

# Ladies of the Lake Quilt Guild

## Standing Procedures

### Article I - Membership

**Section A. Dues:** Non-refundable dues are payable for the next fiscal year starting in May. The amount is to be recommended by the Board and approved by the LOL membership. If the dues amount is to be changed, it should be set by the March meeting for budgeting purposes. The annual dues are currently \$25.00 for the full year. New members joining after February will pay pro-rated dues as follows: March \$20.00; April \$15.00; May \$10.00; and June \$5.00. Member dues are the primary source of income for Guild activities.

**Section B. Newsletter:** Members will receive a monthly newsletter electronically by the Friday before the Guild meeting. Members without electronic access will receive a postcard the week prior to the meeting and may receive a printed copy at the Guild meeting.

**Section C. Directory:** Members shall receive an annual directory. Dues must be paid by the September meeting for member information to be included in the printed directory. The directory will be distributed at the October meeting with updates as needed. The directory is not to be used for commercial use.

**Section D. Activities:** Membership benefits include some reduced fees for workshops, eligibility to attend the Guild retreat, the opportunity to participate in and submit entries in the LOL Quilt Show, and to participate in other Guild activities.

**Section E. Name Badge and Logo:** Members are encouraged to make the LOL name badge and wear it to meetings. The badge logo is based on the Ladies of the Lake quilt block with the pattern provided in the directory.

### Article II - Organization

**Section A. Contact Information:** The Guild shall maintain:

- A Post Office Box –Ladies of the Lake Quilt Guild, PO Box 1432, Longview, WA 98632
- A Website – [www.lolquiltguild.org](http://www.lolquiltguild.org). The password for the “Members’ Only” section shall be changed annually by the Board, and members will be notified of the current password in the directory and newsletter.
- An Email address – [lolquiltguild@yahoo.com](mailto:lolquiltguild@yahoo.com)

**Section B. Business Accounts:** The business accounts for the financial institutions and printing will be designated by the Board and exceptions must be board approved.

- The Red Canoe Credit Union is the current financial institution.
- Office Depot is the current office supply and printing resource. An Office Depot Store Purchasing Card will be signed out from the Treasurer and returned no later than the Transition Meeting.

**Section C. Records Retention:** Guild documents and reports shall be maintained per the following schedule:

- Governing documents including the Constitution, Bylaws, Standing Procedures, and Timeline Guide shall be retained by the President and the Secretary.
- Documents from the IRS (Determination of Federal Tax Exemption) and the Washington Secretary of State (Nonprofit Status) shall be retained by the President and the Treasurer.
- Financial records shall be retained by the Treasurer and Bookkeeper for ten (10) years.
- Minutes shall be retained permanently by the Secretary and President.
- Program Director shall retain speaker and workshop schedules and information for five (5) years.
- Committee chairs and Historian should maintain their records and digital images for at least three (3) yrs. Paper copies must be shredded.
- The Immediate Past President shall be responsible for overseeing records retention

### Article III - Meetings

**Section A. Regular Guild Meetings:** Meetings are held on the third Monday of September through November and January through June and are open to the public. Guests will be charged a \$5.00 fee to help defray the cost of the program. Public meeting notices will appear in the newspaper, the Community Calendar or other

publications when possible. The Guild meetings are held at Emmanuel Lutheran Church, Education Building, Fellowship Hall, 2218 E. Kessler Boulevard, Longview, WA 98632. The general format for Guild meetings is as follows:

- 6:00 p.m. Set up
- 6:30 p.m. Social, sign ups and welcome
- 7:00 p.m. Program
- 8:00 p.m. Business meeting, Show 'N Tell, Door Prizes
- 9:00 p.m. Closing and clean up

Permission to sell items at a meeting or event must be granted by the Board prior to the activity.

**Section B. Board Meetings** are held on the second Monday of the month except July and December in the second floor activity room at 6:30 p.m. at Canterbury Park, 1335 3<sup>rd</sup> Avenue, Longview, WA 98632. Any LOL member may attend a board meeting but does not have voting privileges at the Board meeting. Notify the president in advance of the meeting to be placed on the agenda.

