

Standing Rules and By-Law Changes
Updated through 12/2014

- 6/3/14 Jean Shaw led a discussion about the money allotted for program expenses. In the past the amount was \$100 per month. Because expenses have increased, she made a motion that the amount be changed to \$1500 per year. Any money not used in the calendar year would revert back to the treasury. Joanne Schlichting seconded. Motion carried.
- 8/6/13 Motion was made and approved to have a local or regional teacher opposite of the season the national teacher comes to the guild. Should the teacher selected be a member of MCQG payment would be based on the standard rate that the teacher charges. This rate would be negotiated and agreed upon by the Teacher Committee to determine the cost of the class.
- Item of clarification – When other guilds share a teacher with MCQG, they share in the travel expense. If no other guild shares in the expense, MCQG has the full burden of the expense. Motion was made and approved.
- 7/2/13 The Board brought a motion before the body to leave the money in the Bus Committee, Retreat Committee and National Teacher Committee funds and that the money should be used in the next event that pertains to their particular committee, thus reducing the cost of the event. It was also brought to our attention since the Guild is non- profit, there should be no extra money carried over. The motion carried.
- The Board proposed to the membership to pay the church a flat \$100 per month for Sit & Stitch. The motion passed.
- 5/7/13 Motion made and approved to provide baby quilts for Downs Syndrome of Middle Tennessee – Phyllis’ Angel Babies. Motion was made and approved to combine Project Linus and Phyllis’ Angel Babies under the same committee.
- 8/7/12 Motion made and approved that states -- Our guild policy will be -- For any guild activity requiring an advance payment, the payment is non-refundable. If a member is unable to participate, it is that member’s responsibility to find someone to take their place”.
- Motion made and approved that states – A \$10 deposit, refundable at class presence, will be required for classes after guild meetings and Sit & Stitch that are taught by members.
- Motion made and approved to clarify Education/National Teacher Committee tenures. For the year 2013, the existing four members will remain on the committee with two new members being appointed by the 2013 incoming President and the Nominating Committee. For the year 2013 only, there will be a total of six members on the committee. At the end of 2013, the original four members will rotate off the committee, leaving the two members selected in 2013. Beginning in 2014 and subsequent years thereafter, two new members will be selected each year with two members rotating off.

2/7/12 Motion made and approved that states in order to be placed on the membership waiting list, you must be physically present and give your name to the treasurer. An exception to this requirement would be for former members.

Motion was made and approved that states after an individual has been advised their membership spot is available, they have two weeks to remit their membership dues and if they are not received that person's name will be moved to the bottom of the waiting list.

Motion was made and approved that we stop making quilts for Schwab School and begin making them for Project Linus.

Motion was made and approved to change name of Education Committee to Project Linus Committee.

1/3/12 Wording Added to minutes (Original Motion 6/1/10 -- Wording Not Included in minutes)
Active Members are those individuals that attend 6 or more meetings per year. Active members will have first opportunity to sign up for classes and other Guild functions and activities. Charter members will not be required to maintain the 6 meeting per year requirement.

Inactive Members are those that do not attend at least 6 meetings per year, unless extenuating circumstances, i.e., sickness of guild member or immediate family member or snowbirds. Inactive members can participate in guild functions when space is available, with the understanding that active members have first right of refusal. Out of state members that cannot attend meetings on a regular basis will fall into the inactive member status. Sit and Stitch must be limited to active members only. Persons on the "Waiting List" and/or guest of members that are 18 years of age or older, can participate at a non-member fee in road/field trips, retreats, and classes with the understanding that this is only when space is available and waiting list persons have been contacted first.

Motion made and approved to set aside \$100 per year for kitchen supplies.

Motion made and approved to set aside \$150 per year for Music City Quilt Guild directory.

11/1/11 Monthly Meeting
Last sentence of Article VI Section 2 now reads: The Committee shall present slate of officers at the October meeting. Voting for officers shall take place at the November meeting, with opportunity for nominations from the floor. (Prior consent is required from any proposed nominee). Motion carried.

10/4/11 Monthly Meeting
Motion was made and seconded in September meeting for a By-Law change for annual dues.

Article V Section 3 now reads – Annual dues for membership shall be \$45 per calendar year. Dues shall be paid in November with \$15 going to TVQA and \$30 remaining with the guild. After July 1 dues for new members shall be reduced to \$33.75 (\$15 to TVQA

and \$18.75 remaining with the guild). After September 1 dues for new members shall be reduced to \$22.50 (\$7.50 to TVQA and \$15 remaining with the guild).

