

Paducah Stitch 'n Quilt
Standing Rules
Revised 10/2007, 4/2014, 6/2018, 5/2020

1. The meetings are held the third Monday of each month (unless otherwise scheduled) at WKCTC beginning at 10 a.m. (unless temporarily changed for a special function). Changes in the time and place can be made with the approval of the majority of the members. If the meeting date is a holiday the meeting will be scheduled for Tuesday. \$50 daily rental fee is paid for WKCTC.
2. An annual due of \$25 is collected in May for the upcoming guild year. An additional \$6 is assessed for members wishing to have their newsletters sent via U.S. Postal Service. Members wishing to do so may split their payments with half in May and the remainder in December. The dues are approved annually as part of the budget approval. All new members upon payment of dues are given a membership card and nametag. Members joining after December 1 will pay \$12.50 for the remainder of the year.
3. A member interest survey is conducted annually in March by the outgoing Executive Board to provide information to the incoming Executive Board as to programs and workshops the membership would like to have and which committee assignments members are interested in holding.
4. The outgoing and incoming officers meet prior to the start of the new year to turn over all materials related to the office, answer any questions and provide continuity between Boards.
5. The Executive Board determines the programs for the year prior to the start of their term of office. The list of programs is made available to members on the Guild's website (test.paducahquiltguild.com).
6. Regularly scheduled guild activities may include but are not limited to:
 - Member Spotlight** – Member(s) shares their quilt collection.
 - Demos** – About 15 minutes, no hands-on work.
 - Regular Program** – Begins after business meeting and lasts until lunch. Program may include some hands-on work.
 - Extended Program** – Same as Regular Program, but we come back after lunch and work into the afternoon.
 - Full-Day Workshop** – A featured teacher, no business meeting and we work all day.
 - Workday** – No teacher, we work on a project more than likely a community service project or fund raiser quilt.
7. The following fee schedule is to be used as a guideline. Members will be paid the teacher fee for Extended Programs or Workshops only. Members have the option to not accept the teaching fees. All payment arrangements are the responsibility of the Executive Board. The fee schedule is subject to change.

Demos – Non-member teacher paid \$15.

Regular Program – Non-member teacher/speaker paid \$50.

Extended Program – Teacher paid \$75.

Full-Day Workshop – Teacher paid \$150 plus expenses unless otherwise approved by the Executive Board

For all guild-sponsored workshops, a sign-up sheet must be completed the month prior. If a class does not have 10 people signed up it will be cancelled.

8. An annual luncheon is held in conjunction with the June meeting to mark the beginning of the new year for the guild. The incoming Executive Board is responsible for planning the luncheon including food, decoration, and activities with the assistance of the Hostess Committee.
9. The Executive Board meets no less than four (4) times per year or as needed. They make executive decisions concerning any changes to programs or any other matter pertaining to the organization. Special meetings may be called by the President or any other board member as needed.
10. The Executive Board is authorized to make expenditures of \$250 or less on behalf of the organization without prior approval of the membership. All individual expenditures over \$250 must be voted on by the membership.
11. The guild sponsors Busy Bees where members are welcome to come to sit and sew. A Busy Bee is held the 1st Monday of the month at 10 AM at Backyard Fabric. A Busy Bee focusing on pre-cuts (Pre-cut Club) meets on the 2nd Thursday of the month at 10 AM at WKCTC, Rm 141. In those months with a fifth Monday, the guild will hold a workday at WKCTC, Rm 141 to work on guild-sponsored activities.
12. The retiring president is presented with a thank you gift at the June meeting. The cost of the gift should not exceed \$30.
13. The guild pays annual dues to the Kentucky Heritage Quilt Society.
14. The guild makes an annual donation as a Benefactor to the National Quilt Museum.
15. Opportunities throughout the year are provided through the guild for special activities such as quilting retreats, quilt shop hops and other outings as desired by the membership.
16. The guild sponsors a door prize drawing at each meeting. Gift certificates, cash or quilt related items are purchased by the Treasurer for the door prize gifts.
17. A monthly newsletter is prepared and distributed to every member. The newsletter is distributed via the Guild's website unless the member has paid an additional fee to have the newsletter mailed.
18. The guild maintains a locked storage unit with AAA Storage to hold all the guild's supplies (irons, cutting mats, etc.) The President, Vice President, Hostess, and Equipment Manager will all have keys to the cabinet.
19. In the event of the death of a member, a member's spouse, their parent or their child, the guild will send a card to the member or family member.
20. The organization's community service activities include the following:
 - a. Quilts are made by members for donation to Bags of Love. Quilts should be a minimum of 36" square to twin size.
 - b. Items are sewn for Baptist Health on an as-needed basis.
 - c. Quilts are made for veterans are donated throughout the year. They should be 36" square in red, white and blue.
21. When a member is hospitalized, a card is sent from the organization.

22. The guild may sponsor a quilt show annually. A committee is appointed by the President to decide on content and format of the show.
23. An annual Holiday Party is held in conjunction with the December meeting. The Holiday Party committee makes all arrangements.
24. Changes to the Standing Rules can be made through the majority vote of the membership at any regular meeting or by the Executive Board with approval of the membership.
25. Wallhangings are provided for display at the McCracken Public Library during the month of the AQS Quilt Show.
26. Non-members may attend quilting classes sponsored by the guild at a rate equal to the current annual dues if space is available.