**Section C. Board Meeting Voting Privileges** are extended to elected officers and a representative from each standing committee. Each elected officer and representative has one (1) vote. The President only votes to make or break a tie.

**Section D. Transition Meeting:** A Transition Meeting is held in June or August for incoming and outgoing board members.

#### **Article IV – Elected Officers**

**Section A. General Responsibilities:** Officers are limited to no more than two (2) consecutive terms in the same office. Members may be elected to a previous position held after a break in service. All officers are expected to prepare records to turn over to the new officers at the Transition Meeting. Each officer shall maintain a current job description and provide a copy for the President. No guild member shall receive compensation for serving as an officer. Board members are expected to attend Board meetings or send a written report to the President prior to the meeting.

**Section B. Duties:**

1. The President must have one (1) year of Board membership experience within the last 5 years to be eligible to hold office. The President shall preside at all meetings of the Guild and Board. The incoming President shall conduct an orientation (Transition Meeting) either at the end of June or first meeting of August to review the *Articles of Organization, Bylaws, Standing Procedures*, job descriptions, and financial procedures with new board members. The President is responsible for reserving Guild and Board meeting facilities. The President shall receive the signed suggestions from the Suggestion Box and present the topics at the next Board meeting. In the event of a vacancy in an office, the Board will recommend a replacement, and the Guild will accept nominations from the floor to be voted upon by the membership at the next Guild meeting. Committee chair(s) and the Past President/Parliamentarian shall be appointed by the President to fulfill the responsibility for the remainder of the term.
2. The Vice President shall take over for the President and shall conduct the Guild business in the absence of the President. The Vice President is responsible for setup/breakdown at the Guild meetings, for opening and closing the facility, and will arrange for tables, chairs and refreshment supplies. The Vice President is responsible for the arrangement of the August picnic location, set up/clean up, microphone, etc. The Vice President will provide access/key for workshops. This office should use additional members to provide these services. The Vice President coordinates the construction of the outgoing President's quilt top.
3. The Program Director shall appoint and work with an Assistant who will have Board privileges in the absence of the Director. It is strongly recommended that the Assistant Program Director be nominated as Director the following year. Program Directors shall develop a list of potential speakers; contact them to see if they are available. Once speakers are confirmed, a contract shall be sent with a cover letter asking for the contract to be signed and returned. A program schedule for the Guild meetings will be created and made available to members at Guild meetings, on the web, and in the newsletter. The program

information will be provided to the President, Newsletter, Publicity, and Web Coordinator. Other duties include: maintaining the current year program budget, proposing the program budget for the following year, and recommending workshop fees for Board approval so the workshops are self-supporting. Costs may include room rental, instructor contract fees, travel, printing, and other expenses. Workshop sign up is on a first come/first served basis. The non-refundable registration fee must be paid in full prior to the workshop. The fee for non-guild members is the registration fee plus \$15.00. If a member is unable to attend they must notify the Program Director. (The Guild may choose to maintain a reciprocal partnership with Clark County Quilters that would allow CCQ members to attend at the regular member rate.)

4. The Secretary shall take minutes and send the Board draft minutes to the President and then to the Board; Guild minutes will be sent to all Board members within one (1) week after the meeting. Board minutes may be attached to the newsletter. The Secretary will conduct all correspondence. The Secretary is responsible for getting a list of new members and guests' names from Membership at each Guild meeting and reporting to the President the number of members present prior to the beginning of each Guild meeting to determine a quorum. The Secretary is responsible for getting a contact list of new members and guests' names from Membership to use for new member activity invitations. The Secretary shall create and maintain generic election ballots.
5. The Treasurer is responsible for collecting and receipting monies and disbursing funds. The Treasurer and Secretary will collect and distribute mail from the post office box in a timely manner. The Treasurer must be willing to travel to Longview on a regular basis for Guild business. The Treasurer is responsible for managing the Office Depot Store Purchasing Cards. The Treasurer should be available at the Quilt Show to accept income from the Quilt Show Financial Clerk. The Treasurer provides records to the Bookkeeper for financial reports and maintains the check register. The Treasurer and the Bookkeeper provide a check and balance; therefore, there needs to be no conflict of interest or familial relationship with the bookkeeper.
6. The Historian is responsible for maintaining existing Guild scrapbooks for safekeeping, taking pictures, and providing a digital frame of current electronic images for display at regular meetings. The chair should submit pictures to the Web Coordinator for placement on the Guild web site.
7. The Past President is the advisor to the current President, acts as parliamentarian, monitors the governing documents, and oversees annual records retention.