Increase in dues will be effective with the 2012 dues with \$15 going to TVQA and \$30 remaining with the guild. This increase will cover additional charges levied on the guild by our meeting place, St. John's Lutheran Church.

Motion was made and carried to change the By-Law Article VI Section 2 be changed so that in the future the Slate of Officers for the upcoming year will be presented at the October meeting and voted on at the November meeting. *Since this is a By-Law change it will be voted on at the November meeting.*

9/6/11

Monthly Meeting

Relocation Committee reported their findings. After contacting many different locations, it was recommended to remain at St. John's since no other location could be found that would meet our needs.

Motion was made and seconded to raise annual dues to \$45 to provide additional monies for the increased rent at St. John's. This is a By-Law change, membership will have to be notified of change and then a vote taken in October.

Membership Status Clarification announced by President:

After 6 missed meetings due to inability to attend due to work schedules they would become inactive. Therefore active members would have first choice for classes and non-active members would be allowed last.

8/2/11

Monthly Meeting

Motion was made and carried to contact a group to provide holiday entertainment at our 2012 Christmas program.

Education Committee was formed to help with teachers. Committee will have 4 members with 2 being replaced each year, so there would always be two knowledgeable members on the committee.

Letter was read from St. John's explaining new fees for building usage. We will be charged \$2 per person per meeting, including Sit & Stitch. Anything over 6 hours will be charged an additional \$100 per hour. This became effective 8/1/11. A committee was formed to check out options and make a recommendation. President to talk to minister to see if effective date can be changed since we were not given prior notice. *St. John's agreed to give us 30 days before implementing new fee structure.*

3/1/11

Monthly Meeting

The Board moved to add the Parliamentarian to the Executive Committee. The guild voted to approve that motion.

1/4/11

Monthly Meeting

The Executive Board made a recommendation to the guild that as part of the celebration of our 25th year we offer charter memberships to our founders who are still a part of MCQG. This is not to set any precedent for future years, but to honor and thank the

ladies who started our guild and who have given so much to us in the past 25 years.
Motion was made and approved

12/7/10

Monthly Meeting

Motion was presented by the Board to increase Door Prize Budget from \$30 to \$50 and to limit the number of door prizes from a minimum of 3 to no more than 5 per month. THIS MOTION FAILED.

Second Motion: Motion made to raise the Door Prize Committee budget from \$30 to \$50, to have 3 to 5 purchased prizes along with donated prizes. **Motion carried.**

11/2/10

Monthly Meeting

Standing rule correct wording should be: Since the trip committees were divided into (2) two committees for the first time in 2010, one for field trips and one for bus trips, the committees shall remain separate in the future.

Board Meeting

Motion was made to increase Door Prize monthly budget to \$50 per month and to limit number of door prizes from a minimum of 3 to no more than 5 per month. Motion will be presented to guild at December meeting.

10/5/10

Monthly Meeting

Motion made and seconded to keep the Bus Trip Committee and the Field Trip Committee two separate committees. Motion carried.

Suggestion was made that Program Committee contact people on our waiting list if classes are not full.

6/1/10

Monthly Meeting

Membership Status that was approved by Board was presented to body. Motion was approved. *Actual wording of motion was not included in minutes.*

5/20/10

Board Meeting

Approved Membership Status to be presented at June monthly meeting

3/2/10

Monthly Meeting

Proposed By-Law changes come in the form of a motion from the Board (Board meeting 2/18)

Membership Cap – Membership cap of 150 members –after discussion, motion carried (NOTE: THIS WAS NOT INCLUDED IN BY-LAWS BUT HANDLED AS A STANDING RULE ONLY)

- Children becoming members – “A person must be 18 years of age or older to become a member of Music City Quilt Guild”. After discussion, motion carried.

- Visitors, number of visits – “a person may visit up to a maximum of three (3) times and then must make a decision on whether they want to join or be put on the current waiting list if an opening is not available. After discussion, motion carried.

- Children of members may attend meetings – “Anyone under the age of 18 years may attend the monthly guild meetings with a member as spaced allows and as long as the child is not disruptive. This excludes all other guild functions. After discussion, motion carried. St. John’s policy states that all children must be accompanied by an adult at all times, in all areas.

12/1/09

Monthly Meeting

Lunch management was discussed at both the board and guild meetings. The board made a motion to have only 3 large meals during the year. Vote was taken and the motion carried. The Hostesses will have discretion as to when these “hot meals” will be. Another discussion followed for eating arrangements the other meetings during the year. A motion was made and approved to bring sack lunches.

