

Music City Quilt Guild – Standing Rules

Revised October 2018

Membership

Charter Member: Charter members are those individuals who were founders of the Guild who are still members of MCQG. Annual TVQA dues will be paid by the Guild for those active Charter Members of MCQG.

Active Member: Individual who attends six 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 six meeting per year requirement.

Inactive Member: Individual who does not attend six or more meetings per year, unless extenuating circumstances, i.e. sickness of guild member or immediately family, snow birds. Inactive members can participate in Guild functions when space is available, with the understanding that active members have right of first refusal. Out of state members who do not attend at least six meetings per year will fall under this classification.

Membership Emergency Information Cards: Cards are to be completed by all members.

Membership Waiting List: Should the membership reach the 150 mark, those interested in membership will be placed on a waiting list. Once advised that a membership slot is available, the individual has two weeks to remit membership dues and become a member. If this action is not taken, the individual will be moved to the end of the waiting list and the next individual contacted.

Financial Issues

Door Prizes: The budget for the purchasing of door prizes for each meeting shall be \$50.00 and can be used to purchase 3-5 prizes in addition to those donated. Funds raised by the purchase of tickets for door prizes shall be applied against this budget and any additional funds shall be returned to the general treasury with an accounting at the end of each calendar year.

Facility Usage and Associated Fees: St. John's fees for building usage are as follows - \$2.00 per person per meeting, including Sit & Stitch; anything over six hours in duration the guild would be charged an additional \$100.00 per hour.

Fees for Classes Taught By Guild Members: An honorarium of \$25.00 will be paid to a member who teaches a class at any guild function to cover the cost of expenses for copies or kits. This would not include any fabric used to make samples. Fees for professional teachers (i.e. TVQA Teachers) should be more and should be negotiated by the Vice President.

Funds Distribution: 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 filed in and given to the vendor. Proper documentation/receipts will be given to the treasurer to substantiate the check.

Library Expense: An annual amount of up to \$400.00 will be set aside for the Librarian to add books to the library. Any funds not used during the calendar year for this purpose will revert back to the general treasury. Should additional funds be required during the year, the Chairperson shall present a request for such funds to be voted on by the general membership.

Kitchen Expense: An annual amount of \$100.00 will be set aside in the budget for the purchase of paper and kitchen supplies. Any funds not used during the calendar year for this purpose will revert back to the general treasury.

National Teacher Expense: The expenses incurred for national teachers should be separated as follows:
(1) Travel expense (airfare or mileage, meals, lodging) should be paid on a "share system". If the teacher is doing a lecture/trunk show for the entire guild on one day, with or without a half day class, followed by two full days of classes as is standard, the guild treasury would pay for one-third of the cost of the teacher's travel expense with the remaining two thirds of the cost factored into the cost of the classes. If Music City shares a national teacher with another guild or organization, this distribution of expense would be based on the portion that would be payable by Music City, i.e. MCQG's portion of the total expense for the visit.

(2) Trunk Show/Lecture fee(s) should be paid in full by the guild treasury.

(3) Class fees should be factored into the cost of the class to those guild members participating in the class.

Pictorial Directory: An annual amount of \$150.00 will be set aside for the creation and publication of the Music City Quilt Guild Membership directory. Any funds not used during the calendar year for this purpose will revert back to the general treasury.

Program Expense: The annual budget for programs for the guild meetings will be \$1,500.00. Any funds not used during a calendar year for this purchase will revert back to the general treasury.

Retreat: A check in the amount of \$350 will be provided to the Retreat Chairperson for up-front incidental expense which does include teacher costs or site deposit. A total of \$1,000 (which includes the \$350 advance) will be available to the Spring Retreat committee to offset expenses including door prizes. This amount must be requested by the committee chairperson.

Sit & Sit Fees: A charge of \$5.00 will be paid by any member attending a Sit & Stitch Class which is not refundable. There will be no charge for Sit & Stitch if a class is not being presented or if a member is not participating in the class offered.

Special Event and Class Fee Monies: For any guild activity requiring an advance payment, the payment is non-refundable. If a member is unable to participate, it is the member's responsibility to find

someone to take their place. The Executive Committee shall have the option to review any request for refunds due to extenuating circumstances, such as death in the family or major illness.

Website: An amount equal to the “market” cost each year shall be allocated for the maintenance of the Music City Quilt Guild website.

General Information

Charity Projects: The Guild shall have ongoing charity projects and it is the responsibility of each chairperson for this committee to present plans for the upcoming year for approval by the Guild. At present, there are two active projects – Phyllis’ Angel Babies for the Down Syndrome of Middle Tennessee and Preemie Quilts for area hospitals.

Hostess/Kitchen Committee: The membership has agreed to have three meals per year including the Christmas luncheon. The groups will be determined by the kitchen committee each year depending on the membership size and how many members fall into each alphabetical category. There will be a membership vote to determine if the Christmas luncheon is to be catered or a membership “pot luck” luncheon.

Library: Any books that have had no interest shown for a period of one year, shall be placed up for sale to guild members. Basic quilt books will be maintained for a period of two years. General reference books will be kept in the library long term.

National Teacher Committee: The Guild will have a minimum of one class for its membership each year, with either a local or regional teacher or a national teacher comes to the Guild. Should the local/regional teacher selected be a member of Music City payment would be based on the standard rate that the teacher charges which would be negotiated and agreed upon by the National Teacher Committee for purposes of determining the cost of the class.