## **Article V - Committees**

**Section A. General Responsibilities:** The committee chairs shall be selected by the President unless noted otherwise. No guild member shall receive compensation for serving in an appointed position or on a committee. Committee chairs are expected to attend Board meetings or send the President a committee report one (1) week prior to the Board meeting.

**Section B. Standing Committees:** The following committees may be appointed each year:

1. Block of the Month- The chair is responsible for developing and coordinating a project for the next year. The chair will present the plan to the Board prior to launching the project in September at the Guild meeting. The chair is responsible for determining the costs to ensure the non-refundable fee keeps the activity self-supporting.
2. Bookkeeper - The Bookkeeper works closely with the Treasurer to maintain the Guild funds and reports. The Bookkeeper is responsible for preparing monthly income/expense reports and budget balances for the Board. The Bookkeeper shall provide balances of all funds for the newsletter, based upon availability of bank statements.
3. Challenge Quilt-The chair, working with the other two (2) winners of the previous August Challenge Quilt contest, will provide a self-supporting activity that stretches members' creativity based upon their developed criteria. The guidelines need to be approved by the Board prior to distribution at the January Guild meeting. The committee will provide members with the criteria for a fee. The committee will organize the display at the picnic, provide ballots, tally the votes, and announce the winners. Finished

projects that meet the criteria will be displayed anonymously at the August picnic. Members who attend the picnic may vote for their three favorite entries. Winners need not be present to win. The top three (3) winners will be announced and recognized for their efforts. These three (3) winners will form the Challenge Quilt committee for the next year.

4. Door Prizes-The chair is responsible for the purchase of merchandise, ticket sales, and the drawing of door prizes at monthly Guild meetings. Tickets currently are sold at three (3) for a dollar; price changes must be approved by the Board. \$100 in seed money is provided at the August Board meeting. It is a self-supporting activity with the hundred dollars to be replaced by the end of the fiscal year.
5. Hospitality/New Member-The chair will welcome new members and guests, provide introductions to fellow members, conduct a tour at Guild meetings, answer questions, and provide support for new members and guests. Name badges or other identification may be provided so members will recognize people new to Guild meetings. The chair will receive a monthly database update from the Membership Chair. The chair will plan and coordinate a Guild new member tea/activity in conjunction with the Board.
6. Marketing-The chair will gather information on available logo clothing, other items, and LOL pins to be sold to members. The chair will take prepaid orders for Board approved items, place orders, collect monies, convey the monies to the Treasurer for deposit, distribute items, and submit bills for payment in the usual manner. Personally purchased items may also have the logos printed on them. This is a self-supporting activity.
7. Membership-It is strongly recommended that the committee should have a chair and an assistant serving staggered two-year terms to better handle the membership responsibilities. Membership shall provide a membership application, collect and receipt dues, and convey the monies to the Treasurer in a timely manner. Membership shall compile a database of all members' names, addresses, email addresses, phone numbers, birthdays, join date, and whether new or returning (for Guild use only). Membership will provide the Secretary, Program Director, Newsletter and Hospitality chairs with a database list for distribution as needed. Membership shall produce a Guild annual directory and distribute it at a Guild meeting to all members along with a membership card. In addition to the member database information listed above, the directory will include: meetings, refreshment hosts, activities, Board members, small quilt groups, local quilt shops, Articles of Organization/ Bylaws, LOL name badge directions, web password, and any other information deemed appropriate by the Board. Membership will provide a list of new members and corrections as needed. Membership will provide a check-in list of all members, new members, and guests at the welcome table and work with the Secretary to report the number of members present to the President to establish the quorum prior to the business meeting.
8. Newsletter-The chair is responsible for assembling information from officers, committee chairs, and members by the Friday before the Board meeting. The newsletter may include program speakers, upcoming events (retreats, workshops, shop hops, programs, quilt shows, etc.), birthdays, and other relevant news. Ads may be solicited for quilting-related items and services to help support the newsletter. It is published monthly by Friday before the Guild meeting except for July and December. The chair will request an updated email and mailing list from Membership. Members who do not have electronic access will receive a postcard the week prior to the meeting and may receive a printed newsletter copy at the Guild meeting. The chair will send a copy to the Web Coordinator for posting on the Guild website by Thursday before the Guild meeting.
9. Publicity-The chair is responsible for putting notices in local newspapers announcing all public meetings/activities of the Guild the week prior to the monthly meeting. This may include other forms of media such as the television/radio community calendars. The chair will coordinate information with the President, the Program Director, the Web coordinator, and the Newsletter chair for accuracy.
10. Quilt Show-The chair will coordinate all subcommittees for the Quilt Show (QS) held biennially or annually. A representative of the QS committee must attend Board meetings or provide regular reports. The chair should submit information about the QS to the Web Coordinator. The committee must submit a budget for Board approval prior to financial transactions. Seed money may be granted for startup expenses

