

Music City Quilt Guild Standing Rules Revised December 2025

Membership [5]

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. [9]

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. [8]

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. [2] [11] [13]

Financial Issues [26]

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. [10] [16] [21] [22]

Facility Usage and Associated Fees: A bi-annual donation will be given to Donelson Heights United Methodist Church of \$600. [25]

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. [20] [23]

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. [19]

Kitchen Expense: An annual amount of \$150.00 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. [6] [27]

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. [1]

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

Pictorial Directory: The membership directory is online under the password protected section for members to print as needed. Any member unable to download the directory may request a physical copy from the membership committee. An annual amount up to \$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. [7] [28]

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. [2] [24]

Retreat: An advance check of \$1,000 each will be available to the Spring Retreat and to the Fall Retreat committees. This amount must be requested by the committee chairperson. [29]

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. [3]

Sunshine: A \$150 budget is allotted for the committee to purchase supplies for their needs. [31]

Charities: A budget of \$50 is allotted for Quilts of Valor and Phyl's Angels to help with their expenses. [34]

Website: An amount equal to the "market" cost each year shall be allocated for the maintenance of the Music City Quilt Guild website. [18]

General Information [33]

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, our active projects are Phyl's Angels benefitting the Down Syndrome of Middle Tennessee, Preemie Quilts for local hospital NICU's, and Quilts of Valor (QOV).

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.

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. [1] [14] [15]

Officer Tenure: The officers are elected for one year and may serve only two consecutive years in the same office, however the treasurer's tenure can be up to four years and the secretary's tenure can be up to three years. [35]

REVISIONS LOG

[1] 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.

[2] 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.

[3] 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".

[4] 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.

[5] 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.

[6] 1/13/12. Motion made and approved to set aside \$100 per year for kitchen supplies.

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

[8] 9/6/11 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.

[9] 1/4/11 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

[10] 12/7/10 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. 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] 3/2/10 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)

[12] 12/1/09 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.

[13] 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.

[14] 10/6/09 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.

[15] 8/4/09 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.

[16] 5/5/09 Door prize budget was changed to \$35 monthly for 7-10 prizes.

[17] 8/5/08 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.

[18] 8/5/08 Membership approved creation of MCQG website. Approximate annual cost to be less than \$100.

[19] 7/1/08 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.

[20] 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.

[21] 8/2/05 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.)

[22] 2/1/05 Door prizes can be purchased if needed using door prize money collected. (*Amended 6/6/06*)

[23] 2/1/05 Program Chair can pay up to \$100 for a teacher for a guild program or other expenses that may occur.

[24] 6/6/02 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*)

[25] 12/2023 Updated to change from St John's to Donelson Heights UMC along with bi-annual donation of \$600

[26] 12/2023 Removed Library Expense as we no longer have a library. The \$400 allotted to it will be shifted to use for other committees.

[27] 12/2023 Voted to increase the kitchen committee amount to \$150

[28] 12/2023 Updated to reflect that the membership directory is online for members to print out as a cost-effective measure, and anyone can request a physical copy from the membership committee.

[29] 12/2023 Updated to reflect that a \$1000 deposit check is needed for each retreat, fall and spring.

[30] 12/2023 Removed sit and stitch fees, as they are no longer charged.

[31] 12/2023 Voted to give the Sunshine Committee \$150 for their needs

[32] 12/2023 Added Quilts of Valor to our official list of charity programs

[33] 12/2023 Library was removed from general information as this has been eliminated

[34] 12/2023 Updated to reflect that Quilts of Valor and Phyl's Angels have \$50 budgeted to their committees.

[35] 10/2025 Updated to reflect the treasurer's tenure can be up to four years and the secretary's tenure can be up to three years.