a library to which members have access.

- A. Only FIQ members may check out items from the FIQ library.
- B. Members may check out no more than two items at a time, for one month period. The check-out procedure is covered on the website. The Librarian can assist as needed to clarify procedures.
- C. Lost or damaged books must be replaced or the Guild must be reimbursed.
- D. All books must be returned at the June meeting for inventory.

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E. Inventory shall be conducted after the June meeting or as recommended.

X. COMMITTEE AND REPRESENTATIVE RESPONSIBILITIES – The responsibilities of the committee chairpersons are summarized below.

A. Each Committee Chairperson shall:

1. Make status reports to the Board annually or as requested.
2. Make budgetary recommendations.
3. Make recommendations for community involvement.
4. Maintain committee records, including a job description, records of committee activities, an evaluation of those activities..
5. Each committee chairperson shall pass on the committee files and the yearly reports to the newly appointed chairpersons.
6. Maintain accurate records of expenses and follow the rules of Money Handling (VII, FIQ Standing Rules).

B. Financial Review –

1. The Financial Review Committee shall be formed in February. Two members shall be appointed to form the committee with the treasurer.
2. The report shall be presented at the May board meeting and published in the June newsletter.

C. Bylaws Review – As Needed, but not less than every 2 years, the committee reviews and makes recommendations for the revisions of the Bylaws and Standing Rules. The immediate Past President chairs this committee; the current Secretary is a non-appointed member. Two non-board members are appointed by the President in September. All approved changes will take effect January 1st.

D. Community Quilts – The Community Quilts Chairperson coordinates the production and distribution of quilts and other quilted items made by FIQ members. The Chairperson shall seek out nonprofit organizations seeking donations of community quilts.

E. Education –The Education Chairperson shall oversee development and carrying out of classes and outreach programs for the community at large.

F. Friendship Blocks – The Friendship Block Chairperson organizes the friendship block exchange, and coordinates the presentation of the blocks by members.

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- G. Historian – The Historian Chairperson organizes photos, videos, CD/DVDs, news articles, quilt show, and quilt walk brochures, and memorabilia.
- H. Hostess – The Hostess coordinates member volunteers to provide refreshments, set up the coffee, tea and supplies and put them away at the end of the general meeting.
- I. Librarian – The Librarian is responsible for the books owned by FIQ. The Librarian will:
1. purchase books or other library items for FIQ use, and report new acquisitions to the Board and the members in the monthly newsletter.
 2. Maintain the booklist which is submitted to the Webmaster for the FIQ website (sorted by both author and title).
 3. organize the library materials.
 4. supervise all library assistants.
- J. Membership Chairperson will:
1. Receive membership applications and dues.
 2. Issue membership cards.
 3. Maintain the membership roster.
 4. Welcome and introduce new members.
- K. Newsletter – The Newsletter Chairperson is responsible for the electronic publication of the Guild newsletter, and provides it to the webmaster for publication on the website.
- L. Nominating – The Chairperson of the Nominating Committee presents nominees for FIQ offices to Guild members pursuant to procedures described in the bylaws.
- M. Publicity – The Publicity Chairperson will:
1. Make applications for grants available to FIQ.
 2. Team up with the Quilt Walk and Quilt Show chairpersons to plan and execute appropriate and timely publicity for these events.
 3. Be available for all other publicity needs of the Guild including, but not limited to, printing posters and bookmarks.
 4. Attend FIQ board meetings, quilt walk meetings and quilt show steering committee meetings.
 5. Submit/present updates to the Board and/or membership as appropriate or requested.
 6. Sign contracts related to publicity printings.

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- N. Programs – The Programs Chair shall make recommendations to the Board for programs, including but not limited to: classes, speakers, and trunk shows. The Programs Chair shall set up a contract between the speaker/teacher and FIQ to specify the expectations of each party, to be signed before the event. An invoice will be provided to the Program Chair from the speaker/teacher and given to the treasurer for payment.
- O. Quilt Camp – The Quilt Camp Chairperson coordinates all aspects of the annual Quilt Camp including but not limited to: scheduling, contracts, demonstrations, room assignments.
- P. Quilt Rack Rental – The Quilt Rack Rental Chairperson is the contact person for rental of FIQ quilt racks and equipment. The Chairperson coordinates the rentals, maintains records and works with the FIQ Treasurer to assure the collection of fees. The Chairperson is responsible for coordinating the construction, repair and storage of the quilt racks and lattices.
- Q. Quilt Raffle – This committee is subdivided into two functional committees:
1. The Quilt Construction Chairperson obtains Board approval for the quilt design and coordinates the actual construction of the quilt.
 2. The Ticket Sales Chairperson coordinates printing of the raffle tickets, display of the current quilt, and the sale of the tickets.
 3. The Ticket Sales Chairperson will work with the Membership Chairperson to assure raffle tickets are distributed to the membership.
- R. Quilt Show – The Quilt Show Chairperson coordinates the quilt show by chairing the Quilt Show Steering Committee, preparing a time line and budget for the show, and coordinating the various Quilt Show committees and publicity.
- S. Quilt Walk – The Quilt Walk Chairperson coordinates the Quilt Walk by contacting merchants for the display of quilts in their stores and shop adoption by FIQ members. The Chairperson works with the publicity officer to advertise the Quilt Walk and produce a map of the merchants participating.
- T. Sunshine – The Sunshine Chairperson conveys appropriate messages on behalf of FIQ to those members observing significant milestones or difficulties in their personal lives and reports in the monthly newsletter.
- U. Webmaster– The Webmaster will maintain the FIQ website with current information. Webmaster will publish information provided by other FIQ committee chairs as appropriate.