and replaced at the final bookkeeping accounting. The QS should be a profit-making activity for the Guild. Proceeds and expenses will carry over until the end of the activity. Only Guild members may submit quilt entries for display and must meet QS committee guidelines. Guild Choice, President's Choice, and Public Choice will be show award options. Donated door prizes will be solicited. Demonstrations may be presented as part of the show. Vendors may be provided with space for a fee. The Country Store may be offered as an optional activity with a portion of the proceeds going to a local charity. Standards are currently rented from a vendor.

11. Raffle Quilt-The chair will coordinate the planning and construction of the raffle quilt project. The Raffle Quilt committee will recommend the charitable recipient(s) of the proceeds with approval by Board and Guild members. The committee is responsible for marketing, providing raffle tickets/pictures for distribution, collecting funds and submitting them to the Treasurer, and overseeing the travel of the quilt to different venues for the sale of tickets. Income and expenses will carry over until the end of the activity. The committee will recommend the distribution of proceeds to the Board and the Guild that will include a charity(s) and a possible portion to the General Fund for Guild activities.
12. Retreat-The chair is responsible for coordinating the members' annual Retreat held in early February. The committee will secure the facility, set retreat dates, publicize the event to Guild members, manage registrations with an option for partial monthly payments, plan activities, and solicit donations for door prizes. A representative of the Retreat committee must attend Board meetings August to March for regular reports. The committee must submit a budget for Board approval prior to financial transactions. All collected monies are submitted to the Treasurer and may be spent on that year's Retreat. A Board-approved facility contract must be provided as soon as the budget is approved in order to secure the facility. Registration cost is based upon the total cost and the number of anticipated participants to make it a self-supporting activity. No registration refunds will be given. A Guild member may seek a replacement and receive payment from another Guild member if they must cancel. The committee must be notified of the change. Information about the retreat is launched in September and sent to the Newsletter chair and Web coordinator. The committee chair will facilitate the selection of the next Retreat chair by the end of the Retreat.
13. Web Coordinator-The chair will work with the web master to maintain a website (lolquiltguild.org) that remains current and reflects the LOL Guild purposes. The coordinator will post Standing Procedures, images, the monthly newsletter with minutes, answer emails, and coordinate with the President, Publicity, Newsletter, Program Director, and Historian. The chair will receive and post the annual membership form from the Membership chair. The chair will change the password annually in August or September with Board approval and the password will be in the directory.

**Section C. Ad Hoc Committees:** The Board shall have the power to appoint such other committees as deemed necessary to complete the work of the Guild.