The Board made a motion and was seconded to place a temporary cap on membership and do some research on other places to meet. It was decided to revisit this subject after the first of the year and to check with the church on the codes for occupancy rules.

11/3/09

Board Meeting

Old records of the guild prior to 1999 will be destroyed

10/6/09

Monthly Meeting

President brought up national teacher issue for clarification and discussion as it wasn’t resolved at the last meeting. Motion was made and passed to rescind the Board’s motion from last month so a more definitive motion could be passed. New motion made and passed to pursue one national teacher per year and use local talent for additional speakers/ teachers with the provision that we will remain open to other opportunities that may arise as we can afford it.

8/4/09

Board Meeting

It was decided that we would have one National Teacher and a local teacher per year, instead of two National Teachers per year, unless something comes up where we could get a National Teacher cheaper.

5/5/09

Monthly Meeting

Membership was divided into these groups for bringing meals A-F; G-N and O-Z.

Door prize budget was changed to \$35 monthly for 7-10 prizes.

3/10/09

Board Meeting – at Retreat

\$300 was approved by Board to purchase new speaker system.

The need for updated procedures for upcoming committee chairman was discussed. President to contact current chairmen in 6 months and ask them to write down details and then they will be formalized as written Procedures and stored in the library and updated each year by outgoing committee chairperson.

Policy and procedures were brought up regarding someone wanting to attend the Retreat who was not a member of the guild. After some discussion the decision was made to follow TVQA guidelines as a baseline for setting up formal procedures with the Retreat

Committee.

Input was asked from the Board regarding a prayer quilt that some of our members are making for a sick member. The project was announced during the meeting which made it seem as though the guild was undertaking the project. President felt that we should make it clear that the guild does not do this type of project as a club function, in order to avoid the potential of leaving someone out and hurting feelings. Members are free to do this as a personal project and spread the word through word of mouth rather than announcing it at the meeting. Board agreed and this will be discussed with membership at a future meeting.

8/5/08

Monthly Meeting

For future retreats, a check for up to \$350 will be allowed the Retreat Chairperson for up-front incidental expenses. Proper documentation must be provided and any unused monies are to be returned to the Treasurer. This is not to cover teacher costs or site deposit. The Retreat Chairperson will make a yearly request for this check for guild approval.

Membership approved creation of MCQG website. Approximate annual cost to be less than \$100.

7/1/08

Board Meeting

Discussed proposal for MCQG website. Will present to membership at August meeting.

After discussing proposals by the Cookbook Committee, a motion was made and seconded not to develop a cookbook at this time. *(A committee was formed at the August meeting and recipes will now be distributed via the newsletter).*

Board approved the following rules for check disbursement pertaining to guild functions if the exact amount owed is not known and the money has been collected in advance: A signed check made out to the appropriate vendor(s) will be given to the committee chairperson by the treasurer. When the exact amount owed to the vendor(s) is known the amount will be filled in and given to the vendor. Proper documentation/receipts will be given to the treasurer to substantiate the check.

Board approved retreat expenses in the amount of \$350 can be given to the Retreat Committee Chairperson to be used for expenses related to the retreat. Proper documentation/receipts will be given to the treasurer to substantiate the check. If all monies are not used they are to be returned to the treasury. *(This was approved by membership at August meeting. See exact wording of approved motion on 8/5/08)*

6/3/08

Regular Meeting

Melissa Gann volunteered to set up a website for MCQG. Committee was formed to work with her.

5/6/08

Regular Meeting

Committee was formed to discuss printing a cookbook

3/24/08

Board Meeting

Changed food groups to A-G; H-P & Q-Z.

Board approved having brochures printing telling about our guild. These would be used for outside events, Art in the Park, etc. Board also approved having a portable sign made to be used at these of events. It is to be kept above library closet.

Emergency Information cards are to be filled out by all members.

9/4/07

Monthly Meeting

Bylaws revised

Article V Section 3 - Annual dues for membership shall be \$30 per calendar year. Dues shall be paid in November – \$15 going to TVQA and \$15 remaining with the Guild. After July 1, dues for new members shall be reduced to \$22.50 – \$15 going to TVQA and \$7.50 remaining with MCQG. After September 1, dues for new members shall be reduced to \$15 – \$7.50 going to TVQA and \$7.50 remaining for MCQG.

