

STANDING RULES FOR THE FRANKLIN COUNTY QUILTERS GUILD
Approved by the Executive Committee on October 17, 2025

Standing Rules are rules or regulations that are of a continuing (or standing) nature. These rules deal only with administrative matters and function under the umbrella of the organization's bylaws. They are intentionally easier to modify than the bylaws and give the Guild the flexibility to respond to changing circumstances. The Standing Rules are set by the Executive Committee with input from the membership as needed. The Executive Committee can review or change the Standing Rules at any time, as long as they are not in conflict with the bylaws. These Standing Rules were originated and effective January 1, 2026.

Section 1: Dues

- a. Dues shall be payable by all members annually-at the March meeting of each year.
- b. The annual dues are \$25.
- c. Dues will not be prorated.
- d. In order to receive newsletters and be able to participate in special workshops, the full dues must be paid.

Section 2: Workshops

- a. The member cost for workshops will be decided by the Executive Committee.
- b. The Program Director(s), in consultation with the President, retains the right to cancel workshops per contract if confirmed attendance is too low.
- c. Any member of the Franklin County Quilters Guild shall be eligible to take part in the workshops by quilt instructors paid for either in part or all by the Guild if:
 - 1) Their dues are current.
 - 2) They are the current president or program director or they have been a paid member for the entire previous year, and they have attended at least 4 out of 10 meetings, and they have sold 2 at least books of raffle tickets and contributed to one of the following fund raising activities: providing fabric and/or blocks for the raffle and charity quilts; somehow participate in the quilt show; and other group fund raising.
- d. If there is space in the workshop, then there will be a lottery for the available spaces with interested members. If there is still space remaining, anyone else may take the workshop at a fee to be determined by the Guild at that time.
- e. Members are encouraged to register for workshops in advance. If openings remain prior to the event, workshops may be open to non-members.
- f. The workshop cost for a non-member will be \$10 more than the member cost.
- g. Confirmed workshop registrations require payment in full. Checks will be cashed upon receipt.
- h. Unless the workshop is cancelled, workshop fees are non-refundable.
- i. The Program Director(s) will maintain a waiting list for all classes/workshops.
 - 1) If a member is not able to attend a class, the member can contact someone on the wait list

or another person that would like to take the class.

- 2) The member will then collect the class fee directly from the person acting as the substitute. This is the responsibility of the member NOT the Program Director(s).

Section 3: Meetings

- a. The regular meeting of the Guild shall be held on the second Wednesday of each month during the months of March through December unless alternative plans are agreed upon by the Executive Committee or the membership.
- b. Monthly meetings will be held at the American Legion, 100 Parah Drive, St. Albans.
- c. Any change from the usual meeting time and/or place shall be announced at the previous meeting and in the newsletter.

Section 4: Membership:

- a. The Membership Chair will staff a welcome table at each general meeting to provide member/guest sign-ins.
- b. The Chair will receive and record all membership forms, annual dues and new member dues.
- c. The Chair will provide the Secretary the number of members and new members in attendance at the monthly Guild meeting and the number of paid members to date for inclusion in the meeting minutes.
- d. The Chair will publish an annual membership roster in May and disseminate it via email to the membership.
- e. The membership roster is to be used for Guild purposes only and is not to be given to outside parties.

Section 5: Newsletter:

- a. The newsletter is the Guild's vehicle for keeping members informed of Guild-sponsored activities and news of interest to the membership.
- b. Newsletters will be written January through June and September through December. A notice for the July and August meeting will be sent to members via email.
- c. The Communications Director will create and publish the newsletter at least one week prior to the monthly meeting.
- d. She/he is responsible for publishing the newsletter on the Guild's website.
- e. Members are encouraged to submit articles of interest.
- f. The deadline for submitting articles is the third Wednesday of the month.