1. Financial Review Committee – An ad hoc Financial Review Committee (Audit Committee) appointed in June by the Board shall be composed of one (1) Board member, two other Guild members, the Treasurer, and Bookkeeper to conduct the annual financial review of the Treasurer's records in July after the books close but prior to the August Board meeting.
2. Budget Committee – An ad hoc committee appointed in March by the Board is charged with preparing the budget for each year. It shall list income and expenditure categories for Guild operations and include listings of designated funds. The proposed budget shall be submitted to the Board for final approval in June.
3. Nomination Committee – An ad hoc committee of three (3) members shall be elected by the Board in January to recruit one qualified candidate for each elected office position. A qualified candidate must be a current active Guild member for a minimum of six months. The Board and the Nominating Committee should meet prior to recruitment to discuss positions and possible candidates. The duties of the office as outlined in the governing documents should be shared with each candidate. The committee shall

announce nominations at the May Board meeting. The nominations shall be published in the May and June newsletters and announced at the May and June Guild meetings.

4. Election Committee – An ad hoc three-member committee shall be appointed by the President from the Guild members attending the June Guild meeting. The committee will be responsible for obtaining the ballots from the Secretary, distributing, collecting and tallying ballots as needed and reporting the results to the President before completion of business.
5. Revision Team for Governing Documents – An ad hoc five member committee is composed of the current President, Past President, Secretary, Treasurer, and one At-Large Guild member. As stated in the governing documents, the Revision Team shall meet and propose necessary changes as needed to the Board.

## **Article VI - Elections**

**Section A. Nominations:** Recruitment of members to serve as officers will be done by the Nomination Committee during March and April and announced in the May and June newsletters and at the Board and Guild meetings. The President shall call for nominations from the floor at both the May and June meetings prior to the June election. Persons nominating a candidate should seek the candidate's permission prior to the nomination. Self-nominations from the floor will be accepted.

**Section B. Elections:** The election shall be held at the Guild meeting in June. If there is more than one candidate for the same office, the election shall be by written ballot, and a majority vote shall elect. If there is only one candidate for each office, it will be in order to move that the Secretary cast the vote of the Guild for the election by a majority vote. Installation of the incoming officers will immediately follow the election.

**Section C. Transition Responsibilities:** Outgoing officers should prepare their files and materials to turn over to the newly elected officers in a timely manner but not later than the new President's Transition Meeting. Committee Chairs shall turn over their materials and information when their term of office ends. See Records Retention (SP, Article II, Section C) for more information.

## **Article VII – Financial Policy**

**Section A. Income/Expense Process:** All fees collected from members by Board members must be receipted to members and submitted to the Treasurer using the Income Form. Fees collected at the Quilt Show need not be receipted but must be submitted to the Treasurer by the QS Financial Clerk using the Income Form.

1. Receipt Books – Three-part (3) NCR Receipt books shall be provided to Board members as needed by the Treasurer. All monies collected from members shall be receipted. The white copy goes to the payer; yellow copy goes to the Treasurer with the money; pink copy remains in the receipt book for records.
2. Return of Receipt Books – By the end of the fiscal year, all unused portions of receipt books must be returned to the Treasurer. This must be done at the end of the completed activity or before the Transition Meeting, whichever comes first.
3. Income Form – This is the cover document that must be used to submit monies with the yellow copy of the receipts to the Treasurer.
4. Expense Form – This is the cover document that must be used to request funds from the Treasurer with the attached legitimate itemized business receipts-
5. Business Receipts/Invoice - Receipts/Invoices must be legitimate itemized receipts/invoices dated no more than 90 days prior to submission. In order to comply with our non-profit charitable status, members having a business cannot submit receipts/invoices against their own business.
6. Income Pouches – Pouches will be provided by the Treasurer as needed for the submission of monies. There will be only one per office/committee.
7. Income Form Process – At LOL meetings and at the Quilt Show, a Board member or QS Financial Clerk may submit Income pouches with monies, yellow receipts and Income Form(s) to the Treasurer. The Treasurer shall verify the amounts at that time and give the member a white receipt. The Treasurer shall then deposit the monies at the Red Canoe and get two (2) bank deposit receipts. A copy of the

Income Form, the yellow receipt, and a bank deposit receipt goes to the Bookkeeper before the next Board meeting.