Article VII Section 4 - The Treasurer shall collect and dispense dues and all money collected by the organization. The Treasurer shall keep an up-to-date record of all members in good standing and to provide new member information to the Newsletter Editor. The Treasurer shall be a member of or an advisor to committees involved in MCQG expenditures. The disbursement of funds over \$50 shall have prior approval of MCQG, except for TVQA dues. Should a situation arise between regular meetings requiring disbursement of funds over \$50, prior approval shall be obtained from the Executive Committee.

4/3/07

Monthly Meeting

Honorarium paid to members who teach classes at any guild function should be \$25 plus expenses for copies or kits. This would not include any fabric used to make samples. It was agreed that fees for professional teachers (i.e. TVQA teachers) should be more and should be negotiated by the Vice-President.

1/9/07

Monthly Meeting

Membership voted that quilting books purchased in memory of a deceased member will now be donated to Music City Quilt Guild library instead of a public library near the deceased's residence.

12/15/06

Board Meeting

The batting from 3M will be distributed as follows: one to Wanda Mascarenas for Hurricane quilts; one for door prizes and the partial package to Starr Howell for upcoming classes demonstration.

6/6/06

Monthly Meeting

Library - Books may be checked out for 1 month only, must bring back book to re-check. Late charges will be \$2 per month. Cost of book will be required if kept longer than 3 months. Charge for current library books will be \$15. In case of sickness, please call librarian and book can be checked out by phone.

Announced that the Board had decided that \$25 per month could be spent by the Door Prize Committee to purchase items for door prizes. (This had been voted on in a Board Meeting early in 2006.)

- 8/2/05 Monthly Meeting
Changed food groups to A-G; H-R and S-Z to balance out number of people bringing food. You should bring a dish that will serve at least 12 people. (*Revised 3/24/08*)
- 6/7/05 Monthly Meeting
Voted to use 3M batting as door prizes (*Amended 12/15/06*)
- 2/1/05 Monthly Meeting
Voted to purchase a book in memory of a deceased member and donate that book to the library closest to the home of the member. The Library Chairman and the Sunshine Chairman will determine what book will be purchased not to exceed \$35. (*This proposal was a result of a discussion at December 2004 Board Meeting.*) (*Amended 1/9/07*)

Door prizes can be purchased if needed using door prize money collected. (*Amended 6/6/06*)

Program Chair can pay up to \$100 for a teacher for a guild program or other expenses that may occur.
- 7/04 Monthly Meeting
Membership dues raised by \$5 to offset increased costs of monthly newsletter. Dues are now \$30 annually.
- 5/4/04 Monthly Meeting
Due to increased membership, effective the August meeting, membership has been divided into 3 sections to bring food on a monthly basis (A-G, H-P & R-Z) (*Amended 8/2/05*)
- 1/28/03 Board Meeting
Voted that librarian could spend up to \$400 per year to add books to library. Decided to send charter members copy of newsletter even if no longer current member.
- 1/7/03 Monthly Meeting
Motion made to prepay for workshop/classes. Member will sign up for class and pay class fee prior to classes. If more people sign up for class than teacher will allow, a drawing will be held for class spots.
- 12/3/02 Monthly Meeting
Motion was made to change Treasurer's tenure from 2 years to 6 years. Motion made to increase yearly membership dues to \$25. (*Amended 7/04*)
- 6/6/02 Monthly Meeting
Voted to allow program committee to have \$75 to spend each month on programs, speakers, etc. If money is not used each month it can be transferred to next month. (*Amended 12/16/04*)
- 11/7/00 Monthly Meeting
Elsie Johnson clarified that St. John's Lutheran followed a "non-commercial" rule, that

fund raisers conducted in the church for the guild's benefit as a nonprofit education organization were allowed. Private sales for individual's profits, at the church site, were not allowed. The exception would be the selling by an outside teacher of her patterns, etc., with the guild approval only.

- 1/4/00 Monthly Meeting
Motion and second to charge people that cannot come to our meeting \$7 to receive the newsletter.
- 1/5/99 Monthly Meeting
Tickets for door prizes to be purchased at \$0.25. Items will be purchased from the treasury or members may donate articles.
- 11/97 Monthly Meeting
The progressive wall hanging was returned to the Tennessee State Museum.
- 3/4/97 Monthly Meeting
A motion was made to donate the progressive wall hanging to the Tennessee State Museum.
- 3/5/96 Monthly Meeting
Motion and second made to sell old books with no interest after 1 year. All were in favor of keeping basic quilt books for a 2 year period.
- 1/95 Monthly Meeting
Several changes were made to original By-Laws. (*Another revision 12/3/02 & 9/4/07*)