8. Expense Form Process – At LOL meetings and the Quilt Show, a Board member or QS Financial Clerk may submit an Expense Form to the Treasurer for reimbursement or payment of funds. These funds must be covered by a Board-approved budget or have Board approval before checks can be written. Note that Quilt Show Committee member requests must first be submitted to the Quilt Show Committee Financial Clerk so that the Quilt Show accounting may be kept accurately. A copy of the Expense Form goes to the Bookkeeper before the next Board meeting.

### **Section B. Funds**

1. Bank Access – Check signature rights of the incoming and outgoing President, Vice President, Secretary and Treasurer is to be done at the Red Canoe in July. This requires a copy of the June minutes and that the WA State Non-Profit form be filed on line. Only the Treasurer and the President have access to bank funds. Duplicate checks shall be used and two (2) authorized check signatures are required.
2. Income Deposits – Red Canoe deposits are made by the Treasurer using the official LOL two-part (2) deposit slips. Duplicate deposit receipts must be requested – one for the Treasurer’s records and one for the Bookkeeper’s.
3. Expense Form Payment – Checks are written by the Treasurer and signed by another authorized check - signer whose signature must be on file at the Red Canoe. Signed checks will be available from the Treasurer at Board and Guild meetings.
4. Bookkeeper Documentation – After the Treasurer has received the monthly Red Canoe statement and reconciled the bank statement, the appropriate copies of all documents are given to the Bookkeeper for producing the monthly financial reports. These documents include copies of all Income Forms, Expense Forms, the check register, and the Red Canoe statement.
5. Carry-over Funds – Money left in the general fund (or a committee account) at the end of fiscal year shall roll over into the general fund. Exceptions include Board-approved carry-over activities such as the Challenge Quilt, Quilt Show, and Raffle Quilt.

**Section C. Financial Reports:** Reports are presented monthly by the Treasurer/Bookkeeper at the monthly Board Meetings and a summary is printed in the newsletter. Financial Reports include monthly income and expenses as well as a summary of the fund balances.

**Section D. Office Depot Store Purchasing Cards:** These discount cards will be signed out/signed in by the Treasurer to authorized Board members. They are to be used for only Guild business supplies and copying. They are to be returned to the Treasurer no later than the Transition Meeting. If they are lost, the Treasurer is to be notified immediately. The Treasurer will be the liaison to the Office Depot Store Purchasing Group. The various Board members will show the card when checking out at Office Depot. They will personally pay for the purchase(s) and submit an Expense Form for reimbursement. The discount for the Guild is substantial, so it is expected that the card be used for supplies and copies. Do not use the self-copy machines unless you have first notified an Office Depot person that you are using this card. Black and white copies are preferred.

**Section E. Budgets:** The budgets are the guidelines for income and expenses for the next fiscal year. The Treasurer uses the budget for dispersal of funds.

1. Guild Budget – The Budget Committee is formed in March by the Board. Budget requests are submitted by Board members in April to the Budget Committee. The proposed budget for the following fiscal year is submitted to the Board in May and is approved at the June Board meeting.
2. Committee Budgets – Quilt Show and Retreat committees must develop and approve a budget. They must submit their budgets to the Board for approval. The Treasurer can then issue checks without Board approval.

**Section F. Financial Review Committee** (Audit) is formed in June by Board input and Presidential appointment. The financial review is to be done after the end of the fiscal year (June 30). The Financial Review Report is presented to the new Board at the August Board meeting for approval. After the Financial Review is completed, the turnover of the books to the new Treasurer is finalized.

## **Section G. Government Filings**

1. State of Washington – Nonprofit Status must be filed on line in July and completed prior to changing the signatures at the Red Canoe.
2. IRS – 501(c)(3) Tax Exempt – this form must be filed by November 15<sup>th</sup> of each year.

## **Article VIII – Activities**

### **Section A. Activities:**

1. Annual Picnic – The annual picnic is held at Riverside Park or another designated location on the third Monday of August. The Vice President will arrive early to save the space and will help members organize the food and beverage areas. Members will gather at 6:00 p.m. to conduct informal signups and socialize. Members should bring a potluck dish to share, serving utensils, their own table service, beverage, and an optional tablecloth. Challenge quilts must be brought in a brown paper bag with no label visible on the bag or quilt and must be submitted by 6:30 p.m. Voting and eating will begin at 6:30 p.m. Afterwards an informal meeting is conducted to unveil activities for the year and to announce the winners of the Challenge Quilt activity. Mixer games/activities to get to know other members are encouraged.
2. Basic Skills Workshop – The Program Director may provide a self-supporting, basic skills workshop on a “first come/first served” basis for those members desiring to improve their quilting skills. If space is available, it may be opened to non-members for an additional fee. Additional self-supporting workshops of special interest may also be provided.
3. Block of the Month – Participating members will receive a block pattern in this monthly self-supporting quilt project designed to build skills, to promote creativity, and to have fun. The BOM chair plans and presents quilt block designs and/or fabric available at the Guild meetings starting in September. The Chair may also make suggestions for completing the quilt near the end of the activity.
4. Challenge Quilts – This project is designed to stretch the imagination and creativity of the quilter to meet the committee's rules. In January, a kit will be offered to members that includes the instructions, themes and fabric for a fee. Members keep their projects secret until after the picnic revealing and voting in August. See Annual Picnic above for more details.
5. Door Prizes – Currently the door prize committee purchases quilting-related items and conducts a drawing at the monthly meetings. Tickets may be purchased for 3/\$1.00. This is a self-supporting activity.
6. New Member Tea – A social event is planned by the Hospitality/New Member chair and Board members to welcome new members and provide information about Guild activities and resources. Refreshments are served and small gifts may be given to new members.
7. Quilt Show – The Quilt Show is designed for the appreciation of the art of quilting and to encourage others to quilt. This public event is an opportunity for members to share quilted items that have not been displayed previously at an LOL Quilt show. The Guild uses this opportunity to raise funds for charity and Guild purposes. Non-members may submit entries for a twenty-five (\$25) dollar fee.
8. Raffle Quilt – A raffle quilt project is produced by Guild members to raise money for charitable purposes and Guild activities. All Guild members are encouraged to sell tickets and to help host the quilt project at community events. The drawing is held in the afternoon of the last day of the Quilt Show.
9. Retreat – This is an annual event currently held at Falls Creek Retreat Center the first weekend of February. It is a chance for Guild members to come together to socialize and work on their own projects and/or participate in activities planned by the Retreat Committee. This is a self supporting event.
10. Show and Tell – This is an opportunity to display members' quilted items. It is suggested that a member limit their show and tell items to three (3) quilted items per month. Participants hand their items over to the Guild quilt holders when they approach the stage. The member then uses the microphone to state their first and last name and to give a brief explanation of their quilt. Although completed quilts are preferred, in-progress items may be shown as well.



11. Suggestion Box – Members may share their thoughts, suggestions, and constructive criticisms using the Suggestion Box provided at the refreshment table. Members must sign their suggestions in order for the President to present the topics at the next Board meeting.
12. Workshops – Several self-supporting workshops may be offered throughout the year that help increase members quilting skills and expand their horizons. They are generally held on a Saturday or holiday Mondays before Guild meetings in January, February, and another month from 9:00 a.m. to 4:00 p.m. at Emmanuel Lutheran Church in Longview.
13. Additional Opportunities and Activities – Information on the following opportunities is available at Guild meetings and in the Newsletter:
  - a. Charitable projects
  - b. Doll Quilts for the Salvation Army
  - c. Foster Kids quilts for graduating seniors
  - d. Habitat for Humanity Quilts for families with new homes
  - e. Quilt Show at the Longview Public Library in December
  - f. Small Quilt Groups

### **Article IX – Amendments**

Amendments to the Standing Procedures may be made by a majority vote at any given time by the Board with a quorum being present. Whenever possible, advance notice (email) shall be given to Board members if a proposed amendment will be considered at the meeting. All amendments shall be printed with the Board minutes and posted on the web.

Adopted: May 12, 2014  
Revised: